

June Lake Public Utility District
P O Box 99
June Lake, CA 93529
Office 760-648-7778 Fax 760-648-6801

THERE WILL BE A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JUNE LAKE PUBLIC UTILITY DISTRICT ON WEDNESDAY, SEPTEMBER 18, 2024, AT 5:30 PM AT 2380 HWY 158, JUNE LAKE, CA., FOR THE FOLLOWING AGENDA:

OPEN MEETING

Pledge of Allegiance

ADDITIONS TO AGENDA

[Government Code Section 54954.2(b)(2)] Additions to the agenda may be considered when two-thirds of the board members present determine a need for immediate action, and the need to act came to the attention of JLPUD after the agenda was posted; this exception requires a degree of urgency. If fewer than two-thirds of the board members are present, all must affirm the action to add an item to the agenda. The Board shall call for public comment prior to voting to add any item to the agenda after posting.

PUBLIC COMMENT

Speakers should give their name, affiliation if any and the subject they wish to comment on. Comments are limited to three (3) minutes. Discussions will **not** occur at this time. Topics should be of interest to the District. Any person may address the Board at this time upon any subject within the jurisdiction of the JLPUD; however, any matter that requires action will be referred to Staff for report and action at a subsequent Board meeting.

CONSENT CALENDAR

Check Register for August 2024
ESCB – Checking Balance - \$198,575.94
A/R Past Due - \$2,701.77 (120 Days) - August 2024
LAIF-Aug 2024/King Statements – July 2024
Revenue Budget vs Actual Report – August 2024
Expenditure Budget vs Actual Report – August 2024
ESCB Credit Card Statements – August 2024

APPROVAL OF MINUTES

Approve Minutes from August 14, 2024 Regular Meeting

OLD BUSINESS

NEW BUSINESS

1. Review/Accept FYE 2022 Audit
2. Discuss/adopt Board Policies and Procedures
3. Adopt Resolution 2024-07 Dental Services Program
4. Discuss/Approve 2024-2027 Local 12 MOU

ONGOING UPDATE'S

1. Solar Panels at the WWTP
2. Rate Study

DIRECTOR'S/COMMITTEE MEMBER REPORT

O&M SUPERINTENDENT'S REPORT

MANAGER'S REPORT

EXECUTIVE (Closed) SESSION]

1. Public Employee, Performance Evaluation

Pursuant to Government Code 549654.5(e)

Position: General Manager

ADJOURNMENT

Note: at any time during a regular session, the Board may adjourn to a closed session to consider litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege. Authority: Government Code Section 11126(a)(d)(q). In compliance with the Americans with Disabilities Act if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (760) 648-7778. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 13, 102-35, 104 ADA Title II) Any public record, relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the District's office, 2380 Hwy 158, June Lake, CA 93529.

9/11/24

CONSENT CALENDAR

CHECK REGISTER – AUGUST 2024

ESCB CHECKING ACCOUNT BALANCE – \$198,575.94

PAST DUE A/R (120 DAYS) - \$2,701.77

LAIF-AUG 2024/KING STATEMENT – JULY 2024

REVENUE BUDGET vs ACTUALS (water/sewer) – AUG 2024

EXPENDITURE BUDGET vs ACTUAL REPORT (Water/Sewer) – AUG 2024

ESCB VISA CARD STATEMENTS – JULY 2024

JUNE LAKE PUBLIC UTILITY DISTRICT
 Combined Check Register
 For the Accounting Period: 8/24

Payroll

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes
3811	Pay P	Payroll	1361.19	8/24	08/01/24	
3812	Pay P	Payroll	2591.06	8/24	08/01/24	
3813	Pay P	Payroll	91.25	8/24	08/01/24	
3814	Pay P	Payroll	2178.12	8/24	08/01/24	
3815	Pay P	Payroll	182.50	8/24	08/01/24	
3816	Pay P	Payroll	103.33	8/24	08/01/24	
3817	Clm SC	350 JUNE LAKE FIRE PROTECTION DISTRIC - rent	700.00	8/24	08/02/24	CL 1943 700.00
3818	Clm SC	247 GENERAL STORE-small tools/supplies	105.05	8/24	08/02/24	CL 1944 105.05
3819	Clm SC	606 SOUTHERN CALIFORNIA EDISON	269.94	8/24	08/02/24	CL 1945 269.94
3820	Clm SC	274 HIGH COUNTRY LUMBER-supplies	1609.23	8/24	08/02/24	CL 1946 1609.23
3821	Clm SC	767 RIDER KIDWELL-sewer treatment class	75.00	8/24	08/02/24	CL 1947 75.00
3822	Clm SC	Medical reimbursement	180.57	8/24	08/02/24	CL 1948 180.57
3823	Clm SC	340 JON SIMMONS-consulting (mosquito)	250.00	8/24	08/02/24	CL 1949 250.00
3824	Clm SC	716 STREAMLINE-dues subscription	249.00	8/24	08/02/24	CL 1950 249.00
3825	Clm SC	671 VERIZON WIRELESS-cell	1195.98	8/24	08/02/24	CL 1951 1195.98
3826	Clm SC	755 EIDE BAILLY LLP-accounting	3239.50	8/24	08/02/24	CL 1952 3239.50
3827	Pay P	HEALTH SDRMA-health	13282.88	8/24	08/08/24	
3828	Clm SC	43 BEST, BEST & KRIEGER-legal	2174.40	8/24	08/09/24	CL 1953 2174.40
3829	Clm SC	23 AMERIGAS-utilities	24.85	8/24	08/09/24	CL 1954 24.85
3830	Clm SC	606 SOUTHERN CALIFORNIA EDISON-utilities	7387.36	8/24	08/09/24	CL 1955 7387.36
3831	Clm SC	745 CTR WATER INC-water/sewer contractual	5000.00	8/24	08/09/24	CL 1956 5000.00
3832	Clm SC	399 MAMMOTH COMM. WATER DISTRICT-labs	576.00	8/24	08/09/24	CL 1957 576.00
3833	Clm SC	766 Health deductible	1500.00	8/24	08/09/24	CL 1958 1500.00
3834	Clm SC	766 RHETT BUTLER-sewer treatment class	75.00	8/24	08/09/24	CL 1959 75.00
3835	Pay P	Payroll	1567.46	8/24	08/15/24	
3836	Pay P	Payroll	1796.68	8/24	08/15/24	
3837	Pay P	Payroll	182.50	8/24	08/15/24	
3838	Pay P	Payroll	2115.50	8/24	08/15/24	
3839	Pay P	LOCAL 12 TUOE, LOCAL 12	176.00	8/24	08/15/24	
3840	Clm SC	212 C.J. BROWN & COMPANY CPA-accounting	2132.00	8/24	08/16/24	CL 1960 2132.00
3841	Clm SC	97 CHANNEL UNION 76-fuel	2788.08	8/24	08/16/24	CL 1961 2788.08
3842	Clm SC	737 Visa-TK	597.63	8/24	08/16/24	CL 1962 597.63
3843	Clm SC	675 VISA	793.65	8/24	08/16/24	CL 1963 793.65
3844	Clm SC	233 FRONTIER COMMUNICATIONS-phone	1090.15	8/24	08/16/24	CL 1964 1090.15
3845	Clm SC	274 HIGH COUNTRY LUMBER-supplies	3197.13	8/24	08/16/24	CL 1965 3197.13
3846	Clm SC	301 IT MEDIC-IT support	332.50	8/24	08/16/24	CL 1966 332.50
3847	Clm SC	769 OPTIMUM BUSINESS-internet	170.00	8/24	08/16/24	CL 1967 170.00
3848	Clm SC	40 PACE ANALYTICAL SERVICES, LLC-labs	1370.00	8/24	08/16/24	CL 1968 1370.00
3849	Clm SC	662 USA BLUE BOOK-supplies	437.58	8/24	08/16/24	CL 1969 437.58
3850	Clm SC	679 WAGNER & BONSIGNORE-engineering	40.00	8/24	08/16/24	CL 1970 40.00
3851	Clm C	787 SONICWALL-IT security	0.00	8/24	08/19/24	
3852	Clm C	788 BLUEALLY TECHNOLOGY SOLUTIONS LLC-IT security	0.00	8/24	08/19/24	
3853	Pay P	Payroll	1511.13	8/24	08/29/24	
3854	Pay P	Payroll	1869.86	8/24	08/29/24	
3855	Pay P	Payroll	2356.95	8/24	08/29/24	
3856	Clm SC	606 SOUTHERN CALIFORNIA EDISON-utilities	5506.57	8/24	08/28/24	CL 1973 5506.57
3857	Clm SC	722 FILMTEC CORPORATION-supplies	1217.21	8/24	08/28/24	CL 1974 1217.21
3858	Clm SC	265 HACH-supplies	6591.01	8/24	08/28/24	CL 1975 6591.01
3859	Clm SC	47 LINDE GAS & EQUIPMENT INC.-supplies	66.16	8/24	08/28/24	CL 1976 66.16
3860	Clm SC	465 NAPA OF BISHOP-parts	72.47	8/24	08/28/24	CL 1977 72.47
3861	Clm SC	40 PACE ANALYTICAL SERVICES, LLC-labs	275.00	8/24	08/28/24	CL 1978 275.00
3862	Clm SC	345 Dental	280.80	8/24	08/28/24	CL 1979 280.80
3863	Clm SC	399 MAMMOTH COMM. WATER DISTRICT-labs	2814.31	8/24	08/28/24	CL 1980 2814.31
3864	Clm SC	611 STATE WATER RESOURCES CNTL BRD	125.00	8/24	08/28/24	CL 1982 125.00
-88845	Pay P	Employee Payroll	2014.51	8/24	08/01/24	

California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

September 11, 2024

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

JUNE LAKE PUBLIC UTILITY DISTRICT

SECRETARY
P.O. BOX 99
JUNE LAKE, CA 93529

[Tran Type Definitions](#)

Account Number: 85-26-001

August 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
8/13/2024	8/9/2024	RW	1758430	1718951	TODD KIDWELL	-65,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,877,046.18
Total Withdrawal:	-65,000.00	Ending Balance:	2,812,046.18



Statement for the Period July 1, 2024 to July 31, 2024

JUNE LAKE PUBLIC UTILITY DISTRICT - Corporation
Account Number: A4B-574244



Securities offered through Cambridge Investment Research, Inc. Member FINRA/SIPC.
Advisory services through Cambridge Investment Research Advisors, Inc., a Registered Investment Advisor. Cambridge and King Capital Advisors are not affiliated.

