



## AGENDA

### REGULAR MEETING OF THE BOARD OF DIRECTORS WEDNESDAY, OCTOBER 5, 2022, AT 5:30 PM 61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252

ON MARCH 4, 2020, CALIFORNIA GOVERNOR GAVIN NEWSOM DECLARED A STATE OF EMERGENCY IN CALIFORNIA AS A RESULT OF THE COVID-19 PANDEMIC, AN EMERGENCY THAT REMAINS IN EFFECT AND FROM WHICH OUTBREAKS AND EXPOSURE CONTINUES TO PRESENT AN IMMINENT THREAT FOR SOME ATTENDEES. **ACCORDINGLY, THE BOARD OF DIRECTORS AND PUBLIC MAY ATTEND THIS MEETING IN-PERSON, TELEPHONE, OR BY VIDEO CONFERENCE.**

To join by Zoom please click the below link:

<https://us02web.zoom.us/j/84660509355?pwd=VHpoYkNRM05PTjdpU0REV1dpZjRrQT09>

Or you may join by phone at 1-253-215-8782, Meeting ID: 846 6050 9355 Passcode: 386059

1. **CALL TO ORDER -**
2. **PLEDGE OF ALLEGIANCE –**
3. **DETERMINATION OF A QUORUM -**
4. **APPROVAL OF AGENDA -**
5. **PUBLIC COMMENT –** This is the time set aside for public comment on any District related matter, whether appearing on the agenda or not. At the discretion of the Board President, however, comments on a particular Agendized item may be deferred until that item is heard. Please state your name and limit your comments to 3 minutes.
6. **STATE OF EMERGENCY FINDINGS – GOVT. CODE § 54953(e) –** On October 6, 2021, the Board, by majority vote, adopted Resolution No. 21-1035, making certain findings that (1) the State of Emergency declared by California Governor Newsom on March 4, 2020, relative to the COVID-19 Emergency, remains in effect; and (2) due to existing rate of community transmission and the small meeting space available to the District for in-person attendance, the provision of a unrestricted physical location for the District’s meetings could present imminent risks to the health and safety of attendees. **It is recommended that the Board resolve by majority roll-call vote to extend the findings in Resolution No. 21-1035, modified to allow for optional in-person attendance for members of the Board and public, for an additional 30 days.**
7. **CONSENT CALENDAR –**
  - Draft Minutes September 21, 2022
8. **CAPACITY FEE REPORT –** Director Roman – Recommendation: Receive for information only, reporting required by GC 66006. No action required.

Pages 3-4

Pages 5-7

- 9. **EMPLOYEE COMPENSATION PLAN** – GM Sarah Johnson – Recommendation: Board of Directors adopt Resolution No. 22-1049 approving the updated Employee Compensation Plan.
- 10. **JPIA REPRESENTATIVE** – GM Sarah Johnson – Recommendation: Board President to appoint a new JPIA Representative.
- 11. **GENERAL MANAGERS REPORT** – GM Sarah Johnson
- 12. **DIRECTOR REPORTS AND COMMENTS** –
  - Kathleen Radnich, Public Information Consultant
  - Mojave Water Agency Board of Directors Meeting – September 22, 2022, President Floen
- 13. **FUTURE DIRECTOR MEETINGS** –
  - Mojave Water Agency Technical Advisory (TAC) Committee – October 6, 2022, at 10:00 a.m. – Director Jarlsberg
  - Special Board of Directors Workshop w/Citizens Advisory Council– October 12, 2022, at 9:00 a.m. – All Directors & CAC members
  - JBWD Water Resources & Operations Committee-October 12, 2022 - Canceled
  - Mojave Water Agency Board of Directors Meeting – October 13, 2022, at 9:30 a.m. - Director Jarlsberg
- 14. **ADJOURNMENT** –

**INFORMATION**

The public is invited to comment on any item on the agenda during discussion of that item. Members of the public wishing to attend the meeting that require other reasonable modifications or accommodation to facilitate such attendance should contact Beverly Krushat at 760-974-0072 or bkrushat@jbwd.com as soon as feasible before the meeting to make such request.

Availability of agenda materials: Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Joshua Basin Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board are available online at jbwd.com for public inspection, or in the District’s office, 61750 Chollita Road, Joshua Tree, CA 92252 (“District Office”). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available at the reception desk of the District Office and on-line at jbwd.com during business hours at the same time as they are distributed to the Board members. Disability-related accommodations: The Joshua Basin Water District Board of Directors meeting room is wheelchair accessible. If you require any special disability-related accommodations (e.g., access to an amplified sound system, etc.) please contact Ms. Krushat at the District Office at (760) 974-0072 during business hours at least seventy-two (72) hours prior to the scheduled meeting. This agenda can be obtained in alternative format upon written request to Ms. Krushat in the District Office, at least seventy-two (72) hours prior to the scheduled meeting.

