admin@mhcwd.org (530) 878-8096
16733 Placer Hills Road, PO Box 596, Meadow Vista, CA 95722

Agenda

Regular Board Meeting, November 10, 2026, at 4:00 p.m.

- The following agenda has been prepared and posted at least 72 hours prior to the regular board meeting of the Midway Heights County Water District (MHCWD) Board of Directors in accordance with the Ralph M. Brown Act.
- The chronological order of agenda items does not necessarily mean that each item will be considered in that order. Any listed items may be considered at any time during the meeting, at the discretion of the Board President.
- The public may address the Board on each agenda item during the Board's consideration of that item. Members of the public may be asked to state their name for the record but are not required to do so.
- The Board is prohibited by law from acting on any matter not appearing on the posted agenda, except in certain cases provided for in the Brown Act.
- Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection at the District Office at the address listed above.
- In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at (530) 878-8096. Requests must be made as early as possible, and at least one full business day before the start of the meeting.
- In accordance with Government Code Sec. 54954.2(a), this notice and agenda were posted at the following locations: MHCWD Office; Meadow Vista Post Office; Meadow Vista Village Center.

Agenda

Regular Board Meeting, November 10, 2026

I. CALL TO ORDER

II. ROLL CALL OF DIRECTORS

Establish a quorum and identify for the minutes any other persons attending. Members of the public may remain anonymous in the minutes unless they wish to participate in the Public Forum, below, or comment on other agenda items.

III. REVIEW AND APPROVAL OF MINUTES (Pages BP 5-8)

The minutes from the October 15, 2026, Regular Meeting will be reviewed and may be approved.

IV. PUBLIC FORUM

This time is scheduled for comments from members of the public concerning subjects that do not specifically appear as items elsewhere on the agenda. The total time allotted for the public forum session is generally limited to 20 minutes. Discussion on each particular issue is limited to 10 minutes. Individuals are limited to approximately 3 minutes of public comments.

Potential issues or action items raised during the Public Forum will be noted by the Secretary and offered for discussion during the Calendar Review later in the session.

V. GENERAL BUSINESS

A. DISCUSSION & ACTION RE: CANCELLATION OF REGULAR NOVEMBER 19 BOARD MEETING

Consideration and possible cancellation of the November 19, 2026, Regular Board Meeting.

B. DISCUSSION & ACTION RE: DESIGNATION OF ALTERNATE FOR LAFCO VOTE

Consideration and possible designation of an alternate board member to cast the District vote in Placer LAFCo elections. By default, the Board President is signatory on the ballots, but an alternate may be designated by Board action.

C. DISCUSSION & ACTION RE: CAPITAL IMPROVEMENT PLAN FINAL DRAFT – AD HOC COMMITTEE (Pages BP 9-30)

Consideration and possible approval of the final Capital Improvement Plan (CIP) presented by the ad hoc committee.

D. DISCUSSION & ACTION RE: FIELD OPERATIONS AND MAINTENANCE MANUAL

Discussion and possible action regarding the topic of the Field Operations and Maintenance Manual.

E. FIELD REPORT

Review of the October Field Report.

F. INTERIM GENERAL MANAGER'S REPORT

1. Remaining Board vacancy
2. Audit and financials status
3. LAFCo Municipal Service Review status
4. Agenda posting locations

VI. FINANCIAL

A. TREASURER'S REPORTS

The Treasurer's Reports of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for October 2026, will be offered for review and possible acceptance at the December regular meeting, as it is too early in the month to prepare them.

VII. ITEMS FOR INFORMATION

These items are informational only. Discussion is optional, and any item removed from this list for discussion and action must be put on a future meeting agenda. If there are documents attached to any item, these are presented to be entered into the public record without amendment. If desired, a motion may be made to receive and file all the attached items as a slate.

A. RATE STUDY - AD HOC COMMITTEE REPORT

An update on the rate study from Director DiPaola, ad hoc committee chair.

B. ACWA/JPIA GRANT REPORT

An update on the grant application from Director Burton.

C. RECEIVE & FILE: PERSONNEL POLICIES & RELATED POLICY UPDATES

(Pages BP 31-86) Finalized policy documents approved at the October meeting.

VIII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board and staff may take this opportunity to ask questions; provide or receive information; make requests or provide directions regarding subsequent meeting agendas.

Current list of potential agenda items:

- FY 2025-2026 End of Year (EOY) Review (December)
- FY 2027 Six Month Review
- Appointment of Steve DeNatale to the Board (December)
- Annual review and confirmation of Board officers (December)
- Leak and bill forgiveness policy
- Management Continuity Plan
- LAFCO Municipal Service Review presentation
- Reservoir safety and emergency policy
- Records retention policy

- Credit card policy and district vehicle use policy

IX. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting, unless otherwise decided in session, will be held December 17, 2026, at 2:00 p.m. at the District Office.

X. ADJOURNMENT

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

October 15, 2026, 2:00 p.m. at District Office
16733 Placer Hills Road, Meadow Vista, CA 95722

I. CALL TO ORDER

President Teigen called the meeting to order at approximately 2.00 p.m.

II. ROLL CALL

DIRECTORS PRESENT: Geoff Teigen, President
Trisha Di Paola, Board Treasurer
Stan Burton, Vice-President & ACWA/JPIA

DIRECTORS ABSENT: Ronald Tucker, Director

OTHERS PRESENT: Teddi Deppner, Interim General Manager
Hannah Osborn, Office Manager
Taryn Heimbaugh, Office Technician
Wyatt Paul, Field Supervisor

MEMBERS OF THE PUBLIC: Steve DeNatale
Pauline Nevins

III. REVIEW AND APPROVAL OF MINUTES

M/S Trisha DiPaola / Stan Burton to accept the September 17, 2026, Regular Meeting minutes as presented.

All ayes – Motion passed by unanimous vote of Directors present.

IV. PUBLIC FORUM

Member of the public Pauline Nevins requested more detailed descriptions on agenda items that don't have an attachment at the time of agenda posting, so a member of the public can decide whether to attend the meeting.

V. GENERAL BUSINESS

A. DISCUSSION & ACTION RE: RATE STUDY AD HOC COMMITTEE

M/S Stan Burton / Trisha DiPaola to approve the committee as defined in the scope statement.

All ayes – Motion passed by unanimous vote of Directors present.

B. DISCUSSION & ACTION RE: PERSONNEL POLICIES UPDATE

M/S Stan Burton / Trisha DiPaola to approve the revisions to the 2.2 Personnel Policies as presented.

Amended motion M/S Stan Burton / Geoff Teigen to approve the revisions to the 2.2 Personnel Policies and associated organizational updates to the P&P, with an amendment to remove the "Awards for work performance" section of Part VI, section 3, with updated paid holiday schedule to be effective January 1, 2027.

All ayes – Motion passed by unanimous vote of Directors present.

C. DISCUSSION & ACTION RE: EMERGENCY PURCHASE RATIFICATION

M/S Stan Burton / Geoff Teigen to ratify of the emergency purchase of parts for treated water PRV repairs.

All ayes – Motion passed by unanimous vote of Directors present.

Member of the public Pauline Nevins suggested that the emergency purchase policy be adjusted to require a verbal approval from two Board members before purchase.

D. DISCUSSION & ACTION RE: BUDGET AMENDMENT

M/S Stan Burton / Trisha DiPaola to approve the amendments to the FY2026-2027 budget as presented.

All ayes – Motion passed by unanimous vote of Directors present.

E. DISCUSSION & ACTION RE: FINAL CAPITAL IMPROVEMENT PLAN – AD HOC COMMITTEE

M/S Stan Burton / Geoff Teigen to postpone the review and approval of the CIP until the meeting in November.

All ayes – Motion passed by unanimous vote of Directors present.

F. FIELD REPORT

Wyatt Paul presented the September 2026 field report.

Secretary's note: Correction to report: Section 2.a Backflow Program "218 assemblies tested in ~~August~~ **September**."

G. GENERAL MANAGER'S REPORT

1. Staffing & Board vacancy update
2. Rate study progress
3. District fleet fuel cards
4. Updated billing software quotes
5. Agenda posting locations

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VI. FINANCIAL

H. REVIEW OF TREASURER'S REPORT

M/S Trisha DiPaola / Stan Burton to accept the Treasurer's report of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for September 2026 as presented.

All ayes – Motion passed by unanimous vote of Directors present.

Pauline Nevins asked for a copy of the LTMC rate study contract. President Teigen directed staff to check best practices.

VII. ITEMS FOR INFORMATION

A. ACWA/JPIA GRANT

Director Burton provided an update on the grant application.

VIII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board and staff discussed future agenda items.

Updated list of potential agenda items:

- Employee performance reward policy
- Emergency purchase policy and procedure
- Customer leak reimbursement policy
- Change of the Regular Board Meeting Time
- Management Continuity Plan
- LAFCO Municipal Service Review
- Reservoir safety and emergency policy
- Field operations & maintenance manual
- Records retention policy
- Credit card policy and district vehicle use policy

IX. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting will be held on November 19, 2026 at 2:00 p.m. at the District Office.

X. ADJOURNMENT

M/S Stan Burton / Geoff Teigen to adjourn the meeting at 4:27 p.m. Motion passed by unanimous consent.

(signatures on next page)

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Respectfully Submitted,

Teddi Deppner
Secretary to the Board

Approved,

Geoff Teigen
President of the Board

Dated:

Midway Heights County Water District

All cited Attachments, Ordinances, Resolutions, and Policies are public information and are on file with the District. Copies are available upon request at the District Office.

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MEMORANDUM

TO: MHCWD BOARD OF DIRECTORS

FROM: Teddi Deppner, Board Secretary & Interim General Manager

RE: CAPITAL IMPROVEMENT PLAN - FINAL DRAFT

BACKGROUND

The Capital Improvement Plan (CIP) ad hoc committee was originally formed at the April 16, 2026, regular board meeting. Initial meetings were held with Pauline Nevins as committee chair, and included Geoff Teigen as the second director, as well as Gerry LaBudde, Interim General Manager at the time.

The first draft was approved by the Board on July 16, 2026, with the instructions to incorporate feedback and provide a second, and hopefully final, draft.

After the resignation of Ms. Nevins and appointment of myself as Interim General Manager, meetings resumed with President Teigen as chair, and also included Wyatt Paul, Field Supervisor. By this time, an extensive spreadsheet had been assembled, with an inventory of District capital assets noting condition, cost of maintenance and/or replacement, and other useful information. This data was integrated into the narrative document presented today.

Once the final draft of the CIP is approved by the Board, it will be used as a reference in the rate study process, as well as providing guidance to District staff for planning and implementing operational priorities.

RECOMMENDATION

Staff recommends that the Board consider including the CIP in the Policies & Procedures Manual as section 2.1.L, and establishing a policy to review and update the CIP annually at a time convenient to the District and when it could be made ready to inform the annual budget review process.

Five-Year Capital Improvement Plan

2027–2031 | Year-by-Year Project Narrative

The Five-Year Capital Improvement Plan (CIP) is a formal document outlining the capital assets and/or projects needed for Midway Heights County Water District (MHCWD or District) to successfully carry out the District's mission to provide reliable, safe drinking and irrigation water to its customers at the lowest possible cost. The CIP identifies significant capital improvements, prioritizes projects on the basis of public health and regulatory compliance, and establishes schedules and cost allocations over a multi-year window.

The CIP is a critical planning tool for ensuring that the District is financially prepared to maintain, rehabilitate, and replace its aging infrastructure as needs arise. The treated water distribution system was originally installed in 1991, and much of the irrigation system dates back to 1956. The information in this CIP will be used to inform the recurring rate study process and determine what is needed to keep providing water to the approximately 500 residents served within the District's four square mile territory.

DEFINITIONS: Throughout this document "treated" water means drinking water or domestic water, of the sort delivered to customer's homes for human consumption. "Raw" water means untreated water taken directly from natural sources and delivered for use in irrigation, ponds, swimming pools, etc.

District Water Systems and Operations

Where the District's water comes from

Midway Heights County Water District receives its treated water from Placer County Water Agency (PCWA). PCWA treats this water at its Weimar facility before delivery to the District. The irrigation system has a separate supply: raw water originating in the Bear River is delivered by PCWA through the Boardman Canal to the District's reservoir, which holds approximately 6.55 million gallons. The two systems serve different purposes and have separate distribution equipment.

Treated water system

The treated-water system includes isolation valves, blow-offs and air-release valves. Isolation valves allow crews to shut down a section for repairs without interrupting the entire system. Blow-offs are used to flush lines, while air releases help remove trapped air that can interfere with flow. Customer services have Neptune meters, along with backflow prevention assemblies to help protect drinking water from reverse flow, and the District oversees their testing and maintenance.

Eight pressure-reducing valve (PRV) stations help control pressures in different parts of the network.

Raw water system

The irrigation system has isolation valves, hydrants and blow-offs, along with Neptune meters. The valves allow sections to be isolated for maintenance; hydrants and blow-offs provide access to flushing points throughout the entire system. Three PRV stations regulate pressure: two 8-inch stations and one 6-inch station. The District also maintains the reservoir, its inlet and outlet facilities, and the lines carrying raw water into the irrigation system.

