PAJARO VALLEY WATER MANAGEMENT AGENCY

36 BRENNAN STREET • WATSONVILLE, CA. 95076
TEL: 831) 722-9292 FAX: 831) 722-3139
email: info@pvwater.org • https://www.pvwater.org

ADMINISTRATION & FINANCE COMMITTEE MEETING
PV Water, 36 Brennan Street, Watsonville
Tuesday, November 7, 2023, 3:00 p.m.
MEETING AGENDA

1. Call to Order and Roll Call:
   Committee members: Bob Culbertson (Chair), Stephen Rider (Vice Chair) Amy Newell
2. Director Comments
3. Public Comments
4. Consider Approval of October 10, 2023, Administration & Finance Committee Meeting Minutes
5. Receive Report on Employee Handbook Update
6. Consider Accepting Quarterly Reports
   a. Contract Commitments
   b. Budget to Actuals
7. Consider Accepting Financial Reports
   a. Activity Report
   b. Investment Report
8. Consider Accepting Cash Flow Reports
   a. A/R Aging Update
   b. A/P Report
9. Discuss future agenda items and next meeting date – Tuesday, December 12, 2023, 3:00 p.m.

Adjournment

Should Remote Access be Available for Public Access to Meeting

Join the Administration & Finance Committee meeting from your computer, tablet or smartphone.
https://www.gotomeet.me/PVWater/pv-water-administration-finance-committee

You can also dial in using your phone.
United States (Toll Free): 1 877 309 2073
Access Code: 392-853-285

PV Water is a state-chartered local Agency formed "to efficiently and economically manage existing and supplemental water supplies in order to prevent further increase in, and to accomplish continuing reduction of, long-term overdraft and to provide and insure sufficient water supplies for present and anticipated needs within the boundaries of the Agency. It is anticipated that long-term overdraft problems may not be solved unless supplemental water supplies are provided. The water management Agency should, in an efficient and economically feasible manner, utilize supplemental water and available underground storage and should manage the groundwater supplies to meet the future needs of the basin." This agenda is subject to revision and may be amended prior to the scheduled meeting. If amended, a Final Agenda will be posted at the PV Water offices at 36 Brennan Street, Watsonville, 72 hours prior to the meeting. Copies of the Final Agenda will be available at the Board Meeting. This Agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the Ralph M. Brown Act (Cal. Govt. Code Sec. 54954.2). Persons requesting a disability-related modification or accommodation should contact PV Water at (831) 722-9292 during regular business hours, at least 24 hours prior to the time of the meeting.

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ADMINISTRATION & FINANCE COMMITTEE
DRAFT MEETING MINUTES of
Tuesday, October 10, 2023, 3:00 p.m.
PV Water, 36 Brennan Street, Watsonville

Chair Culbertson called the meeting to order at 3:03 p.m.

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

   Committee Members Present: Bob Culbertson (Chair), Stephen Rider (Vice Chair), Amy Newell
   Staff Present: Brian Lockwood, General Manager (GM), Priscilla Sanchez (FA)
   Others Present: None

2. **Director Comments:** None

3. **Public Comments:** None

4. **Consider Approving Minutes of September 12, 2023, Committee Meeting:**

   Action: Director Newell moved to approve the September 12, 2023, meeting minutes and place on the consent agenda with the following correction: it was Director Rider, not Director Newell, who mentioned the Santa Cruz County Fair was happening; seconded by Director Rider.

   The motion carried following vote:

   Ayes: **Culbertson, Newell, Rider**
   Noes: **None**
   Abstain: **None**
   Absent: **None**

5. **Consider Redistricting of Pajaro Valley Water Management Agency's Division Boundaries:**
   GM Lockwood last month's discussion and presentation by Shalice Tilton of NDC. Director Newell commented the "Orange Map" unifies most of the Bay Village Senior Housing Community into Division C, and makes clear the boundaries between city and county limits along the Pajaro River. Roundtable discussion ensued.

Action: Director Rider moved that the "Orange Map" proceed to the Board for approval as part of the Board resolution, seconded by Director Newell.

The motion carried following vote:

Ayes: **Culbertson, Newell, Rider**
Noes: **None**
Abstain: **None**
Absent: **None**

6. **Consider Past Due Letters:**
GM Lockwood recommended that the language describing the customer appeal process should be on the "Request for Review of Augmentation Charge Bill" such that customers wishing to contest their bill will be able to read about the process in full, from the first step, and prior to receiving a past due letter. The Committee recommended that staff change the wording on the "Request for Review of Augmentation Charge Bill" from "shall review the request for review" to "shall evaluate the request for review."

Action: Staff will update the "Request for Review of Augmentation Charge Bill" as discussed. No Board action is necessary.

7. **Consider Accepting Quarterly Reports:**
GM Lockwood presented the reports. Director Newell noted a typo on the AR aging report (in the word "Miss" as in "Miss Applied").

Action: Director Newell moved to recommend that the Board approve the quarterly reports and place them on the consent agenda; seconded by Director Rider.

The motion carried following vote:

Ayes: **Culbertson, Newell, Rider**
Noes: **None**
Abstain: **None**
Absent: **None**

8. **Consider Accepting Financial Reports:**
GM Lockwood highlighted the reports are ending August 31, 2023. The Agency ended the month with $53M in cash after including the Certificates of Participation (COP) funding on the reports in Fiscal Year 23/24. He spoke to some ongoing challenges staff is having with BNY Mellon and noted staff had requested their consultants issue an RFP to evaluate other banking/fiduciary trustees for current and future funding sources.

Action: Director Newell moved to recommend that the Board approve the financial reports and place them on the consent agenda; seconded by Director Rider.

The motion carried following vote:

Ayes: **Culbertson, Newell, Rider**
Noes: **None**
Abstain: **None**
Absent: **None**

9. **Consider Accepting Cash Flow Reports:**
GM Lockwood mentioned all billing is still within 30 days ,so late payment fluctuation/variance is difficult to gauge at this time. The payables report highlights expenses related to the College Lake Project. GM Lockwood mentioned staff received the fourth progress payment for the pipeline component of the project and that staff will issue payment soon.

Action: Director Rider moved to recommend that the Board approve the cash flow reports and place them on the consent agenda; seconded by Director Newell.

The motion carried following vote:

Ayes: **Culbertson, Newell, Rider**
Noes: **None**
Abstain: **None**
Absent: **None**

10. **Discuss Future Agenda Items and Next Meeting Date:** The Committee did not recommend any future agenda items. The next regular meeting date is set for Tuesday, November 7, 2023, 3:00 p.m.

Adjournment: 4:01 p.m.

MEMORANDUM

DATE: November 2, 2023
MEETING OF: November 7, 2023
TO: Administration & Finance Committee
FROM: General Manager
RE: Item 5: Receive Report on Employee Handbook Update

BACKGROUND

The Pajaro Valley Water Management Agency (PV Water) Employee Handbook sets forth the basic policies and procedures applicable to all employees, and it 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 (EO). PV Water's Employee Handbook was last updated in 2015, via *Resolution 2015-27 Adopting 2015 Employee Handbook*, and before that in 2004.

Staff initiated comprehensive update to the Employee Handbook in late 2019 with the assistance of a consulting human resources specialist and PV Water's General Counsel, but staff placed the effort on hold concomitant with beginning of the COVID-19 pandemic. Around the time the pandemic transitioned from emergency to maintenance status, staff resumed working on the Employee Handbook with a focus on the following considerations:

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 EO (see Resolution 95-33 attached).