Account Overview

CHANGE IN ACCOUNT VALUE	Current Period	Year-to-Date
BEGINNING VALUE	\$1,225,751.19	\$1,196,989.54
Additions and Withdrawals	\$0.00	\$0.00
Misc. & Corporate Actions	\$0.00	\$0.00
Income	\$2,187.18	\$30,048.63
Taxes, Fees and Expenses	\$0.00	\$0.00
Change in Value	\$6,718.67	\$7,618.87
ENDING VALUE (AS OF 07/31/24)	\$1,234,657.04	\$1,234,657.04
Total Accrued Interest	\$7,998.80	
Ending Value with Accrued Interest	\$1,242,655.84	

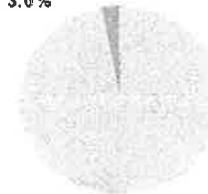
Refer to Miscellaneous Footnotes for more information on Change in Value.

INCOME	Current Period	Year-to-Date
TAXABLE		
Taxable Dividends	\$143.02	\$529.97
Taxable Interest	\$2,044.16	\$29,518.66
TOTAL TAXABLE	\$2,187.18	\$30,048.63
TOTAL INCOME	\$2,187.18	\$30,048.63

Taxable income is determined based on information available to NFS at the time the statement was prepared, and is subject to change. Final information on taxation of interest and dividends is available on Form 1099-Div, which is mailed in February of the subsequent year.

ACCOUNT ALLOCATION

Bank Deposits 0.2%
Money Markets 3.0%



CDs 96.8%

	Percent	Prior Period	Current Period
Money Markets	3.0 %	\$0.00	\$36,143.02
Bank Deposits	0.2	\$36,890.90	\$2,931.56
CDs	96.8	\$1,188,860.29	\$1,195,582.46
TOTAL	100.0 %	\$1,225,751.19	\$1,234,657.04

Account Allocation shows the percentage that each asset class represents of your total account value. Account Allocation for equities, fixed income, and other categories may include mutual funds and may be net of short positions. NFS has made assumptions concerning how certain mutual funds are allocated. Closed-end mutual funds and Exchange Traded Products (ETPs) listed on an exchange may be included in the equity allocation. The chart may not reflect your actual portfolio allocation. Consult your broker/dealer prior to making investment decisions.

JUNE LAKE PUBLIC UTILITY DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 24

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
10 SEWER						
4100 TAXES						
	4110 Property Tax & Assmt Cur Secured	7,044.38	7,044.38	451,735.00	444,690.62	2 %
	4120 Property Tax & Assmt Cur Unsecured	939.50	939.50	57,159.00	56,219.50	2 %
	Account Group Total:	7,983.88	7,983.88	508,894.00	500,910.12	2 %
4300 CHARGES FOR SERVICES						
	4310 User Service Charge	-40.64	49,068.68	504,748.00	455,679.32	10 %
	4330 Delinquent User Chgs	-8.02	460.64	6,035.00	5,574.36	8 %
	4332 Other Serv Chgs	0.00	1,640.58	13,620.00	11,979.42	12 %
	Account Group Total:	-48.66	51,169.90	524,403.00	473,233.10	10 %
4600 LEASES, INTEREST and LATE CHARGES						
	4610 Interest From Investments	0.00	0.00	42,652.00	42,652.00	0 %
	4611 Interest Gain/Loss from Market Value	0.00	0.00	23,124.00	23,124.00	0 %
	4620 Cell Tower Lease SBA	0.00	1,210.00	12,803.00	11,593.00	9 %
	Account Group Total:	0.00	1,210.00	78,579.00	77,369.00	2 %
4700 FEES						
	4705 Returned Check Fee	0.00	0.00	123.00	123.00	0 %
	4710 Inspection Fees	0.00	0.00	432.00	432.00	0 %
	4720 Connection Fees	0.00	0.00	28,709.00	28,709.00	0 %
	4730 Tapping Fee	0.00	0.00	2,036.00	2,036.00	0 %
	Account Group Total:	0.00	0.00	31,300.00	31,300.00	0 %
	Fund Total:	7,935.22	60,363.78	1,143,176.00	1,082,812.22	5 %
20 WATER						
4100 TAXES						
	4110 Property Tax & Assmt Cur Secured	7,044.39	7,044.39	451,735.00	444,690.61	2 %
	4120 Property Tax & Assmt Cur Unsecured	939.51	939.51	57,159.00	56,219.49	2 %
	Account Group Total:	7,983.90	7,983.90	508,894.00	500,910.10	2 %
4300 CHARGES FOR SERVICES						
	4310 User Service Charge	-11,081.44	60,003.05	469,731.00	409,727.95	13 %
	4315 Water Sales - Other	0.00	0.00	14,730.00	14,730.00	0 %
	4332 Other Serv Chgs	0.00	622.03	3,110.00	2,487.97	20 %
	Account Group Total:	-11,081.44	60,625.08	487,571.00	426,945.92	12 %
4600 LEASES, INTEREST and LATE CHARGES						
	4610 Interest From Investments	0.00	0.00	10,112.00	10,112.00	0 %
	Account Group Total:	0.00	0.00	10,112.00	10,112.00	0 %
4700 FEES						
	4705 Returned Check Fee	0.00	0.00	123.00	123.00	0 %
	4710 Inspection Fees	0.00	0.00	430.00	430.00	0 %
	4720 Connection Fees	0.00	0.00	14,205.00	14,205.00	0 %
	4730 Tapping Fee	0.00	0.00	3,158.00	3,158.00	0 %
	4735 Reconnection Fee	0.00	100.00	200.00	200.00	33 %

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JUNE LAKE PUBLIC UTILITY DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 24

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Report ID: B110C

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20	WATER					
4740	Other Oper Revenues	0.00	0.00	625.00	625.00	0 %
4750	Fixture Costs	0.00	0.00	1,584.00	1,584.00	0 %
	Account Group Total:	0.00	100.00	20,425.00	20,325.00	0 %
	Fund Total:	-3,097.54	68,708.98	1,027,002.00	958,293.02	7 %
	Grand Total:	4,837.68	129,072.76	2,170,178.00	2,041,105.24	6 %