JOSHUA BASIN WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, SEPTEMBER 21, 2022

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the regular board meeting to order at 5:30 p.m.

DETERMINATION OF A QUORUM – All Directors are present.

STAFF PRESENT –Sarah Johnson, General Manager, Anne Roman, Director of Finance, Autumn Rich, Accounting Supervisor, Beverly Krushat, Executive Assistant, Jeremiah Nazario, Distribution Supervisor, and Brandon Warner, CIRP Supervisor.

CONSULTANTS PRESENT – Kathleen Radnich, Public Information Consultant, Jeff Hoskinson, Legal Counsel

APPROVAL OF AGENDA –

MSC<sup>1</sup> (Delph/Jarlsberg) 4/0/0 motion carried to approve the agenda.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

PUBLIC COMMENT – None

STATE OF EMERGENCY FINDINGS– The Board of Directors renewed its findings outlined in Resolution No. 21-1035 for an additional 30 days.

MSC<sup>1</sup> (Delph/Jarlsberg) 4/0/0 motion carried to renew the State of Emergency findings for another 30 days.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

CONSENT CALENDAR – June 2022 check registered was pulled for questions.

MSC<sup>1</sup> (Delph/Doolittle) 4/0/0 motion carried to approve the June 2022 July check register.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

MSC<sup>1</sup> (Delph/Doolittle) 4/0/0 motion carried to approve the draft minutes of August 17, 2022 and the Special meeting draft minutes of August 31, 2022, with a spelling correction to Mr. Douglas “Buck Buckley’s name.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

UPDATES TO THE ADMIN CODE - UPDATE THE DISTRICT’S CONFLICT OF INTEREST CODE, RESOLUTION NO. 22-1046. MSC<sup>1</sup> (Delph/Doolittle) 4/0/0 motion carried to approve and adopt the updated Conflict of Interest Code, Resolution No. 22-1046.

UPDATES TO THE ADMIN CODE CONTINUED – ADD JPIA BOARD REPRESENTATIVE SECTION, RESOLUTION NO. 22-1047. MSC<sup>1</sup> (Jarlsberg/Delph) 4/0/0 motion carried to approve, adopt, and add the JPIA Representative section to the Admin Code.

UPDATES TO THE ADMIN CODE CONTINUED – UPDATE OUTDATED LANGUAGE IN THE ADMIN CODE, RESOLUTION NO. 22-1048 - MSC<sup>1</sup> (Doolittle/Delph) 4/0/0 motion carried to approve and adopt Resolution No. 22-1046.

LAIF INVESTMENT PERFORMANCE (reviewed by the Finance Committee on 09/14/2022) – Director Roman gave the staff report and stated that in 2021/22, interest of \$55,447.35 was earned based on rates ranging from .24% in the first quarter to .75% in the final quarter. Interest is allocated proportionately among internal LAIF funds such as the legally segregated Capacity funds and the CMM funds. In 2021/22, approximately \$12,906 was allocated to the legally segregated funds with the remainder of \$42,542 being allocated to the District’s Cash Flow Reserve Fund.

For comparison, LAIF interest earnings for the last several fiscal years have ranged from a low of \$36,623 in 2015/16 to a high of \$227,906 in 2018/19. A brief Q&A followed and the Board received for information only.

GENERAL MANAGER’S REPORT – GM Johnson gave a brief update on the following:

- State of Emergency Findings still allows us to have our meetings hybrid.
- CAC met on September 13, 2022 and changed their start time from 6:00 p.m. to 5:00 p.m. CAC also heard the rate study and provided a lot of insight.
- The Water Resources & Ops Committee is canceled for October 12<sup>th</sup> as we will be having a Special Board Workshop meeting with the CAC.
- There was a leak on Sunset with a large pipe that had a very weird angle to it. In order to fix it we had to borrow special tools from Hi-Desert Water District.
- President Floen commended Hi-Desert Water District for lending us the special tools.
- Water Resources & Ops Committee meeting in November will be a Special Board Workshop on Geoviewer.

DIRECTOR REPORTS/COMMENTS – All Directors reported on the meetings they attended.

FUTURE DIRECTOR MEETINGS – President Floen read off the list of upcoming meetings.

ADJOURNMENT – MSC<sup>1</sup> (Delph/Doolittle) 4/0/0 motion carried to adjourn the meeting at 6:42 p.m.