Pump Station

Most of the District's water distribution operates by gravity. However, higher elevation properties on Coyote Hill Rd. depend on water being pumped to separate treated and raw water storage tanks at the top of the hill. From those tanks, water then flows by gravity to the areas that would be unreachable by normal operating pressures from the main treated tanks and the raw water reservoir. The pump station has two treated water pumps and two raw water pumps. Each side utilizes a Neptune meter to accurately track the quantity of water. A generator is available to power the treated water pumps during power outages, preventing disruptions in the treated system. The raw-water pumps have no backup generator, so an outage may interrupt refilling of the raw water tanks. Maintaining the pumps, piping, meters and backup power equipment is important to keep water flowing to certain areas of Coyote Hill Rd.

What District crews do

Operating both treated and raw water systems involves checking pumps and tank levels, inspecting valves and PRV stations, reading and maintaining meters, flushing lines when needed, responding to leaks, and arranging repairs. The treated water system also requires drinking water sampling and compliance work, including oversight of backflow prevention. These routine duties are separate from the larger replacement projects in this plan, but they help the District identify which facilities need capital work.

How this relates to the five-year plan

The following annual sections identify the work proposed for 2027 through 2031. They describe known problems, preventive replacements, and reserve-building contributions. Costs in this document are planning estimates rather than construction quotes.

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Contents and Reading Guide

- Year 1 — 2027
    - 1.1 Generator
    - 1.2 Submersible Pump
    - 1.3 Master Meter
    - 1.4 Tank Cleaning and Inspection
    - 1.5 Reservoir Outlet
    - 1.6 Shop Building (Garage Door)
    - 1.7 Monitoring System (Treated)
    - 1.7 Monitoring System (Irrigation)
    - 1.R Water Main Replacement Reserve — Treated and Raw Water
- Year 2 — 2028
    - 2.1 Pump Station Piping and Pumps
    - 2.2 Level Monitoring
    - 2.R Water Main Replacement Reserve — Treated and Raw Water
- Year 3 — 2029
    - 3.1 Irish Mtn. PRV Station
    - 3.2 Fallen Oak PRV Station
    - 3.3 Hillsdale PRV Station
    - 3.R Water Main Replacement Reserve — Treated and Raw Water
- Year 4 — 2030
    - 4.1 Raw Water PRV Station Gauges, Isolation Valves and Piping
    - 4.2 Naturewood PRV Station — Pressure Reducing Valve Improvements
    - 4.R Water Main Replacement Reserve — Treated and Raw Water
- Year 5 — 2031
    - 5.1 Vac trailer
    - 5.R Water Main Replacement Reserve — Treated and Raw Water
- Additional notes
    - Planning estimates, conditional projects, and preservation of original source information

How to read the yearly sections

Each year begins on a new page and has a clearly marked annual base-cost total. Every project has its own numbered subsection describing the documented facility condition, proposed improvement, reason for scheduling and planning estimate. These are proposed implementation year allocations, not an adopted construction schedule.

Year-by-year Summary

Year	Projects / Equipment Purchases / Reserve	Base cost
2027	9	$180,000
2028	3	$108,000
2029	4	$165,000
2030	3	$120,250
2031	2	$145,000
Total	21	$718,250

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Year 1 | 2027

Annual Capital Improvement Program

Year 1 (2027) includes 8 planned capital improvements and equipment purchases with a combined estimated cost of $90,000. The District also proposes setting aside $90,000 for future treated and raw water main replacement, bringing the total planned annual allocation to $180,000.

Implementation period	Year 1 — 2027
Number of Projects / Equipment Purchases	9 (including pipeline reserve program)
Total planned annual allocation	$180,000 (improvements/purchases $90,000 + reserve $90,000)

1.1 Generator

CIP-093 | Treated & Irrigation | EQUIPMENT

Existing condition and proposed work

The District does not currently have a portable generator. The smaller, portable generator proposed will allow for transport throughout the district, one that can be moved and operated by a single employee. This planned equipment purchase allows for quicker and more efficient work during emergency situations like leaks or certain needs in the field.

Recommended improvement

Purchase a small portable generator.

Preliminary cost

Base planning cost: $3,000

1.2 Submersible Pump

CIP-095 | Treated & Irrigation | EQUIPMENT

Existing condition and proposed work

The District does not currently have a submersible pump. This is a planned equipment purchase which allows for faster, more efficient response to emergency repairs or leaks, reducing downtime to customers and improving safety for District staff.

Recommended improvement

Purchase a submersible pump.

Preliminary cost

Base planning cost: $1,000

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1.3 Master Meter

CIP-048 | Treated | TREATED STORAGE TANK SITE

Existing condition and proposed work

The master meter for the treated water distribution system is scheduled for maintenance. The proposed work addresses that the treated master meter is no longer tracking water to 100% accuracy. Neptune offers a rebuild kit for this exact meter, so no changes to the body will be made, everything inside the meter will be swapped out with new parts.

Recommended improvement

Purchase a kit and rebuild the treated water master meter.

Documented location: Nature's Way (main treated tanks)

Preliminary cost

Base planning cost: $3,000

1.4 Tank Cleaning and Inspection — Combined Project

CIP-053 and CIP-054 | Treated | TREATED STORAGE TANKS

Existing condition and proposed work

Both main treated water storage tanks are scheduled for cleaning and inspection during a single contractor visit. The inspections will provide a closer look at the tanks' interior condition and identify any follow-up repairs if needed.

Recommended improvement

Contract divers enter the tank, clean and inspect; assume both tanks are on the same mobilization.

Documented location: Nature's Way (main treated tanks)

Preliminary cost

Base planning cost: $10,000. Combined costs for both tank cleaning/inspection entries, with each tank having a cost of $5,000, based on the previous inspection and cleaning.

1.5 Reservoir Outlet

CIP-011 | Irrigation | RAW WATER RESERVOIR

Existing condition and proposed work

The irrigation reservoir outlet needs repairs, including replacement of the slide gate and repair of a leak approximately 90' downstream of the slide gate. The work concerns the outlet and the section of pipeline beneath the levee toward the 18-inch to 16-inch adaptor.

Recommended improvement

Irrigation Reservoir outlet repairs, slide gate replacement, and leak repair.

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Documented location: Section of pipeline between outlet structure and 18-inch isolation valve. The section runs under the levee.

Preliminary cost
Base planning cost: $70,000

1.6 Shop Building (Garage Door)

CIP-094 | Treated & Irrigation | EQUIPMENT

Existing condition and proposed work
The shop's garage door and frame need replacement. A temporary repair has been made, but the contractor advised little to no use for the door. A permanent replacement is planned, and a quote from the contractor is in hand.

Recommended improvement
Replace door and frame; has made a temporary fix. The District is exploring possible grant funding for this project.

Documented location: 20677 Nature's Way.

Preliminary cost
Base planning cost: $10,000

1.7 Monitoring System

CIP-051 | Treated | TREATED STORAGE TANK SITE

Existing condition and proposed work
The treated water storage tank site does not have cellular security cameras with motion detection. This is a monitoring improvement rather than a response to a documented equipment failure.

Recommended improvement
Install cellular camera(s) with motion detection. The District is exploring possible grant funding for this project.

Preliminary cost
Base planning cost: $1,000

1.8 Monitoring System

CIP-012 | Irrigation | RAW WATER RESERVOIR

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Existing condition and proposed work

The reservoir berms and shop area do not have cellular security cameras with motion detection. This is a monitoring improvement rather than a response to a documented equipment failure.

Recommended improvement

Purchase cellular cameras with motion detection plus mounting and solar panels. One camera at the shop building and two on reservoir berms to the north and south sides. The District is exploring possible grant funding for this project.

Documented location: Reservoir and shop area.

Preliminary cost

Base planning cost: $2,000

1.R Water Main Replacement Reserve — Treated and Raw Water

Program classification | Planned reserve contribution; no pipeline replacement construction is authorized or assigned to a specific road segment.

Existing condition and planning basis

According to District distribution system models, there is approximately 23 miles of mainline PVC pipe for the treated water system built in 1991 and 16 miles of mainline AC pipe for the raw water system built in 1956. The District has not identified a large continuous section of treated or raw irrigation water main that is presently failing. Nevertheless, underground pipelines have finite service lives, and replacement work can be costly when excavation, traffic control, utility crossings and restoration are required. Establishing a reserve in advance will help the District prepare for future renewal without implying that any particular segment currently requires replacement. See the **Pipeline Reserve Program** section toward the end of this document for more detail.

Recommended improvement and preliminary scope

The five-year planning objective is to accumulate sufficient reserve funds for approximately 1,000 linear feet of treated water main and 1,000 linear feet of raw irrigation water main. Future replacement would use AWWA C900 PVC pressure pipe, installed by a qualified subcontractor. Pipe diameter, pressure class, alignment, fittings, connections, excavation depth, permits and restoration needs will be determined when a specific segment is selected. The District will verify final material pricing through its Ferguson Waterworks account and obtain competitive local construction quotes before proceeding.

Annual funding allocation

For 2027, the proposed contribution is $90,000: $50,000 toward the treated-water pipeline reserve and $40,000 toward the raw-water pipeline reserve. This is an annual set-aside, not an expenditure on a defined replacement project. After five equal annual contributions, the two reserves would total $250,000 and $200,000, respectively, before interest, expenditures or changes in costs.

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Planning-level construction cost basis

The assumed installed replacement allowances are $250 per linear foot for treated water and $200 per linear foot for raw irrigation water. These are provisional all-in budget targets, not Ferguson or subcontractor quotes. They allow for pipe and appurtenances, subcontracted excavation and installation, backfill and restoration, testing, mobilization, construction uncertainty and possible soft costs. Actual cost will depend heavily on the future segment and whether the work occurs under paved roads, near other utilities or in difficult ground.

Year 1 summary

Year 1 includes $90,000 for planned capital improvements and equipment purchases and $90,000 in pipeline reserve contributions, for a total planned allocation of $180,000.

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Year 2 | 2028

Annual Capital Improvement Program

Year 2 (2028) includes 2 planned capital improvements and equipment purchases with a combined estimated cost of $18,000. The District also proposes setting aside $90,000 for future treated- and raw-water main replacement, bringing the total planned annual allocation to $108,000.

Implementation period	Year 2 — 2028
Number of Projects / Equipment Purchases	3 (including pipeline reserve program)
Total planned annual allocation	$108,000 (improvements/purchases $18,000 + reserve $90,000)

2.1 Pump Station Piping and Pumps

CIP-087 and CIP-089 | Treated & Irrigation | PUMP STATION

Existing condition and proposed work

The District plans to purchase a treated water pump so a replacement is available if one of the two operating pumps fail. Deteriorated galvanized fittings at the pump station also need replacement on the treated and raw water piping. Water distribution equipment and parts can have long lead times (up to 4-8 weeks); having a replacement part in stock is crucial for dealing with emergency repairs effectively and reducing impact on customers.

Recommended improvement

Purchase one treated pump as a replacement in case of emergency break or malfunction. Replace deteriorated pump station fittings, including work on treated and raw water piping. The District crews will perform the work on diagnosed fittings.

Documented locations: Pump station at 724 Bridle Path

Preliminary cost

The combined planning amount is $8,000: $6,000 for the spare treated-water pump (CIP-087) and $2,000 for pump-station piping and fittings (CIP-089).

2.2 Level Monitoring

CIP-050 | Treated | TREATED STORAGE TANK SITE

Existing condition and proposed work

The treated water storage tank level monitoring panel and sensor are planned for an upgrade. Remote monitoring and improved alarms will give operators better information about tank levels.

Recommended improvement

Upgrade existing panel and sensor to provide remote monitoring and improved alarming.

DRAFT

Preliminary cost
Base planning cost: $10,000

2.R Water Main Replacement Reserve — Treated and Raw Water
Program classification | Planned reserve contribution; no pipeline replacement construction is authorized or assigned to a specific road segment.

Existing condition and planning basis
According to District distribution system models, there is approximately 23 miles of mainline PVC pipe for the treated water system built in 1991 and 16 miles of mainline AC pipe for the raw water system built in 1956. The District has not identified a large continuous section of treated or raw irrigation water main that is presently failing. Nevertheless, underground pipelines have finite service lives, and replacement work can be costly when excavation, traffic control, utility crossings and restoration are required. Establishing a reserve in advance will help the District prepare for future renewal without implying that any particular segment currently requires replacement. See the **Pipeline Reserve Program** section toward the end of this document for more detail.

Recommended improvement and preliminary scope
The five-year planning objective is to accumulate sufficient reserve funds for approximately 1,000 linear feet of treated water main and 1,000 linear feet of raw irrigation water main. Future replacement would use AWWA C900 PVC pressure pipe, installed by a qualified subcontractor. Pipe diameter, pressure class, alignment, fittings, connections, excavation depth, permits and restoration needs will be determined when a specific segment is selected. The District will verify final material pricing through its Ferguson Waterworks account and obtain competitive local construction quotes before proceeding.

Annual funding allocation
For 2028, the proposed contribution is $90,000: $50,000 toward the treated-water pipeline reserve and $40,000 toward the raw-water pipeline reserve. This is an annual set-aside, not an expenditure on a defined replacement project. After five equal annual contributions, the two reserves would total $250,000 and $200,000, respectively, before interest, expenditures, or changes in costs.