DISCUSSION

To break the review of the Employee Handbook into manageable sections, staff will present proposed revisions to Sections 13 (XVIII) through 28 (XXVIII) on November 7; these sections primarily contain updates based on changes to the labor law. The General Manager (GM) has provided a copies of the Employee Handbook to the EO. Further, the GM has worked with counsel to review and incorporate revisions suggested by the EO in spring 2020. The GM has held meetings with individual members of staff and representatives of the EO, both via one-on-one meetings and all-staff meetings, to discuss proposed updates to the Employee Handbook as well as the process. The EO is reviewing proposed revisions to the Employee Handbook and will have comments for management and ultimately the Committee and Board to consider. The EO is aware that the GM will present the above-mentioned sections of the handbook to the Administration & Finance Committee on November 7, and, per the GM's commitment, updates to the Employee Handbook will be made through an iterative process between the EO, management, the Administration & Finance Committee before being presented to the Board of Directors.

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 and provide feedback.

ATTACHMENTS

- Employee Handbook Sections 13 (XVIII) through 28 (XXVIII) (Redline Version)
- *Resolution 95-33, Recognizing the PVWMA Employee Organization*

~~PAJARO VALLEY WATER MANAGEMENT AGENCY~~

~~EMPLOYEE HANDBOOK~~

PAJARO VALLEY WATER MANGEMENT AGENCY

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Mission

PV Water's mission is to achieve sustainable groundwater resources in the Pajaro Valley for our vibrant agricultural, commercial, industrial, and residential communities for today and future generations.~~Our Mission and Values~~

~~*Pajaro Valley Water Management Agency is dedicated to efficiently and economically manage existing and supplemental water supplies in order to prevent further increase in, and to accomplish continuing reduction of, long term overdraft and to provide and ensure sufficient water supplies for present and anticipated needs.*~~

EMPLOYEE HANDBOOK

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BOARD APPROVED
OCTOBER 21, 2015

DRAFT:
OCTOBER 30, 2023

~~**DRAFT: , 2023**~~

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a. The 2-hour minimum will only apply if the employee is required to physically report to a work site. An on call employee who only responds via telephone will only receive overtime pay for the time actually spent working.

b. When physically required to report to the work site, employees will be considered working on a call out beginning once the employee arrives at the work site and until the time of physical departure from the work site.

c. Employees will not receive the 2-hour minimum for time worked immediately before or after their regular schedule, i.e. for time that is an extension of their regular shift. Rather, they will receive overtime for the actual number of hours worked.

d. Employees are only entitled to the 2-hour minimum once per 24-hour on call period. If an employee is called out a second time within 2 hours of the beginning of a previous call out, the time within 2 hours of the beginning of the previous call out shall be considered already paid. For example, if an employee is called out from 2:00 a.m. to 2:30 a.m., and again from 3:00 a.m. to 4:30 a.m., the employee will receive a total of 2.5 hours of overtime (2 hours for the time period between 2:00 a.m. and 4:00 a.m. plus .5 hours for 4:00 a.m. to 4:30 a.m.).

4. Replacements, Trades and Coverage

a. Trades / Emergency Replacements for Whole Week: If the ~~General Manager~~GM or designee confirms that an employee is unable to perform a whole week of assigned on call duty due to an illness, injury or family emergency, the employee shall trade ~~his/her~~their on duty week with the next scheduled employee in the rotation available to perform on call duties. Employees may also voluntarily trade whole on call-weeks for other reasons, but only if agreed to by both employees and with the advance approval of the ~~General Manager~~GM or designee.

b. Trades / Emergency Replacements for Less Than A Week: If the ~~General Manager~~GM or designee confirms that an employee is unable to perform a portion of or remainder of a week of assigned on call duty due to an illness, injury or family emergency, the employee shall trade that portion of or remainder of the on call duty week with the next scheduled employee in the rotation available to perform on call duties. Employees may also voluntarily trade a portion of or remainder of a week of assigned on call duty for other reasons, but only if agreed to by both employees and with the advance approval of the ~~General Manager~~GM or designee. Employees who are in an on call status for less than a full on call week shall be paid two (2) straight time hours per day for the days on which they serve as the Agency's designated on call employee.

~~XVI.~~XIII. DISCIPLINE AND TERMINATION

Employment at the Agency is at the discretion of the ~~General Manager~~GM, 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~~their 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~~themself, 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 approved by law for such purposes (including, for example, use of Agency facilities that are open to the public) and the employee has obtained prior written authorization from the ~~General Manager~~GM or ~~his/her~~their 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, although not required, the Agency may~~will~~ utilize progressive discipline to give an employee an opportunity to improve ~~his or her~~their 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 H~~h~~andbook 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.

~~XVII.~~XIV.COMPLAINT RESOLUTION

~~*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~~their supervisor or is not satisfied with the supervisor's response, the problem may be brought to the ~~Finance/ & Administrative Services Manager~~FASM 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.

~~. *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."~~

~~XXV.~~XV.OTHER EMPLOYMENT

No employee shall engage in any occupation or activity~~,~~ which is incompatible with ~~his/her~~their employment. An employee engaging in an occupation or outside activity for compensation shall inform the ~~General Manager~~GM 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, and who fails to inform the ~~General Manager~~GM of such occupation or activity, may be subject to disciplinary action up to and including dismissal.

~~XXVI.~~XVI.REIMBURSEMENT

The following expenses incurred by employees will be reimbursed upon timely submission and approval of an expense report clearly identifying the cost incurred, complete with supporting bills, receipts, etc. All employees must have approval in advance for such expenses.

A. Mileage Allowance

Any employee of the Pajaro Valley Water Management Agency, other than the ~~General Manager~~GM, who is required to operate ~~his/her~~their 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~~GM 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~~their official duties upon prior authorization of the ~~General Manager~~GM 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 educational 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. The employee must ~~P~~provide the required information with as much detail as possible and submit to the ~~General Manager~~GM or designee at least four (4) and no more than six (6) weeks in advance of the first session. The ~~General Manager~~GM 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. The employee must ~~P~~provide the required information with as much detail as possible and submit to the ~~Finance/ & Administrative Services Manager~~FASM 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~~GM. 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~~GM, 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.

~~XXVIII.~~XVII.DRUGS AND ALCOHOL POLICY

The Agency is committed to providing a drug-free, healthy, and safe workplace. ~~Drug and alcohol use is highly detrimental~~negatively impacts employee performance, worker safety, and the safety of the ~~general public~~ 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 alcohol or an illegal drug ~~or alcohol~~, or being under the influence of alcohol or 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, Drug and Alcohol Policy Notice to E~~e~~mployees.

The Agency reserves the right to search all work areas and Agency property at any time.

~~XXIX.~~XVIII. NON-DISCRIMINATION, ~~AND~~ ANTI-HARASSMENT AND ANTI-RETALIATION 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 and retaliation prohibited under this policy; and

3. To set forth a procedure for resolving complaints of prohibited discrimination, ~~and~~ harassment and retaliation.

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~~ against 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, and retaliation 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 unreasonably~~e~~ interfering with an individual's work performance; or

3. Otherwise adversely affects an individual's employment opportunities.

F. Sexual Harassment

Sexual harassment (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions) 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~~ have 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~~ discrimination~~ed~~, 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~~FASM. An employee is not required to complain first to a supervisor if that ~~person~~ supervisor 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~~GM 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 or retaliation.

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~~their 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 Fair Employment and Housing Council (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~~their complaint to the federal Equal Employment Opportunity Commission (EEOC).

K. Dissemination of Policy

Copies of the Agency's Nondiscrimination, Harassment, and Retaliation 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~~GM.

~~N.~~ M. 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-~~sexual 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.

XIX. Ethics Policy

The Agency and its employees must, at all times, conduct business activities with integrity, fairness, in accordance with the highest ethical standards, and 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 GM.

Unethical behavior which compromises the Agency or anyone within it can be cause for immediate dismissal.

~~XXXI.~~XX. WORKPLACE VIOLENCE

The Agency is committed to providing a safe, violence-free workplace. ~~In this regard, the~~The Agency strictly prohibits employees, consultants, customers, visitors, or anyone else on Agency premises or engaging in an Agency-related activity from acting or 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~~they should notify the ~~General Manager~~GM or any available management employee immediately. Should the ~~General Manager~~GM 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~~ requesting 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.

