

Agenda
Rio Linda / Elverta Community Water District
Finance / Administrative Committee

Visitors/Depot Center
6730 Front Street
Rio Linda, CA 95673

September 10, 2018
6:30 p.m.

Public documents relating to any open session items listed on this agenda that are distributed to the Committee members less than 72 hours before the meeting are available for public inspection on the counter of the District Office at the address listed above.

The public may address the Committee concerning any item of interest. Persons who wish to comment on either agenda or non-agenda items should fill out the Comment Card and give it to the General Manager. The Committee Chair will call for comments at the appropriate time. Comments will be subject to reasonable time limits (3 minutes).

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability related modification or accommodation to participate in this meeting, then please contact the District office at (916) 991-1000. Requests must be made as early as possible and at least one full business day before the start of the meeting.

Call to Order

Public Comment

This is an opportunity for the public to comment on non-agenda items within the subject matter jurisdiction of the Committee. Comments are limited to 3 minutes.

Items for Discussion:

1. Review and discuss the expenditures of the District for the month of August 2018.
2. Review and discuss the Financial Reports for the month of August 2018.
3. Personnel Handbook policy addition: Administrative Leave for FLSA-Exempt employees.
4. Personnel Handbook policy revision: Sick Leave.
5. Update on the proposed change to hours of operation.

Directors' and General Manager Comments

Items Requested for Next Month's Committee Agenda

Adjournment

Next Finance / Administrative Committee meeting: Monday, October 8, 2018 at 6:30 p.m.

ADA COMPLIANCE STATEMENT

In compliance with the Americans with Disabilities Act, if you need special assistance or materials to participate in this meeting, please contact the District Office at 916-991-1000. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and agenda materials.



Finance /Administrative Committee Agenda Item: 1

Date: September 10, 2018

Subject: Expenditure Summary

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Finance / Administrative Committee approve the Expenditure Summary for the month of August 2018 and forward to the September 17, 2018 meeting of the Board.

Current Background and Justification:

These expenditures were necessary and prudent for operation of the District and consistent with the policies and budget adopted by the Board of Directors. The Expenditure Summary provides the listing of expenditures which have occurred since the last regular meeting of the Board.

Conclusion:

Consistent with the District policies, the Expenditure Summary is to be reviewed by the Finance/Administrative Committee and approved by the Board of Directors.

**Rio Linda Elverta Community Water District
Operating Account GL 10000 Expenditure Report
August 2018**

Type	Date	Num	Name	Memo	Amount
Liability Check	08/02/2018	EFT	QuickBooks Payroll Service	For PP Ending 07/31/2018 Paydate 08/03/2018	18,627.62
Liability Check	08/03/2018	EFT	CalPERS	For PP Ending 07/31/2018 Paydate 08/03/2018	1,804.07
Liability Check	08/03/2018	EFT	CalPERS	For PP Ending 07/31/2018 Paydate 08/03/2018	1,940.46
Liability Check	08/03/2018	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Liability Check	08/03/2018	EFT	Nationwide	Employee Benefits	1,147.62
Liability Check	08/03/2018	EFT	Internal Revenue Service	Employment Taxes	6,433.06
Liability Check	08/03/2018	EFT	Employment Development	Employment Taxes	1,359.06
Bill Pmt -Check	08/03/2018	EFT	Adept Solutions	Computer Maintenance	1,109.00
Bill Pmt -Check	08/03/2018	EFT	Comcast	Phone/Internet	413.15
Bill Pmt -Check	08/03/2018	EFT	Republic Services	Utilities	87.16
Bill Pmt -Check	08/03/2018	EFT	Sprint	Field Communication	112.42
Bill Pmt -Check	08/03/2018	EFT	Voyager Fleet Commander	Transportation Fuel	1,379.46
Paycheck	08/03/2018	5522	Employee	For PP Ending 07/31/2018 Paydate 08/03/2018	184.70
Check	08/03/2018	5523	Franchise Tax Board	Employee Garnishment	388.69
Check	08/03/2018	5524	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Check	08/03/2018	5525	Customer	Final Bill Refund	30.00
Check	08/03/2018	5526	Customer	Final Bill Refund	89.00
Check	08/03/2018	5527	Customer	Final Bill Refund	5.34
Check	08/03/2018	5528	Customer	Final Bill Refund	52.16
Bill Pmt -Check	08/03/2018	5529	ACWA/JPIA	Employee Benefits	21.15
Bill Pmt -Check	08/03/2018	5530	Affinity Engineering	Elverta Specific Plan	1,280.00
Bill Pmt -Check	08/03/2018	5531	Bartle Wells Associates	Professional Fees	2,550.00
Bill Pmt -Check	08/03/2018	5532	BHI Management Consulting	Professional Fees	5,760.38
Bill Pmt -Check	08/03/2018	5533	Corix Water Products	Distribution Supplies	5,414.45
Bill Pmt -Check	08/03/2018	5534	County of Sacramento	Annual Hazardous Permit Fee	936.00
Bill Pmt -Check	08/03/2018	5535	DirectHit Pest Control	Building Maintenance	75.00
Bill Pmt -Check	08/03/2018	5536	Rio Linda Hardware and Building Supply	Shop Supplies	380.76
Bill Pmt -Check	08/03/2018	5537	RW Trucking	Distribution Supplies	616.83
Bill Pmt -Check	08/03/2018	5538	Safety-Kleen Systems	Transportation Maintenance	223.70
Bill Pmt -Check	08/03/2018	5539	SMUD	Utilities	21,549.51
Bill Pmt -Check	08/03/2018	5540	Staples	Office Expense	55.16
Bill Pmt -Check	08/03/2018	5541	The News	Printing	4,010.40
Bill Pmt -Check	08/03/2018	5542	Underground Service Alert	Annual Membership Dues	1,411.93
Bill Pmt -Check	08/03/2018	5543	Vanguard Cleaning Systems	Janitorial	195.00
Liability Check	08/16/2018	EFT	AFLAC	Employee Benefits	584.98
Liability Check	08/17/2018	EFT	QuickBooks Payroll Service	For PP Ending 08/15/18 Pay date 08/20/18	17,991.28
Liability Check	08/20/2018	EFT	CalPERS	For PP Ending 08/15/18 Pay date 08/20/18	1,762.64
Liability Check	08/20/2018	EFT	CalPERS	For PP Ending 08/15/18 Pay date 08/20/18	1,830.99
Liability Check	08/20/2018	EFT	Internal Revenue Service	Employment Taxes	6,104.58
Liability Check	08/20/2018	EFT	Employment Development	Employment Taxes	1,298.42
Liability Check	08/20/2018	EFT	Nationwide	Employee Benefits	1,179.99
Liability Check	08/20/2018	EFT	Western Health Advantage	Employee Benefits	11,406.71
Liability Check	08/20/2018	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Check	08/20/2018	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	42,000.00
Check	08/20/2018	EFT	RLECWD - SURCHARGE 1 ACCOUNT	Current Monthly Transfer	44,985.50
Check	08/20/2018	EFT	RLECWD - SURCHARGE 2 ACCOUNT	Bi-Monthly Transfer	36,371.94