JUNE LAKE PUBLIC UTILITY DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10	SEWER						
5300	SEWER						
5310	Sewer Collection						
110	Salaries	2,447.73	6,402.60	70,000.00	70,000.00	63,597.40	9%
210	Supplies	15.32	15.32	8,000.00	8,000.00	7,984.68	0%
310	Contractual Services	2,814.31	2,814.31	170,000.00	170,000.00	167,185.69	2%
320	Utilities	3,340.30	6,463.68	30,000.00	30,000.00	23,536.32	22%
	Account Total:	8,617.66	15,695.91	278,000.00	278,000.00	262,304.09	6%
5330	Sewer Treatment						
110	Salaries	4,339.35	8,857.63	75,200.00	75,200.00	66,342.37	12%
210	Supplies	10,836.41	12,320.64	10,500.00	10,500.00	-1,820.64	117%
310	Contractual Services	5,093.08	5,126.16	5,000.00	5,000.00	-126.16	103%
320	Utilities	7,393.79	7,393.79	65,000.00	65,000.00	57,606.21	11%
	Account Total:	27,662.63	33,698.22	155,700.00	155,700.00	122,001.78	22%
5340	Mosquito						
110	Salaries	1,828.20	2,445.95	7,700.00	7,700.00	5,254.05	32%
210	Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
310	Contractual Services	250.00	250.00	1,700.00	1,700.00	1,450.00	15%
	Account Total:	2,078.20	2,695.95	10,400.00	10,400.00	7,704.05	26%
	Account Group Total:	38,358.49	52,090.08	444,100.00	444,100.00	392,009.92	12%
6100	Administrative and General						
6100	Administrative and General						
110	Salaries	11,074.64	21,746.08	134,457.00	134,457.00	112,710.92	16%
111	Directors Fees	350.00	650.00	2,200.00	2,200.00	1,550.00	30%
112	Vac/Hol/SL	8,894.45	15,924.25	61,000.00	61,000.00	45,075.75	26%
113	Travel, Meetings & Mileage	0.00	0.00	3,700.00	3,700.00	3,700.00	0%
120	PERS Emplr Contribution	2,997.09	5,800.54	30,000.00	30,000.00	24,199.46	19%
121	CalPers Unfunded Liability	0.00	0.00	37,000.00	37,000.00	37,000.00	0%
130	Health Insurance	6,578.04	12,598.55	60,000.00	60,000.00	47,401.45	21%
131	Dental/Vision Insurance	230.68	230.68	1,500.00	1,500.00	1,269.32	15%
132	LTD & Life Ins	0.00	199.56	3,000.00	3,000.00	2,800.44	7%
140	State Compensation	0.00	16,956.36	20,700.00	20,700.00	3,743.64	82%
150	Employer Social Security	21.70	40.30	600.00	600.00	559.70	7%
151	Employer Medicare	428.86	838.26	4,700.00	4,700.00	3,861.74	18%
220	Gas, Oil & Fuel	1,289.15	1,289.15	12,000.00	12,000.00	10,710.85	11%
225	Maintenance, Vehicle & Contractual	154.51	154.51	3,305.00	3,305.00	3,150.49	5%
240	Office Expenses	29.99	135.83	6,300.00	6,300.00	6,164.17	2%
250	Communication	1,217.91	1,837.87	13,600.00	13,600.00	11,762.13	14%
270	Sm Tools & Supplies	551.81	588.86	2,400.00	2,400.00	1,811.14	25%
310	Contractual Services	290.75	608.33	5,000.00	5,000.00	4,391.67	12%
320	Utilities	5.99	5.99	480.00	480.00	474.01	1%
330	Publication & Notices	262.50	262.50	0.00	0.00	-262.50	0%
340	Dues, Subsc & Fees	649.83	1,955.31	39,000.00	39,000.00	37,044.69	5%
350	Professional Svcs	3,792.95	3,792.95	40,000.00	40,000.00	36,207.05	9%
355	Property Tax Admin Fee	0.00	0.00	8,600.00	8,600.00	8,600.00	0%
360	Gen'l Insurance	0.00	18,755.45	18,000.00	18,000.00	-755.45	104%
380	Rents & Leases	350.00	700.00	3,800.00	3,800.00	3,100.00	18%
705	Capital Equipment - Vehicles	0.00	0.00	30,000.00	30,000.00	30,000.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 SEWER							
	Account Total:	39,170.85	105,071.33	541,342.00	541,342.00	436,270.67	19%
	Account Group Total:	39,170.85	105,071.33	541,342.00	541,342.00	436,270.67	19%
6300 USFS							
6310 USFS MAINT							
110 Salaries		609.17	1,717.17	3,700.00	3,700.00	1,982.83	46%
	Account Total:	609.17	1,717.17	3,700.00	3,700.00	1,982.83	46%
	Account Group Total:	609.17	1,717.17	3,700.00	3,700.00	1,982.83	46%
	Fund Total:	78,138.51	158,878.58	989,142.00	989,142.00	830,263.42	16%
20 WATER							
5400 WATER							
5420 Pumping							
320 Utilities		1,271.94	3,305.17	33,000.00	33,000.00	29,694.83	10%
	Account Total:	1,271.94	3,305.17	33,000.00	33,000.00	29,694.83	10%
5430 Water Treatment							
110 Salaries		7,106.95	13,585.99	100,500.00	100,500.00	86,914.01	14%
210 Supplies		0.00	60.00	30,000.00	30,000.00	29,940.00	0%
310 Contractual Services		3,411.29	3,960.37	20,000.00	20,000.00	16,039.63	20%
320 Utilities		1,170.70	2,062.45	25,538.00	25,538.00	23,475.55	8%
	Account Total:	11,688.94	19,668.81	176,038.00	176,038.00	156,369.19	11%
5440 Transmission and Distribution							
110 Salaries		1,968.73	4,252.60	29,000.00	29,000.00	24,747.40	15%
210 Supplies		14.56	14.56	8,000.00	8,000.00	7,985.44	0%
310 Contractual Services		0.00	8,661.47	20,000.00	20,000.00	11,338.53	43%
706 Capital Equipment - Other		0.00	0.00	6,000.00	6,000.00	6,000.00	0%
	Account Total:	1,983.29	12,928.63	63,000.00	63,000.00	50,071.37	21%
5450 Meter							
110 Salaries		880.52	2,417.85	10,000.00	10,000.00	7,582.15	24%
210 Supplies		0.00	529.70	40,000.00	40,000.00	39,470.30	1%
	Account Total:	880.52	2,947.55	50,000.00	50,000.00	47,052.45	6%
	Account Group Total:	15,824.69	38,850.16	322,038.00	322,038.00	283,187.84	12%
6100 Administrative and General							
6100 Administrative and General							
110 Salaries		10,755.64	21,029.09	120,000.00	120,000.00	98,970.91	18%
111 Directors Fees		350.00	650.00	2,100.00	2,100.00	1,450.00	31%
112 Vac/Hol/SL		539.49	1,284.87	13,000.00	13,000.00	11,715.13	10%
113 Travel, Meetings & Mileage		0.00	0.00	4,300.00	4,300.00	4,300.00	0%
120 PERS Emplr Contribution		1,800.28	3,767.14	21,830.00	21,830.00	18,062.86	17%
121 CalPers Unfunded Liability		0.00	0.00	60,000.00	60,000.00	60,000.00	0%
130 Health Insurance		5,791.12	10,639.77	45,000.00	45,000.00	34,360.23	24%
131 Dental/Vision Insurance		230.69	230.69	4,000.00	4,000.00	3,769.31	6%
132 LTD & Life Ins		0.00	199.55	2,900.00	2,900.00	2,700.45	7%

08/28/24
16:29:43

JUNE LAKE PUBLIC UTILITY DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 24

Page: 3 of 3
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 WATER							
140	State Compensation	0.00	16,956.35	21,000.00	21,000.00	4,043.65	81%
150	Employer Social Security	21.70	40.30	3,000.00	3,000.00	2,959.70	1%
151	Employer Medicare	313.75	627.76	3,800.00	3,800.00	3,172.24	17%
220	Gas, Oil & Fuel	1,289.14	1,289.14	11,500.00	11,500.00	10,210.86	11%
225	Maintenance, Vehicle & Contractual	154.51	154.51	4,000.00	4,000.00	3,845.49	4%
240	Office Expenses	29.98	135.82	6,500.00	6,500.00	6,364.18	2%
250	Communication	1,308.22	2,062.49	15,000.00	15,000.00	12,937.51	14%
270	Sm Tools & Supplies	551.78	588.83	3,500.00	3,500.00	2,911.17	17%
310	Contractual Services	290.75	608.33	20,000.00	20,000.00	19,391.67	3%
320	Utilities	6.00	6.00	354.00	354.00	348.00	2%
330	Publication & Notices	262.50	262.50	0.00	0.00	-262.50	0%
340	Dues, Subsc & Fees	374.84	1,923.01	25,000.00	25,000.00	23,076.99	8%
350	Professional Svcs	3,792.95	3,792.95	20,000.00	20,000.00	16,207.05	19%
355	Propterty Tax Admin Fee	0.00	0.00	9,000.00	9,000.00	9,000.00	0%
360	Gen'l Insurance	0.00	18,755.45	18,000.00	18,000.00	-755.45	104%
380	Rents & Leases	350.00	700.00	4,000.00	4,000.00	3,300.00	18%
705	Capital Equipment - Vehicles	0.00	0.00	30,000.00	30,000.00	30,000.00	0%
	Account Total:	28,213.34	85,704.55	467,784.00	467,784.00	382,079.45	18%
	Account Group Total:	28,213.34	85,704.55	467,784.00	467,784.00	382,079.45	18%
	Fund Total:	44,038.03	124,554.71	789,822.00	789,822.00	665,267.29	16%
	Grand Total:	122,176.54	283,433.29	1,778,964.00	1,778,964.00	1,495,530.71	16%



Rewards™

Bonus Points Available
 77,452

Account Summary

Billing Cycle		08/01/2024
Days In Billing Cycle		31
Previous Balance		\$2,711.13
Purchases	+	\$793.65
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,711.13
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$793.65

Credit Summary

Total Credit Line	\$12,500.00
Available Credit Line	\$11,706.35
Available Cash	\$1,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

- Call us at: (800) 883-0131
Lost or Stolen Card: (800) 883-0131
- Go to MyCardStatement.com
- Write us at PO BOX 105666, ATLANTA, GA 30348-5666

Payment Summary

NEW BALANCE	\$793.65
MINIMUM PAYMENT	\$793.65
PAYMENT DUE DATE	08/26/2024

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/05	07/07	PBUS01	244921	ADOBE *ADOBE	\$19.99
07/16	07/17		740097	PAYMENT - THANK YOU	\$2,711.13
07/18	07/18	PBUS01	242042	MSFT * E0700T21SW 800-6427676 WA	\$12.50
07/17	07/18	PBUS01	244309	MSFT * E0700T1ZES MSBILL.INFO WA	\$86.00
07/25	07/26	PBUS01	246921	Blink amzn.com/bill WA	\$100.00
07/27	07/28	PBUS01	240362	ADOBE *ADOBE	\$19.99
07/28	07/29	PBUS01	240362	ADOBE *ADOBE	\$19.99
07/28	07/29	PBUS01	246921	B2B Prime*RV2ZH7BV2 Amzn.com/bill WA	\$535.18