~~XXXII.~~XXI.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~~ The IIPP administrator ~~will be appointed by the General Manager~~GM is the Agency's Safety Program Administrator and has been delegated the authority and responsibility for administrating 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

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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~~To the greatest extent possible, a driver ~~may a driver~~ should not initiate or answer a cellular phone call, unless appropriate Bluetooth or wired technology is used or text message while driving a vehicle on Agency time.

~~XXXIII.~~XXII.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, text messages sent or received on Agency or personal devices ~~or~~ relating to Agency services~~, and similarly related 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. Such records~~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, and on cell phones, as applicable. Messages transmitted over the Agency e-mail system and other Agency devices should be those related to~~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, and cell phones. 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~~ orientation shall not be transmitted. Abusive, profane or offensive language will not be used in messages. Any content~~E-mail is also prohibited~~ that is detrimental to maintaining required working relationships among employees, including supervisors and managers is prohibited. Employees ~~Users will~~must not attempt to deny access or obscure the origin of any such messages related to any request for disclosure or investigation.

~~C.~~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.

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~~E.~~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, and retaliation
- 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, except for express Agency outreach and engagement purposes~~
- All of the limitations noted in the preceding section relating to the use of the Agency network and e-mail system.

~~G.~~D. Software

To prevent computer viruses from being transmitted through the computer systems, downloading or installation of any software (i.e. computer programs) and electronic storage devices 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.

~~I.~~E. Security

All messages created, sent, or retrieved over the i~~I~~nternet 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 i~~I~~nternet files from work station computers does not delete those files from backup files ~~which are routinely stored~~(-r~~R~~efer paragraph G, "No Expectation of Privacy" 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.

~~K.~~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.

~~L.~~G. No Eexpectation of ~~p~~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.

~~XXXIV.~~XXIII. 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!"**~~Because the Agency strives to maintain a professional work environment, all employees are expected to exercise sound business judgment with regard to personal appearance, dress and grooming.

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image the Agency presents to the public. During business hours or when representing the Agency, employees are expected to present a clean and neat appearance and to dress and groom themselves in a manner that is appropriate and consistent ~~according to the requirements of~~with their job duties and job classification~~positions~~.

~~Without unduly restricting individual tastes, the following personal appearance guidelines have been established: T-shirts, shorts and flip-flops do not constitute appropriate professional attire; visible excessive tattoos and similar body art must be covered during business hours; facial jewelry such as eyebrow rings, nose rings and lip rings, are not professionally appropriate at the Agency and may not be worn during business hours. The basic rule is **"Nothing too tight, short, ragged, dirty or with obscene messages or artwork. If in doubt, don't wear it!"**~~

The Agency will enforce the above-stated Dress & Grooming Standards policy equally across all employees.

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.

The Agency maintains a smoke-free work environment. In order to provide employees with a safe and healthful work environment and ensure compliance with the law, smoking is not permitted in any enclosed workplace or within twenty (20) feet of any exit or operable window of Agency facilities. In addition, smoking in any Agency vehicle is also prohibited.

The success of this policy depends on the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on Agency premises share in the responsibility of adhering to this policy. Likewise, all Agency employees are responsible for advising members of the public or other visitors who are observed smoking on Agency property of this policy. Smokers may be asked to refrain from smoking that violates this policy, and if the person fails to comply, the requesting staff member(s) should inform a member of the management staff.

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.

XXIV. 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~~FASM. Following receipt of a request for lactation accommodation, the Agency will provide a timely written response to the employee.

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

XXV. LEAVING ~~PVWMA~~THE AGENCY

~~A~~

A. Resignation: When ~~you~~ an employee decides 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 ~~your~~ the employee before final action is taken. This courtesy does not negate the fact that all employees are at-will and that the Agency 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 in good condition 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. Employees are responsible for any damage or loss of Agency property.

C. Exit Interview: ~~The Finance/ & Administrative Services Manager~~FASM ~~is responsible for~~Management will schedul~~e~~ing an exit interview with ~~you~~ an employee on ~~your~~ their 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~~provided. ~~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.

~~XXXVI.~~XXVI. 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.

~~XXXVII.~~XXVII. 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.

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ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

Please return a signed acknowledgment to your supervisor within 5 business days of receipt of the Employee Handbook. A copy is valid as the original.

I have received a copy of the Agency Employee Handbook. **By signing this acknowledgement, I agree ~~to read the~~that I have read the Employee Handbook (including referenced policies) and will comply with the outlined policies and practices of the Agency**. If I have any questions regarding the content of this ~~h~~Handbook, I will discuss those questions with my supervisor, FASM, or the GM.

I understand that neither the Employee Handbook nor any other communication by a management representative is intended to in any way create a contract of employment, either express or implied. Rather, I understand and agree that my employment is at-will and that the Agency and I each have the right to end our employment relationship for any reason at any time, with or without cause (a reason) and with or without notice ~~or cause~~.

I also understand that any rules, policies, and benefits described in the Employee Handbook may be modified, ~~or varied,~~ or rescinded by the Agency at any time, except for the rights of the parties to terminate employment at will. In addition, I understand that this H~~h~~andbook supersedes any previous editions.

Date _____ Printed Name

_____

Signature

DRAFT

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

EDWARD J. KELLY, III, Chairman

Attest:

Janie Schuyler, Secretary

F:\WPDATA\RESOLUTI\95\95-33

FY202-24CONTRACT COMMITMENTS: Quarterly Activity for time period: July 1, 2023 - September 30, 2023

VENDOR NUMBER	VENDOR	PROJECT	TERM START DATE	TERM END DATE	CONTRACT AMOUNT NOT TO EXCEED	AMOUNT PAID THROUGH 09/30/23	AMOUNT AVAILABLE
B195	Balance Hydrologics	Watsonville Slough Monitoring: WY2022 & WY2023	11/17/21	06/30/24	132,972	66,961	66,011
C1099	Carollo Engineers	BMP Implementation Program Management Services	01/18/17	12/31/23	6,463,226	6,240,547	222,679
C1099	Carollo Engineers	College Lake IRMP: Design & Eng. Services During Construction	08/20/20	06/30/25	5,061,039	3,460,419	1,600,620
C1099	Carollo Engineers	WSS-MAR Preliminary and Final Engineering Design Services	09/21/22	06/30/24	2,454,000	342,299	2,111,701
C103	cbec, inc. eco engineering	College Lake Weir Fish Passage Design Consultation & Modeling Services	10/22/20	12/31/23	81,715	43,873	37,842
C103	cbec, inc. eco engineering	College Lake Hydrologic Monitoring Services: WY2022 & 2023	11/17/21	06/30/24	253,562	81,904	171,658
C103	cbec, inc. eco engineering	College Lake Operation Plan Development - Weir Raising	05/18/23	06/30/24	156,832	57,277	99,555
E355	eki environment & water, Inc.	Harkins Slough Recharge Facility Improvements - Hydrogeologic Support Services	08/01/19	06/30/24	257,800	227,767	30,033
E500	ESA Water	College Lake IRMP: Environmental Support Services	10/22/20	12/31/24	909,758	392,491	517,267
J301	Jacobs Engineering Group, Inc.	College Lake IRMP: Design & Eng. Services During Construction	08/20/20	06/30/25	2,527,999	1,979,785	548,214
J311	James P. Allen & Associates (Arborists)	College Lake Project Support	07/17/23	06/30/24	19,085		
K310	Kittleson Environmental Consulting	Biological Cosnulting Services/College Lake Avian Surveys 2023	01/01/23	12/31/23	24,780	14,013	10,767
M1050	Maggiora Brothers	Harkins Slough Facility 2022 Recovery Wells	11/16/23	05/31/23	378,980	24,189	354,791
M1050	Maggiora Brothers	Blend Well 1 - Inspections, Removal & Replacement of Equipment	02/01/23	12/31/23	29,274	5,660	23,614
M1060	Mid Coast Engineers	Land Surveying Services for CLIRM & WSS	07/01/22	12/31/23	20,000	9,680	10,320
P1160	Mike Podlech, Aquatic Ecologist	College Lake Fisheries Support WY22-23	07/01/22	06/30/23	15,500	8,225	7,275
P1160	Mike Podlech, Aquatic Ecologist	2023 Salmonid Surveys & Adaptive Management Plan Support	07/01/23	06/30/24	15,700	0	15,700
M1086	Miller Maxfield Inc.	Public Outreach and Community Engagement Services College Lake Integrated Resources Management Project and Groundwater Sustainability	05/01/22	12/31/23	200,000	85,819	114,181
M2213	Mountain Cascade, Inc.	Water Treatment Plant & Intake Facilities Project	01/18/23	TBD	44,989,854	4,914,909	40,074,945
C571	CA Bank of Commerce	Retention MCI WTP & Intake Facilities Project	01/18/23	TBD		258,681	
M2214	Mountain Cascade, Inc.	College Lake Pipeline Project	01/20/23	TBD	23,707,310	4,485,520	19,221,790
C572	CA Bank of Commerce	Retention MCI WTP & Intake Facilities Project	01/20/23	TBD		236,080	
R50	Rain for Rent	30HP Replacement US Motor - Harkins Slough Project	10/01/23	06/30/24	17,270	0	17,270
S2865	SWCA	CLIRMP - Environmental Monitoring & Permit Compliance	01/30/23	06/30/25	672,162	183,435	488,727
T111	Tanner Pacific, Inc.	CLIRMP - Construction Management & Inspection	02/01/23	06/30/25	7,956,452	1,420,773	6,535,679
T305	Telstar Instruments	Blend Well 1 & 2 VFD Replacement	04/07/22	04/30/24	240,461	42,520	197,941