Planning-level construction cost basis
The assumed installed replacement allowances are $250 per linear foot for treated water and $200 per linear foot for raw irrigation water. These are provisional all-in budget targets, not Ferguson or subcontractor quotes. They allow for pipe and appurtenances, subcontracted excavation and installation, backfill and restoration, testing, mobilization, construction uncertainty and possible soft costs. Actual cost will depend heavily on the future segment and whether the work occurs under paved roads, near other utilities or in difficult ground.

Year 2 summary
Year 2 includes $18,000 for planned capital improvements and equipment purchases and $90,000 in pipeline reserve contributions, for a total planned allocation of $108,000.

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Year 3 | 2029

Annual Capital Improvement Program

Year 3 (2029) includes 3 planned capital improvements and equipment purchases with a combined estimated cost of $75,000. The District also proposes setting aside $90,000 for future treated- and raw-water main replacement, bringing the total planned annual allocation to $165,000.

Implementation period	Year 3 — 2029
Number of Projects / Equipment Purchases	4 (including pipeline reserve program)
Total planned annual allocation	$165,000 (improvements/purchases $75,000 + reserve $90,000)

3.1 Irish Mtn. PRV Station

CIP-059 | Treated | TREATED STORAGE TANKS

Existing condition and proposed work

The Irish Mountain station has not shown noticeable high or low pressure problems. Its galvanized piping, however, is of similar age to stations already identified for rebuilding, and corrosion makes replacement a planned priority.

Recommended improvement

The entirety of the PRV station (piping, new bypass, and new gate valves) must be replaced. This station will match the existing PRV stations rebuilt in 2026. A single public works project to replace all three treated PRV stations at once is projected to result in an average cost savings of $10,000 per station compared to doing them separately over time.

Preliminary cost

Estimated $25,000 for this station. The estimate is based on subcontractor costs and bids from the District's 2026 project to replace four other treated-water PRV stations. It is a planning estimate, not a new bid for this location.

3.2 Fallen Oak PRV Station

CIP-060 | Treated | TREATED STORAGE TANKS

Existing condition and proposed work

The Fallen Oak station has experienced noticeable high and low pressure problems. Its galvanized piping is of similar age to stations already identified for rebuilding, and corrosion makes replacement a planned priority.

Recommended improvement

The entirety of the PRV station (piping, new bypass, and new gate valves) must be replaced. This station will match the existing PRV stations rebuilt in 2026. A single public works project to replace all three treated PRV stations at once is projected to result in an average cost savings of $10,000 per station compared to doing them separately over time.

DRAFT

Preliminary cost

Estimated $25,000 for this station. The estimate is based on subcontractor costs and bids from the District's 2026 project to replace four other treated-water PRV stations. It is a planning estimate, not a new bid for this location.

3.3 Hillsdale PRV Station

CIP-061 | Treated | TREATED STORAGE TANKS

Existing condition and proposed work

The Hillsdale station has experienced a valve failure within the past year, causing both low and high pressures downstream.Its galvanized piping is of similar age to stations already identified for rebuilding, and corrosion makes replacement a planned priority.

Recommended improvement

The entirety of the PRV station (piping, new bypass, and new gate valves) must be replaced. This station will match the existing PRV stations rebuilt in 2026. A single public works project to replace all three treated PRV stations at once is projected to result in an average cost savings of $10,000 per station compared to doing them separately over time.

Preliminary cost

Estimated $25,000 for this station. The estimate is based on subcontractor costs and bids from the District's 2026 project to replace four other treated-water PRV stations. It is a planning estimate, not a new bid for this location.

3.R Water Main Replacement Reserve — Treated and Raw Water

Program classification | Planned reserve contribution; no pipeline replacement construction is authorized or assigned to a specific road segment.

Existing condition and planning basis

According to District distribution system models, there is approximately 23 miles of mainline PVC pipe for the treated water system built in 1991 and 16 miles of mainline AC pipe for the raw water system built in 1956. The District has not identified a large continuous section of treated or raw irrigation water main that is presently failing. Nevertheless, underground pipelines have finite service lives, and replacement work can be costly when excavation, traffic control, utility crossings and restoration are required. Establishing a reserve in advance will help the District prepare for future renewal without implying that any particular segment currently requires replacement. See the **Pipeline Reserve Program** section toward the end of this document for more detail.

Recommended improvement and preliminary scope

The five-year planning objective is to accumulate sufficient reserve funds for approximately 1,000 linear feet of treated water main and 1,000 linear feet of raw irrigation water main. Future replacement would use AWWA C900 PVC pressure pipe, installed by a qualified subcontractor. Pipe diameter, pressure class, alignment, fittings, connections, excavation depth, permits and

restoration needs will be determined when a specific segment is selected. The District will verify final material pricing through its Ferguson Waterworks account and obtain competitive local construction quotes before proceeding.

Annual funding allocation

For 2029, the proposed contribution is $90,000: $50,000 toward the treated-water pipeline reserve and $40,000 toward the raw-water pipeline reserve. This is an annual set-aside, not an expenditure on a defined replacement project. After five equal annual contributions, the two reserves would total $250,000 and $200,000, respectively, before interest, expenditures, or changes in costs.

Planning-level construction cost basis

The assumed installed replacement allowances are $250 per linear foot for treated water and $200 per linear foot for raw irrigation water. These are provisional all-in budget targets, not Ferguson or subcontractor quotes. They allow for pipe and appurtenances, subcontracted excavation and installation, backfill and restoration, testing, mobilization, construction uncertainty and possible soft costs. Actual cost will depend heavily on the future segment and whether the work occurs under paved roads, near other utilities or in difficult ground.

Year 3 summary

Year 3 includes $75,000 for planned capital improvements and equipment purchases and $90,000 in pipeline reserve contributions, for a total planned allocation of $165,000.

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Year 4 | 2030

Annual Capital Improvement Program

Year 4 (2030) includes 2 planned capital improvements and equipment purchases with a combined estimated cost of $35,250. The District also proposes setting aside $90,000 for future treated- and raw-water main replacement, bringing the total planned annual allocation to $125,250.

Implementation period	Year 4 — 2030
Number of Projects / Equipment Purchases	3 (including pipeline reserve program)
Total planned annual allocation	$125,250 (improvements/purchases $30,250 + reserve $90,000)

4.1 Raw Water PRV Station Gauges, Isolation Valves and Piping

CIP-022 and CIP-021 | Irrigation | RAW WATER PRV STATIONS

Existing condition and proposed work

The raw water PRV stations need replacement gauges for pressure checks. The existing 8-inch gate valves, upstream and downstream of the PRV will not close completely and need to be replaced.

Recommended improvement

Replace the pressure gauges at the raw water PRV stations. Replace the identified 8-inch flanged gate valves with butterfly valves to improve clearance for maintenance and enhance the ability to regulate flow on either side of the PRV.

Preliminary cost

Combined planning cost: $15,250, consisting of $250 for gauges and appurtenances (CIP-022) and $15,000 estimated for isolation valves and piping (CIP-021).

4.2 Naturewood PRV Station — Pressure Reducing Valve Improvements

CIP-020 | Irrigation | RW PRV STATIONS

Existing condition and proposed work

The 3-inch bypass PRV at the Naturewood raw water PRV Station has shown a degree of failure when regulating pressure.

Recommended improvement

At the Naturewood PRV Station, replace the failed 3-inch PRV with a 4-inch PRV (for increased flow demands during parts of the year, 3-inch bypass PRV fails to keep up with summer flow demands) and install new stainless steel or galvanized piping for the bypass. New isolation valves would be installed for the bypass, for they fail to close down.

Preliminary cost

Base planning cost: $20,000

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4.R Water Main Replacement Reserve — Treated and Raw Water

Program classification | Planned reserve contribution; no pipeline replacement construction is authorized or assigned to a specific road segment.

Existing condition and planning basis

According to District distribution system models, there is approximately 23 miles of mainline PVC pipe for the treated water system built in 1991 and 16 miles of mainline AC pipe for the raw water system built in 1956. The District has not identified a large continuous section of treated or raw irrigation water main that is presently failing. Nevertheless, underground pipelines have finite service lives, and replacement work can be costly when excavation, traffic control, utility crossings and restoration are required. Establishing a reserve in advance will help the District prepare for future renewal without implying that any particular segment currently requires replacement. See the **Pipeline Reserve Program** section toward the end of this document for more detail.

Recommended improvement and preliminary scope

The five-year planning objective is to accumulate sufficient reserve funds for approximately 1,000 linear feet of treated water main and 1,000 linear feet of raw irrigation water main. Future replacement would use AWWA C900 PVC pressure pipe, installed by a qualified subcontractor. Pipe diameter, pressure class, alignment, fittings, connections, excavation depth, permits and restoration needs will be determined when a specific segment is selected. The District will verify final material pricing through its Ferguson Waterworks account and obtain competitive local construction quotes before proceeding.

Annual funding allocation

For 2030, the proposed contribution is $90,000: $50,000 toward the treated-water pipeline reserve and $40,000 toward the raw-water pipeline reserve. This is an annual set-aside, not an expenditure on a defined replacement project. After five equal annual contributions, the two reserves would total $250,000 and $200,000, respectively, before interest, expenditures, or changes in costs.

Planning-level construction cost basis

The assumed installed replacement allowances are $250 per linear foot for treated water and $200 per linear foot for raw irrigation water. These are provisional all-in budget targets, not Ferguson or subcontractor quotes. They allow for pipe and appurtenances, subcontracted excavation and installation, backfill and restoration, testing, mobilization, construction uncertainty and possible soft costs. Actual cost will depend heavily on the future segment and whether the work occurs under paved roads, near other utilities or in difficult ground.

Year 4 summary

Year 4 includes $30,250 for planned capital improvements and equipment purchases and $90,000 in pipeline reserve contributions, for a total planned allocation of $120,250.

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Year 5 | 2031

Annual Capital Improvement Program

Year 5 (2031) includes 1 planned capital improvements and equipment purchases with a combined estimated cost of $55,000. The District also proposes setting aside $90,000 for future treated- and raw-water main replacement, bringing the total planned annual allocation to $145,000.

Implementation period	Year 5 — 2031
Number of Projects / Equipment Purchases	2 (including pipeline reserve program)
Total planned annual allocation	$145,000 (improvements/purchases $55,000 + reserve $90,000)

5.1 Vac trailer

CIP-096 | Treated & Irrigation | EQUIPMENT

Existing condition and proposed work

The district currently does not possess a vac trailer and is recommended that it be purchased.

Recommended improvement

Purchase of new or used vac trailer. The vac trailer would significantly improve the District's ability to maintain, repair, and operate the water infrastructure safely and efficiently because it is specifically designed for safely exposing underground utilities, removing water from excavations, or cleaning underground infrastructure. Current (2026) used equipment market indicates purchasing used equipment may not offer significant savings, and availability of used equipment for sale in the local area is infrequent.

Preliminary cost

Base planning cost: $55,000

5.R Water Main Replacement Reserve — Treated and Raw Water

Program classification | Planned reserve contribution; no pipeline replacement construction is authorized or assigned to a specific road segment.

Existing condition and planning basis

According to District distribution system models, there is approximately 23 miles of mainline PVC pipe for the treated water system built in 1991 and 16 miles of mainline AC pipe for the raw water system built in 1956. The District has not identified a large continuous section of treated or raw irrigation water main that is presently failing. Nevertheless, underground pipelines have finite service lives, and replacement work can be costly when excavation, traffic control, utility crossings and restoration are required. Establishing a reserve in advance will help the District prepare for future renewal without implying that any particular segment currently requires replacement. See the **Pipeline Reserve Program** section toward the end of this document for more detail.

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Recommended improvement and preliminary scope

The five-year planning objective is to accumulate sufficient reserve funds for approximately 1,000 linear feet of treated water main and 1,000 linear feet of raw irrigation water main. Future replacement would use AWWA C900 PVC pressure pipe, installed by a qualified subcontractor. Pipe diameter, pressure class, alignment, fittings, connections, excavation depth, permits and restoration needs will be determined when a specific segment is selected. The District will verify final material pricing through its Ferguson Waterworks account and obtain competitive local construction quotes before proceeding.

Annual funding allocation

For 2031, the proposed contribution is $90,000: $50,000 toward the treated-water pipeline reserve and $40,000 toward the raw-water pipeline reserve. This is an annual set-aside, not an expenditure on a defined replacement project. After five equal annual contributions, the two reserves would total $250,000 and $200,000, respectively, before interest, expenditures, or changes in costs.

Planning-level construction cost basis

The assumed installed replacement allowances are $250 per linear foot for treated water and $200 per linear foot for raw irrigation water. These are provisional all-in budget targets, not Ferguson or subcontractor quotes. They allow for pipe and appurtenances, subcontracted excavation and installation, backfill and restoration, testing, mobilization, construction uncertainty and possible soft costs. Actual cost will depend heavily on the future segment and whether the work occurs under paved roads, near other utilities or in difficult ground.

Year 5 summary

Year 5 includes $55,000 for planned capital improvements and equipment purchases and $90,000 in pipeline reserve contributions, for a total planned allocation of $145,000.

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Beyond 2031

While this CIP is primarily concerned with the next five years of project planning, at times there are items to plan for beyond that scope.