Respectfully Submitted,

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Sarah Johnson, General Manager & Board Secretary

**JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA ITEM STAFF REPORT**

**Board of Directors Meeting**

**DATE: October 5, 2022**

**REPORT TO:** Board Members  
**PREPARED BY:** Anne Roman, Director of Finance  
**TOPIC:** **CAPACITY FEE REPORT FOR FISCAL YEAR  
ENDING 06/30/2022**

**RECOMMENDATION:** Receive for information, reporting required by GC 66006

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**ANALYSIS:** Capacity charges (aka Capacity *fees*) are one-time development charges used to fund the capital improvements necessary for the expansion of the water system resulting from each new meter/connection. They reflect the property's pro-rata share for the infrastructure costs that *were* built or *will need to be* built to service the new meter/connection.

Capacity charges are legally restricted and may only be used to fund those projects associated with growth, such as expansion or upgrades. Replacement projects, on the other hand, are funded with water rates.

In 21/22, the Water Capacity reserve grew by \$802,265 from 109 new meter sales and/or meter size upgrades and interest earned on those funds, to a balance of \$1,862,498.39. However, fiscal year 21/22 also marked the first time since the 2010 H-Zone project that the District utilized any Water Capacity charges for growth or expansion projects. In 21/22, Water Capacity charges of \$871,166.04 were unrestricted and utilized to reimburse the District for the 67% of the Saddleback CIRP pipeline project cost that was attributable to vacant, undeveloped land, or upsizing of pipe. The ending balance of the Water Capacity Fund Balance was \$993,425.58 at 06/30/22.

The Wastewater Capacity Fund increased in 21/22 by \$434,186.66 collected from 53 new meter sales and/or meter upgrades and an installment payment of \$77,163.66 from the Hi Desert Medical Center (HDMC) for their note receivable. The ending balance, after interest earned amounted to \$1,810,355.70 at 06/30/22. No Wastewater capacity funds were used for growth or expansion projects.

As required by Government Code 66006, attached are annual reports detailing the collection, use, and interest earned for both funds. At 06/30/22, the Water Capacity Fund had a final balance of \$993,425.58 and the Wastewater Capacity Reserve Fund had a balance of \$1,810,355.70.

**STRATEGIC PLAN ITEM:** 2.7.1 Maintain Finance Compliance  
**FISCAL IMPACT:** N/A

**JOSHUA BASIN WATER DISTRICT  
ANNUAL REPORT OF CAPACITY CHARGES**

Fiscal year 2021/22

Type of Capacity Charges

**WATER**

GL account number LAIF **01-11310**  
Revenue **01-44010**

Beginning Capacity Charge Fund Balance 1,060,233.39

Less: Adjustment from prior year

Plus: Charges Collected (details below) 802,265.00

588-144-24	7,379	602-131-08	7,379	606-321-15	7,379
588-144-25	7,379	602-141-10	7,932	606-321-16	7,379
588-145-38	7,932	602-182-21	3,171	606-321-18	7,379
588-181-03	7,932	602-193-11	7,379	606-321-35	7,379
588-222-01	7,932	602-205-15	7,932	607-061-15	7,932
588-233-03	7,379	602-211-03	7,932	607-071-11	7,932
588-241-04	7,379	602-291-14	7,932	607-091-07	7,379
588-244-03	7,379	602-321-02	7,379	607-271-11	7,932
588-441-01	7,932	602-321-07	7,932	607-272-05	7,932
588-462-03	7,379	602-331-04	7,932	607-294-09	7,379
589-161-01	3,171	602-361-34	3,171	607-312-02	7,379
589-183-21	7,379	602-361-36	7,379	608-011-02	7,379
589-192-27	3,171	602-401-10	3,171	608-013-06	7,379
599-283-05	7,379	603-132-15	7,379	608-013-07	7,379
599-291-30	3,171	603-142-18	7,379	608-016-06	3,171
599-331-06	3,171	603-191-46	38,369	608-044-10	7,379
599-351-32	3,171	603-312-07	7,379	631-121-17	7,932
599-361-53	7,932	604-061-09	7,379	631-131-16	7,379
599-381-06	7,379	604-101-01	7,379	631-201-54	7,932
599-393-07	7,379	604-151-01	7,379	631-264-07	7,379
600-111-04	7,379	604-321-10	7,932	631-273-08	7,932
600-151-05	7,932	605-013-07	7,379	632-011-35	7,379
600-162-16	7,379	605-031-02	7,379	632-041-08	7,932
600-171-08	7,932	605-062-04	7,379	632-081-56	7,379
600-171-13	7,379	605-072-05	7,932	632-181-15	3,171
600-211-25	7,379	605-092-09	7,932	632-182-16	7,932
601-423-10	7,379	605-161-31	7,932	632-202-11	7,379
601-423-11	7,932	605-181-38	7,932	632-231-25	7,379
601-445-15	7,379	605-191-10	7,379	632-281-68	7,932
601-452-07	7,379	605-212-01	7,379	632-292-21	7,379
601-461-05	7,379	605-231-38	7,379	632-292-33	7,932
602-011-02	7,932	605-231-39	7,932	632-321-29	5,000
602-021-12	7,932	605-262-12	7,379	632-371-05	7,932
602-041-09	7,379	606-032-01	7,379	632-371-06	7,379
602-081-04	7,379	606-032-09	7,379	632-371-07	7,379
602-101-18	7,379	606-321-06	7,379	632-371-18	7,379
				New & Upgrades	<u>802,265.00</u> <b>109</b>