	VENDOR	SERVICE	TERM START DATE	TERM END DATE	CONTRACT AMOUNT NOT TO EXCEED	AMOUNT PAID THROUGH 9/30/23	AMOUNT AVAILABLE
E107	Ed Bogner Mechanical, Inc.	Preventative Maintenance Services: Heating & Air Conditioning	12/01/20	12/31/23	5,000	1,686	3,314
F199	C.J. Brown, CPAs	Financial Auditing Services	03/16/22	06/30/24	24,649	9,010	15,639
F475	Flores, Beatriz	Translation Services	07/01/16	06/30/24	20,000	8,004	11,996
G330	Gutierrez Consultants	Grant and Loan Support Services	12/01/22	12/31/24	250,000	44,312	205,688
K89	Karas Technical Services	Graphic Design Services	07/15/20	06/30/25	25,000	8,027	16,973
M1865	Montgomery & Associates	BMP - Hydrologic & Facilitation Services	07/23/20	12/31/24	877,406	670,433	206,973
	National Demographics Corporation	Demographer Services	01/13/23		17,500	0	17,500
N255	NHA Advisors	Continuing Disclosure and CDIAC Reporting Compliance Services	07/01/23	06/30/28	25,000	0	25,000
N255	NHA Advisors	Funding Capital Projects	10/18/22	06/30/24	75,000	22,263	52,738
P1109	Belinda Platts	General Consultations on Water Quality and Agricultural Production	12/10/21	06/30/24	24,500	16,125	8,375
S830	Resource Conservation District of Santa Cruz County (RCD)	BMP Agricultural Water Conservation Program Technical Assistance	01/07/21	12/31/23	946,671	679,904	266,767
S1400	SCA Architects	Holohan Road Facility Site Upgrades	01/18/23	06/30/23	15,550	16,034	-484
S2875	Strategy Driver, Inc.	Strategic Planning Services	11/16/22	12/31/23	60,000	52,749	7,251
T328	Tree Top Web Design	Web Design Services	11/07/17	06/30/25	25,000	16,389	8,611
D310	U.S. Geological Survey (USGS)	Water Resource Investigations	04/01/23	09/30/25	286,179	0	286,179
Z100	ZAG Technical Services	IT Managed Services & Support (MSA) FY2023-25	07/01/23	06/30/25	150,000	8,789	141,211
	TOTAL				$99,413,186	$26,136,550	$73,752,312

Contract Complete
Term Date Expired

Prior Qtr less completed contracts:	13,960,879
Net Change in Amt paid this Qtr:	12,175,671
BR Report:	12,175,671
Difference:	0

PAJARO VALLEY WATER MANAGEMENT AGENCY
BUDGET vs. ACTUAL
BY EXPENSE TYPE
2023-24FY as of September 30, 2023

#	Description	2023 One Year Prior Actual	2024 Budget	2024 Year to Date End Balance	Remaining YTD Budget (Over) Under Variance	% Var
	Revenue					
1	Management Fees	$ 370,098	$ 370,000	$ 369,968	$ 32	0.01%
2	Augmentation Charges	$ 5,497,421	$ 11,715,000	$ 5,123,995	$ 6,591,005	56.26%
3	Delivered Water Sales	$ 958,250	$ 1,800,000	$ 866,756	$ 933,244	51.85%
4	Grants & Loans	$ 50,000	$ 5,000,000	$ 450,477	$ 4,549,523	90.99%
5	Rental Income	$ 27,906	$ 115,000	$ 28,040	$ 86,960	0.00%
6	Interest Income	$ 619	$ 375,000	$ 72,993	$ 302,007	80.54%
7	Other Revenue	$ 11,859	$ 25,000	$ 2,618	$ 22,382	0.05%
	Revenue Total:	**$ 6,916,153**	**$ 64,400,000**	**$ 6,914,848**	**$ 57,485,152**	**89.26%**
	Expenditures					
8	Salaries, Wages and Benefits	$ 592,116	$ 2,811,420	$ 645,564	$ 2,165,856	77.04%
9	Conferences and Training	$ 4,441	$ 22,000	$ 3,040	$ 18,960	86.18%
10	Travel/Meals	$ 578	$ 37,500	$ 601	$ 36,899	98.40%
11	Bank Charges	$ 7,437	$ 40,050	$ 3,269	$ 36,781	91.84%
12	Insurance	$ 12,769	$ 67,000	$ 15,689	$ 51,311	76.58%
13	Taxes & Fees	$ 21,182	$ 118,250	$ 108,895	$ 9,355	7.91%
14	Legal Notices & Ads	$ 190	$ 135,500	$ 16,017	$ 119,483	88.18%
15	Dues & Subscription	$ 10,275	$ 42,500	$ 8,917	$ 33,583	79.02%
16	Office Expense	$ 922	$ 19,500	$ 964	$ 18,536	95.05%
17	Postage	$ 3,091	$ 11,000	$ 481	$ 10,519	95.63%
18	Printing	$ 4,750	$ 51,250	$ 2,187	$ 49,063	95.73%
19	Utilities	$ 94,297	$ 354,200	$ 75,337	$ 278,863	78.73%
20	Telephone	$ 4,266	$ 50,000	$ 4,153	$ 45,847	91.69%
21	Office Equipment Leases	$ 2,225	$ 15,500	$ 2,936	$ 12,564	81.06%
22	Project Well Lease	$ 12,500	$ 200,000	$ 12,500	$ 187,500	93.75%
23	Field Supplies-Equipment	$ 17,165	$ 107,000	$ 3,276	$ 103,724	96.94%
24	Elections	$ 72	$ 10,000	$ -	$ 10,000	0.00%
25	Uniforms	$ -	$ 5,000	$ 380	$ 4,620	92.39%
26	Legal Services	$ 94,049	$ 562,000	$ 18,709	$ 543,291	96.67%
27	Professional Services	$ 521,998	$ 14,938,000	$ 1,230,084	$ 13,707,916	91.77%
28	LAFCO District Fees	$ 4,010	$ 18,000	$ 4,490	$ 13,510	75.06%
29	Bad Debt	$ (905)	$ 8,000	$ (131)	$ 8,131	101.63%
30	Collection Fee	$ 3,458	$ 7,000	$ 3,327	$ 3,673	52.48%
31	Special Projects Outreach	$ 3,529	$ 30,000	$ 2,244	$ 27,756	92.52%
32	Facilities Maintenance	$ 16,492	$ 118,000	$ 8,036	$ 109,964	93.19%
33	Land	$ 990,004	$ 4,075,000	$ 28,371	$ 4,046,629	99.30%
34	Information Technology	$ 34,419	$ 189,000	$ 43,157	$ 145,843	77.17%
35	Licensed Contractors	$ 625	$ 62,615,000	$ 4,331,590	$ 58,283,410	93.08%
36	Vehicle Purchase	$ -	$ 80,000	$ -	$ 80,000	0.00%
37	Vehicle Maintenance	$ 4,587	$ 37,000	$ 4,501	$ 32,499	87.83%
38	Meters	$ 5,079	$ 80,000	$ 5,265	$ 74,735	93.42%
39	COW Reimb RWF O&M	$ -	$ 2,750,000	$ -	$ 2,750,000	100.00%
40	Rebates	$ 9,321	$ 225,000	$ -	$ 225,000	100.00%
41	City Connection Water Charges	$ 177,151	$ 600,000	$ -	$ 600,000	100.00%
42	Water Sampling	$ 18,005	$ 97,000	$ 5,163	$ 91,837	94.68%
43	DWR Loan Pmt-CDSProp13	$ 125,708	$ 251,416	$ 125,708	$ 125,708	50.00%
44	SWRCB Loan	$ -	$ 76,206	$ -	$ 76,206	100.00%
45	Bond Administrative Fee	$ 1,250	$ 10,000	$ 2,750	$ 7,250	72.50%
46	2015 Water Bond	$ 177,425	$ 1,547,850	$ 128,925	$ 1,418,925	91.67%
47	2016 Water Bond	$ 164,106	$ 804,463	$ 152,231	$ 652,232	81.08%
48	2023 COP	$ -	$ 1,300,000	$ 378,381	$ 921,619	70.89%
	Expenditures Total:	**$ 3,138,588**	**$ 94,516,605**	**$ 7,377,009**	**$ 87,139,596**	**92.20%**
	REVENUES LESS EXPENDITURES	**$ 3,777,566**	**($30,116,605)**	**$ (462,161)**	**$ (29,654,444)**	