Treated Water Storage Tanks Recoating

Tank No.	Capacity	Type	Installed	Last Inspection
Tank #1	140,000 gal.	On-grade steel	1990	Apr 2021
Tank #2	330,000 gal.	On-grade steel	2012	Apr 2021
Aux (Coyote Hill)	7,000 gal.	Semi-buried concrete	2001	Apr 2021

Treated water storage Tank #1 was recoated after 26 years of service in 2016, at a cost of approximately $112,000. Tank coatings may last anywhere from 12 to 30 years, depending on the type of coating and conditions of use. The need for repair or complete recoating is determined based on regular inspections every 3-5 years. As of the writing of this CIP in November 2026, the treated water storage tanks are due for inspection. The results of the inspection may provide some indication of the timeline for recoating. While the 2021 inspection indicated all three tanks are in “good” condition (no need for repairs), District staff recommends instituting financial planning now for future recoating.

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Pipeline Reserve Program — Five-Year Cost Basis

The following estimate is additional supporting data pertaining to the newly proposed reserve funding only.

System	Target length	Planning allowance	Five-year reserve target
Treated water	1,000 LF	$250 / LF	$250,000
Raw irrigation water	1,000 LF	$200 / LF	$200,000
Combined	2,000 LF	—	$450,000

Ferguson material price benchmark

A publicly posted Contra Costa Water District waterworks materials pricing sheet identifies Ferguson unit prices for C900 DR18 pipe of approximately $3.95/LF (6-inch) and $6.90/LF (8-inch). These are prices in another utility's procurement schedule, not MHCWD's negotiated account prices, and should not be assumed available to MHCWD. Ferguson requires project-specific quotation and account review for actual pricing. Pipe itself represents only a small portion of an installed water main replacement project.

Subcontracted construction benchmark and uncertainty

A public-bid compilation for 8-inch PVC water main reports a national median near $105/LF and a small California sample with a median near $284/LF. Bid inclusions vary, so these are context only, not Meadow Vista contractor quotations. The $200–$250/LF reserve targets are planning assumptions for future budgeting and may be insufficient for paved-road excavation, deep trenching, rock, extensive service reconnections or major traffic control. Confirm site-specific costs and revise the reserve target as projects become defined.

Annual reserve accumulation (assuming no withdrawals or interest)

End of year	Treated reserve	Raw reserve	Combined reserve
2027	$50,000	$40,000	$90,000
2028	$100,000	$80,000	$180,000
2029	$150,000	$120,000	$270,000
2030	$200,000	$160,000	$360,000
2031	$250,000	$200,000	$450,000

Source references and estimate status

- Ferguson Waterworks quotation services: https://www.ferguson.com/content/pro-services/branch-services/quotation-services/
- Contra Costa Water District, waterworks materials pricing: https://ccwater.com/DocumentCenter/View/3223
- Public bid compilation (8-inch PVC water main): https://www.buildgets.com/us/unit-prices/8-inch-pvc-water-main/
- No MHCWD Ferguson account-specific quote or subcontractor bid has been obtained. All new reserve costs are provisional planning allowances.

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Conclusion

The most significant ongoing financial consideration presented in this CIP is the Pipeline Reserve Program. The pipelines that carry treated and raw water to customers are some of the District's most critical capital assets. Establishing a reserve fund for future replacement needs is essential to continued operation.

According to District distribution system models, there are approximately 23 miles of mainline PVC (polyvinyl chloride) pipe for the treated water system built in 1991. PVC pipe is widely expected to last 50-100 years, leaving the District's treated water pipelines with an approximate remaining useful life of 15-65 years. The wide variance in expected life is partially due to variables in installation and subsequent conditions around the pipe, and partially due to the fact that PVC pipe was first used in water distribution in the 1950s, only about 75 years ago, so the "expected lifespan" is an estimate based on the general durability of the material as seen in the industry thus far.

The District's raw water system contains approximately 16 miles of mainline AC (asbestos cement) pipe installed in 1956. The expected life of AC pipe is 50-70 years, leaving the 70-year-old raw water pipelines just past their expected useful lifespan.

The Importance of Planning Ahead

During the March 2025 presentation exploring a possible consolidation with PCWA, the importance of a redundant connection to our treated water supply was raised. The cost of installing 3,200 feet of 6-inch pipe for that project was estimated at $1.3 million. Besides that, the general cost of replacing miles of aging pipes when circumstances require it quickly adds up to significant numbers.

As an example, the Hillsdale irrigation project completed in 2024 replaced approximately 1,500 feet of 6-inch pipe with 8-inch pipe at a cost of approximately $375,000 (figures drawn from FY2024 End of Year Budget review). While the District has not identified a large continuous section of treated or raw irrigation water main that is presently failing, a proactive approach to financial planning is recommended.

Funding Sources

In the past, the District has received the benefit of grant funding from various sources, notably PCWA. However, there are no guarantees that such funding will be available in the future. Ideally, the District will receive sufficient revenue from its service rates to maintain operations as well as necessary capital improvements.

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MIDWAY HEIGHTS COUNTY WATER DISTRICT
POLICIES & PROCEDURES MANUAL

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Personnel Policies

Policies & Procedures Manual, Section 2.2

Midway Heights County Water District
16733 Placer Hills Rd | P.O. Box 596 | Meadow Vista CA 95722

MIDWAY HEIGHTS COUNTY WAfTER DISTRICT

PERSONNEL POLICIES

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POLICY HISTORY: "Policy of Employment" established 4/1/92; Amended 7/08/04, 11/11/04, 8/11/05, 12/8/05, 9/14/06, 7/12/07, 10/11/07, 9/13/12, 12/30/14, 01/09/15, 1/15/15, 03/19/15, 9/17/15, 5/15/25. Renamed to "Personnel Policies" and amended 10/15/2026. Further amendments tracked in footer.

ABOUT THESE PERSONNEL POLICIES

These Personnel Policies are designed to acquaint you with employment with Midway Heights County Water District ("the District") and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read and understand all provisions of these Personnel Policies, as they describe many of your responsibilities as an employee and outlines certain of the District's policies and programs.

Of course, these Personnel Policies cannot anticipate every circumstance or question. The need may arise, and the District reserves the right, to revise, supplement, or rescind any policy or portion of these Personnel Policies from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to that is our employment-at-will policy, which allows you or the District to end the employment relationship for any reason at any time. The employment-at-will policy may not be changed, except in a written agreement signed by the District's General Manager and approved by the Board of Directors.

These Personnel Policies are not intended as an exhaustive statement of your responsibilities—it is not a contract of continued employment and does not provide any employee with contractual rights. Nothing in these Personnel Policies, nor any oral or written representation by any staff member or manager at the District, constitutes, nor may be construed to constitute, a contract of continued employment.

When these Personnel Policies are presented to new employees for review, they will be accompanied by the following Policies & Procedures Manual (P&P) sections, as relevant to the employee:

- Job specification from section 2.2.B
- Performance evaluation form and position wage steps from section 2.2.C
- Section 2.2.D On-Call Duties and Emergency Call-Outs
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PART I. INTRODUCTORY PROVISIONS

1. Conflicts Between Policies/Agreements

Employees shall perform their duties in a manner that conforms to all existing District Ordinances, Resolutions, Policies and Procedures. If there is an irreconcilable conflict between a provision of this Policy and any other District Policies & Procedures, these Personnel Policies will prevail. If there is an irreconcilable conflict between a provision of this Policy and any written employment agreement, the employment agreement will prevail. If there is an irreconcilable conflict between a provision of these Policies and any applicable federal or state law, the law will prevail. If any portion of these Personnel Policies is determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such determination shall not affect the validity and enforceability of the rest of the Personnel Policies.

2. Assigned Duties

Employees shall be assigned to perform administrative, management, and/or field operations on behalf of the District, with employment policies and job descriptions to define each employee's basic scope of duties and responsibilities.

3. At-Will Status

All employment with the District is “at will.” This means that both employees and the District have the right to terminate employment at any time, with or without notice, and with or without cause. No one other than the District General Manager or its Board of Directors has the authority to alter this arrangement, enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this at-will status. Any such agreement must be in writing, must be signed by the District’s General Manager, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship. The at-will relationship can only be modified by a written agreement signed by the employee and the District’s General Manager and approved by the Board of Directors.

The District reserves the right to transfer, demote, suspend and administer discipline with or without cause or advance notice.

4. Employee Classifications

Full-Time Employees. Full-time employees are those normally scheduled to work at least 40 hours per week. In general, full-time employees are eligible for benefits provided by the District.

Part-Time Employees. Part-time employees are those normally scheduled to work fewer than 40 hours per week. Except where required by applicable law or provided by policy, part-time employees are not eligible for District-provided benefits

Temporary Employees. Temporary employees are those employed to work on special projects for short periods of time, or on a "fill-in" basis. These positions are not intended to be a part of continuing operations. Unless otherwise required by applicable law, temporary employees are not eligible for District benefits.

Non-Exempt Employees. Non-exempt employees include all employees who are covered by the overtime provisions of the federal Fair Labor Standards Act and/or California state law.

Exempt Employees. Exempt employees include all employees who are classified by the District as exempt from the overtime provisions of the federal Fair Labor Standards Act and California state law.

If you have any questions concerning your employee classification, please consult the General Manager.

5. Insurance

Employees are to be covered at all times by adequate liability insurance, purchased for and by the District. In addition, employees are covered by workers' compensation insurance to cover any work-related injuries or illnesses.

PART II: RECRUITMENT AND SELECTION PROCESS

1. Job Announcement

The General Manager or designee will prepare a job announcement to announce a proposed recruitment. The announcement may be posted on the District's website and other locations the General Manager or designee deems appropriate, depending upon whether the recruitment is open to the public or current employees only. The Board will oversee the recruitment process for the General Manager position.

2. Selection Process

The General Manager or designee will determine the manner and methods of appropriate recruitment and evaluation of candidates, which may consist of written tests, interviews, practical skill assessments, or any combination thereof. The content of all selection processes will be job-related and designed to test knowledge, skills, or

abilities that help predict successful completion of job duties.

3. Pre-Employment Requirements.

As a condition of an employment offer, all individuals offered employment with the District must submit to and favorably pass a pre-employment medical screening. In addition, pre-employment drug screenings are required for safety-sensitive employees in accordance with the District's Drug and Alcohol Policy (see P&P section 2.2.F).

PART III: WORKING HOURS AND WAGES

1. Workweek and Workday

The District's workweek begins on Sunday at 12:00am, and ends the following Saturday at 11:59pm. The District's workday starts at 12:00am, and ends at 11:59pm. Your individual work schedule will be assigned by the District.

2. Operational Hours

Regular District operational hours are from 7:30am to 4:00pm, Monday through Friday. Since the District is a service organization, normal work hours may fluctuate from time to time based on workload, District needs, and customer demand. Working hours and schedules of all field personnel will be established and maintained by their supervisor. Employees who occupy a regular full-time position will be scheduled to work 40 hours in each work week. The regular scheduled workweek shall not exceed 40 hours per workweek. Employees may be required to work overtime or hours other than those normally scheduled. Office hours and office personnel schedules will be established and maintained by the General Manager or designee.

3. Overtime

From time to time, the workload may require the District to require employees to work overtime. Overtime should be pre-approved. Overtime is typically defined as hours worked in excess of 40 hours in a workweek. Only actual hours worked in a given workday or workweek apply in calculating overtime. In other words, sick leave, vacation, holidays, or other paid time off is not considered hours worked for purposes of calculating overtime. Employees are obligated to accurately report their overtime worked.

4. Compensatory Time Off

For being on-call and for working hours in excess of 40 each workweek, full-time non-

exempt employees can opt to receive compensatory time off (CTO) instead of cash compensation.

Agreement. Employees electing this option must sign a CTO agreement, agreeing to voluntarily receive CTO in lieu of overtime wages.

Rate earned. Employees earn CTO at the rate described in the on-call policy and, for overtime, at the rate of one and one-half hours for each hour worked in excess of 40 hours in the workweek.

Maximum accrual. Compensatory time off (CTO) may be accrued up to a maximum of 80 hours through the last full pay period in December of each year. Once an employee earns 80 hours of CTO, any overtime hours worked will be paid to the employees as wages as hours are worked in accordance with the District's regular payroll schedule. If an employee thereafter uses accrued CTO and falls below the maximum cap, then the employee will resume earning CTO.

Usage of CTO. Employees can use accrued CTO upon request, subject to the District's regularly applicable rules of scheduling time off and provided the use of CTO at the requested time does not unduly disrupt the District's operations.

Mandatory Cash-Out. The District reserves the right to impose a mandatory cash-out of CTO hours. An employee who terminates employment for any reason shall be entitled to cash compensation for all accrued CTO.

Exempt Management Employees Not Eligible. Management employees who are considered exempt under applicable wage and hour rules are not entitled to accrue CTO and will not be paid for any on-call duties or any additional hours worked – even if hours exceed 40 in one workweek.

5. Payment of Wages

The District's payroll is calculated once per month. Employees shall be paid within five business days of the last day of each month. At their option, employees can opt for direct deposit of wages. Wages will be subject to deductions that are required by applicable state and federal law.

6. Rest and Meal Periods

Employees shall be entitled to take one (1) 15-minute break for each four (4) hours of work performed in a workday. Unless otherwise designated by the General Manager, non-exempt employees are provided with at least a thirty minute unpaid meal break. Any breaks to which employees are entitled that are not taken are considered waived by the employee. The starting and ending time of each meal period must be recorded on

your time sheet or timecard.