**Rio Linda Elverta Community Water District
Operating Account GL 10000 Expenditure Report
August 2018**

Type	Date	Num	Name	Memo	Amount
Check	08/20/2018	EFT	RLECWD - Operating	Transfer funds for Security Deposits paid with Credit Card	1,100.00
Bill Pmt -Check	08/20/2018	EFT	Adept Solutions	Computer Maintenance	2,342.12
Bill Pmt -Check	08/20/2018	EFT	Bankcard Center 2911	Computer, Meetings, Postage, CIP - Ice Machine	3,199.40
Bill Pmt -Check	08/20/2018	EFT	Bankcard Center 6669	Staff Training	203.50
Bill Pmt -Check	08/20/2018	EFT	Bankcard Center 7806	Backflow Testing, Postage, Office, Construction Equip Maint	935.36
Bill Pmt -Check	08/20/2018	EFT	Bankcard Center 8200	Staff Training, Uniforms	208.45
Bill Pmt -Check	08/20/2018	EFT	Bankcard Center 8900	Uniforms	150.00
Bill Pmt -Check	08/20/2018	EFT	Verizon	Field Communication	265.82
Liability Check	08/20/2018	5544	Teamsters Local #150	Union Dues	560.00
Check	08/20/2018	5545	Customer	Toilet Rebate	75.00
Check	08/20/2018	5546	Customer	Final Bill Refund	40.53
Check	08/20/2018	5547	Customer	Final Bill Refund	100.00
Bill Pmt -Check	08/20/2018	5548	Affinity Engineering	Engineering	1,645.00
Bill Pmt -Check	08/20/2018	5549	Anthem Blue Cross	Retiree Benefits: Wickham Lifetime	976.50
Bill Pmt -Check	08/20/2018	5550	BSK Associates	Lab Fees	315.00
Bill Pmt -Check	08/20/2018	5551	Churchwell White, LLP	Legal Fees	10,768.70
Bill Pmt -Check	08/20/2018	5552	Cintas Corporation	Safety	83.94
Bill Pmt -Check	08/20/2018	5553	Coleman Engineering	Engineering	9,810.00
Bill Pmt -Check	08/20/2018	5554	Communication Systems Unlimited	Building Maintenance	635.92
Bill Pmt -Check	08/20/2018	5555	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	08/20/2018	5556	Demsey, Filliger & Associates	Auditor - GASB 75	3,000.00
Bill Pmt -Check	08/20/2018	5557	Employee Relations Inc.	Employee Background	51.35
Bill Pmt -Check	08/20/2018	5558	Energy Systems	Pump Maintenance	2,404.02
Bill Pmt -Check	08/20/2018	5559	GM Construction & Developers	Contract Repairs	6,538.50
Bill Pmt -Check	08/20/2018	5560	McCrometer	Pump Maintenance	1,360.66
Bill Pmt -Check	08/20/2018	5561	OReilly Automotive	Shop Supplies	24.25
Bill Pmt -Check	08/20/2018	5562	PG&E	Utilities	40.52
Bill Pmt -Check	08/20/2018	5563	Quill	Office Expense	143.26
Bill Pmt -Check	08/20/2018	5564	Rio Linda Elverta Recreation & Park	Meeting Expense	50.00
Bill Pmt -Check	08/20/2018	5565	RW Trucking	Distribution Supplies	642.42
Bill Pmt -Check	08/20/2018	5566	Sierra Chemical Company	Chemical Expense	1,931.92
Bill Pmt -Check	08/20/2018	5567	Spok Inc.	Field Communication	15.17
Bill Pmt -Check	08/20/2018	5568	The News	Publishing	66.00
Bill Pmt -Check	08/20/2018	5569	UniFirst Corporation	Uniforms	191.50
Bill Pmt -Check	08/20/2018	5570	USA BlueBook	Pump Maintenance	377.17
Liability Check	08/25/2018	EFT	Dental and Vision Ins.com	Employee Benefits	1,961.10
Total 10000 - Bank - Operating Account					314,803.10

Accrual Basis

**Rio Linda Elverta Community Water District
Other Accounts Expenditure Report
July 2018**

Type	Date	Num	Payee	Memo	Amount
Check	07/20/2018	EFT	RLECWD - Operating Account	June 2018 Security Deposits Applied	400.00
10100 · Security Deposits					<u>400.00</u>

Type	Date	Num	Payee	Memo	Amount
Check	08/03/2018	EFT	RLECWD - Operating	CIP Expense Transfer: CIP - Ice Machine purchased via credit card	2,803.96
10455 · Capital Improvement Reserve					<u>2,803.96</u>



Finance /Administrative Committee Agenda Item: 2

Date: September 10, 2018

Subject: Financial Report

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Finance / Administrative Committee review the Finance Reports of the District for the month of August 2018.