PAJARO VALLEY WATER MANAGEMENT AGENCY
BUDGET vs. ACTUAL
BY DEPARTMENT
2023-24FY as of September 30, 2023

#	Description	2023 One Year Prior Actual	2024 Budget	2024 Year To Date End Balance	Remaining YTD Budget (Over) Under Variance	% Var
	Revenue					
1	Management Fees	$ 370,098	$ 370,000	$ 369,968	$ 32	0.01%
2	Augmentation Charges	$ 5,497,421	$ 11,715,000	$ 5,123,995	$ 6,591,005	56.26%
3	Delivered Water Sales	$ 958,250	$ 1,800,000	$ 866,756	$ 933,244	51.85%
4	Grants & Loans	$ 50,000	$ 5,000,000	$ 450,477	$ 4,549,523	90.99%
5	Rental Income	$ 27,906	$ 115,000	$ 28,040	$ 86,960	75.62%
6	Interest Income	$ 619	$ 375,000	$ 72,993	$ 302,007	80.54%
7	Bond Revenue	$ -	$ 45,000,000	$ -	$ 45,000,000	100.00%
8	Other Revenue	$ 11,859	$ 25,000	$ 2,618	$ 22,382	89.53%
	Revenue Total:	**$ 6,916,153**	**$ 64,400,000**	**$ 6,914,848**	**$ 57,485,152**	**89.26%**
	Expenditures					
9	Office Administration	$ 282,480	$ 1,358,675	$ 301,097	$ 1,057,578	77.84%
10	Board Support	$ 7,050	$ 62,676	$ 5,357	$ 57,319	91.45%
11	Education & Outreach	$ 45,799	$ 247,801	$ 34,750	$ 213,051	85.98%
12	Grant Administration	$ 23,908	$ 138,508	$ 19,140	$ 119,368	86.18%
13	Conservation	$ 98,396	$ 543,029	$ 14,840	$ 528,189	97.27%
14	BMP Network Improvements	$ 5,418	$ 2,213,497	$ 4,859	$ 2,208,638	0.00%
15	HS Recharge Facilities Optimization	$ 31,310	$ 3,701,313	$ 46,138	$ 3,655,175	98.75%
16	College Lake Project	$ 1,501,488	$ 73,657,458	$ 5,512,847	$ 68,144,611	92.52%
17	Loans & Bonds	$ 467,239	$ 3,979,935	$ 785,245	$ 3,194,690	80.27%
18	Harkins Slough Facility	$ 52,171	$ 322,935	$ 42,901	$ 280,034	86.72%
19	Coastal Distribution System	$ 294,713	$ 1,349,405	$ 115,573	$ 1,233,832	91.44%
20	Supplemental Water (In-Basin)	$ 104,497	$ 939,431	$ 94,645	$ 844,786	89.93%
21	Recycled Water Facility	$ 11,827	$ 2,902,999	$ 12,510	$ 2,890,489	99.57%
22	Metering Program	$ 100,163	$ 603,029	$ 103,865	$ 499,164	82.78%
23	Wats Slough & North Dunes Recharge	$ 18,839	$ 1,518,734	$ 71,198	$ 1,447,536	95.31%
24	Basin Modeling	$ 18,405	$ 192,765	$ 19,315	$ 173,450	89.98%
25	Basin Monitoring	$ 46,479	$ 293,804	$ 26,763	$ 267,041	90.89%
26	In-Basin Management Plan	$ 16,548	$ 177,234	$ 34,432	$ 142,802	80.57%
27	Regional Water Management Plan	$ 1,859	$ 36,778	$ 2,192	$ 34,586	94.04%
28	Out-of-Basin Funding	$ 5,654	$ 200,493	$ 124,655	$ 75,838	37.83%
29	In-Basin Funding	$ 4,345	$ 76,106	$ 4,686	$ 71,420	93.84%
	Expenditures Total:	$ 3,138,588	$ 94,516,605	$ 7,377,009	**$ 87,139,596**	**92.20%**
	REVENUES LESS EXPENDITURES	**$ 3,777,566**	**($30,116,605)**	**$ (462,161)**	**$ (29,654,444)**	

PAJARO VALLEY WATER MANAGEMENT AGENCY

Account Activity Report per Bank Statement

	Date	Deposits	Withdrawals	Balance
CLEARING ACCOUNT - Mechanics				
Beginning Balance	9/1/2023			$618,022
Cash Receipts		950		
Disbursements			5,862,669	
Transfers		5,503,569		
Bank Fees				
Ending Balance	9/30/2023			$259,873
GENERAL FUND10-MMA Mechanics				
Beginning Balance	9/1/2023			$1,487,690
Cash Receipts		1,479		
Transfers			22,404	
Interest Earned		4,329		
Bank Fees				
Ending Balance	9/30/2023			$1,471,094
GENERAL FUND 10 - LAIF				
Beginning Balance	9/1/2023			$2,246,814
Transfers				
Interest Earned		0		
Ending Balance	9/30/2023			$2,246,814
GENERAL FUND 20 - LAIF				
Beginning Balance	9/1/2023			$8,250,359
Transfers				
Interest Earned		0		
Ending Balance	9/30/2023			$8,250,359
SPECIAL REVENUE FUND 20-ACH Clearing Acct Mechanics				
Beginning Balance	9/1/2023			$0
Cash Receipts				
Sweep/Transfers				
Disbursments/ACH-Wire				
Bank Fees				
Ending Balance	9/30/2023			$0
SPECIAL REVENUE FUND 20-Operating Mechanics				
Beginning Balance	9/1/2023			$20,954
Cash Receipts		537,143		
Transfers			532,402	
Disbursments/ACH-Wire			7,726	
Bank Fees			2,187	
Interest Earned				
Ending Balance	9/30/2023			$15,783
SPECIAL REVENUE Fund 20 Cash Mgmt-FUND20MMN Mechanics				
Beginning Balance	9/1/2023			$6,741,272
Transfers		490,000	370,000	
Disbursments/ACH-Wire				
Bank Fees				
Interest Earned		20,518		
Ending Balance	9/30/2023			$6,881,790
BNY Mellon Construction Fd - 2023 Certificates of Participation				
Beginning Balance	9/1/2023			$33,140,688
Transfers			5,068,763	
Interest Earned		145,063.32		
Ending Balance	9/30/2023			$28,216,988
Certificate of Deposit - DWR Loan Reserve Mechanics Fund 40				
Beginning Balance	9/1/2023			$260,216
Interest Earned		663.02		
Ending Balance	9/30/2023			$260,879
Certificate of Deposit - SRF-D1501023				
Beginning Balance	9/1/2023			$76,275
Transfers				
Interest Earned				
Ending Balance	9/30/2023			$76,275