Plus: Interest earned on fund balance

Q/E 06/30/21	831.07	2,093.23
Q/E 09/30/21	251.56	
Q/E 12/31/21	329.13	
Q/E 03/31/22	<u>681.47</u>	
	2,093.23	

Less: Public improvements funded from charges 871,166.04  
Saddleback Pipeline Replacement 67% OF \$1,300,248 total project cost

Ending Capacity Charge Fund Balance Should Be 993,425.58  
Actual Ending Capacity Charge Fund Balance 993,425.58  
Variance 0.00

**JOSHUA BASIN WATER DISTRICT  
ANNUAL REPORT OF CAPACITY CHARGES**

Fiscal year

2021/22

Type of Capacity Charges

**WASTEWATER**

GL account number LAIF 01-11313  
Revenue 01-44050

Beginning Capacity Charge Fund Balance 1,371,919.00

Less: Adjustment from prior year 0.00

Plus: Charges Collected (details below) 434,186.66

HDMC note	77,163.66	603-191-46	13,102	<2 meters
588-144-24	6,551	603-312-07	6,551	
588-144-25	6,551	604-061-09	6,551	
588-145-38	7,042	604-101-01	6,551	
588-181-03	7,042	604-151-01	6,551	
588-222-01	7,042	604-321-10	7,042	
588-233-03	6,551	605-013-07	6,551	
588-241-04	6,551	605-062-04	6,551	
588-244-03	6,551	605-072-05	7,042	
588-441-01	7,042	607-061-15	7,042	
588-462-03	6,551	607-071-11	7,042	
589-183-21	6,551	607-091-07	6,551	
589-192-27	7,042	608-011-02	6,551	
600-171-13	6,551	608-013-06	6,551	
601-423-10	6,551	608-013-07	6,551	
601-423-11	7,042	608-016-06	7,042	
601-445-15	6,551	608-044-10	6,551	
601-452-07	6,551	New & Upgrades	<u>434,186.66</u>	<b>53</b>
601-461-05	6,551			
602-011-02	7,042			
602-021-12	7,042			
602-041-09	6,551			
602-081-04	6,551			
602-101-18	6,551			
602-131-08	6,551			
602-141-10	7,042			
602-182-21	7,042			
602-193-11	6,551			
602-205-15	7,042			
602-211-03	7,042			
602-291-14	7,042			
602-361-34	7,042			
602-361-36	6,551			
602-401-10	7,042			
603-132-15	6,551			
603-142-18	6,551			

Plus: Interest earned on fund balance			
Q/E 06/30/21	1,066.73		4,250.04
Q/E 09/30/21	923.11		
Q/E 12/31/21	861.11		
Q/E 03/31/22	<u>1,399.09</u>		
	4,250.04		

Less: Public improvements funded from charges NONE 0.00

Ending Capacity Charge Fund Balance Should Be 1,810,355.70  
Actual Ending Capacity Charge Fund Balance 1,810,355.70  
Variance 0.00

**JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA ITEM STAFF REPORT**

**Board of Directors Meeting**

**DATE: October 5, 2022**

**REPORT TO:** Board Members  
**PREPARED BY:** Sarah Johnson, General Manager  
**TOPIC:** **EMPLOYEE COMPENSATION PLAN**  
**RECOMMENDATION:** Recommend that the Board of Directors adopt Resolution No. 22-1049 approving the updated Employee Compensation Plan.

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**ANALYSIS:** Staff recommends that the Board adopt the attached Employee Compensation Plan to update its competitive and equitable compensation strategy that promotes employee engagement and high performance. Competitive compensation practices are essential to employee recruitment and retention efforts, aid in meeting regulatory requirements and transparency measures, and provide open communication to valued employees.

The changes include:

- FY22/23 COLA to match CPI 9.5%
- Maintain Current Health & Welfare Benefit structure (2023 Tier III cap = \$2,153.07)
- Update standby holiday standby language
- Update holiday “worked time” from time and a half to double time for non-exempt employees
- Add \$130 per year uniform allowance to administrative staff
- Update 457 District contribution from 25% with a \$1500 annual cap to 50% contribution with a \$1600 annual cap.
- Add one ten-hour floating holiday for all staff

The Employee Compensation Plan is considered a complementary document to the Employee Handbook (view the handbook at [jbwd.com/hr](http://jbwd.com/hr)). The most significant difference between the two documents is that the Employee Handbook focuses primarily on policy and procedures. The Employee Compensation Plan focuses primarily on staff compensation and benefits.