Current Background and Justification:

The financial reports are the District's balance sheet, profit and loss, and capital improvements year to date. This report provides the snapshot of the District's fiscal health for the period covered.

Conclusion:

Consistent with District policies, these financials are to be reviewed by this committee and presented to the Board of Directors to inform them of the District's current financial situation.

Rio Linda Elverta Community Water District
Balance Sheet
 As of August 31, 2018

ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10005 · Operating Fund 293,126.27

10010 · Operating Reserve Fund 250,000.00

Total 10000 · Operating Account 543,126.27

10100 · Trust/Security Deposit Account 43,752.00

10450 · Capital Improvement

10455 · Capital Improvement Fee Reserve 742,466.14

10460 · Vehicle Replacement Reserve 0.00

10465 · Cr6 Project 11,994.40

Total 10450 · Capital Improvement 754,460.54

10600 · LAIF GASB 45 16,068.85

Total 100 · Cash & Cash Equivalents 1,357,407.66

102 · Restricted Assets

102.1 · Restricted Capital Improvements

10700 · ZIONS Inv/Surcharge Reserve 491,624.20

Total 102.1 · Restricted Capital Improvements 491,624.20

102.2 · Restricted for Debt Service

10300 · Surcharge 1 Account 580,423.37

10325 · Community Business Bank 83,266.61

10350 · Umpqua Bank 73,788.96

10350 · Surcharge 2 Account 436,083.29

Total 102.2 · Restricted for Debt Service 1,173,562.23

Total 102 · Restricted Assets 1,665,186.43

Total Checking/Savings 3,022,594.09

Accounts Receivable 14,169.65

Other Current Assets

12000 · Water Utility Receivable 54,360.94

12200 · Accrued Revenue 150,000.00

12250 · Accrued Interest Receivable 1,632.50

15000 · Inventory Asset 96,793.78

16000 · Prepaid Expense 97,036.97

Total Other Current Assets 399,824.19

Total Current Assets 3,436,587.93

Fixed Assets

17000 · General Plant Assets 712,766.63

17100 · Water System Facilites 20,717,058.49

17300 · Intangible Assets 373,043.42

17500 · Accum Depreciation & Amort -8,702,559.39

18000 · Construction in Progress 1,250,105.87

18100 · Land 496,673.45

Total Fixed Assets 14,847,088.47

Other Assets

19000 · Deferred Outflows 297,772.00

19900 · Suspense Account 53.12

Total Other Assets 297,825.12

TOTAL ASSETS 18,581,501.52

Rio Linda Elverta Community Water District
Balance Sheet
 As of August 31, 2018

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	89,709.20
Credit Cards	1,447.19
Other Current Liabilities	702,318.13

Total Current Liabilities	793,474.52
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Long Term Liabilities

23000 · OPEB Liability	22,453.00
23500 · Lease Buy-Back	755,052.27
25000 · Surcharge 1 Loan	4,364,411.26
25050 · Surcharge 2 Loan	99,140.82
26000 · Water Rev Refunding	2,091,606.00
27000 · Community Business Bank	342,485.52
29000 · Net Pension Liability	902,961.00
29500 · Deferred Inflows-Pension	40,436.00

Total Long Term Liabilities	8,618,545.87
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Total Liabilities	9,412,020.39
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Equity

31500 · Invested in Capital Assets, Net	7,619,051.46
32000 · Restricted for Debt Service	699,786.24
38000 · Unrestricted Equity	865,266.45
Net Income	-14,623.02

Total Equity	9,169,481.13
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TOTAL LIABILITIES & EQUITY	18,581,501.52
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Rio Linda Elverta Community Water District
Operating Profit & Loss Budget Performance
 August 2018