Prior Month Ending Cash Balance:	Total Deposits:	Total Withdrawals:	Month End Cash Balance:
52,842,292	6,703,715	11,866,150	47,679,857
Cash Transfers	5,993,569	5,993,569	-
Actual Cash Receipts/Disbursements	710,147	5,872,582	

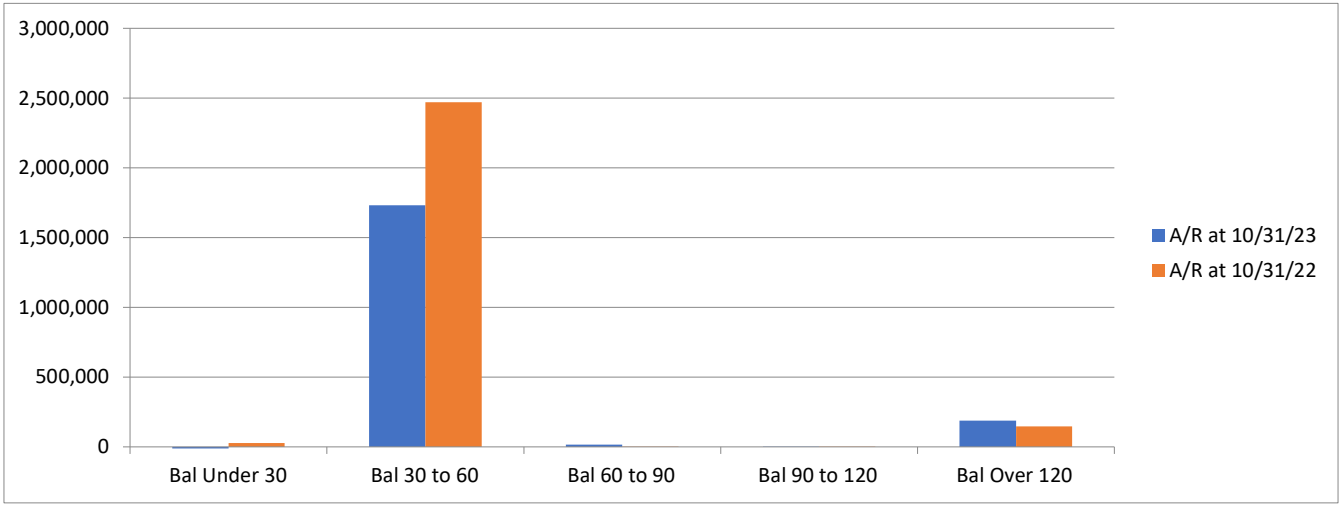
PAJARO VALLEY WATER MANAGEMENT AGENCY
INVESTMENT REPORT
ALL FUNDS
September 30, 2023

Description	Current Yield	Investment	% of Total Portfolio	Weighted Yield
Mechanics Clearing Account	0.00%	**$259,873**	0.55%	0.00%
General Fund 10				
Mechanics General Fund 10 Money Market Account	3.76%	1,471,094	3.09%	0.12%
Local Agency Investment Fund	3.15%	2,246,814	4.71%	0.15%
		$3,717,908		
Special Revenue Fund 20				
Mechanics Special Revenue Fund 20-ACH Clearing Account	0.00%	0	0.00%	0.00%
Mechanics Special Revenue Fund 20 Operating Account	0.00%	15,783	0.03%	0.00%
Mechanics Special Revenue Fund 20 Money Market Account	3.76%	6,881,790	14.43%	0.54%
Local Agency Investment Fund	3.15%	8,250,359	17.30%	0.54%
		$15,147,932		
Capital Projects Fund 30				
BNY Mellon Construction Fund - 2023 COPs	5.05%	**$28,216,988**	59.18%	2.99%
Long Term Debt Fund 40				
Mechanics Certificate of Deposit DWR Loan Reserve	3.00%	260,879	0.55%	0.02%
Mechanics Certificate of Deposit SRF-D1501023	3.00%	76,275	0.16%	0.00%
		337,154		
	Total:	**$47,679,857**	**100.0%**	

Total Funds Reserved	337,154
Total Funds Invested	47,067,046
Total Funds Non-Interest Bearing	275,656
Total Funds	**$47,679,857**
Total Available Funds	47,342,701
Cash Reserve Policy Requirements (PV Water)	6,810,000
Surplus (Deficit) of Funds	**$40,532,701**

PV Water
Accounts Receivable Aging 3 Month Trend
As of 10/31/2023

	Balance Forward	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
Accounts Receivable before credits	1,920,973	-13,423	1,731,424	16,302	123	186,547
Credits	(13,722)					
Total Accounts Receivable at 10/31/23	1,907,250					
Accounts Receivable before credits	2,644,870	26,900	2,468,708	2,559	94	146,609
Credits	(1,032)					
Total Accounts Receivable at 10/31/22	2,643,838					
Accounts Receivable before credits	6,210,868	5,961,425	17,229	123	76,869	155,222
Credits	(704)					
Total Accounts Receivable at 9/30/23	6,210,163					
Accounts Receivable before credits	355,812	33,225	738	153,139	2,074	166,635
Credits	(29,646)					
Total Accounts Receivable at 8/31/23	326,166					



Accounts Payable

Checks by Date - Detail by Check Date

User: Priscilla
Printed: 10/31/2023

Check No	Vendor No / Invoice No	Vendor / Descrip	Check Date / Reference	Check Amount
ACH	C571	CALIFORNIA BANK OF COMMERCE	10/05/2023	
	91602-04R	Escrow#1159045 Ret.CL Pro #30-39-501-for 8/1-8/31/23		135,732.00
Total for this ACH Check for Vendor C571:				135,732.00
ACH	M2214	MOUNTAIN CASCADE, INC.	10/05/2023	
	91602-04	CL Project#30-39-501 for 8/1-8/31/23		2,578,908.00
Total for this ACH Check for Vendor M2214:				2,578,908.00
44803	A190	ACE HARDWARE OF WATSONVILLE INC	10/05/2023	
	225067	CD's/Meter/Hydrology for 9/23		28.52
	225074	Field Supplies for 9/23		97.58
	225287	Outreach Supplies for 9/23		15.34
Total for Check Number 44803:				141.44
44804	A351	ACWA/JPIA	10/05/2023	
	0010720	ACWA- JPIA Property Ins for 7/1/23 to 6/30/24		12,606.39
Total for Check Number 44804:				12,606.39
44805	B195	BALANCE HYDROLOGICS, INC	10/05/2023	
	222177-0923	Watsonville Slough Gaging WSR-WY22-Billing thru 09/16/23		6,138.00
	233177-0923	Watsonville Slough Gaging WSR-WY23-Billing thru 9/16/23		7,632.95
Total for Check Number 44805:				13,770.95
44806	C103	CBEC ECO ENGINEERING INC	10/05/2023	
	17-1003-6-19	CL/PS.Hydrologic Monitoring 2022-2023 for 8/1 to 8/31/23		9,049.00
Total for Check Number 44806:				9,049.00
44807	W400	CITY OF WATSONVILLE UTILITIES	10/05/2023	
	CUST#602389	Office Monthly Utilities for 8/9 to 9/13/23		177.69
Total for Check Number 44807:				177.69
44808	E107	ED BOGNER MECHANICAL INC	10/05/2023	
	5460	Furnace Semi-Annual Maint. Service For 9/23		514.29
Total for Check Number 44808:				514.29
44809	F309	FERGUSON WATERWORKS INC	10/05/2023	
	1810489	Field Supplies/Equipt. For 9/23		763.68
Total for Check Number 44809:				763.68
44811	K89	KARAS TECHNICAL SERVICES	10/05/2023	
	15181	Creating Graphics for Fall Newsletter for 9/23		140.00
	15185	2500 Fall Newsletter for 9/23		1,042.63
Total for Check Number 44811:				1,182.63
44812	P1160	MIKE PODLECH	10/05/2023	
	2485	CL Fisheries Support Prof. Services for 9/1 to 9/30/23		600.00
Total for Check Number 44812:				600.00
44813	M1175	MONTEREY BAY ANALYTICAL SERVICE INC	10/05/2023	
	230918-39	Water Samples CDS for 9/18/23		192.00