**STRATEGIC PLAN ITEM:** 2.9.1 - Continuously improve, maintain, and comply with Employee Life Cycle best practices  
3.1.5 – Engage in Labor Relations

**FISCAL IMPACT:** This proposal includes an increase of \$80,010 (3.1%) over what was budgeted in FY 22/23. The costs of the Employee Compensation Plan implementation will not require a budget adjustment. The increase is offset by the approximate \$245,000 savings from several vacant positions, resulting in no additional costs to the District this fiscal year.



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## Joshua Basin Water District Employee Compensation Plan

Compensation plan items below shall be effective the first full pay period after approval by the District's Board of Directors.

### A. Cost of Living Adjustment

Effective the first full pay period after approval by the District's board of Directors, the salary ranges for all classifications shall receive a cost-of-living adjustment for all steps matching the August ~~2021~~ 2022 Riverside-San Bernardino-Ontario, CA Consumer Price Index equal to ~~6.5~~ 9.5%.

### B. Performance Evaluation Merit Increases

Each regular employee shall be evaluated following procedures outlined in the Employee Handbook. Merit increases shall be based upon the evaluation score as follows:

Exceeds Expectations: 2-Step Increase

Meets Expectations: 1-Step Increase

Not Meeting Expectations: No Increase

No employee will be entitled to salary in excess of the top step for the employee's classification.

### C. Longevity Pay

Each regular full-time employee shall be eligible for longevity pay in the following amounts:

After 10 years of continuous District service: \$20.00 per month;

After 15 years of continuous District service: \$40.00 per month; and

After 20 years of continuous District service: \$60.00 per month.

Although stated as a monthly amount, the longevity pay shall be paid in each pay period in an amount equal to the monthly amounts stated above. Continuous District service preceding the approval of this resolution by the District's Board of Directors shall count toward meeting the service thresholds described above.

### D. Overtime Compensation

Non-Exempt employees shall work overtime in accordance with the procedures outlined in the Employee Handbook. A nonexempt employee will be compensated at one and one-half times their regular rate of pay for hours worked in excess of 8 hours in a day for 5/8 employees, 10 in a day for 4/10 employees, and 40 hours in a workweek.

Nonexempt employees will be compensated at:

- two times their regular rate of pay for worked hours in excess of 12 in a day;

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- two times their regular rate of pay for the first 10 worked hours on a district-observed holiday;
- 2.5 times their regular rate of pay for worked hours in excess of 10 on a district-observed holiday.

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Hours actually worked, plus all paid time off, including floating holidays, and district holidays, will be included in the overtime calculation.

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**E. Standby (on-call) Pay**

Field employees shall work standby in accordance with the procedures outlined in the Employee Handbook.

▪ **Regular Standby Pay**

In addition to the employee’s regular workweek hours, employees who complete standby will be paid the following:

- Monday – Thursday: One (1) hour of straight-time pay each day;
- Friday, Saturday, & Sunday: Three (3) hours of straight-time pay each day.

▪ **Holiday Standby**

In addition to the employee’s regular holiday pay and regular standby pay, employees who complete standby starting or ending on a District observed holiday will be paid the following:

- Ten (10) holiday standby hours of 1.5 times the regular rate of pay.
- If the standby employee is called in for work on a District observed holiday, the holiday standby hours will be reduced by the worked hours. The employee will instead be compensated at two (2) times their regular rate of pay for the first ten (10) worked hours and two and a half (2.5) times their regular rate of pay for worked hours in excess of ten (10) hours.

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- This compensation is intended to provide advance consideration of five minimum call back periods; any time spent performing work in excess of five call back periods on a holiday will be compensated at 2.5 times the regular rate of pay for actual time worked.

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Holiday Standby Example

<u>Holiday (no work)</u>	<u>Christmas Mon-Thurs</u>	<u>Christmas Fri/Sat/Sun</u>
<u>Regular Holiday Pay</u>	<u>10</u>	<u>10</u>
<u>Regular Standby</u>	<u>1</u>	<u>3</u>
<u>Standby Holiday (1.5x pay)</u>	<u>10</u>	<u>10</u>
<u>no work</u>	<u>0</u>	<u>0</u>
<u>Total Hours Paid</u>	<u>21</u>	<u>23</u>

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<u>Holiday (worked)</u>	<u>Christmas Mon-Thurs</u>	<u>Christmas Fri/Sat/Sun</u>
<u>Regular Holiday Pay</u>	<u>10</u>	<u>10</u>
<u>Regular Standby</u>	<u>1</u>	<u>3</u>
<u>Standby Holiday (1.5x pay)</u>	<u>7</u>	<u>7</u>
<u>Worked 3 hrs. (2x pay)</u>	<u>3</u>	<u>3</u>
<u>Total Hours Paid</u>	<u>21</u>	<u>23</u>

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#### F. Call Back Pay

Call back work shall be conducted in accordance with the procedures outlined in the Employee Handbook. Call back occurs when a non-exempt employee is called back to perform work (either physically reporting to a work site or performing work remotely).