7. Wage Rates

Employees are to be compensated as detailed in their written employment agreements, if any; otherwise, employee wage rates shall be subject to job salary ranges and the wage step process specified by the Board (see P&P section 2.2.C).

8. Step-Increases

The policy of the District is to provide an annual step increase to employees who earn a satisfactory performance review. The General Manager has the discretion, supported by an Employee Performance Evaluation, to provide a two-step wage increase to employees that have sustained exceptional performance. The salary of the General Manager is determined by the Board of Directors.

9. COLA Increases

It is the policy of the Board to annually adjust employee wages to account for increases in the cost of living. The District shall, in the course of preparing its annual Budget, provide for a cost-of-living adjustment (COLA) of not less than 2.0% but not more than 5.0% effective the first pay period of the new fiscal year. Subject to the above limits, the COLA shall reflect the percent increase in the average consumer price index (CPI) for the latest calendar year as compared to that for the year prior.

This policy section established 9/14/2006; amended 6/28/2012, 6/15/2023; moved from P&P 2.2.A.2 on 10/15/2026.

10. On-Call and Emergency Call-Outs

On occasion, employees who are licensed operators may be required to report back for duty during non-working hours in order to address emergency situations that cannot be handled during regular business hours. These employees are eligible for on-call and call-out pay, in accordance with the “On-Call Duties and Emergency Call-Outs” policy (see P&P section 2.2.D). The District establishes an on-call schedule, and employees are compensated based on that schedule and any hours actually worked.

11. Expense Reimbursement

If an employee incurs costs in connection with work performance, they are to submit a receipt for reimbursement after the expenses are incurred (preferably within the month). Employees should obtain approval for work-related expenses from the General Manager prior to incurring the expenses. For any work-related travel, reimbursement for mileage will be at the IRS-approved rate. Mileage reimbursement is considered

complete payment of expenses related to use of a private vehicle, including insurance, repairs, fuel, and other vehicle-related costs. Employees are not entitled to mileage for their ordinary commute to and from their assigned work location, but are entitled to mileage for (1) travel during the workday or (2) reporting to an alternate location that results in greater mileage than their regular commute (in which case the employee is entitled to receive mileage for the excess travel).

PART IV. WORKPLACE EXPECTATIONS AND STANDARDS OF CONDUCT

1. Duties

Employee duties are to be assigned on an as-needed basis, with job descriptions and assigned duties subject to modification from time to time by the General Manager. Job descriptions for District positions are listed in P&P section 2.2.B**.**

2. Attendance and Punctuality.

Your dependability and regular attendance are essential functions of your job and are critical to the smooth operation of District business. The District expects you to report to work on a reliable and punctual basis. Absenteeism, early departures from work, and late arrivals burden your fellow employees and the District. If you cannot report to work due to illness or other compelling personal matter, you must notify your supervisor prior to the start of your workday.

Failure to correct an attendance or lateness pattern may result in disciplinary action, including but not limited to termination. Unexcused and/or unauthorized or excessive absenteeism likewise may be subject to disciplinary action, including but not limited to termination.

Individuals with disabilities may be granted reasonable accommodation in complying with this policy if undue hardship does not result to the District's operations. However, regular attendance and promptness are considered part of each Employee's essential job functions.

If you fail to report for work or notify your supervisor of your absence for three consecutive workdays, the District will consider you to have voluntarily resigned from your position. Exceptions may be made for extenuating circumstances or where required as a disability accommodation.

3. Standards of Conduct

All employees are expected to conduct themselves in an appropriate manner for the circumstances in which they are working. Misconduct will not be tolerated and may lead to discipline or termination of employment. Following is a list of typical violations of the District's rules and regulations, but these are only examples:

- Unauthorized absence;
- Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section;
- Falsifying employment records, employment information, or other District records;
- Dishonesty related to employment;
- Incompetence or inefficiency in performing assigned tasks;
- Insubordination;
- Engaging in harassment, discrimination, or retaliatory conduct;
- Unauthorized removal or possession of District property;
- Neglect of duty or failure to meet reasonable work performance standards and requirements;
- Willful damage to, waste of, or unauthorized use or theft of, public supplies or equipment;
- Discourteous treatment of the public or other employees;
- Failure to abide by the District's drugfree workplace policy or Drug and Alcohol Policy; and
- Failure to abide by District policies.

This list is for illustrative purposes only; other types of conduct that are damaging to the District's operations, security, or employee safety and welfare are also prohibited. The provisions of this section do not modify or alter the District's at-will policy. Thus, the District is under no obligation to prove cause or justification for an employee's dismissal or to provide any type of pre- or post-disciplinary appeal process.

4. Tobacco Usage

Smoking and tobacco use are not permitted inside District facilities or vehicles or on any District property (or within 25 feet of any District building, vehicle, facility, or job site). This prohibition includes but is not limited to cigarettes, pipes, smokeless tobacco, vaporizers, water pipes, e-cigarettes, marijuana, and any other recreational inhalable. Employees who wish to smoke or use tobacco products must limit their use to meal and rest periods when they are able to leave District property. This policy relates to all

District areas at all times, including before and after normal working hours.

This policy section established 10/14/2004, moved from P&P 2.2.H on 10/15/26.

5. Workplace Violence

The District recognizes that workplace violence is a valid concern among employers and employees alike. The District is committed to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, consultants, members of the public, visitors, or anyone else on District premises or engaging in a District-related activity from behaving in a violent or threatening manner. Moreover, the District seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior. If the District determines that workplace violence in violation of this policy has occurred, the District will take appropriate corrective action. In addition to this policy, the District maintains a Workplace Violence Prevention Plan. For a copy of that plan, please see the General Manager.

6. Drugfree Workplace

The District is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's ability to perform. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the District to the risks of property loss or damage, or injury to other persons.

The District will not tolerate the use or possession of alcohol or illegal drugs on the job or on District property. In order to ensure compliance with this policy (and to abide by federal Department of Transportation standards for safety-sensitive employees), the District has adopted an extensive Drug-Free Workplace and Drug Testing Policy (P&P section 2.2.F). The District will abide by this policy (and any applicable testing requirements) with respect to all employees.

PART V: BENEFITS

1. Vacation

Full-time employees are eligible to earn paid vacation. Vacation time is accumulated, on a pro rata basis, at the following rate:

- Years 1 – 4
  10 days with 20 days maximum accumulation, 6.67 hours per month
- Years 5 – 9
  14 days with 28 days maximum accumulation, 9.33 hours per month
- Years 10 – 14
  17 days with 34 days maximum accumulation, 11.33 hours per month
- Years 15 +
  20 days with 40 days maximum accumulation, 13.33 hours per month.

Employees who work half time or more will receive a prorated amount of vacation time as reflected by the number of hours worked. Maximum accumulation will equal twice the employee's annual accrual.

2. Paid Holidays

The District provides the following paid holidays to regular full-time employees.

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
3 floating holidays

Employees will be advised on which dates holidays will be observed and will be advised of changes in the holiday schedule. In general, when a specified holiday observed by the District falls on a Saturday, the preceding Friday will normally be designated as the day of observation; if the holiday falls on a Sunday, the following Monday will normally be designated as the day of observation. In all cases, the District will, in its sole discretion, make the determination.

Holiday pay does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime during the week in which the holiday occurs. The District may be open on a holiday or require employees to work. Employees will be given as much advance notice as possible.

3. Paid Sick Leave

Full-time employees will accrue 12 days of paid sick leave per year (one day per month) and part-time employees will accrue one hour of paid sick leave for every 30 hours worked. Employees may begin using their accrued paid sick days on the 90th day of employment, after which they may use paid sick days as they accrue. Accrued paid sick days may be carried over to the following year with a maximum accumulation of 122 days. Accrued and available unused sick leave will not be paid out upon separation of employment. If an employee is re-hired within 12 months of separation, the amount of sick leave available at the time of separation will be reinstated for the employee's immediate use.

Purposes for which Paid Sick Leave May Be Used

Paid sick leave may be used for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member (which includes a biological, step, adopted or foster child, including a child to whom the employee stands in loco parentis (regardless of age or dependency status) or parent; spouse; registered domestic partner; grandparent; grandchild; sibling, or a designated person identified by the employee at the time the employee requests paid sick leave). The District reserves the right to limit an employee to one designated person per 12-month period for paid sick leave. Sick leave may be taken for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. In addition, employees who are victims of domestic violence, sexual assault, or stalking may use paid sick days to obtain legal or medical services relating to those circumstances.

The District strictly prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe that they have been discriminated or retaliated against should report their concerns to the General Manager.

4. Health Benefits

Employees who work half-time or better hours shall be eligible for health benefits as defined in Government Code Section 22850, the Public Employees' Medical and Hospital Care Act, and as approved by Resolution 2001-07: Midway Heights County Water District Electing to be Subject to Public Employees' Medical and Hospital Care Act Fixing the Employer's Contribution for Employees and the Employer's Contribution for Annuitants at Different Amounts. The District shall cover the cost equal to the lowest available health plan offered by CalPERS for coverage of the employee plus one dependent plus the administration cost charged by CalPERS.

PART VI: PERSONNEL RECORDS AND PERFORMANCE EVALUATIONS

1. Performance Evaluations

After completion of the first six months, the General Manager or direct supervisor will prepare a written performance evaluation for the employee in a format selected by the District. Thereafter, all employees will receive a written performance evaluation at least annually, though they may also be prepared at other intervals at the discretion of the General Manager, the Board, or at employee request. All performance evaluations become a permanent part of the employees' records and will be kept in employees' personnel files.

2. Reference Requests

When responding to verbal or written reference inquiries for current or former employees Midway Heights CWD shall only confirm title and dates of employment. All requests for references shall be directed to the General Manager.

3. Awards, Recognitions and Employee Gifts

There are many occasions and circumstances where managers may want to recognize an employee or student employee. Monetary gifts of any kind (gift cards, cash, and gift certificates) may be taxable to the employee.

This policy will serve as a guideline to the General Manager regarding rewards or gifts of any value.

Retirement Gifts (for employees retiring on or after July 1, 2014)
Employees who retire from the District will receive one of the following gifts based on their years of service. An actual retiree is an employee who has completed 15 years of service after attaining the age of 40. Employees with less than 15 years of service do not receive a recognized gift.

For employees retiring with 25 or more years of service
$300 gift certificate

For employees retiring with 20 years of service
$200 gift certificate

For employees retiring with 15 years of service
$100 gift certificate

For long service employees who may wish to have a farewell reception. These receptions (with reasonable food and beverages), may be paid for by the District or in combination of the District and individual contributions.

Outside of this practice, any other token gifts /receptions should be coordinated and paid for by the employee's colleagues.

Years of Service Awards

The District annually recognizes employees who have reached milestone (5, 10, 15, 20, 25, and 30+) years of service with certificates, recognition pins and gifts listed below. The employee may be recognized any time following the milestone year anniversary date. Only continuous regular employment is counted toward service recognition. Breaks in service and casual service are not considered for years of service awards.

5 years: Certificate and pin
10 years: Certificate, pin, and $25 gift certificate
15 years: Certificate, pin, and $50 gift certificate
20 years: Certificate, pin and $100 gift certificate
25 years: Certificate, pin and $150 gift certificate

In recognition of employees with greater than 25 milestone years of service, the District may award a $150 gift certificate at the 30, 35, 40, and 45 milestone years of service.

Serious illness/Bereavement:

If an employee or their spouse or dependent of an employee is either seriously ill or dies, it is appropriate to send flowers. At the discretion of the General Manager, they may authorize a reasonable flower expense.

This policy section established 3/24/2015; moved from P&P 2.2.A.1.1 on 10/15/2026.

PART VII: EQUAL EMPLOYMENT OPPORTUNITIES

1. Equal Employment Opportunity

The District is an Equal Opportunity Employer that does not discriminate on the basis of race (including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religious creed (including religious dress and religious grooming practices), national origin, ancestry, citizenship status, age (40 years and older), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity and expression (including transgender identity and expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning (or is perceived to be transitioning), sexual orientation, sex stereotyping, marital status, domestic partner status, military

service and veteran status, physical and/or mental disability, legally protected medical condition or information (including genetic information,) protected medical leaves, or any other basis protected by local, state or federal laws. The District is committed to complying with all applicable laws which provide for equal employment opportunities. Any such discrimination is unlawful and all persons involved in the operations of the District are prohibited from engaging in this type of conduct.

The District is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

2. Reasonable Accommodation

The District is strongly committed to providing equal opportunity to all employees and applicants for employment. To carry out the District's commitment to providing equal opportunity for all applicants and employees, the District will provide reasonable accommodations, including as required under applicable laws, in accordance with this policy.

Reasonable Accommodations Related to Disability and Religion: The District will provide reasonable accommodations for applicants and employees with disabilities in accordance with the California law, and for applicants and employees based on their sincerely-held religious beliefs, practices, or observance under state and federal law. Employees seeking such accommodations should promptly notify the General Manager.

Reasonable Accommodations Relating to Pregnancy: The District will provide reasonable accommodations to employees who are affected by a pregnancy, childbirth, or related medical conditions, as medically advisable. Such accommodations may consist of:

- Modified work duties or a modified schedule to permit earlier or later hours or more frequent breaks; stools, chairs or other furniture; modified or acquired equipment or devices; reduced work hours; or other accommodations,
- Temporary transfers to a less strenuous or less hazardous position, if such transfer can be reasonably accommodated, or
- A "Pregnancy-Related Disability Leave" if the employee is disabled by pregnancy, as described in the District's leave of absence policy.