Check No	Vendor No / Invoice No	Vendor / Descrip	Check Date / Reference	Check Amount
	230918-41	Water Samples Surface for 9/18/23		516.00
Total for Check Number 44813:				708.00
44814	N255	NHA ADVISORS, LLC	10/05/2023	
	01050	PVWMA 2023-24 Consult (WIFIA Ln) for 7/23-8/31/23		13,281.25
Total for Check Number 44814:				13,281.25
44815	O217	OFFICE AND HOME CLEANING SERVICES	10/05/2023	
	2321	36 Brennan Mo. office housekeeping for 9/23		600.00
	2322	76 Holohan Mo. housekeeping for 9/23		600.00
Total for Check Number 44815:				1,200.00
44816	P180	PENINSULA MESSENGER LLC	10/05/2023	
	1371116	Monthly RaboBank Courier for 9/23		118.00
Total for Check Number 44816:				118.00
44817	P800	PG & E	10/05/2023	
	0688235687-3	Service at 76 Holohan Rd for 8/22 to 9/20/23		517.41
	2926809320-9	Service at 36 B Brennan St for 8/24 to 9/20/23		179.53
	3015753830-4	Electric Pump/2 hm/76 & 116 Holohan for 8/22-9/20/23		464.64
	3771390038-1	Service at Jensen Rd #3 for 8/18 to 9/18/23		31.10
	4291054495-8	Service at 475 San Andreas Rd for 8/21 to 9/19/23		54.35
	5290624576-7	Service at 2240 Beach Rd for 8/18 to 9/18/23		22.02
	5916054391-0	Service at 187C San Andreas Rd for 8/21 to 9/19/23		2,378.93
Total for Check Number 44817:				3,647.98
44818	P1000	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	10/05/2023	
	3106327531	Postage Equipment Leasing Fee for 10/30--1/29/24		582.05
Total for Check Number 44818:				582.05
44819	S1405	SC FUELS INC	10/05/2023	
	0775878	Agency Vehicles Fuel for 9/18 to 9/28/23		750.04
Total for Check Number 44819:				750.04
44820	S1681	SHAMROCK OFFICE SOLUTIONS	10/05/2023	
	3889973	76 Holahan Mo.Printing for 9/23		32.71
	3889974	36 Brennan Monthly Office Printer for 9/23		151.30
Total for Check Number 44820:				184.01
44821	C1580	SPECTRUM BUSINESS COMMUNICATIONS	10/05/2023	
	0310817092023	Holohan/Internet/communication for 9/20 to 10/19/23		127.97
	0495564092323	Landline & Internet services for 9/23 to 10/22/23		648.62
Total for Check Number 44821:				776.59
44822	R400	THE PAJARONIAN	10/05/2023	
	2083	Register Pajaronian Annual Subscription for 9/23		75.00
Total for Check Number 44822:				75.00
44823	T400	TRI-COUNTY FIRE PROTECTION INC.	10/05/2023	
	HP-61990	13 Extinguisher Maint Test for 10/3/23		224.00
Total for Check Number 44823:				224.00
44824	U185	U.S. BANK EQUIPMENT FINANCE	10/05/2023	
	511101404	RICOH Office Copier (downstairs) for 9/23		208.57
	511371874	RICOH Office Copier (upstairs) for 9/23		79.55
Total for Check Number 44824:				288.12
44825	W326	WATEREUSE ASSOCIATION	10/05/2023	
	D51075	Annual Assoc. Fee for 9/23 thru 9/24		2,961.00

Check No	Vendor No / Invoice No	Vendor / Descrip	Check Date / Reference	Check Amount
Total for Check Number 44825:				2,961.00
44826	Z100	ZAG TECHNICAL SERVICES, INC.	10/05/2023	
	138355	IT-Agremment RMM Patching and AV for 9/23		2,095.00
	138355CM	IT-Agremment RMM Patching and AV/Credit Memo for 9/23		-130.00
	138764	IT-Modernization/Supplies/Parts/Laptops for 9/23		2,366.17
	138778	IT-Mo.Subs./base retention Agreement-Datto Cloud for 9/23		970.80
	138832	IT-Support Agreement for 9/23		97.50
	138924	IT-Modernization/Supplies/Parts/Laptops for 9/23		637.84
	138972	IT-Regular Support Agreement for 9/23		1,121.25
Total for Check Number 44826:				7,158.56
Total for 10/5/2023:				2,785,400.67
ACH	A1250	AFLAC- FLEX ONE	10/06/2023	
	EE Deferrals	EE PR Deferrals		533.89
Total for this ACH Check for Vendor A1250:				533.89
ACH	A300	ACWA/JPIA	10/06/2023	
	Inv 0700873	EE PR Deferrals		31,096.21
Total for this ACH Check for Vendor A300:				31,096.21
ACH	N125	NATIONWIDE RETIREMENT SOLUTION	10/06/2023	
	EE Deferrals	EE PR Deferrals		4,700.00
Total for this ACH Check for Vendor N125:				4,700.00
ACH	P1300	PERS-Fiscal Services Division Cashier Unit	10/06/2023	
	EE Deferrals	EE PR Deferrals		1,718.40
	EE Retirement C	ER/EE Retirement Contributions		10,413.90
Total for this ACH Check for Vendor P1300:				12,132.30
ACH	P555	PVWMA-Cafeteria Account	10/06/2023	
	EE Deferrals	EE PR Deferrals		861.90
Total for this ACH Check for Vendor P555:				861.90
Total for 10/6/2023:				49,324.30
ACH	A1250	AFLAC- FLEX ONE	10/20/2023	
	EE Deferrals	EE PR Deferrals - Oct		875.85
Total for this ACH Check for Vendor A1250:				875.85
ACH	N125	NATIONWIDE RETIREMENT SOLUTION	10/20/2023	
	EE Deferrals	EE PR Deferrals		4,700.00
Total for this ACH Check for Vendor N125:				4,700.00
ACH	P1300	PERS-Fiscal Services Division Cashier Unit	10/20/2023	
	EE Deferrals	ER/EE Retirement Contributions		10,715.22
	EE Retirement C	EE PR Deferrals		1,768.40
Total for this ACH Check for Vendor P1300:				12,483.62
ACH	P555	PVWMA-Cafeteria Account	10/20/2023	
	EE Deferrals	EE PR Deferrals		861.90
Total for this ACH Check for Vendor P555:				861.90
44827	A650	AMERICAN WATER WORKS ASSN.	10/20/2023	
	SO117236	Annual Membership for 1/1/224 to 12/31/24		501.00
Total for Check Number 44827:				501.00
44828	A850	AVAYA FINANCIAL SERVICES.	10/20/2023	