Non-exempt employees shall receive call back pay if they are called back after they worked the full day preceding the call back; or they were called back after taking a full or partial day of paid leave preceding the call back; or any combination thereof.

Call back pay is in addition to standby pay.

- **Call Back (electronic response)**

If the call back involves only a telephone call, e-mail, or other electronic response (e.g., telemetry operator response to alarm), the employee shall be paid at 1.5 times the regular rate of pay for their actual time responding to the telephone call, e-mail or other electronic response.

- **Call Back (2-hour minimum call-back period)**

If the call back requires a response in excess of a telephone call, e-mail, or other electronic response, the employee shall be paid at 1.5 times the regular rate of pay for the actual time worked, with a minimum of two hours pay.

If more than one call back is received during the 2-hour minimum call back period and the additional call(s) can be completed within the same 2-hour minimum call back period, an employee will only be compensated for one minimum call back period. The District retains the right to require the employee to remain at work and perform other duties if the work they are called back to perform is completed in less than the 2-hour minimum call-back period.

#### G. Safety Boot Allowance for Eligible Employees

Regular field employees shall wear safety boots following procedures outlined in the Employee Handbook. Eligible regular field employees will be provided an annual boot allowance up to \$225.00 per calendar year.

#### H. Uniform Allowance

All field employees are required to wear district-provided uniforms in accordance with the procedures outlined in the Employee Handbook. Eligible field employees will be provided an annual uniform allowance up to \$650.00 per calendar year (\$25.00 per pay

period). Uniform allowance is considered taxable income to the employee and will be recorded as such.

All administrative employees may voluntarily elect to receive an annual logoed uniform shirt/sweater allowance of up to \$130.00 per calendar year (\$5.00 per pay period). District-provided uniforms shall be worn in accordance with the procedures outlined in the Employee Handbook. Uniform allowance is considered taxable income to the employee and will be recorded as such.

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## **I. Health & Welfare Benefits**

### **Group Health Insurance**

The District provides group medical, dental, and vision insurance for regular full-time employees and their eligible dependents. Coverage shall begin on the first day of the month following one month of continuous employment. The District shall contribute toward the monthly premiums for medical, dental, and vision plans for eligible employees and their eligible dependents, subject to a monthly cap subject to the Tier levels below. The employee is responsible for any costs above the monthly cap.

Eligibility must be proven to enroll dependents (i.e., birth certificate, marriage license, etc.). It is mandatory to report changes in dependent status within thirty (30) days of the event (such as adding a dependent(s) due to birth or adoption of a child, adding a spouse, or deleting a dependent due to divorce or death).

Any employee who is regularly scheduled to work less than forty (40) hours per week is not eligible for a District contribution or to enroll in group health benefits.

### **Health Plans**

To learn more about District health plans, review the [Summary of Benefits & Coverage \(SBC\) documents](#) online or ask HR for copies. Each employee is encouraged to review these important documents before selecting their health plans.

### **Medical Enrollment**

Eligible employees may choose from available medical plans offered. All regular full-time employees shall be enrolled in a District provided medical insurance at a minimum employee level. Dependent coverage is optional.

### **Dental Enrollment**

All regular full-time employees shall be enrolled in the District provided dental insurance at the minimum employee level. Dependent coverage is optional.

### **Vision Enrollment**

All regular full-time employees and all their eligible dependents shall be enrolled in the District provided vision insurance plan.

### **District Contribution for Group Health Insurance:**

- **Legacy - Employee's Hired before January 1, 2017, and selected the legacy option during the 2017 open enrollment.**

The District shall provide a monthly contribution of \$1,000.00 to eligible legacy employees to be used for health premiums including medical, dental, vision, and related insurance benefits.

Legacy employees are entitled to receive cashback on any unused portion of the monthly contribution that is not used for the required enrollment in dental and vision plans. The cashback will be paid as an addition to the employee's paycheck, in accordance with the District's normal pay schedule, and will be recorded as taxable (non-PERS) income.

Legacy employees are permitted to opt out of the District medical plan, after submitting a signed notice of declination indicating that the employee is declining the District's medical insurance coverage and they must submit proof of acceptable alternative group coverage annually.