	<u>Annual Budget</u>	<u>Aug 18</u>	<u>Jul-Aug 18</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Ordinary Income/Expense					
Income					
Total 40000 · Operating Revenue	2,664,429.00	158,313.34	316,540.55	11.88%	2,347,888.45
41000 · Nonoperating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	96.87	112.47	28.12%	287.53
Total 41110 · Investment Revenue	400.00	96.87	112.47	28.12%	287.53
41120 · Property Tax	70,000.00	1,946.32	1,946.32	2.78%	68,053.68
Total 41000 · Nonoperating Revenue	70,400.00	2,043.19	2,058.79	2.92%	68,341.21
Total Income	<u>2,734,829.00</u>	<u>160,356.53</u>	<u>318,599.34</u>	<u>11.65%</u>	<u>2,416,229.66</u>
Gross Income	2,734,829.00	160,356.53	318,599.34	11.65%	2,416,229.66
Expense					
60000 · Operating Expenses					
60010 · Professional Fees	163,331.00	22,159.12	27,919.50	17.09%	135,411.50
60100 · Personnel Services					
60110 · Salaries & Wages	665,414.00	53,193.51	77,598.41	11.66%	587,815.59
60150 · Employee Benefits & Expense	451,439.00	32,759.04	62,998.67	13.96%	388,440.33
Total 60100 · Personnel Services	1,116,853.00	85,952.55	140,597.08	12.59%	976,255.92
60200 · Administration	254,977.00	11,305.40	64,074.45	25.13%	190,902.55
64000 · Conservation	6,748.00	75.00	5,198.00	77.03%	1,550.00
65000 · Field Operations	428,175.00	71,901.13	95,722.22	22.36%	332,452.78
Total 60000 · Operating Expenses	1,970,084.00	191,393.20	333,511.25	16.93%	1,636,572.75
69000 · Non-Operating Expenses					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	133,163.00	0.00	0.00	0.00%	133,163.00
69110 · Interest	65,726.00	0.00	0.00	0.00%	65,726.00
Total 69100 · Revenue Bond	198,889.00	0.00	0.00	0.00%	198,889.00
69125 · AMI Meter Loan					
69130 · Principle	46,818.00	0.00	23,228.99	49.62%	23,589.01
69135 · Interest	11,696.00	0.00	6,027.97	51.54%	5,668.03
Total 69125 · AMI Meter Loan	58,514.00	0.00	29,256.96	50.00%	29,257.04
Total 69010 · Debt Service	257,403.00	0.00	29,256.96	11.37%	228,146.04
69400 · Other Non-Operating Expense	2,000.00	0.00	0.00	0.00%	2,000.00
Total 69000 · Non-Operating Expenses	259,403.00	0.00	29,256.96	11.28%	230,146.04
Total Expense	<u>2,229,487.00</u>	<u>191,393.20</u>	<u>362,768.21</u>	<u>16.27%</u>	<u>1,866,718.79</u>
Net Ordinary Income	505,342.00	-31,036.67	-44,168.87		
Net Income	<u>505,342.00</u>	<u>-31,036.67</u>	<u>-44,168.87</u>		

CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2018-2019
July through August 2018

	GENERAL		CONNECTIONS		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
BEGINNING FUND BALANCE	\$ 1,426,064.00	\$ 1,426,064.00	\$ 129,988.00	\$ 129,988.00	\$ (454,317.00)	\$ (454,317.00)	\$ -	\$ -
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
FUNDING SOURCES								
Fund Transfers								
Operating Fund Transfers In	500,000.00	82,000.00	-	-	-	-	-	-
CIP Fund Intrafund Transfers	(10,000.00)	-	-	-	-	-	10,000.00	-
Surcharge 2 Surplus Repayment	-	-	-	-	435,752.00	-	-	-
Contributed Funding								
Capacity Fee Revenue	-	-	40,000.00	14,062.01	-	-	-	-
Contributed Facilities (Developers)	-	-	-	-	-	-	-	-
Grant Revenue	-	-	-	-	20,000.00	-	-	-
Loan Proceeds-OPUS Bank	-	-	-	-	2,468,239.00	-	-	-
Investment Revenue	350.00	85.07	-	-	-	-	-	-
Sale of Fixed Assets	-	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	1,916,414.00	1,508,149.07	169,988.00	144,050.01	2,469,674.00	(454,317.00)	10,000.00	-
PROJECTS								
A · WATER SUPPLY								
A-1 · Well 10 - Cr6 Treatment	-	-	-	-	40,000.00	-	-	-
A-2 · Well 16	-	-	-	-	2,448,239.00	-	-	-
A-3 · Well 17	25,000.00	-	-	-	-	-	-	-
A-4 · Miscellaneous Pump Replacements	40,000.00	-	-	-	-	-	-	-
Total A · WATER SUPPLY	65,000.00	-	-	-	2,488,239.00	-	-	-
B · WATER DISTRIBUTION								
B-1 · System Valve Replacements	35,000.00	-	-	-	-	-	-	-
B-2 · Paving Replacements	25,000.00	-	-	-	-	-	-	-
B-3 · Service Replacements	30,000.00	-	-	-	-	-	-	-
B-4 · Large Meter Replacements	5,000.00	-	-	-	-	-	-	-
Total B · WATER DISTRIBUTION	95,000.00	-	-	-	-	-	-	-
M · GENERAL PLANT ASSETS								
M-1 · Ice Machine	3,500.00	2,803.96	-	-	-	-	-	-
M-2 · Billing Software Upgrade	25,000.00	21,527.50	25,000.00	-	-	-	-	-
Total M · GENERAL PLANT ASSETS	28,500.00	24,331.46	25,000.00	-	-	-	-	-
FO · PROJECTS FUNDED BY OTHERS								
TOTAL FO · PROJECTS FUNDED BY OTHERS	-	-	-	-	-	-	-	-
C · CONTINGENCY								
C-1 · Contingency (10% of Est A,B,M, & FO)	18,850.00	-	2,500.00	-	248,823.90	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	207,350.00	24,331.46	27,500.00	-	2,737,062.90	-	-	-
ENDING FUND BALANCE	\$ 1,709,064.00	\$ 1,483,817.61	\$ 142,488.00	\$ 144,050.01	\$ (267,388.90)	\$ (454,317.00)	\$ 10,000.00	\$ -



Finance /Administrative Committee

Agenda Item: 3

Date: September 10, 2018

Subject: Admin Leave: New Policy in Personnel Handbook

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Review the draft new policy, Administrative Leave for FLSA-Exempt employees and forward the item onto the September 17th agenda.

Current Background and Justification:

Pursuant to the Board direction provided at the August 20th meeting, the new policy was drafted for consideration by the Finance/Admin committee.

Admin Leave is a very common policy for FLSA-Exempt (management employees) at public agencies. The inclusion of Admin Leave, which does not carry over from year to year and cannot be cashed out upon termination/retirement, is intended to eliminate the gray area for salaried employees' payroll and attendance tracking.

Although this policy to not negatively impact the wages, benefits and working conditions of union represented employees, I have corresponded with Teamster Local 150 to keep them apprised.