Check No	Vendor No / Invoice No	Vendor / Descrip	Check Date / Reference	Check Amount
	43340714	Phone/VM Lease Agreement for 10/1-10/31/23		435.12
Total for Check Number 44828:				435.12
44829	B102	BARTKIEWICZ, KRONICK & SHANAHAN INC	10/20/2023	
	8812.0001	General Professional Legal Services for 9/23		147.50
Total for Check Number 44829:				147.50
44830	E355	EKI ENVIRONMENT & WATER INC	10/20/2023	
	B90103.02-13	HS. Professional Services Design for 8/1 to 9/30/23		8,806.00
	B90103.09	HS. Professional Services Design for 9/1 to 9/30/23		3,029.78
Total for Check Number 44830:				11,835.78
44831	E500	ENVIRONMENTAL SCIENCE ASSOCIATES	10/20/2023	
	189597	PS/Updating CL/HSR/WSR Pipeline Project for 9/1-9/30/23		6,315.50
Total for Check Number 44831:				6,315.50
44832	F360	FIRST ALARM, INC	10/20/2023	
	776817	Brennan Qrtly Alarm Services for 10/1 to 12/31/23		880.26
Total for Check Number 44832:				880.26
44833	G170	GRAINGER	10/20/2023	
	9862273738	Field supplies/Meter shop tools for 10/23		125.21
Total for Check Number 44833:				125.21
44834	G195	GREENWASTE RECOVERY LLC	10/20/2023	
	ID#219557	76 Holohan Green Waste for 9/23		130.67
Total for Check Number 44834:				130.67
44835	G330	GUTIERREZ CONSULTANTS, INC.	10/20/2023	
	1811	WIFIA & SGMA Admin Loan Support Serv for 8/1 to 8/31/23		6,942.00
Total for Check Number 44835:				6,942.00
44836	M1175	MONTEREY BAY ANALYTICAL SERVICE INC	10/20/2023	
	230929-38	Water Samples Groundwater for 9/29/23		441.00
Total for Check Number 44836:				441.00
44837	M1865	MONTGOMERY & ASSOCIATES INC	10/20/2023	
	9090-23-7	Monitoring Network Expansion PM. for 9/1 to 9/30/23		13,019.00
Total for Check Number 44837:				13,019.00
44838	M1875	MICROSOFT AZURE	10/20/2023	
	E0600PDGQV	IT-Support/Pay as you go for 8/12-9/11/23		15.00
Total for Check Number 44838:				15.00
44839	P510	PAJARO VALLEY PRINTING	10/20/2023	
	46589	4000 Inv. Stock Blank Paper Perforated for 10/23		536.68
Total for Check Number 44839:				536.68
44840	P800	PG & E	10/20/2023	
	1787734656-3	Service at 1859 Beach rd/BW-2 for 9/8 to 10/9/23		12,972.82
	9218085363-9	Service at 162 San Andreas Rd/HSP Pump for 9/8 to 10/9/23		337.41
	9968544374-1	Service at 36 Brennan St for 9/8 to 10/9/23		557.56
Total for Check Number 44840:				13,867.79
44841	R320	RDO EQUIPMENT COMPANY INC	10/20/2023	
	P06824A5	Meter/Field supplies for 10/23		1,371.45
Total for Check Number 44841:				1,371.45
44842	R40	CARDMEMBER SERVICE	10/20/2023	

Check No	Vendor No / Invoice No	Vendor / Descrip	Check Date / Reference	Check Amount
	SEPT2023	Staff Credit Card Purchases		2,192.58
Total for Check Number 44842:				2,192.58
44843	S1405	SC FUELS INC	10/20/2023	
	0783197	Agency Vehicles Fuel for 10/4 to 10/12/23		381.11
Total for Check Number 44843:				381.11
44844	S1681	SHAMROCK OFFICE SOLUTIONS	10/20/2023	
	3889973	76 Holahan Mo.Printing for		32.71
	3889974	Cont. printer usage/36 Brennan/BW & Clr for 9/2-10/1/23		151.30
Total for Check Number 44844:				184.01
44845	U185	U.S. BANK EQUIPMENT FINANCE	10/20/2023	
	512788324	RICOH Office Copier (Holohan) for 10/23		159.49
Total for Check Number 44845:				159.49
44846	V369	VERIZON WIRELESS	10/20/2023	
	9945701731	Agency Personnel Cell Phones & equipt. for 9/2 - 10/1/23		494.34
Total for Check Number 44846:				494.34
44847	Z100	ZAG TECHNICAL SERVICES, INC.	10/20/2023	
	135484	IT-Regular Support Agreement for 6/23		1,589.00
	135484CM	IT-Regular Support Agreement credit from inv#135484 for 6/23		-95.00
	139151	IT-Agremment RMM Patching and AV for 10/23		1,965.00
	139170	IT-Monthly Agreement-KnowBe4 Security Awarness for 10/23		164.88
	139252	IT-Regular Support Agreement for 10/23		195.00
	139487	IT-Regular Support Agreement for 10/23		1,048.13
	139573	IT-Agreement CSP for 10/23		380.00
Total for Check Number 44847:				5,247.01
Total for 10/20/2023:				84,143.87
ACH	C571	CALIFORNIA BANK OF COMMERCE	10/24/2023	
	91602-05R	Escrow#1159045 Ret.CL Pro #30-39-501 for 9/1-9/30/23		160,464.00
Total for this ACH Check for Vendor C571:				160,464.00
ACH	C572	CALIFORNIA BANK OF COMMERCE	10/24/2023	
	91601-04R	Esccrow#1159037 Ret.CL Pro #30-39-502-for 8/1-8/31/23		170,441.00
Total for this ACH Check for Vendor C572:				170,441.00
ACH	M2213	MOUNTAIN CASCADE, INC.	10/24/2023	
	91601-04	CL Project#30-39-502 for 8/1-8/31/23		3,238,377.00
Total for this ACH Check for Vendor M2213:				3,238,377.00
ACH	M2214	MOUNTAIN CASCADE, INC.	10/24/2023	
	91602-05	CL Project#30-39-501 for 9/1-9/30/23		3,048,812.00
Total for this ACH Check for Vendor M2214:				3,048,812.00
ACH	T111	TANNER PACIFIC	10/24/2023	
	223-288	CL PS. Const.Mngmnt P.line Proj#582301.07 & 08 thru 9/30/23		314,912.96
Total for this ACH Check for Vendor T111:				314,912.96
44848	C103	CBEC ECO ENGINEERING INC	10/24/2023	
	17-1003-6-20	CL Hydrologic Monitoring 2022-2023 for 9/1 to 9/30/23		5,289.75
	19-1024-2-15	CL Fishway Tech Support/ Env for 9/1 to 9/30/23		1,923.50
	23-1017-5	CL Operations Plan Development. for 9/1-9/30/23		9,665.75
Total for Check Number 44848:				16,879.00
44849	C1099	CAROLLO ENGINEERS INC	10/24/2023	

Check No	Vendor No / Invoice No	Vendor / Descrip	Check Date / Reference	Check Amount
	FB42521	PV Water's CL Integrated Resources Mgmt for 9/1 To 9/30/23		119,921.51
Total for Check Number 44849:				119,921.51
44850	J301	JACOBS ENGINEERING GROUP INC.	10/24/2023	
	W8Y08701-006	CL/ Pipeline Project/Eng. Services Design for 8/26 to 9/29/23		55,273.12
Total for Check Number 44850:				55,273.12
44851	M1060	MCE-MID COAST ENGINEERS, INC	10/24/2023	
	4585	CL services rendered/COW SS on Arnold Prop. for 8/23		3,600.00
Total for Check Number 44851:				3,600.00
44852	M1086	MILLER MAXFIELD, INC.	10/24/2023	
	0923PV	S. Media dev. & support/FB, Instagram, Twitter for 9/23		4,627.87
Total for Check Number 44852:				4,627.87
Total for 10/24/2023:				7,133,308.46
			Report Total (65 checks):	10,052,177.30