Employees seeking a pregnancy-related accommodation, including transfer under this policy, should notify the District's General Manager. This notice must be timely and be provided by employees in advance when the need for reasonable accommodation is foreseeable; in all other circumstances, notice must be provided as soon as practicable. Failure to give advance notice when the need is foreseeable may delay the reasonable

accommodation or transfer until 30 days after the date the employee provides notice (unless such delay would endanger the health of the employee, her pregnancy or her coworkers).

The District will request that employees seeking a reasonable accommodation under this policy engage in a timely, good-faith interactive process to determine effective reasonable accommodations. The interactive process is a collaborative effort between the employer and the employee to determine what accommodation, if any, can help the employee perform the job's essential functions.

Retaliation and Discrimination Prohibited: The District prohibits discrimination, discharge, retaliation, or any other unlawful acts against an individual because such person requests or receives an accommodation under this (or another applicable) policy, or because such individual engaged in any other conduct protected by the law. Additionally, as addressed in the District's separate policy on harassment, discrimination and retaliation, the District prohibits unlawful harassment, discrimination or retaliation against any employee on the basis of an individual's disability, religion, religious creed, sex (including pregnancy, childbirth and related medical conditions), status as a victim of domestic violence, sexual assault or stalking, or any other status as protected by law.

3. Lactation Accommodation

The District provides accommodations to lactating employees who need to express breastmilk during work hours in accordance with applicable law. The District will provide a room or other location (not a bathroom) for employees to express breastmilk in private. The District will ensure that the lactation room or location will:

- Be in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk;
- Be clean, safe and free of hazardous materials;
- Contain a surface to place a breast pump and other personal items;
- Contain a place to sit; and
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery powered breast pump.

In addition, the District will provide access to a sink with running water and a refrigerator suitable for storing milk (or other cooling device suitable for storing milk) in close proximity to an employee's workspace. In the event that more than one employee needs use of the lactation room, the District will discuss alternative options with the employees to determine what arrangement addresses their needs, such as finding an alternative

space or creating a schedule for such use.

The District shall also provide a reasonable amount of break time for an employee to express any breast milk each time that she needs to do so. The break time, if possible, should run concurrently with any break time already provided to the employee. Break time for a nonexempt employee that does not run concurrently with rest time already authorized for the employee is unpaid. However, if the employee performs any work during such break, she must accurately record all time worked and the District will compensate her for such time.

Employees who are nursing have a right to request a lactation accommodation. Such requests may be made verbally or in writing, should indicate the need for an accommodation in order to express breastmilk at work, and should be directed to the District's General Manager. The District shall respond to such requests in a reasonable manner, not exceeding five business days. If the District cannot provide break time, location, or other reasonable accommodations in accordance with this policy, it will inform the requesting employee in writing. Because lactation accommodation needs may change over time, employees may request changes to existing accommodations by a written request to the District's General Manager that describes the nature of the change that is requested.

The District prohibits any form of retaliation or discrimination against an employee for exercising or attempting to exercise any rights provided under the above policies. Any such conduct or violations of the above-referenced policies should be reported to the General Manager. Employees also have the right to file a complaint with the California Labor Commissioner for violation of a lactation accommodation right described in the policy above.

4. Prohibition of Harassment, Discrimination, and Retaliation

The District is committed to providing a professional workplace in which individuals are treated with respect and in a manner consistent with the District's high expectations of ethical conduct. This necessarily means that the District prohibits unlawful harassment, discrimination, and retaliation in accordance with applicable laws. This includes harassment based on sex (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, and related medical conditions), as well as harassment, discrimination, and retaliation based on such factors as race (including hair texture, protective hairstyles (including, but not limited to, braids, locs, and twists), and other traits associated with race), color, religion and religious creed (including religious dress and religious grooming practices), national origin, ancestry, citizenship, age (40 years and older), mental disability and physical disability, legally-protected medical condition or information (including genetic information), protected medical

leaves (requesting or approved for leave under the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned or is (or is perceived to be) transitioning, sexual orientation, or any other characteristic protected by federal, state, or local laws.

The District strongly disapproves of and will not tolerate harassment, discrimination, or retaliation against applicants, employees, unpaid interns, or volunteers by managers, supervisors, co-workers or third parties with whom employees come into contact, consistent with applicable law. Similarly, the District will not tolerate harassment, discrimination, or retaliation by its employees directed toward non-employees with whom the District employees have a business, service, or professional relationship (such as independent contractors, vendors, clients, volunteers, or interns).

Harassment is generally defined as verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile working environment, or that interferes with an employee's work performance, and that is based on a protected status. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

As the definition above shows, harassing conduct can take many forms and may include, but is not limited to, the following (when based upon an employee's protected status as noted above): slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, staring, noises, unwanted or offensive letters or poems, offensive emails, texts, gifs, memes, or voicemail messages.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. For example, sexual harassment can be:

- Verbal: sexual innuendoes, sexually suggestive or degrading comments, text messages, gifs, memes, sexual jokes or slurs, graphic commentaries about a person's body, or repeated sexual advances or invitations.
- Nonverbal: displaying sexually suggestive objects, pictures, cartoons, magazines, calendars or posters, or making suggestive or insulting sounds,

leering, whistling, or obscene gestures.

- Physical: offensive touching, brushing against a person's body, unwanted hugging or kissing, or impeding or blocking a person's normal movement. Sexually harassing conduct may arise if a reasonable person subjected to the conduct would find that the harassment so altered working conditions as to make it more difficult to do that person's job. Sexually harassing conduct can occur regardless of the sex, sexual orientation, or gender identity of the harasser or of the person being harassed. Sexually harassing conduct need not be motivated by sexual desire to be violative of this policy.

Reporting and Investigating Harassing, Discriminatory, and Retaliatory Conduct

All employees, independent contractors, interns, and volunteers of the District must promptly report any incidents of harassment, discrimination, and retaliation so that the District can take appropriate action. It is the responsibility of all of us to contribute to a work environment that is free of unlawful bias, discrimination, harassment, and retaliation. Failure to bring forth a complaint prevents the District from having the opportunity to correct the situation.

Any incidents of discrimination, harassment, or retaliation, including work-related harassment by any District personnel or any other person, or any conduct believed to violate this policy, must be reported immediately to the individual's supervisor, any other supervisor, or District's General Manager, who is responsible for investigating harassment complaints. If the matter concerns the District's General Manager, the concerns may be reported to the President of the Board of Directors.

Individuals making such complaints must report the facts as accurately and as completely as possible. Every reported complaint of harassment, discrimination, and retaliation is taken seriously by the District. Every reported complaint, including allegations of misconduct, will be investigated thoroughly and promptly by impartial and qualified personnel. Typically, the investigation will include the following steps: an interview of the employee who lodged the complaint to obtain complete details regarding the alleged harassment, discrimination, or retaliation; interviews of anyone who is alleged to have engaged in such conduct to respond to the claims; and interview of any employees who may have witnessed, or who may have knowledge of, the alleged conduct. The General Manager or other District official responsible for the investigation, will notify the employee who lodged the complaint will provide timely notification of the results of the investigation (which will consist of "founded," "unfounded," or "inconclusive.") The investigation will be handled in as confidential a manner as possible consistent with a fair, timely, and thorough investigation (e.g., parties will receive appropriate due process, the District will reach reasonable conclusions based on the evidence collected, etc.). Employees (or other complainants)

making complaints are expected to cooperate fully with the person or persons designated to investigate the complaint.

In cases where the concerns are “founded,” the District will take appropriate corrective action. Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances.

The District will not tolerate retaliation against an individual for good faith reports of harassment, discrimination, or retaliation; assisting another in making a report; cooperating in an investigation; filing an administrative complaint with a government agency; or engaging in other protected activity. Such retaliation is a separate violation of District policy and is subject to disciplinary action up to employment termination. Individuals who believe they have experienced or been threatened with such retaliation, and any manager or supervisor who learns of possible retaliation, must immediately report it using the same Complaint Reporting Process above.

External Reporting Procedures

In addition to the District’s internal complaint procedure, an employee may file an external complaint by contacting the following:

1. Department of Civil Rights (CRD) [formerly known as the Department of Fair Employment and Housing (DFEH)] at 800-884-1684 or by visiting https://calcivilrights.ca.gov/contactus/
2. Equal Employment Opportunity Commission (EEOC) at 800-669-4000 or by visiting https://www.eeoc.gov/contact-eeoc

This policy section established 2/11/1999, amended 7/13/1995, moved from P&P 2.3.B on 10/15/26.

PART VIII: OPERATIONAL POLICIES

1. District Property

Electrical devices, desks, vehicles, equipment, etc., that are District property must be maintained according to District rules and regulations. They must be kept clean and are to be used only for work-related purposes. Desks, lockers, cabinets, and equipment are provided for the convenience of employees at the District’s expense. The District reserves the right to open and inspect these items as well as any contents, effects, or articles kept within them. Such an inspection may be conducted before, during, or after working hours by any supervisor, manager, or security personnel designated by the

District. Employees are required to cooperate with any investigation or inspection request of the employer.

2. Conducting Personal Business

Employees are to conduct only District business while at work. Employees with fixed working hours may not conduct personal business or business for another employer or entity during their scheduled working hours. Employees with hybrid work agreements or flexible part-time hours may make special arrangements with the approval of the General Manager.

Everyone has a need to make or receive personal telephone calls from time to time for a variety of reasons: to check on a sick child, arrange transportation, make a doctor's appointment, etc. Personal calls should be made and personal messages sent during the employee's rest breaks and meal periods. Employees can make and receive emergency calls during working hours. Conducting excessive personal business during working hours will result in disciplinary action.

3. Technology Usage

The District uses various forms of technology in connection with its business, which – depending on the employee's position – could include computers, e-mail, telephones, tablets, internet, software, cell phones, telephones, voicemail, scanners, and printers. These resources are collectively referred to as "Technology Resources." All Technology Resources, including all information stored thereon, remain the sole property of the District and are intended to be used for District business. The District allows incidental personal use of Technology Resources, provided it occurs during breaks or lunch and provided it does not interfere with District business, provided, however, that Employee requests permission to use incidental personal Technology Resources and his or her supervisor grants such permissive use.

Employees must abide by the following guidelines when using the District's Technology Resources:

- Technology Resources are intended for business use only – incidental or occasional use during non-working time is permitted.
- All electronic information created by any employee using any Technology Resources is District property.
- Personal passwords may be used for purposes of security, but the use of a personal password on Technology Resources does not affect the District's ownership of the electronic information. The District reserves the right to request and/or override employee passwords on Technology Resources for any reason.

- The District (or individuals acting on its behalf) may monitor and access any information created, transmitted, or stored on any Technology Resource. Employees should not have an expectation of privacy with respect to any information placed or stored on any of the District's Technology Resources.
- Installing or downloading software of any kind on the District's Technology Resources is prohibited without prior permission from your supervisor.
- The District provides email addresses/accounts to its employees for business use—incidental and occasional personal use is permitted.
- Employees should never use the District's Technology Resources to access or send any inappropriate, offensive, discriminatory, harassing, or obscene information. Violations may result in disciplinary action up to and including termination.
- Employees must always take sufficient precautions when using Technology Resources to safeguard the District's proprietary and confidential information.

Wherever incidental personal use is allowed, if an employee abuses the incidental use privilege, then permission can be revoked. Employees must also remember that the District has a right to access and review any and all usage of Technology Resources. As a result, employees should not have any expectation of privacy with respect to any information stored on or sent with Technology Resources.

4. Cell Phones

In certain instances, the District will issue the District cell phones to employees. Any District -issued phones are to be used for work matters only and should not be used for personal reasons. Personal cell phones should be used for personal reasons at break and lunch times only, unless in an emergency. Employees are not expected to use their personal cell phones for work-related purposes. If any business-related use of a personal cell phone should occur, employees are expected to request reimbursement for the business-related cost.

5. Health and Safety

The District is committed to providing a safe and healthy workplace, free from recognized safety hazards. The safety of every employee is a fundamental consideration for the District, and all reasonable precautions will be taken to protect employees from injury. In order to promote safety in the workplace, the District expects employees to conduct business and perform their duties in a safety-conscious manner at all times. All work areas must be kept clean, and free of clutter and debris. The District also expects all employees to refrain from horseplay and careless behavior in

the workplace. Any hazards or potentially dangerous conditions must be corrected promptly and/or reported to a supervisor.

Each and every employee plays an important part in preventing accidents, and is expected to cooperate fully in all measures taken to provide safe working conditions. Each and every employee is expected to observe safety practices, rules and operating procedures, as well as instructions relating to the efficient performance of work. A safe and efficient work environment is only possible when all employees are keenly aware, alert, and safety conscious. The District maintains an Injury and Illness Prevention Policy. For a copy, please see the General Manager.

This policy section established 2/5/1992; amended and moved from P&P 2.3.C on 10/15/2026.