Conclusion:

Forward the new Administrative Leave policy insertion for the Personnel Handbook onto the September 17th Board agenda.

time off with pay that will be authorized is three (3) days; provided, however, two (2) additional days may be taken and charged to accrued vacation. The General Manager is empowered to grant additional time off for funeral attendance under appropriate circumstances, if so requested. For purposes of this section, immediate family means the employees spouse, children, parent, parent-in-law, grandparent, brother or sister, registered domestic partner, stepparent, stepbrother or stepsister.

Voting Leave

Time off with pay to vote at any general, direct primary, or presidential primary election shall be granted as provided in the State of California Elections Code, and provided that notice the employee desires such time off shall be given in accordance with the provisions of said code.

Jury and Witness Duty

You should immediately notify your manager if you receive a notice for jury duty. If you are summoned for jury duty, you will be paid the difference between jury duty pay and your regular hourly rate for up to a maximum of ten working days per year. As a public employee, a waiver should be signed to avoid payment (as it must be returned) when appearing for Jury Duty.

If required by law to appear in court as a witness, you may be given paid time off up to a maximum of 32 hours for non-exempt (pro-rated for regular part-time) employees or four (4) days per year for exempt employees for such purpose, provided that you provide the RLECWD with reasonable advance notice and proof of such court order. This paid time off will not be counted towards an employee's vacation days or sick days.

Administrative Leave for FLSA Exempt Employees

Administrative leave (Admin Leave) is provided for District FLSA-exempt employees. Admin Leave is provided in recognition of the FLSA-exempt employee's requirements to regularly work beyond regular office hours. Admin Leave shall be subject to the following terms and conditions:

- Admin Leave shall not accrue from year to year and may not be cashed out upon termination of employment. Any unused Admin Leave remaining on December 31st each year will be deleted.
- Admin Leave scheduling and authorization must be approved (except General Manager) prior to commencement of Admin Leave.
- Admin Leave will be documented and tracked through payroll records.
- FLSA-exempt employees hired after January 1st will receive a prorated number of Admin Leave hours for that calendar year.
- Admin Leave for FLSA-exempt employees who regularly attend District meetings outside of regular work hours shall be provided 48-hours of Admin Leave each on January 1st of each calendar year.

- Admin Leave for FLSA-exempt employees who do not regularly attend District meetings outside of regular work hours shall be provided 32-hours of Admin Leave on January 1st of each calendar year.

UNPAID TIME OFF

FAMILY AND MEDICAL LEAVE

Purpose

The purpose of this policy is to provide for family and medical leave to the extent reasonably possible consistent with the objective of providing a stable organization. Unless specifically in conflict the Family and Medical Leave Act of 1993 or other law, the provisions of this policy shall determine an employee's eligibility for family and medical leave. Nothing in this Article is intended to limit or waive an employee's rights under the FMLA or CFRA or the District's obligations under both Acts.

Eligibility

To be eligible for family or medical leave, an employee must have: (1) been employed by the District for at least 12 months; (2) worked for the District at least 1,250 hours during the 12 months immediately preceding the commencement of leave; and (3) either be employed at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of the worksite or obtained an exemption from this requirement from the General Manager based upon a determination that the leave proposed will not in a significant way negatively impact upon the ability of the District to operate.

Leave Benefit

Eligible employees will be provided with up to 12 work weeks of unpaid leave each year for the following reasons:

To care for a newborn, adopted, or foster child (FMLA/CFRA)

To care for a seriously ill child, parent, grandparent, grandchild, sibling, parent-in-law or spouse (FMLA/CFRA).

To care for employees registered domestic partner (CFRA only)

Employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 work weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails (1) inpatient care in a hospital, hospice, or residential medical care facility or (2) continuing treatment by a healthcare provider (FMLA/CFRA.)



Finance /Administrative Committee

Agenda Item: 4

Date: September 10, 2018

Subject: Sick Leave: Revised Policy in Personnel Handbook

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Review the draft revised policy, Sick Leave in the Personnel Handbook and forward the item onto the September 17th agenda.

Current Background and Justification:

While drafting the proposed new Admin Leave policy for insertion into the Personnel Handbook, I could not overlook (it is in the same section of the Personnel Handbook) the incompatibility of the existing Sick Leave policy with current California Labor Codes. Accordingly, I revised the existing Sick Leave policy for conformance with the current law (see FAQ item # 3 on CA Labor Code included in Committee Packets).

I also corresponded with Teamster Local 150 to apprise the union of the need for update. Because the revised policy is substantially more flexible and less restrictive than the old policy, which required GM approval for employees requesting sick leave, it is reasonable to assume the Union will not impede or cause unreasonable delays in making this necessary the change for compliance with existing law.

Conclusion:

Forward the revised Sick Leave Policy onto the September 17th Board agenda.

California Paid Sick Leave: Frequently Asked Questions

This document contains answers to questions that are frequently asked about California's new Paid Sick Leave law (AB 1522, operative January 1, 2015, and as amended in AB 304 effective July 13, 2015).

DIR has updated the FAQ list originally posted in February 2015 to reflect new requirements under AB 304. This newer document also clarifies previous responses given in answer to questions received from members of the public.