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

TCM BANK NA
 PO BOX 105666
 ATLANTA GA 30348-5666

Account Number

####-####-####-4604

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
08/01/24	\$793.65	\$793.65	08/26/24

\$

JUNE LAKE PUBLIC UTILITY
 PO BOX 99
 JUNE LAKE CA 93529-0099

MAKE CHECK PAYABLE TO:



VISA
 PO BOX 6818
 CAROL STREAM IL 60197-6818



Rewards Bonus Points Available **33,988**

Account Summary

Billing Cycle		08/01/2024
Days In Billing Cycle		31
Previous Balance		\$92.09
Purchases	+	\$597.63
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$92.09
Other Charges	+	\$0.00
Finance Charges	+	\$0.00
NEW BALANCE		\$597.63

Account Inquiries

Call us at: (800) 883-0131
 Lost or Stolen Card: (800) 883-0131

Go to MyCardStatement.com

Write us at PO BOX 105666, ATLANTA, GA 30348-5666

Credit Summary

Total Credit Line	\$12,500.00
Available Credit Line	\$11,902.37
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Payment Summary

NEW BALANCE	\$597.63
MINIMUM PAYMENT	\$597.63
PAYMENT DUE DATE	08/26/2024

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/08	07/09	PBUS01	240007	DODGE CONSTRUCTION NET HTTPSWWW.CON	\$525.00
07/15	07/16	PBUS01	246921	AMAZON MKTPL Amzn.com/bill WA	\$26.76
07/16	07/17		740097	PAYMENT - THANK YOU	\$92.09
07/22	07/23	PBUS01	246921	AMAZON MKTPL Amzn.com/bill WA	\$14.56
07/27	07/28	PBUS01	240113	ZOOM.US	\$15.99
07/30	07/31	PBUS01	246921	AMZN Mktp US Amzn.com/bill WA	\$15.32

cRewards Bonus Points Information as of 07/31/2024

Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
33,405	583	0	0	33,988

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

TCM BANK NA
 PO BOX 105666
 ATLANTA GA 30348-5666

Account Number
 #####-#####-7037

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
08/01/24	\$597.63	\$597.63	08/26/24

\$

JUNE LAKE PUBLIC UTILITY
 PO BOX 99
 JUNE LAKE CA 93529-0099

MAKE CHECK PAYABLE TO:



VISA
 PO BOX 6818
 CAROL STREAM IL 60197-6818

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
JUNE LAKE PUBLIC UTILITY DISTRICT

President Hallum called the regular meeting of August 14, 2024, of the Board of Directors of the June Lake Public Utility District (JLPUD) to order at 5:31 p.m.

Pledge of Allegiance

A. ROLL CALL

Directors Present: Hallum, Fogg, Logan & Hunt
Staff Present: General Manager Kidwell, Secretary Morgan
Staff absent: Superintendent Blaisdell, Director Walsh

B. ADDITIONS TO AGENDA – GM Kidwell added Closed Session, 54957.6, Salaries, Legislative Body of Local Agencies; Salaries, Salary Schedules or Fringe Benefits; Mandatory Subjects.

C. PUBLIC COMMENT

D. CONSENT CALENDAR

Board action: to accept Consent Calendar as written.

Motion by: Director Hunt
Seconded by: Director Logan
Motion: passed unanimously

E. APPROVAL OF MINUTES

1. Board action: to approve Regular Minutes from July 13, 2024, as written.

Motion by: Director Hunt
Seconded by: Director Logan
Motion: passed unanimously

F. OLD BUSINESS - None

G. NEW BUSINESS

1. Board action to Accept Resolution No. 2024-06, The Requesting County Elections to Conduct the Election, Requesting Consolidation of the Election and Specifications of the Election Order.

Motion by: Director Hunt
Seconded by: Director Logan
Motion: passed unanimously

H. ONGOING PROJECT UPDATES

1. Solar Panels at WWTP: Pam Bold will attend the September Board meeting and provide a solar presentation for the WWTP proposed project.

2. Rate Study: No new information has been requested and is very close to being completed.

I. DIRECTOR'S/COMMITTEE REPORT

Finance Committee: None
Personnel Committee: None
Treasurer: None

J. O&M SUPERINTENDENT REPORT -No report

K. MANAGER REPORT

1. Completed work on Union Negotiations.
2. Continued work with Specialized Utilities Program (SUSP) on our rate study that is underway.
3. Worked with Fedak & Brown and Mr. Martinez (CPA) on our 2022 audit. The 2022 audit is now complete. We are now working on FY 2023 and expect that to be completed in August 2024 and ready for review in September.
4. High Sierra Energy (Pam Bold) has requested to attend the September board meeting to discuss the proposed WWTP Solar Project.
5. We have continued to increase our Mosquito Abatement efforts. Director Hunt says Field Staff should learn the biology of mosquitos to better understand mosquito abatement.
6. Continued to work with Sancon to plan for our continued Sewer Slip Line Project for 2024. Slip Lining will start mid-September. Once completed we should be at 60%-70% completed on the slip lining.
7. Scheduled inspection of our water tanks. This is scheduled for fall to late fall. Director Hunt says there are "No Hazardous" signs/placards on the Water plants. GM Kidwell says he will get the appropriate hazardous placards and post them.
8. Worked with Director Hunt on a new Policy and Procedures manual. They are working on sections at a time.
9. Recieved confirmation that our new Vactor truck is scheduled to be completed in September 2024. This truck should arrive the first week of September. Currently only one employee has a Class B license and is qualified to drive the truck. All employees will be trained in how to operate the Vactor truck and all its functions. The Vactor truck will be stored at the WWTP.

L. Closed Open Session at 6:03 pm (Director Hunt, Director Logan)

M. Open Executive Session at 6:03 pm (Director Logan, Director Fogg)

N. Close Executive Session at 6:18 pm (Director Logan, Director Fogg)

O. Opened Open Session at 6:18 pm (Director Logan, Director Fogg)

P. Executive Session report: Discussion only.

Next meeting scheduled for Wednesday September 4, 2024, at 5:30 pm.

Q. ADJOURNMENT

There being no further business, it was moved, seconded, and unanimously passed to adjourn at 6:18 pm (Director Logan, Director Fogg).

Respectfully Submitted,



Heather Morgan
Ex-Officio Secretary



SECTION 1000

GENERAL

Policy 1000	Adoption/Amendment of Policies
Policy 1005	Association Memberships
Policy 1010	Basis of Authority
Policy 1015	Board Secretary
Policy 1020	Board/Staff Communication
Policy 1025	Claims Against the District
Policy 1030	Code of Ethics
Policy 1035	Conflict of Interest
Policy 1040	Correspondence to the Board
Policy 1045	Legal Counsel and Auditor
Policy 1050	Overview of the General Manager's Role
Policy 1055	Legislative Advocacy
Policy 1060	Digital Signature

SECTION 2000

ADMINISTRATION

Section 2100	Financial Management
Policy 2100	Accounts Receivable Policy
Policy 2105	Asset Protection and Fraud in the Workplace
Policy 2110	Budget Preparation
Policy 2115	Credit Card Use
Policy 2120	Employment of Outside Contractors and Consultants
Policy 2125	Expense Authorization
Policy 2130	Investment of District Funds
Policy 2135	Purchasing
Policy 2140	Receiving/Depositing Remittances
Policy 2145	Records Retention
Policy 2150	Reserve Policy
Policy 2155	Debt Management
Policy 2160	Internal Controls
Policy 2165	Procurement Procedures for Federal Awards
Section 2200	Inventory & Property Management
Policy 2200	Disposal Surplus Property or Equipment
Policy 2205	District Electronic Resources Policy and Procedures
Policy 2210	Use/rental of District Facility
Policy 2215	Naming of District Parks and Facilities
Policy 2220	Flag Display



Section 2300 Risk Management

- Policy 2300 Emergency Preparedness
- Policy 2305 Emergency Response Guideline for Hostile or Violent Incidents
- Policy 2310 Workers' Compensation

Section 2400 Communications & Technology

- Policy 2400 Customer Relations
- Policy 2405 Press Relations
- Policy 2410 Public Complaints
- Policy 2415 Social Media Use
- Policy 2420 Web Page
- Policy 2425 California Public Records Act Response Procedures
- Policy 2430 Electronic Document Retention
- Policy 2435 Unmanned Aerial System Use

SECTION 3000 PERSONNEL

Section 3100 Employment Practices

- Policy 3100 Accommodations for Disability
- Policy 3102 Demotion – Nondisciplinary
- Policy 3104 Disciplinary Action
- Policy 3106 Driver Training and Record Review
- Policy 3108 Drug and Alcohol Testing
- Policy 3110 Employee Information/Emergency Data
- Policy 3112 Employee Promotion
- Policy 3114 Employee Records
- Policy 3116 Employee Status
- Policy 3118 Equal Opportunity
- Policy 3120 Grievance Procedure
- Policy 3122 Hours of Work and Overtime
- Policy 3124 Letters of Recommendation
- Policy 3126 Nepotism
- Policy 3128 Payroll Deductions for Salaried Employees
- Policy 3130 Performance Evaluation
- Policy 3134 Recruitment and Hiring
- Policy 3136 Separation from District Employment
- Policy 3138 Temporary Reclassifications
- Policy 3140 Unlawful Harassment
- Policy 3141 Inclusive Workplace



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- Policy 3142 Whistleblowing
 - Policy 3144 Telecommuting (exempt employee)
 - Policy 3146 Lactation Accommodation
 - Policy 3148 Termination
 - Policy 3150 Volunteer Policy