If the legacy employee has a qualifying loss of acceptable alternative group medical coverage, the employee must notify the District of their loss in coverage within thirty (30) days of the event. The employee would become eligible to enroll in the District provided medical plan (subject to applicable waiting periods) under Tier III provisions.

- **Tier I – Employee's Hired before January 1, 2017**

The District shall provide a monthly contribution of \$1,800.00 to eligible Tier I employees to be used for health premiums including medical, dental, vision, and related insurance benefits.

Tier I employees are entitled to receive cashback on any unused portion of the monthly contribution that is not used for the required enrollment in medical, dental, and vision plans. The cashback will be paid as an addition to the employee's paycheck, in accordance with the District's normal pay schedule, and will be recorded as taxable (non-PERS) income.

- **Tier II – Employee's hired between January 1, 2017 – September 3, 2019 and were enrolled in voluntary Colonial insurance products during 2016-2019.**

The District shall provide a monthly contribution of \$1,800.00 to eligible Tier II employees to be used for health premiums including medical, dental, vision, and related insurance benefits.

Tier II employees are entitled to use any unused portion of the monthly contribution that is not used for the required enrollment in medical, dental, and vision plans to purchase any insurance products offered by the District (example: voluntary Colonial products).

Tier II employees are not entitled to receive cashback on any unused portion of the monthly contribution.

- **Tier III – Employee's Hired after to January 1, 2017, or Employees who request to convert to Tier III (conversion provisions below).**

The District shall contribute and pay 100% toward group medical, dental, and vision premiums for the employee and their eligible dependents, subject to a monthly cap. The monthly cap shall be calculated utilizing the monthly premiums for the group medical Kaiser HMO with Chiro Family Plan, 3307 Delta Dental Family Plan, and 4029 VSP Composite Plan.

Employee's hired after January 1, 2017, are not entitled to receive cashback on any unused portion of the monthly contribution cap that is not used by the required enrollment in medical, dental, and vision plans.

**Tier Conversion Provisions**

During open enrollment or a qualifying event (the plan administrator must receive notification of the qualifying event within 30 days of the qualifying event), Legacy, Tier I, or II employees may opt to convert to the Tier III provisions to obtain the benefit contributions available in Tier III. Legacy, Tier I or II employees who opt into Tier III, cannot revert to their former Tier following the conversion.

**Contribution Proration (if applicable)**

Any benefit eligible regular employee who earns less than forty (40) paid hours per week, shall receive the applicable contribution prorated (i.e., the number of paid hours per week will be compared to forty (40) hours per week to determine the basis of proration). Please note, a prorated contribution may subject the employee to an increased share of cost in the health premiums depending upon the employees' selected plans and Tier level.

**J. Life Insurance**

A life insurance policy of twice the employee's base salary will be provided to each regular full-time employee at no cost, subject to maximum coverage to \$150,000 without medical testing. The insurer shall require a medical exam and/or testing if the twice the employee's salary is greater than \$150,000. If the employee passes the medical exam and testing to the insurer's requirements, the District shall pay the additional premium.

Life insurance coverage shall be adjusted prospectively for all employees on at least an annual basis at one time to reflect changes in base salary over the prior year. The District shall have no obligation to adjust life insurance levels for individual employees more than annually time to reflect changes in their personal compensation level.

At the employees' cost, eligible employees may purchase available dependent life insurance for eligible spouse and dependents, subject to insurability.

**K. Long Term Disability**

The District provides and pays 100% of the premium for long-term disability insurance for regular full-time employees.

**L. Wellness Program**

Each fiscal year, regular full-time employees are eligible to participate in the District's Wellness Program. The District may provide a corporate gym membership (if available) or reimburse for eligible wellness related activities and/or products in accordance with procedures outlined in the Wellness Program Policy.

Reimbursements are subject to budget availability set by the Board each year. The per person wellness reimbursement cap is equal to the total wellness budget divided by the number of eligible positions. The amount received is considered a benefit in-kind and will be a taxable income for employees unless not required by local tax rules.

**M. Retirement Programs – Deferred Compensation/457**

Eligible employees may participate in the District's deferred compensation/457 plan as outlined in the Employee Handbook. The District shall make a matching contribution equal to ~~25%~~ 50% of the eligible employee's per pay period contribution, not to exceed a ~~\$1500.00~~ \$1600.00 cap per calendar year.

- Example 1: Employee Contribution: \$100.00 per pay period  
District ~~25%~~ 50% Contribution: \$ ~~25.00~~ 50.00 per pay period
- Example 2: Employee Contribution: \$230.00 per pay period  
District ~~25%~~ 50% Contribution: \$ ~~59.69~~ 115.00 per pay period
- Example 3: Employee Contribution: \$600.00 per pay period  
District ~~25%~~ 50% Contribution: \$ ~~150.00~~ 300.00 per pay period until \$1500 1600 annual cap is met

Both the employee and employer contributions combined must not exceed IRS limits. The District shall remit the employer and employee contributions no later than 30 days of each applicable pay day.