UPDATE

New Questions Concerning the Paid Sick Leave Law

Updated March 29, 2017

Questions about An Employer's Use of a "Grandfathered" (Existing) Paid Time Off Plan to Provide Paid Sick Leave

1. **If my employer already had a paid time off plan that employees could use for paid sick leave before this law went into effect in 2015, was my employer required to provide *additional* sick days in response to the new law?**

No. The statute has provisions that allow for what are commonly referred to as "grandfathered" paid time off plans. Basically, in very general terms, and as described in more detail in additional FAQs below, if at the time the law went into effect in 2015, an employer already had an **existing** paid leave policy or paid time off plan, and if that existing policy or plan made an amount of paid leave available that could be used for at least as many paid sick days as required under the new law, and that could be used under the same conditions as specified in the new law, or that had conditions *more favorable* to employees, (i.e., that provided *more* sick days than created under the new law, or that had a *more* favorable accrual rate, etc.), the employer is allowed to continue to use that existing paid time off plan in order to satisfy the paid sick leave requirements of the new law.

2. **If my employer is providing paid sick days through an existing (grandfathered) paid time off policy, does the new law change the rate of pay my**

employer is required to pay for days that I take off under the existing paid time off policy for reasons *other than* a paid sick day?

No, the paid sick leave law addresses only the rate of pay that must be paid for time taken off as paid sick leave; it does not address or impact the rate of pay for paid time off taken for other purposes, such as vacation time or personal time.

Under the paid sick leave law, an employer must pay an employee for time taken **for paid sick leave** using **any** of the following calculations:

(1) Paid sick time for **nonexempt employees** shall be calculated in the same manner as the **regular rate of pay for the workweek** in which the employee uses paid sick time, whether or not the employee actually works overtime in that workweek.

(2) Paid sick time for nonexempt employees shall be calculated by dividing the employee's total wages, not including overtime premium pay, by the employee's total hours worked in the full pay periods of the prior 90 days of employment.

(3) Paid sick time for **exempt employees** shall be calculated in the same manner as the employer calculates wages for other forms of paid leave time.

(Lab. Code § 246, subd. (l), emphasis added.)

In general terms, these provisions mean that time taken off as paid sick leave must be paid at an employee's **regular rate of pay**, either for the workweek in which the paid sick leave was taken, or as determined by averaging over a 90-day period.

An employer using a "grandfathered" (i.e., existing) paid time off policy or plan must ensure that the plan "makes available an amount of leave applicable to employees that may be used for the same purposes [i.e., for paid sick leave] and under the same conditions [i.e., paid at the same rate] as specified in" section 246 of the new law. This means that an employer using a grandfathered paid time off plan must ensure that time that is taken off for paid sick leave must be paid in the manner as specified in the new law (as quoted and summarized above).

The new paid sick leave law, however, does not address in any way, nor impact, how employers must compensate employees under existing paid time off plans for time that is taken off for purposes **other than paid sick leave**, for example, for time that is taken as vacation, or for personal holidays, etc. (Note, however, the provisions of Labor Code section 227.3 concerning the requirements for payment for vested vacation time at termination of employment.) In practical terms, this means that an employer may compensate employees under an existing paid time off plan for vacation or personal holiday time, during employment, at a "base rate" of pay, whereas time taken as paid

sick leave must be paid at a higher regular rate of pay (determined for the workweek or by a 90-day average), as described above.

Paid Sick Leave and Employer Attendance Policies

3. Can my employer discipline me for taking a paid sick day or for using paid sick leave for part of a day to go to a doctor's appointment?

In general, no, an employer may **not** discipline an employee for using accrued paid sick leave. Depending on the circumstances, however, the issue may be more complex and may require more analysis.

The paid sick leave law specifically says the following:

An employer shall not deny an employee the right to use accrued sick days, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using accrued sick days, attempting to exercise the right to use accrued sick days, filing a complaint with the department or alleging a violation of this article, cooperating in an investigation or prosecution of an alleged violation of this article, or opposing any policy or practice or act that is prohibited by this article.

(Lab. Code § 246.5, subd. (c)(1).)

Separately, Labor Code section 233 (commonly referred to as the “Kin Care” law) requires an employer to allow an employee to use accrued and “available” sick leave (which is the amount that would accrue during a six month period) for the purposes specified in the paid sick leave law. Labor Code section 234 provides that “[a]n employer absence control policy that counts sick leave taken pursuant to Section 233 as an absence that may lead to or result in discipline, discharge, demotion, or suspension is a per se violation of Section 233.”

This means, in general terms, that if an employee **has accrued sick days available**, an employer may not deny the employee the right to use those accrued paid sick days, including the right to use paid sick leave for a partial day (e.g., to attend a doctor's appointment), and may not discipline the employee for doing so.

Many employers have attendance policies under which employees may be given an “occurrence” or similar adverse personnel action (which is a form of discipline with potentially negative repercussions) if the employee has an unscheduled absence or provides insufficient notice of an absence. Under the terms of the paid sick leave law (and Labor Code sections 233 and 234), if an employee **has accrued and available**

sick leave, and is using his or her accrued paid sick leave for a purpose as specified in the law, it is **not permissible** for an employer to give the employee an “occurrence” for the absence under such an attendance policy because this would constitute a form of discipline against an employee for using his or her paid sick leave as allowed under the paid sick leave law.

If an employee does **not** have any accrued or available paid sick leave, however, (e.g., if the employee has already used all of his or her accrued and available paid sick leave under the employer’s policy, including as consistent with Labor Code section 233), and if the employee has an unscheduled absence that would otherwise violate the employer’s attendance policy, the paid sick leave law does not prohibit the employer from giving the employee an “occurrence” for such absence, even if the employee was actually sick and/or could have used paid sick leave for the absence if he or she had any such leave accrued. The paid sick leave law does not “protect” all time off taken by an employee for illness or related purposes; it “protects” only an employee’s accrued and available paid sick leave as specified in the statute.