Section 3200 Standards of Conduct

- Policy 3200 Dress Code and Personal Standards
- Policy 3205 Housekeeping
- Policy 3210 Outside Employment
- Policy 3215 Receipt of Gifts
- Policy 3220 Uniforms and Protective Clothing

Section 3300 Communications

- Policy 3300 Internet, E-Mail and Electronic Communications
- Policy 3305 Cell Phone and Wireless Communication Device Policy

Section 3400 Compensation & Benefits

- Policy 3400 Authorized Leave
- Policy 3405 Bereavement Leave
- Policy 3410 Catastrophic Time Bank
- Policy 3415 Compensation
- Policy 3420 Educational Assistance
- Policy 3425 Family and Medical Leave
- Policy 3427 California Family Rights Act Leave
- Policy 3430 Holidays
- Policy 3435 Jury Duty
- Policy 3440 Leave for Crime Victims and Family Members
- Policy 3445 Military Leave
- Policy 3450 Pregnancy Disability Leave
- Policy 3455 Rest & Meal Periods
- Policy 3460 Sick Leave
- Policy 3465 Time Keeping/Time Records
- Policy 3470 Time off for Children – School Activities
- Policy 3475 Time off to Vote
- Policy 3480 Unauthorized Voluntary Absence
- Policy 3485 Use of Make up Time
- Policy 3490 Vacations
- Policy 3495 Workers' Compensation Leave
- Policy 3497 Longevity



Policy 3499 Reimbursement

Section 3500 Health, Safety & Security

Policy 3500 Employee Assistance During Response to Emergency Situations
Policy 3505 Health and Welfare Benefits
Policy 3510 Illness and Injury Prevention Program
Policy 3515 Smoke-free Workplace
Policy 3520 Substance Abuse
Policy 3525 Workplace Violence Prevention

Section 4000 BOARD

Section 4100 Board of Directors

Policy 4100 Attendance at Meetings
Policy 4105 Committees of the Board of Directors
Policy 4110 Duties of Board President
Policy 4115 Ethics Training
Policy 4120 Members of the Board of Directors
Policy 4125 Training, Education and Conferences

Section 4200 Board Meetings

Policy 4200 Board Actions and Decisions
Policy 4205 Board Meeting Agenda
Policy 4210 Board Meeting Conduct
Policy 4215 Brown Act Compliance – Open Meeting Requirements
Policy 4220 Minutes of Board Meetings
Policy 4225 Review of Administrative Decisions
Policy 4230 Rules of Order for Conduct of Board and Committee Meetings
Policy 4235 Types of Board Meetings
Policy 4240 Board Member Teleconferencing



POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1000

1000.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the General Manager at a meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.



POLICY TITLE: Accommodations for Disability

POLICY NUMBER: 3100

3100.1 The employment related provisions of the Fair Employment and Housing Act ("FEHA") and the Americans with Disabilities Act ("ADA") apply to all employees and job applicants seeking employment with the District. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

3100.2 The District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result, in accordance with federal or state law. An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform the General Manager, or his or her supervisor, to request an evaluation of such an accommodation. The District will participate in the interactive process with the employee in order to determine whether or not a reasonable accommodation, which does not present undue hardship to the District, exists.

Employee or applicant should contact his or her supervisor, Human Resources Manager, or the General Manager for further information.



POLICY TITLE: Demotion – Non-disciplinary

POLICY NUMBER: 3102

3102.1 The General Manager may demote an employee, with the written consent of the employee, to a vacant position in lieu of layoff, provided the employee possesses the desired qualifications for the position to which he/she is assigned.

3102.2 At least five working days before a non-disciplinary demotion becomes effective, written notice of the action shall be provided to the employee and the payroll department.

3102.3 The General Manager shall provide the employee with written job duties within five working days of starting the new position and a written performance review within six months. The employee shall be subject to a probationary period, generally a six month period. In the event that the employee does not perform satisfactorily within the probationary period, the General Manager shall have the discretion of extending the employee's probationary period or terminating the employee.



POLICY TITLE: Driver Training and Record Review
POLICY NUMBER: 3106

3106.1 Purpose. The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by: (a) applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business; (b) establishing disciplinary procedures for different types of driving violations.

3106.2 Scope. This policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District. Directors are encouraged to provide their license information, but cannot be required to do so in accordance with State law.

3106.3 Implementation. [DISTRICT NAME] shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a.: "Pull Program"). Records for anyone operating vehicles on District business shall be requested from DMV: (a) every six months; and, (b) immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.

3106.4 Review Criteria. Information that will be generated during the record review will include: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (d) Vehicle Code violations.

3106.5 Disciplinary Procedures:

- a) A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:
 - 1) They earn two points within 36 months of report date; or,
 - 2) They receive any moving violation in a District vehicle within 36 months of report date; or,
 - 3) They are involved in an accident within 36 months of report date.
- b) A driver will be placed on a 12-month driving probation if they earn three to five points within 36 months of report date. Additional point violations within this probation period will affect a 120-day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.
- c) A driver will be suspended from District driving privileges for 120 days if:
 - 1) They earn four or more points within 24 months of report date; or,
 - 2) They earn six or more points within 36 months of report date; or,
 - 3) They receive a citation for DUI, reckless driving, or speed contest on personal time within 36 months of report date; or,
 - 4) If they are involved in two chargeable (resulting in a point violation) accidents within 24 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.



-
- d) A driver will be permanently suspended of District driving privileges if:
 - 1) They receive a citation for DUI, reckless driving, or speed contest during District business within 36 months of report date; or, They receive two citations for DUI, two citations for reckless driving, or two citations for speed contest on personal time within 12 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.
 - e) Occasionally, it may be brought to the District's attention that an employee is exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

3106.6 Defensive Driver Training. All drivers shall attend an approved defensive driver-training course at least once every four years or more often as specified in Disciplinary Procedures, above. Directors are encouraged to attend courses, but cannot be required to do so in accordance with State law.



POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4100

4100.1 Members of the Board of Directors are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence.

To be counted as present for any meeting, Board Members must be present for the duration of the meeting.

Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

A Board Member who will be absent for good cause may notify the President by electronic transmission (email), telephone communication, or letter. The President shall notify the General Manager and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.

A vacancy shall occur if a Board Member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board.



POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4105

4105.1 Temporary Advisory Committees:

The Board President shall appoint any such temporary advisory committees as may be deemed necessary or advisable by the President or the Board. The purpose of a temporary advisory committee and the time allowed to accomplish that purpose shall be outlined at the time of appointment. A temporary advisory committee shall be considered dissolved when its purpose has been accomplished or when the timeframe for its existence has expired, whichever occurs first.

4105.1.1 A temporary advisory committee shall be comprised solely of members of the Board, and shall consist of less than a majority of Board Members.

4105.1.2 A temporary advisory committee may make recommendations to the Board. The Board may not delegate any decision-making power to a temporary advisory committee.

4105.1.3 A temporary advisory committee shall meet on an as needed basis and shall not have a meeting schedule fixed by charter, ordinance, resolution, or formal action of the Board.

4105.2 Standing Committees:

The following shall be standing committees of the Board: Planning Committee; Policy Committee; Personnel Committee; Finance Committee; and Public Relations Committee. The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January. Standing committees may be assigned to review District functions, activities, and operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations from standing committees shall be submitted to the Board via a written or oral report. All meetings of standing committees are subject to the requirements of all applicable open meeting laws, including but not limited to the Brown Act.

4105.2.1 The Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

4105.2.2 The Policy Committee shall be concerned with proposed ordinances, resolutions, and District policies, except those pertaining specifically to personnel.

4105.2.3 The Personnel Committee shall be concerned with the functions, activities, operations, compensation, and welfare of District staff.

4105.2.4 The Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.



4105.2.5 The Public Relations Committee shall be concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.



POLICY TITLE: Duties of the Board President
POLICY NUMBER: 4110

4110.1 Presiding Officer:

The President of the Board of Directors shall serve as the presiding officer at all Board meetings.

In the absence or disability of the President, the Vice President of the Board of Directors shall serve as the presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent or disabled, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.

The presiding officer shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The presiding officer may move, second, debate, and vote from the chair.

4110.2 Duties Regarding Meetings:

The President shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolution and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including, but not limited to, the following:

- a) Call the meeting to order at the appointed time;
- b) Announce the business to come before the Board in its proper order;
- c) Enforce the Board's policies in relation to the order of business and the conduct of meetings;
- d) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- e) Explain what the effect of a motion would be if it is not clear to every member;
- f) Restrict discussion to the question when a motion is before the Board;
- g) Rule on parliamentary procedure;
- h) Put motions to a vote, and state clearly the results of the vote; and
- i) Preserve order and decorum.

4110.3 Responsibilities:

Responsibilities of the President include, but are not limited to, the following:

- a) Sign all instruments, act, and carry out stated requirements and the will of the Board;
- b) Sign the minutes of the Board meeting following their approval;
- c) Appoint and disband all committees, subject to Board ratification;
- d) Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
- e) Coordinate the preparation of meeting agendas with the General Manager;
- f) Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
- g) Be responsible for the orderly conduct of all Board meetings;



-
- h) Be the spokesperson for the Board; and
 - i) Perform other duties as authorized by the Board.