6. Accident Reporting

If you are involved in an accident or sustain (or witness) an occupational injury, you must report the matter to your supervisor or to the General Manager promptly. The District has an established procedure for addressing accidents and workplace injuries, and you are expected to abide by it. Any potentially unsafe working condition, unsafe action on the part of any employee, hazardous condition, or other safety concern should be brought to the immediate attention of the General Manager.

7. Remote Work

Working remotely or from home occasionally (or even a regular telework arrangement) may be appropriate for some employees and some jobs, and under certain circumstances at the sole discretion of the District. Onsite presence and collaboration onsite is required for most, however, and regular teleworking is not allowed without prior written approval from your supervisor.

Keep in mind that approval of any remote work arrangement may be revoked at any time. Effort will be made to provide adequate notice of any change to such an arrangement, but there may be instances where no notice is possible. Working remotely is not an entitlement; it is not a District-wide benefit; and it in no way changes the terms and conditions of employment with the District.

PART IX: LEAVES OF ABSENCE

1. Bereavement Leave

In the event of a death in the immediate family, all employees who have worked for the

District for at least 30 days may be granted an unpaid leave of absence for up to five (5) days per incident within three (3) months of the date of death of the family member, on an annual basis.

For purposes of this policy an employee's immediate family is defined to include spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, domestic partner, or any other person who is a legal dependent of the employee. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, the District may require verification of death and relation to the deceased.

The days of bereavement leave do not need to be taken consecutively, however, you must complete your bereavement leave within three months of your family member's death, at which time any remaining unused bereavement leave will expire.

Bereavement leave is unpaid, however an employee may elect to utilize their accrued vacation, accrued and available sick leave, or other forms of paid leave otherwise available to the employee.

The District reserves the right to request that employees provide documentation to support the need for bereavement leave or family relationship. Such documentation may include, but is not limited to, a death certificate; a published obituary; or a verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency.

2. Reproductive Loss Event Leave

All employees who have been employed for the District for at least 30 days are entitled to an unpaid leave of absence up to five (5) days in total following a reproductive loss event. Such leave must be taken within three (3) months of the reproductive loss event. If an employee experiences more than one reproductive loss event within a 12-month period, the District will grant the employee a cumulative total of up to of 20 (twenty) unpaid days of leave; subject to the limitation that each unpaid leave of absence shall not exceed five (5) days.

A reproductive loss event is defined as: failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. If the employee would have been recognized as a parent if the aforementioned events were successful, the employee will be covered under this definition. This includes the employee, the employee's current spouse or domestic partner, or another individual if the person would have been a parent of a child as a result of the event.

The days of reproductive leave do not need to be taken consecutively, however, you must complete your reproductive loss leave within three months of your reproductive

loss event, or, if prior to or immediately following your reproductive loss event, you are on or choose to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then you may complete your reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

The leave of absence following a reproductive loss event is unpaid, though an employee may elect to utilize any accrued and available paid sick leave, vacation, or other form of paid leave otherwise available to the employee.

Any information provided to related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

3. Voting Leave

The District encourages all employees to perform their civic duty by participating in elections. In circumstances where an employee's work schedule does not provide sufficient time off to vote on an election day, the District will provide employees with a reasonable amount of time off to vote during scheduled work time, up to two (2) hours of paid time off. Employees who require time off to vote must notify their supervisor at least two days prior to each election day and must submit proof of voting. The District reserves the right to specify a time period in which employees are permitted to leave work in order to vote.

4. Jury Duty

An employee summoned for jury duty must immediately notify the General Manager. The District will provide employees time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The District will also provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order. Employees will receive their regular rate of pay for up to but not exceeding a total of five days per year while they are actually serving on jury duty. Employees are required to provide advance notice, provide daily evidence of service, reimburse the District for whatever remuneration is received from the court for jury service, and return to work whenever they are excused or released early.

5. Military Leave

The District will grant employees a military leave of absence to the extent required by applicable law.

6. Family Medical Leave

The California Family Rights Act (CFRA) provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is 12 weeks within a 12-month period depending on the reasons for the leave.

A. Eligibility

1. California's California Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:
    a. The employee has been employed with the District for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply); *and*
    b. The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave.
2. Leave may be taken for one or more of the following reasons:
    a. A serious health condition that makes the employee unable to perform his or her job;
    b. To care for a family member who has a serious health condition. For purposes of CFRA leave, a “family member” includes:
    i. Spouse, Parent, Child of any age, Registered domestic partner, Grandparent, Grandchild, Sibling, Parent-in-law, and designated person. A designated person may be identified by the employee at the time the employee requests CFRA leave. Employees are limited to one designated person per each twelve month period.
    c. The birth of a child, or placement of a child for adoption or foster care; and
    d. Because of a qualifying exigency related to covered active duty or a call to covered active duty of a spouse, registered domestic partner, child, or parent in the Armed Forces of the United States. (See Qualifying Exigencies Related to Active Duty below.)
3. Serious health condition is defined to mean an illness, injury, impairment or physical or medical condition that involves either:
    a. Inpatient care in a hospital, hospice or residential health care facility (an overnight stay or admission with the expectation the employee will remain overnight);
    b. Absences of 4 or more consecutive calendar days plus treatment;
    c. Chronic condition requiring treatments;
    d. Permanent/long-term conditions requiring supervision; or
    e. Multiple treatments by a health care provider.

4. Pregnancy itself is not considered a serious health condition for CFRA leave. Rather, an employee is eligible for CFRA leave after Pregnancy Disability Leave. (See Pregnancy Disability Leave policy for additional information).

Qualifying Exigencies Related to Active Duty

Eligible Employees whose spouse, domestic partner, child or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include, but are not necessarily limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

B. Calculating the 12-Month Period

For purposes of calculating the 12-month period during which 12 weeks of CFRA leave may be taken, the District uses rolling 12-month period measured backward from the date employee uses any leave.

C. Pregnancy, Childbirth or Related Conditions and Baby Bonding

1. Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (PDL). (See Pregnancy Disability Leave policy for more information.)
2. Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding.
3. Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the District will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The District may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the Employee.
4. When both parents are employed by the District, each parent employed by the District is entitled to 12 workweeks of leave for baby bonding.

D. Leave Procedures

1. The following procedures shall apply to CFRA leave:
   a. Employees should contact the General Manager of their need for CFRA leave. If the leave is based on the expected birth, placement for adoption or

foster care, or planned medical treatment for a serious health condition or that of a family member, the Employee must notify the District at least 30 days before leave is to begin. The Employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of his or her health care provider or the health care provider of the family member.

b. If an Employee cannot provide 30 days' notice, the District must be informed as soon as is practical.
c. If the CFRA request is made because of an Employee's own serious health condition, the District may require, at its expense, a second opinion from a health care provider that the District chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the District.
d. If the second opinion differs from the first opinion, the District may require the Employee, at the District's expense, to obtain the opinion of a third health care provider designated or approved jointly by the Employee and the employer. The opinion of the third health care provider shall be considered final and binding on the Employee and the District.

E. Certification

1. The District requires an Employee to provide medical certification substantiating the need for leave. He or she will have 15 calendar days from the District's request for certification to provide it to the District, unless it is not practical to do so. The District may require recertification from the health care provider if the Employee requests additional leave upon expiration of the time period in the original certification. (For example, if the Employee needs two weeks of leave, but following the two weeks intermittent leave is needed, a new medical certification will be requested and required.) If the Employee does not provide medical certification in a timely manner to substantiate the need for medical leave, the District may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA and unapproved absences will be documented as an occurrence under the attendance policy.
2. If the leave is needed to care for a sick family member, the Employee must provide a certification from the health care provider stating:
    a. Date of commencement of the serious health condition;
    b. Probable duration of the condition;
    c. Estimated amount of time for care by the health care provider; and
    d. Confirmation that the serious health condition warrants the Employee's participation.

3. If a serious health condition of the employee is the reason for leave, the Employee must provide a certification from the health care provider stating:
    a. Date of commencement of the serious health condition;
    b. Probable duration of the condition; and
    c. The Employee's inability to work at all or to perform any one or more of the essential functions of his or her position because of the serious health condition.
4. If the Employee is on leave because of his or her own serious health condition, the District will also require a medical release to return to work form or certification from the Employee's health care provider that he or she is able to resume work. Failure to provide a release to return to work from the health care provider may result in denial of reinstatement until the certificate is obtained.
5. It is the Employee's responsibility to ensure that they are aware of, and comply with, the District's notification requirements for absences.
6. If Employees provide the General Manager with incomplete or insufficient medical certifications, they will be advised in writing of what additional information is necessary to make certifications complete and sufficient. Employees must return revised medical certifications to General Manager within seven (7) calendar days of the request for additional information. With Employees' or their family members' permission, the General Manager can contact Employees' health care provider for clarification or authentication of medical certifications after Employees have the opportunity to revise insufficient or incomplete certifications; Employees' direct supervisor will not contact Employees' health care provider for such information.
7. The General Manager can require Employees to obtain a second medical certification from a health care provider that is selected and paid for by the District. If the District receives a medical opinion from the second health care provider that is different from Employees' health care provider, the General Manager can require Employees to obtain a third medical certification from a third health care provider. The General Manager and Employee will discuss and agree upon the selection of the third health care provider, and the District will pay for the third health care provider. The third health care provider's medical opinion is considered to be the final medical opinion. The General Manager provides Employees with copies of second and third medical certifications, if requested, within five business days.
8. If CFRA leave is requested for Employees' or their family members' serious health condition that continues beyond a single leave year, Employees must provide the General Manager with new medical certifications upon expiration of prior medical certification.

F. Leave Related to Military Service

1. A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Special certification requirements apply to leaves related to military service.

G. Health and Benefit Plans

1. If an Employee is taking CFRA leave, he or she will be allowed to continue participating in any health and welfare benefit plans in which the Employee was enrolled in before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if he or she had continued in employment for the duration of such leave. The District will continue to make the same premium contribution as if the Employee had continued working. In addition, The District will cover the Employee's premium contribution for the duration of CFRA leave and will expect the Employee to repay their portion upon return to work. The continued participation in health benefits begins on the date leave first begins. In some instances, the District may recover premiums paid to maintain health coverage if the Employee fails to return to work following CFRA leave.
2. Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if the Employee had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

H. Substitution of Paid Leave

3. Generally, CFRA leave is unpaid. The District permits Employees to utilize any accrued sick leave and/or vacation time during the period of his/her disability. However, vacation and sick leave benefits will not accrue during any unpaid leave of absence.
4. Any leave taken after Employee's sick leave and/or accrued vacation hours are exhausted is unpaid. Benefits that are on an accrued basis, such as vacation hours, will cease to accrue on the date the unpaid leave begins.
5. Holidays that occur during leave of absence will not be paid. Employees must comply with the District's policies on accrued paid leave when such leave is substituted for unpaid CFRA leave.
6. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the General Manager.
7. When the reason qualifies under CFRA, an employee's workers' compensation leave or short-term disability leave may run concurrently with CFRA leave. While receiving workers' compensation or short-term disability benefits, employees are not required to use accrued paid leave to supplement

those payments. Employees can use accrued paid leave to supplement short-term disability plan benefits or workers' compensation benefits, but they must discuss and agree with the District to use this option. Employees that request to apply any sick or vacation hours beyond the first week of leave are responsible for notifying the General Manager and reporting the additional wages to CA EDD if the Employee will be receiving State Disability Benefits.

8. The supplemental earnings from wage replacement benefits from workers' compensation or EDD (either for SDI or paid family leave) do not extend the total duration of any CFRA leave to which an Employee is entitled.

I. Reinstatement

1. Except where a different result is authorized by law, Employees who are granted leaves under this policy will be guaranteed reemployment at the conclusion of an approved leave, provided that the total period of the leave does not exceed 12 weeks, as applicable. Under most circumstances, upon return from CFRA leave, the Employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an Employee has no greater right to reinstatement than if the Employee had been continuously employed rather than on leave.

   For example, if an Employee on CFRA leave would have been laid off had the Employee not gone on leave, or if the Employee's job is eliminated during the leave and no equivalent or comparable job is available, then the Employee would not be entitled to reinstatement. In addition, an Employee's use of CFRA leave will not result in the loss of any employment benefit that the Employee earned before using CFRA leave.
2. Any of the following occurrences will result in termination of employment, effective on the date specified:
   a. Failure to return to work by the return date specified on the approved leave or extension. Termination date will be the approved return date.
   b. Refusal to return to work or accept an equivalent position offered by the District as applicable under CFRA. Following conclusion of their leave, an Employee who does not return to work on the original date specified by the District will be deemed to have refused the position. The date of termination will be the date the Employee was due to work in the new position.
   c. Voluntary termination of employment.
   d. Layoff or other action that would have occurred regardless of the CFRA leave

J. Time Accrual

1. Contact the General Manager with any questions regarding accrual of other the District-provided paid leave benefits (such as vacation or sick leave) during unpaid CFRA leave.

K. Carryover

1. Leave granted under any of the reasons provided by CFRA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

L. Intermittent Leave

1. An Employee may take CFRA leave intermittently (in blocks of time, or by reducing the employee's normal weekly or daily work schedule) if the leave is for a serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is the same minimum applied for any other time off from work. See also the discussion of Pregnancy, Childbirth or Related Conditions and Baby Bonding above.
2. An Employee requesting leave on an intermittent or reduced-hours basis must schedule the leave, insofar as possible, to minimize disruption of his or her work schedule and assignments. The District reserves the right to reassign an Employee to a temporary alternative position, with equivalent pay and benefits, if it will better accommodate the Employee's recurring absences for intermittent or reduced-hours leave.
3. Employees on intermittent leave must follow the District's call-in procedure to report their absence or tardy to the General Manager.