Similarly, if an employee has an absence that would otherwise violate the employer’s attendance policy, and if the absence was for a reason **not** covered under the paid sick leave law, the employer is not required to allow the employee to use paid sick leave for that absence, and it is not a violation of the law for the employer to give an “occurrence” for such absence. The paid sick leave law provides that an employer **shall provide paid sick days for the following purposes:**

- 1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee’s family member.
- (2) For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.

(Lab. Code § 246.5, subd. (a).) An employer is not required to allow an employee to use accrued paid sick days for reasons other than those listed in the statute (as quoted above).

In addition, if an employee has an unscheduled absence that would otherwise result in an “occurrence” under an employer’s attendance policy, and if the employee elects to use accrued paid sick leave for only **part** of the unscheduled absence (for example, if the employee is absent for a full eight-hour day of work, but elects to use only four hours of his or her accrued paid sick leave for the absence [which the employee is allowed to do], the employer would be allowed to give an “occurrence” (or 1/2 of an “occurrence”) for the one-half day of unscheduled absence for which no paid sick leave was used. Only time that is properly taken as accrued paid sick leave is protected from

Accrual

During the first year of employment, regular full-time employees shall accrue, pro-rata, one (1) week of vacation leave per year.

Beginning in the second year of employment and through the fourth year of employment, regular full-time employees shall accrue, pro-rata, two (2) weeks of vacation leave per year.

Beginning in the fifth year of employment and thereafter, regular full-time employees shall accrue, pro-rata, three (3) weeks of vacation leave per year.

Beginning in the tenth year of employment and thereafter, regular full-time employees shall accrue, pro-rated, four (4) weeks of vacation per year.

No employee may accrue more than two hundred forty (240) hours of vacation leave. Upon reaching the maximum accrual, vacation leave accrual shall cease until the accrual is reduced below the maximum by usage of vacation leave.

No employee may accrue vacation leave during such time as the employee is not receiving wages from the District.

Scheduling

Vacation schedules should be arranged as far in advance as possible. An employee should obtain the approval of the General Manager at least one week prior to using vacation leave. A vacation schedule covering the following twelve months will be maintained, and scheduling conflicts will be resolved on the basis of the order of requests received. The District reserves the right to schedule vacations in accordance with its operating needs. No employee shall take vacation leave during the first six months of employment.

Payment on Termination

At termination of employment for any reason, the District shall pay the employee for accumulated vacation time at the employee's current hourly rate of pay.

Sick Leave

Purpose

Sick leave is granted to provide financial security to employees by providing for salary continuation when the employee is unable to work. ~~because of illness, injury, or quarantine due to exposure to a contagious disease. In addition, it is granted to allow the employee to maintain his or her health by providing paid leave so that the employee can visit medical practitioners during normal working hours. subject to advance approval. Sick leave is not a privilege which an employee may use at his or her discretion.~~ Administration of sick leave is subject to the applicable provisions of the California Labor Code, Division 2.

Accrual

Regular full-time employees shall accrue sick leave at a rate of six (6) days per pay year. No employee may accrue sick leave during such time as the employee is not receiving wages from the District. . Sick leave ~~beings~~ begins to accrue on the first day of employment.

Use

~~Sick leave with pay shall be granted regular full-time employees in accordance with the following provisions.~~ The applicable definitions and requirements for sick leave shall be those provided in California Labor Code, Division 2.:

~~Sick leave may be used for all sickness or injury causing disability which requires the employee's absence from work except the following:~~

- ~~○ Disability arising from any sickness or injury purposely self-inflicted or caused by the willful misconduct of the employee.~~
- ~~○ Sickness or disability while on a leave of absence without pay.~~

~~Sick leave may also be granted to the extent required under California Labor Code Section 233.~~ It shall be the responsibility of each employee absent from work ~~due to such disability~~ to notify ~~the General Manager~~ his or her immediate supervisor as soon as possible on the first day of absence.

A written statement from a ~~medical doctor~~ properly licensed medical professional authorizing the employee's return to work and listing any work restrictions may be required for sick leave absences of 3 or more days, ~~by the District prior to returning to work.~~ If the medical clearance is required, tThe General Manager shall ~~require~~ notify the employee of his or her requirement ~~the employee~~ to bring a medical health statement to clearance to de perform normal work duties from a ~~medical doctor~~ properly licensed medical professional prior to returning to work. The medical clearance shall not provide any description of the medical condition(s) at issue. The medical clearance shall only focus on the employee's ability to perform routine work duties, with or without restrictions.

~~Subject to advanced approval by the General Manager, sick leave may be taken to visit a medical practitioner.~~

No employee may accrue more than two hundred forty (240) hours of sick leave. Upon reaching the maximum accrual, sick leave accrual shall cease until the accrual is reduced below the maximum.

Upon retirement or termination from the District, all unused sick leave shall be forfeited, and employee will not be paid for any unused sick leave under any circumstances.

Compassionate Leave

Compassionate leave with pay for funerals of members of the immediate family will be allowed when prior authorization has been granted by the General Manager. The maximum



Finance /Administrative Committee Agenda Item: 5

Date: September 10, 2018

Subject: Proposed Change to Hours of Operation

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Forward an item to the September 17th Board agenda to consider authorizing/directing a change to the process for considering the proposed new hour of operation.

Current Background and Justification:

Following the direction provided at the August 20th Board meeting, I drafted a notice to ratepayers regarding the proposed new hours of operation. The notice was drafted and was emailed to the Finance/Admin Directors with a courtesy copy to the Admin Assistant. The notice has NOT been distributed.

Subsequently, I received a phone call from Teamster Local 150 indicating (among other things) the Union's objection for the District's consideration of this issue without consulting with the Union.