In the absence or disability of the President, the alternate presiding officer may temporarily carry out these responsibilities until such time as the President is able to resume his or her responsibilities.

The President of the Board of Directors shall serve as the presiding officer at all Board meetings.

In the absence or disability of the President, the Vice President of the Board of Directors shall serve as the presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent or disabled, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.



POLICY TITLE: **Board Actions and Decisions**
POLICY NUMBER: **4200**

4200.1 Actions by the Board of Directors include but are not limited to the following:

4200.1.1 Adoption or rejection of regulations or policies;

4200.1.2 Adoption or rejection of a resolution;

4200.1.3 Adoption or rejection of an ordinance;

4200.1.4 Approval or rejection of any contract or expenditure;

4200.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

4200.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

4200.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors [if five-member Board, four if seven-member Board] represent a quorum for the conduct of business.

4200.2.1 A Board member abstaining in a vote is considered as absent for that vote. A Board member abstaining due to a conflict of interest does not count towards a quorum.

4200.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

4200.2.1.2 Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

4200.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.



4200.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

4200.3.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

4200.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

4200.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

4200.3.4 Nothing in this policy prevents the Board from providing direction to the General Manager in response to public comments or under Board member or General Manager comments, as allowed under the Brown Act. No vote or action shall be taken.



4205.4 Agenda posting. Agendas for regular meetings shall be posted 72 hours in advance of the meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public and on the District's website. A touch screen electronic kiosk may take the place of the paper posting. The internet posting shall occur on the District's primary website homepage through a prominent, direct link to the current agenda. The agenda shall also be accessible in an open format.

4205.5 Agenda packages. When distributing agenda packages and other materials to members of the Board of Directors, those materials should be provided to all Board members at the same time. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board.

4205.5.1 When a closed session item is agendized on the grounds of anticipated litigation based on either: (1) a written threat of litigation; (2) an oral threat received outside of the public meeting setting; or (3) an issue of potential litigation where the facts and circumstances giving rise to the closed session are known to the potential plaintiff, a copy of the written record must be included in the agenda package or public announcement of same.

4205.6 Public comment.

4205.6.1 For regular meetings the Board shall provide the public with an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the District.

4205.6.2 For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.

4205.6.3 The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.

4205.6.4 The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

4205.6.5 The Board may require public comment specific to items on the agenda be made at the time when the agenda item is considered.

4205.7 Closed sessions. The Board may conduct a closed session during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending litigation. The Board shall allow public comment on any closed session item before going into closed session.



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4205.8 Items not on the agenda. The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.



POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 4205

4205.1 Agenda preparation. The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the General Manager and request an item to be placed on the agenda no later than 5:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

4205.2 Public requests. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

4205.2.1 The request must be in writing and be submitted to the General Manager [or other responsible managing employee] together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.

4205.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

4205.2.3 The General Manager shall determine the timing of when the item will be placed on the agenda.

4205.2.4 The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

4205.2.5 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

4205.2.6 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

4205.3 Agenda descriptions. All Board agendas shall include a clear and unambiguous description of each item on the agenda to be discussed, including closed session items. The General Manager shall ensure that the description gives notice to the public of the essential nature of business to be considered.



POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 4210

4210.1 Rules of order. Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 4230, "Rules of Order for Board and Committee Meetings," shall be used as a general guideline for meeting protocol.

4210.2 Agenda timing. All Board meetings shall commence at the time stated on the agenda and shall be guided by same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any particular order. The Board President, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

4210.3 Conduct of meetings. The following concepts shall be applied to Board meetings:

4210.3.1 The meetings shall be conducted in an open and fair manner.

4210.3.2 Members of the public shall be given ample opportunity to participate in the meetings.

4210.3.3 Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.

4210.3.4 The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.

4210.3.5 The Board may receive, consider and take any needed action with respect to reports of accomplishment of District operations.

4210.3.6 Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.

4210.3.7 The Board may weigh and determine the credibility of evidence and public comment.

4210.4 Public comment. Public comment on items on the agenda, and general public comment at a regular Board meeting for matters within the jurisdiction of the Board of Directors, shall be as followed:

4210.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

4210.4.2 The Board president may allow additional time per speaker and/or per subject when



necessary for a full and fair proceeding.

4210.4.3 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.

4210.4.4 The Board may require public comment specific to items on the agenda be made at the time when the agenda item is considered.

4210.5 Disruption of meetings. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is willful disruption of any meeting of the Board, he/she may do the following:

4210.5.1 Notify the disrupting individual or group to immediately stop the conduct or they will be asked to leave the meeting if the behavior continues.

4210.5.2 If the behavior continues after notice, order the disrupting individuals out of the room and conduct the Board's business without them present.

4210.5.3 In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.

4210.5.4 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

4210.5.5 In some circumstances, an advance restrictive order may be obtained in order to place limitations on an individual's attendance at public meetings when there is a credible threat of violence from that person.

Resolution No. 2024-07

RESOLUTION OF THE BOARD OF DIRECTORS OF
JUNE LAKE PUBLIC UTILITY DISTRICT DEFINING
THE VISION AND DENTAL SERVICES PROGRAM UPDATED 2024

WHEREAS, The Board of Directors of June Lake Public Utility District (The “Board of Directors”) has determined that it is in the best interest of the District and its employees that the District become self-insured with respect to the District’s Vision and Dental Services Program for the employees by past resolution No. 84-3:

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of June Lake Public Utility District as follows:

1. This Board of Directors does hereby incorporate the following updated Vision and Dental Services Program to supersede any and all existing Vision and Dental Services Program (in particular resolution no 84-3), as provided for and included hereto and by this reference incorporated herein.
2. The District’s Vision and Dental Services Program with any changes shall go into effect as of July 01, 2024.

Adopted the 18th day of September, 2024.

President of the Board of Directors

ATTEST:

Secretary of the Board of Directors

VISION AND DENTAL SERVICES PROGRAM
OF JUNE LAKE PUBLIC UTILITY DISTRICT

I. ELIGIBILITY

All present and future permanent employees of the District are eligible for the Vision and Dental Services Program (aka in this resolution as "the program") on the first day of the month coincident with the next following three months of continuous, full-time employment with a minimum of 32 hours per week. Any employee who has been absent from work due to strike, layoff or leave of absence who returns to work within six months will become eligible for the Vision and Dental Services Program on the first day of the month following his or her return to work, and shall be considered as a newly-hired employee with respect to the application of any deductibles, maximums and waiting periods. If such an absence of the part of an employee exceeds six months, the employee shall be considered a newly-hired employee in every respect and will not become eligible until he has again fulfilled the eligibility requirements. Services provided during the period when an employee was not eligible due to strike, layoff or leave of absence shall not be covered by the program.

Dependents become eligible coincident with the eligibility of the employee or immediately following attainment of dependent status. Eligible dependents are the lawful spouse and unmarried children to age 19 or to age 23 if enrolled in an accredited school, college or university. Children include, step-children, adopted children and foster children, provided such children are dependent upon the employee for support and maintenance.

An unmarried child 19 year or over may continue to be eligible as a dependent if he or she is incapable of self support because of a physical or mental incapacity that commenced prior to reaching age 19 and if he or she is chiefly dependent on the employee for support and maintenance, provided proof of such incapacity and dependency is submitted within 31 days after a request therefor by the District, and subsequently as may be required by the District, but not more frequently than annually after the incapacitated and dependent child has attained age 21. Dependents in military service are not eligible.

An employee's eligibility for the program shall terminate on the last day of the month in which his or her full time employment has terminated. The eligibility of an employee's dependents shall continue until the last day of the month following termination of the employee's eligibility or upon loss of their dependent status, whichever occurs first. Eligibility shall, in any event, terminate immediately upon termination of the program.

II. DENTAL BENEFITS PROVIDED BY THE PROGRAM

The intent of the board is to provide reimbursement for all dental work without a deductible requirement, pre-existing or not, up to the amount of benefits payable. This is to include but not limited to:

- Diagnostic and preventative procedures - routine oral exams, all cleanings etc.
- Xray with no limit as to the frequency.
- Crowns - all materials available, Jackets and Casts.
- Root canal and root canal work.
- Bridge work. Including repair and construction, partial or complete.
- Restoration and cosmetic - including veneers, implants and braces, all on 4, all on 6 etc, whitening.
- Dentures - all type, all material, partial or complete.
- Oral and bone grafting.
- Antibiotic and antibiotic implant work.
- Oral surgery work that may be needed for a procedure deemed necessary by the dentist.
- All forms of anesthesia as deemed necessary by the dentist
- Malalignment issues that need corrective surgery, procedure or device.
- All Endodontic procedures
- All Periodontic procedures
- All Prosthodontic procedures
- All Prophylaxis procedures
- All Orthodontic services and procedures

III. AMOUNT OF DENTAL BENEFITS PAYABLE

The program provides payment for the indicated procedures and all other procedures deemed necessary by the dentist, up to the maximum of \$3000 annually for each eligible person in each calendar year. This benefit is not subject to any deductible. The benefit is payable to an employee upon an employee presentation of a verifiable payment made to a licensed qualified dentist, for dental work performed on an eligible person(s).

IV. VISION BENEFITS PROVIDED BY THE PROGRAM

The intent of the board is to provide reimbursement for all vision work without a deductible requirement, pre-existing or not, up to the amount of benefits payable. The Vision and Dental Services Program covers the following services when they are provided by a licensed eye care professional, include but are not limited to.