**N. Vacation Accrual**

In accordance with procedures outlined in the Employee Handbook, regular full-time employees accrue vacation leave while in paid status in accordance with the following schedule:

Years of Service	Hours Accrued Per Pay Period	
	Non-Exempt	Exempt
1 - 4	3.08	4.62
5 - 10	4.62	6.15
11 +	6.15	7.70
Max accrual = 2-year annual accrual rate		

Upon hire or promotion, eligible employees may be placed into a higher accrual tier at the discretion of the General Manager.

**O. Floating Holiday Accrual**

Effective Jan 1, 2023

Regular full-time employees entitled to holidays receive ~~three (3)~~ four (4) floating holidays per calendar year. Floating holidays must be used during the calendar year they are granted. Floating holiday time does not carry-over. Any floating holiday time not used within the calendar year will be cashed out in January of the following year.

Part-time regular employees shall receive floating holiday pay on a pro-rated basis by comparing their regularly-scheduled hours to a full-time (40-hour) per week schedule. For example, if a part-time regular employee is regularly scheduled thirty-two (32) hours per week, the employee would be entitled to twenty-four (24) hours of floating holiday time per calendar year.

New regular full-time and part-time employees whose date of hire is on or before June 30 shall accrue ~~three (3)~~ the full amount of floating holidays for that calendar year. New regular full-time and part-time employees whose date of hire is on or after July 1 shall accrue ~~1/2~~ half the amount of floating holidays in their first calendar year, and ~~three (3)~~ the full amount of floating holidays in the following calendar year and thereafter.

**O.P. Off Duty Education - Tuition Reimbursement**

Regular full-time employees may be eligible for tuition reimbursement utilizing procedures outlined in the Employee Handbook.

Regular full-time employees who desire to obtain skills and/or knowledge that enables them to become more proficient in their present duties and/or prepare them for future assignments. This education may occur after regular working hours at a college, vocational trade school, or through a self-study correspondence course that leads to a certificate, license or diploma related to the District operations.

Regular full-time non-exempt employees may receive reimbursement for approved off-duty educational expenses (including tuition, books, required fees, and parking) up to a maximum of \$1200 in any one fiscal year, in accordance with grades earned and rules set forth in the employee handbook.

Regular full-time exempt employees may receive full reimbursement (subject to the reimbursement budget cap set by the board each fiscal year) for pre-approved off-duty educational expenses (including tuition, books, required fees, and parking) in accordance with grades earned and rules set forth in the employee handbook.

**P.Q. Credential Reimbursement**

The District shall reimburse regular full-time employees for voluntary or required professional credentials, licenses, and/or certifications which enhances the employee’s usefulness to the District as a whole and to their jobs. The entire program shall be subject to rules established in the employee handbook and the General Manager’s approval.

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**RESOLUTION NO. 22-1049**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE JOSHUA BASIN WATER DISTRICT APPROVING THE COMPENSATION PLAN FOR THE EMPLOYEES**

**WHEREAS**, the Board of Directors of the Joshua Basin Water District (hereafter “District”), amends and restates the compensation plan for employees; and

**WHEREAS**, other benefits included in the employee handbook and any benefits provided prior to the adoption of Resolution No. 22-1049 remain in full affect.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Joshua Basin Water District hereby adopts the attached Employee Compensation Plan.

**ADOPTED, SIGNED, AND APPROVED** this 5<sup>th</sup> day of October 2022.

Ayes	_____
Noes	_____
Abstain	_____
Absent	_____

\_\_\_\_\_  
Thomas Floen, President, Board of Directors

\_\_\_\_\_  
Sarah Johnson, General Manager and Board Secretary

**JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA ITEM STAFF REPORT**

**Board of Directors Meeting**

**DATE: October 5, 2022**

**REPORT TO:** Board Members  
**PREPARED BY:** Sarah Johnson, General Manager  
**TOPIC:** **APPOINT A NEW JPIA REPRESENTATIVE**  
**RECOMMENDATION:** Board President to Appoint new JPIA Representative

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**ANALYSIS:** The Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) is a partnership of water agencies dedicated to avoiding the high cost of commercial insurance. Being a part of a risk-sharing pool for property, liability, workers' compensation and employee benefits, allows for more rate stability, broader coverage and expanded benefits and services than private insurance.

Former Director Unger was previously appointed as the JPIA Director Representative. Staff recommends that the Board President appoints a new JPIA Director Representative per admin code article 3.13.

**STRATEGIC PLAN ITEM:** 2.11 – Continuously update administrative policies and procedures

**FISCAL IMPACT:** N/A