Although the existing MOU and existing policy clearly establish that the District is within its management rights to establish operating hours, the Union takes a position that such right must be premised on the operational needs of the District. In contrast (Union's perspective), this request was brought forward as a employee request and/or employee preference. Accordingly, the Union believes the matter is subject to negotiations.

Conclusion:

Forward this item to the September 17th Board agenda to have the Board consider rescinding their August 20th direction, and instead redirect this issue as dialog with the Union via MOU renewal negotiations currently underway (although they were not underway months ago, when the employees submitted their written request).



RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT

P. O. BOX 400 730 L STREET
RIO LINDA, CALIFORNIA 95673
Phone: 916-991-1000

August 22, 2018

Proposed Change in Business Hours of Operation

Dear RLECWD Customers:

The Rio Linda Elverta Community Water District (RLECWD) is considering changing its hours of operation to a schedule of longer days, which involves the office being closed on Fridays. The currently proposed target for the change in operating hours is mid to late of October 2018. The proposed schedule would have office hours from 7:00 A.M. to 5:30 P.M from Monday through Thursday.

There are several important reasons the District is considering the change. The longer office hours provide more opportunities for those customers needing/wanting to conduct business at the RLECWD office after they get off work during the week. A review of RLECWD employee overtime occurrences shows more than half of our overtime occurrences happen between 4:00 P.M. and 5:30 P.M., so the District expects a decrease in cost of operation from fewer occurrences of overtime. Likewise, using electricity at the office one less day per week is expected to lower our operating expenses. Lastly, providing flexible work schedules for RLECWD employees has proven to increase employee productivity and job satisfaction at many similar community owned utility districts. The District needs to attract and retain qualified employees to continue providing high quality services the community expects.

RLECWD is a community owned utility, and the customers are the owners. As such, the customers' needs and expectations are the most important factors in RLECWD decision making. If you have any questions or concerns about this or any other matter, please reach out to us in any of the below indicated methods. **We want to hear from you!**

- General Manager Tim Shaw (916) 991-8891 or email GM@RLECWD
- Rio Linda Elverta CWD Facebook Page: <https://www.facebook.com/riolinda.waterdist>
- Questions@RLECWD.com
- Main office phone (916) 991-1000

Board of Directors

Brent Dills

Paul Green

Mary Harris

Mary Henrici

John Ridilla

Proposal : Change to Hours of Operation

The RLECWD staff would like to change the district's hours of operations. The new hours of operation would change to Monday thru Thursday (6:30am-5:00pm). Currently we operate Monday thru Friday (7:00am – 4:00pm). We desire this change to enhance our quality of life while providing exceptional customer service and meeting all of the district's needs. This change would require most employees to change from an eight hour work day to a ten hour work day. We have all agreed to this change.

The change to hours of operation would benefit the district in many ways.

1. While we would be closed 52 days more a year, this would help drive down operational cost. Which in turn would save the district money.
2. We have been told by many of our customers "Why do you close at 4:00pm; when a lot of people get off work at 4:00pm?" "I cannot make it in by 4:00pm." "I had to take time off work to come in." Changing the hours would give our customers six more hours a week to conduct business, outside of our current hours of operation. With this larger window customers would be able to come in and speak with personnel to pay a bill, talk about water conservation, or fix customer's problems as they arise.
3. With longer hours, the field staff would accrue less overtime. Much of the overtime is accrued by not having enough time to complete scheduled repairs or other time

consuming tasks. Most overtime is accrued between 4:00pm and 5:00pm.

In closing we would like to express our appreciation for taking the time to review this matter.

The RLECWD Team:

Pat Goyet



Deborah Denning



Renita Lehman



Kimberly Bassett



Chris Bell



Vincent Vigallon



Justin Davis



Frank Chacon



RLECWD INTEROFFICE MEMORANDUM

TO: RLECWD EMPLOYEES

FROM: TIMOTHY R. SHAW, GENERAL MANAGER

SUBJECT: CONSIDERATION OF ALTERNATIVE WORK SCHEDULES

DATE: 8-16-2018

CC:

Management has reviewed your request to consider alternative work schedules and has the following comments in response to your written request:

- Management shares your embrace for practices and policies that can lead to greater productivity, lower operating costs, and better job satisfaction.
- The current District policy clearly establishes, and must continue to uphold, the principal that the District must be able to establish and, as necessary, modify the work schedule to meet the operational needs of the District.
- Any change in schedule, which is properly noticed and implemented by the General Manager is, as it should be, subject to revisions as may be deemed necessary for the operational needs of the District, now and in the future. In other words, if we change schedule, and District needs are not being sufficiently addressed, the work schedule may need to change for some employees.
- Even if the District goes to a 4-10 schedule, it is not necessary or justified to have the same start times for operations employees as customer service employees. For example; some field employees may start work earlier in warm weather months and later in cool weather, shorter daylight months.
- The District will need to provide sufficient lead time to make the change associated with being closed on Fridays. We will need time for notices, postings flyers etc. to minimize the impact on customers who would otherwise plan to pay bills on Fridays.
- Although changing work schedules is within the authority of the GM, and such changes when properly noticed are not subject to Union meet and confer requirements, there will need to be some reasonable clarifications on pay days, observed holidays that fall on a regular day off (potentially now including Fridays) and vacation/sick leave accrual equivalents. For example, the existing MOU stipulates vacation accrual is two weeks per year (up to five years of service). The intent of two weeks in a 5-days per week schedule is 80-hours of vacation. If you take 80-hours of vacation, you will be absent for two weeks in a 4-10 schedule. However, if you take one day off, that's 10-hours of vacation.

If these stipulations are acceptable to the employees, please respond accordingly and the F/A Committee will forward an item on to an upcoming Board agenda to consider the length of lead time needed to notify the customers about the planned changes in office hours.