- Routine and diagnostic eye exam - no limit as to the frequency
- Ophthalmologist - diagnostics, surgery
- Prescription eyeglasses, repair, cases, cleaning items
- Prescription contact lenses, cases, cleaning items

V. AMOUNT OF VISION BENEFITS PAYABLE

The program provides payment for the indicated procedures and all other procedures deemed necessary by the Optometrist or Ophthalmologist, up to the maximum of \$3000 annually for each eligible person in each calendar year for vision services. This benefit is not subject to any deductible. The benefit is payable to an employee upon an employee presentation of a verifiable payment made to a licensed qualified Optometrist or Ophthalmologist, for vision work performed on an eligible person(s).

It is noted that the vision and dental benefit may not be combined into one. The benefit pays for up to \$3000 annually for dental separate and up to \$3000 annually for vision separate, for each eligible person.

MEMORANDUM OF UNDERSTANDING

between the

JUNE LAKE PUBLIC UTILITY DISTRICT

and the

**INTERNATIONAL UNION OF OPERATING ENGINEERS,
LOCAL UNION NO. 12**

**EFFECTIVE:
July 1, 2024 through June 30, 2027**

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ARTICLE I.
Parties to the Understanding

- A. This Memorandum of Understanding is prepared by the UNION and executed by representatives of the June Lake Public Utility District (hereafter DISTRICT) and the Business Manager of the International Union of Operating Engineers, Local 12, (hereafter UNION) for presentation to, and consideration by, the Board of Directors of DISTRICT. It shall not be binding until adopted by the Board of Directors of DISTRICT.

ARTICLE II.
Recognition and Scope

- A. DISTRICT hereby recognizes UNION as an exclusive recognized employee organization for purposes of Government Code Section 3500 et seq. Such recognition shall extend only to the representation of employees as listed in Exhibit A.

ARTICLE III.
District Rights

- A. In General: All DISTRICT rights and functions, except those which are expressly abridged by this agreement, shall remain vested with DISTRICT.
- B. Rights Enumerated: Nothing in this MOU Agreement shall be construed to restrict any legal or inherent exclusive DISTRICT rights with respect to matter of general legislative or managerial policy which include but are not limited to: the exclusive right to determine the mission of its constituent sections; set standards of selection for employment and promotion; train, direct and assign its employees; require overtime work; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of DISTRICT operations; determine the methods, means and personnel by which DISTRICT operations are to be conducted; determine the content of job classifications; take all necessary actions to prepare for and carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work. DISTRICT has the right to make reasonable rules and regulations pertaining to employees consistent with this Agreement.
- C. Employee Grievances Not Impaired: The exercise of DISTRICT management rights shall not preclude a grievant from presenting a grievance concerning an adverse effect of the exercise of such rights upon him; provided, however, the basic right of management to act hereunder or make decisions is unimpaired.
- D. Consultation with UNION: This Agreement is not intended to restrict the right of DISTRICT to consult with UNION regarding matters within the right of DISTRICT to determine.
- E. Agency Shop: If more than one-half of the present employees in the bargaining unit vote, and all votes are cast in favor of an agency shop, then all present and future employees in the bargaining unit, who are not already members of the UNION shall, within sixty

(60) days of the effective of this agreement, or within sixty (60) days of their date of employment, become members of the UNION, or in the alternative, shall as a continuing condition of employment, pay to the UNION a service fee in the amount equal to the standard initiation fee and the applicable monthly UNION membership dues and assessments uniformly required to employees of the DISTRICT who are members of the UNION. The payments hereunder shall be made by authorized payroll deductions or by direct payment to the UNION.

1. The DISTRICT, upon receiving a signed statement from the UNION indicating that an employee has failed to comply with the condition of this provision, shall immediately notify said employee that his/her services shall be terminated at the end of thirty (30) days form the date of such notification, and shall dismiss said employee accordingly, unless said employee provides proof that payment has been made.
2. If any provision of this article is invalid under federal or state law, said provision shall be modified to comply with the requirements of said federal or state law.
3. The DISTRICT shall deduct from the pay of each employee from whom it receives an authorization the required amount for the payment of UNION dues or service fees. Check off authorization for UNION dues which were executed prior to the execution of this Agreement shall remain in full force and effect.
4. If an employee does not have sufficient funds due him/her to provide for the payment of dues or service fees after all other authorized or mandatory deductions or garnishments have been made, no such sums shall be deducted, and the UNION shall assume the duty of direct collection from the employee. The UNION shall assume the same responsibility in all cases where no deductions have been made because an employee's earnings are insufficient during any pay period to pay such dues or service fees.
5. The UNION agrees that in the event of litigation against the DISTRICT or employees arising out of the implementation of this Article, the UNION will co-defend and indemnify and hold harmless the DISTRICT, its agents, or employees for any monetary award arising out of such litigation.

ARTICLE IV. Union Rights

- A. Union Representation: DISTRICT recognizes and agrees to deal with designated steward and representatives of UNION on all matters relating to grievances and the interpretation, application, or enforcement of the express terms of this Agreement.
- B. Shop Steward: UNION shall designate a single Shop Steward and shall thereupon immediately furnish DISTRICT with his/her name. Notwithstanding Section A above, the Steward will not be recognized by DISTRICT until his/her name is received by the General Manager of the DISTRICT.

- C. Dues Deduction and Indemnification: DISTRICT agrees to deduct and remit to UNION all authorized deductions from UNION members who have signed and approved authorization card or cards for such deductions in the form provided at the address of the principal office of the International Union of Operating Engineers, Local Union No. 12.
1. UNION agrees to indemnify, defend, and hold harmless DISTRICT against any claims of any nature and any lawsuit instituted against DISTRICT made or arising from DISTRICT check-off for dues, insurance, or benefit programs of UNION.
 2. The written authorization for approved insurance, benefit and savings programs and the amounts of dues deducted shall be changed by DISTRICT upon written request of an affected employee after notification by UNION.
 3. The written authorization for dues deduction shall remain in force and effect during the life of this Agreement between DISTRICT and UNION, unless canceled in writing within a two-week period between June 1st and June 15th of any year.
 4. DISTRICT will promptly remit membership fees deducted to UNION, together with a list of the employees who have had said fees deducted.
 5. Deductions of membership fees will be made from each pay period; provided, however, that DISTRICT and UNION may make together arrangements by mutual agreement.

ARTICLE V.
Salaries and Wages

- A. Administration of Compensation: Employees shall be paid biweekly on Thursday. In the event a payday falls on a recognized holiday, employees will be paid on the last scheduled workday preceding the payday.
- B. Salaries During Term of MOU: Each employee shall be paid a salary within the salary range set forth in the document entitled "Exhibit A – June Lake Public Utility District Ranges for Classified Positions." The parties agree and acknowledge that the salary range provided in this MOU includes an additional step over the prior salary range, representing a discretionary six percent (6%) increase over the prior top salary range.
1. In the event the parties hereto are unable to reach an agreement effective July 1, 2027, the provisions of Article XX, No Lockouts/Strikes and Article XXI, Peaceful Performance Clause, shall be suspended solely as to any such dispute regarding the negotiations. All other provisions of the Memorandum of Understanding shall continue in full force and effect.

ARTICLE VI.
Mileage and Travel Allowance

- A. Reimbursement for Meals: The DISTRICT will reimburse, upon prior authorization, an employee for meals when the employee travels for DISTRICT business during mealtimes, and while attending authorized conferences, seminars, or meetings away from the DISTRICT based on the per diem rate provided for in the IRS Publications for the locality of the conference, seminar, or other meeting. On January 1st of each year, the IRS per diem rate tables then in effect shall apply and shall be valid until December 31st of the same year. For both the day that the employee's travel begins and the day that the employee's travel ends, the employee may claim up to three-quarters (3/4) of the per diem meal allowance for each such day. The DISTRICT will reimburse the employee for actual charges, but only up to the maximum per diem rates provided for in said IRS Publications. If an employee seeks reimbursement for a meal expense, he/she shall fill out an expense report and attach evidence of the meal expenditure. A copy of the current IRS Publications regarding the per diem rate tables can be obtained from the DISTRICT Finance Department Manager.
- B. Reimbursement for Mileage: When authorized in advance by the General Manager, an employee directed to utilize his personal vehicle in the conduct of DISTRICT business shall be entitled to reimbursement at the currently permitted IRS mileage allowance. The employee must submit an accounting of actual mileage on DISTRICT business to initiate reimbursement.
- C. Reimbursement for Lodging and Incidental expenses: When authorized in advance by the General Manager, an employee shall be entitled to reimbursement for necessary costs of lodging, registration fees, parking fees, bridge and highway tolls, taxi, and van/shuttle services in the conduct of authorized DISTRICT business. Lodging accommodations shall be approved in advance by the General Manager. Claims for reimbursement must be accompanied by receipt showing payment. The General Manager, at his/her discretion, may allow an "advance allowance" to the employee. The employee must submit all receipts of expenses to substantiate said advance allowance and any funds not utilized must be promptly returned to the DISTRICT.
- D. Reimbursement for Travel: When authorized in advance by the General manager, an employee shall be entitled to reimbursement for reasonable actual costs of travel (by commercial Carrier) in connection with authorized DISTRICT business, when substantiated by receipt showing payment for such travel.
- E. Advanced Travel allowance: The General Manager, at his/her direction, may allow an "advance allowance" to the employee. The employee must submit all receipts of expenses to substantiate said advance allowance and any funds not utilized must be promptly returned to the DISTRICT. Issuance and use of a DISTRICT credit card for approved travel costs shall be subject to the General Manager's approval.