7. Pregnancy Disability Leave

An employee disabled by pregnancy, childbirth, or related medical condition is eligible to take a pregnancy disability leave ("PDL"). If the employee is affected by pregnancy or a related medical condition, she is also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable.

The Pregnancy Disability Leave (PDL) provides up to four (4) months (or eighty-eight [88] workdays for a full-time employee) per pregnancy for any period(s) of actual disability caused by pregnancy, childbirth, or related medical conditions. In addition, an eligible employee may take up to 12 workweeks of leave under the CFRA for bonding with a new child following the birth. This means that an employee may be entitled to

take both PDL for pregnancy-related disability and CFRA leave for baby bonding, provided all eligibility requirements are met.

The PDL does not need to be taken in one continuous period of time, but can be taken on an as-needed basis.

An employee is “disabled by pregnancy” if, in the opinion of their health care provider, they are unable to work at all or is unable to perform one or more of the essential functions of their job or to perform these without undue risk to themselves, to the successful completion of their pregnancy, or to other persons. Time off needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth, and recovery from childbirth would all be covered by PDL.

Notice Requirements

Pregnant employees should notify the General Manager as soon as possible regarding their intent/need to take a leave of absence, to transfer, or for a reasonable accommodation due to pregnancy, childbirth or related medical conditions. Such notice should specify the anticipated timing and duration of the leave, transfer, or reasonable accommodation.

Where the need for a leave of absence, transfer, or reasonable accommodation is foreseeable, employees must provide such notice at least 30 days prior to the date the transfer, or reasonable accommodation is to begin. Further, employees must consult with the General Manager and make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize any disruption to the District’s operations. (Actual scheduling is subject to the approval of the employee’s health care provider.)

Where 30 days’ advance notice is not possible, notice must be given as soon as possible. However, the District will not deny a PDL, transfer, or reasonable accommodation where the need for leave is an emergency or was otherwise unforeseeable on the basis that an employee did not provide sufficient advance notice.

An employee requesting PDL must provide medical certification from their health care provider. Failure to provide the required certification in a timely manner (within 15 days of the leave request) may result in denial of leave benefits until such certification is provided.

Any such PDL medical certification from a health care provider shall provide the following information:

1. The date on which the employee became disabled due to pregnancy, childbirth, or a related medical condition;
2. The probable duration of the period or periods of disability; and

3. An explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform any one or more of the essential functions of their position without undue risk to the employee, their pregnancy, or to other persons.

In the case of a Pregnancy-Disability transfer or reasonable accommodation, the medical certification shall provide the following information:

1. The date on which the need to transfer or reasonably accommodate became medically advisable;
2. The estimated duration of the reasonable accommodation or transfer;
3. An explanatory statement that, due to the employee's pregnancy, the transfer or reasonable accommodation is medically advisable; and
4. A description of the requested reasonable accommodation or transfer.

Re-certifications are required if PDL is sought after expiration of the time estimated by the health care provider. Failure to submit required re-certifications can result in termination of the leave.

Compensation During PDL

PDL is unpaid leave. At the employees request, employees may substitute paid accrued leave (e.g., sick leave or vacation) for unpaid PDL.

During PDL, the District will continue to pay for the employee's participation in the District's group health plans, to the same extent and under the same terms and conditions as would apply had the employee continued in employment continuously for the leave period. Thus, the employee must continue to pay their share of the health plan premiums during the leave. The employee must make arrangements with the District for the payment of such premiums.

The District may recover from the employee the premiums that the District paid to maintain coverage for the employee under the group health plan if the employee fails to return from leave after the period of leave has expired and the employee's failure to return is for a reason other than:

- The employee is taking (i.e., has transitioned over to) leave under CFRA, unless the employee chooses not to return after the CFRA leave, in which case the District can recover such premiums;
- The continuation, recurrence, or onset of a health condition that entitles the employee to PDL, unless the employee chooses not to return after the PDL, in which case the District can recover such premiums;

- Non-pregnancy related medical conditions requiring further leave, unless the employee chooses not to return to work following the leave, in which case the District can recover such premiums; or
- Other circumstances beyond the employee's control.

Employees will be permitted to work as long as they are capable of performing their duties, subject to verification by their health care provider.

Return to Work.

1. An employee who timely returns to work at the expiration of their PDL will be reinstated to her former position upon release to return to work by her health care provider, consistent with applicable law.
    a. Where a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated by the date agreed upon, provided that the employee has provided medical certification of their fitness for duty.
    b. If the actual reinstatement date differs from the original agreement, the employee will be reinstated within two business days, where feasible, after the employee notifies the District of their readiness to return and provides medical certification of her fitness for duty.
    c. Failure to return to work, without good cause, on the next work day following the expiration of pregnancy disability leave may be grounds for termination of employment.
2. The employee is not, however, entitled to any greater right of reinstatement than they would have had if she had not taken leave. Thus, reinstatement to the "same position" may be denied if:
    a. For legitimate business reasons unrelated to the employee having taken a pregnancy disability leave or transfer, the employee would not otherwise have been employed in her same position at the time reinstatement is requested; or
    b. Each means of preserving the job or duties for the employee (such as leaving it unfilled or filling it with a temporary employee) would substantially undermine the District's ability to operate safely and efficiently.
3. Also, the employee has no greater right to reinstatement to a "comparable position" or to other benefits and conditions of employment than an employee who has been continuously employed. Thus, reinstatement to a comparable position may be denied if:
    a. There is no comparable position open on the employee's scheduled date of reinstatement or within 60 calendar days thereafter; or

b. The employee would not have been offered a comparable position if they would have been continuously at work during the pregnancy disability leave or transfer period.

4. In the event that the employee becomes eligible and takes family and medical leave under the CFRA following their pregnancy disability leave for the birth of their child, the employee's right to reinstatement shall be governed by the District's CFRA Policy rather than these provisions.

PART X: Acknowledgement of Receipt of Personnel Policies

Employee Name: _____

I acknowledge that I have received a copy of the Personnel Policies, issued by **Midway Heights County Water District** (the "District") on _____ (date). I have promptly read its contents. I agree to observe and abide by the conditions of employment, policies, and rules contained therein.

I understand and agree that my relationship with the District is "at-will," which means that my employment is for no definite period and may be terminated by me or by the District at any time and for any reason with or without cause or advance notice. I understand that the District retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the District.

I also acknowledge receipt of the District's Prohibition Against Harassment, Discrimination and Retaliation policy set forth in the Personnel Policies, and I certify that I have read it, understand it, and agree to comply with its terms and conditions.

My signature below certifies that I understand that the foregoing agreement on "at-will" status is the sole and entire agreement between the District and me concerning my employment and the circumstances under which my employment may be terminated. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment. These Personnel Policies supersede all prior agreements, understandings, and representations concerning my employment. I understand that if I have questions regarding the Personnel Policies that I can discuss them with my supervisor or General Manager.

Signature _____ Date _____

Print Name _____

2.2.A.1.1 AWARDS, RECOGNITIONS, AND EMPLOYEE GIFT POLICY

Policy Status: Moved

Policy History:

This policy established 3/24/2015

Replaced by 2.2.A.1 PERSONNEL POLICIES, Part VI, section 3 – Approved 10/15/2026

2.2.A.2 PROCEDURE FOR COLA CALCULATION

Policy Status: Moved

Policy History:

This policy established 9/14/2006; amended 6/28/2012, 6/15/2023

Replaced by 2.2.A.1 PERSONNEL POLICIES, Part III, section 9 – Approved 10/15/2026

MIDWAY HEIGHTS COUNTY WATER DISTRICT

WAGE STEPS

OFFICE MANAGER

Steps	Hourly	Monthly Average
1	$ 35.30	$ 6,118.67
2	$ 37.07	$ 6,424.60
3	$ 38.92	$ 6,745.83
4	$ 40.86	$ 7,083.12
5	$ 42.91	$ 7,437.28
6	$ 45.05	$ 7,809.14
7	$ 47.31	$ 8,199.60
8	$ 49.67	$ 8,609.58

P&P/2.2.C.3 EFFECTIVE 10/15/26

MIDWAY HEIGHTS COUNTY WATER DISTRICT

SALARY RANGE FOR FIELD SUPERVISOR

Steps	Hourly Wage	Monthly	Annual
1	$32.71	$5,669.79	$68,037.53
2	$34.35	$5,953.28	$71,439.41
3	$36.06	$6,250.95	$75,011.38
4	$37.87	$6,563.50	$78,761.95
5	$39.76	$6,891.67	$82,700.04
6	$41.75	$7,236.25	$86,835.04
7	$43.84	$7,598.07	$91,176.80
8	$46.03	$7,977.97	$95,735.64

P&P/2.2.C.5-RANGE EFFECTIVE 7/01/26
AMENDED AS PART OF BUDGET FY 2027 BUDGET 2.8% COLA

MIDWAY HEIGHTS COUNTY WATER DISTRICT

SALARY RANGE FOR FIELD SUPERVISOR

Steps	Hourly Wage	Monthly	Annual
1	$32.71	$5,669.79	$68,037.53
2	$34.35	$5,953.28	$71,439.41
3	$36.06	$6,250.95	$75,011.38
4	$37.87	$6,563.50	$78,761.95
5	$39.76	$6,891.67	$82,700.04
6	$41.75	$7,236.25	$86,835.04
7	$43.84	$7,598.07	$91,176.80
8	$46.03	$7,977.97	$95,735.64

P&P/2.2.C.5-RANGE EFFECTIVE 7/01/27
AMENDED AS PART OF BUDGET FY 2027 BUDGET 2.8% COLA

MIDWAY HEIGHTS COUNTY WATER DISTRICT

WAGE STEPS

WATER UTILITY MAINTENANCE WORKER I

Steps	Hourly	Monthly Average
1	$ 20.53	$ 3,558.79
2	$ 21.56	$ 3,736.72
3	$ 22.64	$ 3,923.56
4	$ 23.77	$ 4,119.74
5	$ 24.96	$ 4,325.73
6	$ 26.20	$ 4,542.01
7	$ 27.51	$ 4,769.11
8	$ 28.89	$ 5,007.57

WATER UTILITY MAINTENANCE WORKER II

Steps	Hourly	Monthly Average
1	$ 25.48	$ 4,416.46
2	$ 26.75	$ 4,637.29
3	$ 28.09	$ 4,869.15
4	$ 29.50	$ 5,112.61
5	$ 30.97	$ 5,368.24
6	$ 32.52	$ 5,636.65
7	$ 34.15	$ 5,918.48
8	$ 35.85	$ 6,214.41

P&P/2.2.C.7-RANGE EFFECTIVE 7/1/26
AMENDED AS PART OF FY 2027 BUDGET 2.8% COLA

MIDWAY HEIGHTS COUNTY WATER DISTRICT

WAGE STEPS

OFFICE TECHNICIAN

Steps	Hourly	Monthly Average
1	$ 28.54	$ 4,947.39
2	$ 29.78	$ 5,162.11
3	$ 31.07	$ 5,386.14
4	$ 32.42	$ 5,619.90
5	$ 33.83	$ 5,863.80
6	$ 35.30	$ 6,118.29
7	$ 36.83	$ 6,383.83
8	$ 38.43	$ 6,660.88

P&P/2.2.C.8-RANGE EFFECTIVE 7/1/26
AMENDED AS PART OF BUDGET FY 2027 BUDGET 2.8% COLA

MIDWAY HEIGHTS COUNTY WATER DISTRICT

WAGE STEPS

SECRETARY TO THE BOARD

Steps	Hourly	Monthly Average
1	$ 28.54	$ 4,947.39
2	$ 29.78	$ 5,162.11
3	$ 31.07	$ 5,386.14
4	$ 32.42	$ 5,619.90
5	$ 33.83	$ 5,863.80
6	$ 35.30	$ 6,118.29
7	$ 36.83	$ 6,383.83
8	$ 38.43	$ 6,660.88

P&P/2.2.C.8-RANGE EFFECTIVE 7/1/26
AMENDED AS PART OF BUDGET FY 2027 BUDGET 2.8% COLA

2.2.H. TOBACCO POLICY

Policy Status: Moved

Policy History:

This policy established 10/14/04

Replaced by 2.2.A.1 PERSONNEL POLICIES, Part IV, section 4 – Approved 10/15/2026

MIDWAY HEIGHTS COUNTY WATER DISTRICT
POLICIES AND PROCEDURES

2.3.B ANTI-HARASSMENT POLICY

Policy Status: Moved

Policy History:

PREVENTION OF DISCRIMINATION & SEXUAL HARASSMENT POLICY - Approved 2/11/99

Replaced by ANTI-HARASSMENT POLICY - Approved 7/13/95

Replaced by 2.2 PERSONNEL POLICIES, Part VII, section 4 – Approved 10/15/2026

2.3.C. SAFETY POLICY AND RULES

Policy Status: Moved

Policy History:

This policy established 2/5/1992

Replaced by 2.2.A.1 PERSONNEL POLICIES, Part VIII, section 5 – Approved 10/15/2026