**ARTICLE VII.
Group Insurance**

- A. The following conditions apply to all employees of the DISTRICT on the effective date of this MOU.
1. Adopt existing DISTRICT benefit structure.
 2. With respect to each DISTRICT group insurance plan described above, coverage for any employee, spouse, or dependent child is subject to the terms and conditions of such plan. Coverage is not immediate and may be subject to certain waiting periods, evidence of insurability, exclusions for pre-existing conditions, and other matters.
 3. The DISTRICT shall maintain Health and Welfare benefits at or above the current level during the Term of this MOU. Prior to any change being made, the DISTRICT will first meet and confer with the UNION's bargaining committee.
 4. The DISTRICT shall increase Dental for any employee, spouse, or dependent child up to Three Thousand Dollars (\$3,000.00) per calendar year.
 5. The DISTRICT shall increase Vision for any employee, spouse, or dependent child up to Three Thousand Dollars (\$3,000.00) per calendar year.

**ARTICLE VIII.
Family Care & Medical Leave**

- A. Adopting the California Family Rights Act ("CFRA") and/or Federal Family Medical Leave Act ("FMLA"), the DISTRICT shall provide up to twelve (12) workweeks of paid leave to any eligible employee.
1. An eligible employee has worked for the DISTRICT for at least twelve (12) months and has worked a minimum of 1,250 hours during the twelve (12) month period immediately preceding any leave request.
 2. Employees' pay will be forty (40) hours per workweek at their current rate of pay.

**ARTICLE IX.
Clothing Allowance**

- A. Each employee (regular staff) will be reimbursed up to Four Hundred Dollars (\$400.00) per calendar year for the purchase of reasonably priced clothes, viz.; jacket, pants, shirts, and gloves.
- B. When the DISTRICT requires that safety shoes be worn by employees as a condition of employment, the DISTRICT shall reimburse said employee for the cost, not to exceed Four Hundred Dollars (\$400.00) per fiscal year, of an acceptable safety shoe. To be

eligible for this reimbursement, the employee must obtain prior authorization from the DISTRICT to verify the cost and substantiate the reimbursement. The DISTRICT maintains the right to specify the type of required safety shoe.

**ARTICLE X.
Education Incentive, Training Programs**

- A. For those employees who receive specific prior written approval from the DISTRICT manager, the DISTRICT shall provide employees with tuition reimbursement and book reimbursement upon successful completion of courses required or pre-approved by the General Manager. Final grade or completion statements must be filed with the DISTRICT, along with receipts for books and tuition fees. Attendance at educational courses shall be considered as authorized DISTRICT business for purposes of expense related to educational courses shall be at the sole discretion of DISTRICT manager.

**ARTICLE XI.
Health & Fitness Incentive**

- A. The DISTRICT will offer all regular employees monthly membership at the local gym located at the Double Eagle Resort, provided employees use the membership at least twice per month.

**ARTICLE XII.
Overtime – Flexible Hours**

- A. All Provisions in this section are intended to comply with Federal Fair Labor Standards Act, which shall prevail in case of conflicts therewith.
1. Hours/Days of work:
 - a. The standard workweek of eight hours per day (8:00 a.m. – 4:30 p.m.) for five weekdays (Mon-Fri) will be in effect, except as modified for O&M staff weekend and standby duty. All employees will be expected to work the full forty (40) hours in their seven (7) day workweek (not necessary a calendar week).
 - b. Hours worked beyond those regularly scheduled for the day (up to twelve [12] hours) or those over the forty (40) hours per workweek are considered overtime and will be separately compensated for, per the follow.
 - c. Employees are entitled to three work-breaks per workday: A fifteen (15) minute break at 10a.m., and another at 3p.m., and a thirty (30) minute lunch break (12:00 –12:30 p.m.). The timing of these breaks must depend at times upon O&M emergencies, but if one or more are interfered with, the employee may take an equivalent time off later in the workday. Supervisor and/or General Manager need to be notified of break time changes.

- d. Nothing in this section shall be construed as a guarantee of any minimum number of hours to which an employee is entitled, or as a restriction on the maximum number of hours that the DISTRICT may assign an employee.
- e. Overtime, as defined above, shall be compensated at the rate of one and one-half (1 1/2) time the employee's base hourly rate. Employees who are subject to overtime compensation may, with approval of the General Manager, request compensatory time off (comp time) on a time and one-half basis for each hour of overtime worked in lieu of overtime pay. Comp time accrual shall be limited to one hundred (100) hours.
- f. The standard workweek can be changed to four (4) ten (10) hour workdays. The starting time may be between 6:00 a.m. and 8:00 a.m., except as modified for O&M staff weekend and standby duty. All employees will be expected to work the full forty (40) hours in their seven (7) day workweek (not necessarily a calendar week).

All other provisions of Article XII shall apply.

**ARTICLE XIII.
Standby Duty**

- A. Standby duty is defined as circumstances which require that an employee so assigned by management to:
 - 1. Be readily available at all hours by telephone or other agreed upon communications equipment.
 - 2. Be ready to respond no later than one (1) hour to a call for service.
 - 3. Refrain from activities which might impair his/her performance of assigned duties upon callout.
- B. Standby assignments will be made on a rotational basis. Trades or changes in status will be permitted with prior notice to the General Manager or the delegated Supervisor. Standby pay will be at Three Dollars (\$3.00) per hour, for 16 hours per day Monday thru Friday and 19 hours per day on Saturdays and Sundays.

**ARTICLE XIV.
Call Back**

- A. Whenever an employee is unexpectedly ordered by management/stand-by personnel to return to duty following the termination of his/her normal work shift or normal work- week and departure from his/her work location, he/she shall receive either two (2) hours straight-time pay or pay for the hours worked, whichever is greater. This shall not apply to employees "called back" while on standby duty.

ARTICLE XV.
Grievance Procedure

- A. Purpose of Grievance Procedure: The grievance procedure set forth herein are designed to resolve grievances informally and to provide an orderly procedure for the prompt review and resolution of grievances. A grievance is defined as an alleged violation, misapplication, or misinterpretation of a provision of this MOU. This grievance procedure is available only to full-time or part-time employees.
- B. Time Limits: Each person involved in a grievance shall act quickly so that the grievance may be solved promptly. Each person shall make every effort possible to complete action within the time limits contained within these grievance procedures, but with the written consent of the other parties involved, the time limits of any step may be extended.
- C. Presentation of Grievance: An employee may present a grievance while on duty, provided such use of on-duty time is kept to a reasonable minimum.
- D. First Step of Grievance Procedure (Informal Discussions/Grievances): A grievance shall be discussed initially between the employee and his/her supervisor.
1. The employee shall have a reply in writing from the supervisor within five (5) working days.
- E. Second Step of Grievance Procedure (Formal Grievance):
1. If an informal grievance is not resolved to the satisfaction of the grievant, the grievant may initiate a formal grievance in writing. The formal grievances shall be initiated within fifteen (15) working days of the decision rendered in the informal grievance procedure. The formal grievance shall state the date and nature of the grievance and shall state all specific facts or omissions upon which the grievance is based. The formal grievance shall be filed with the General Manager or a designated representative of the DISTRICT.
 2. Within five (5) working days after the filing of the formal grievance, the General Manager shall give his/her decision in writing to the grievant.
- F. Third Step of Grievance Procedure (Appeal): If the grievant is not satisfied with the decision rendered by the General Manager or a designated representative of the DISTRICT, the grievant may appeal the decision in writing within five (5) working days to the Board of Directors, otherwise the issue will be considered settled. The appeal shall state the date and nature of the grievance and shall state all specific facts or omissions upon which the appeal is based.
- G. Hearing of Appeal: Within ten (10) working days of the filing of an appeal, the Board shall have a meeting with the aggrieved and/or his/her representative.

- H. Decision on Appeal: Within ten (10) working days of the hearing of the appeal, the Board shall issue a written decision concerning the employee's appeal. The decision of the Board of Directors shall be final.
- I. Reports to Board of Directors: The Board of Directors shall receive copies of all formal grievances and all grievance decisions of the General Manager.

ARTICLE XVI.
Retirement

The DISTRICT shall continue its contract with the California Public Employee Retirement System CalPERS. The DISTRICT shall continue to pay its portion of the cost except as provided in Resolution No. 2015-dated December 3, 2016 (the "Resolution") The Resolution sets forth the DISTRICT'S Employer Paid Member Contributions (EPMC). That Resolution results in a 4% employee pick-up of the contribution as of the date of this MOU and increases the pick-up incrementally year by year, pursuant to its terms, finally resulting in an EPMC of 0% by June 3, 2018.

The Parties recognize that administrative difficulties resulted in the DISTRICT failing to collect owed employee contributions pursuant to the Resolution between the time of the Resolution's signing, as of December 3, 2015, and July of 2016. As a signing incentive, and in recognition of administrative difficulties related to the implementation of the Resolution, the DISTRICT shall waive the amount owed but unpaid by employees pursuant to the Resolution. This signing incentive applies only to the amounts owed pursuant to the Resolution and not to other CalPERS related debts owed by employees.

Unit members who are "new members" as defined by PEPRA and/or California Government Code section 7522.04(f), shall be required to pay a PERS contribution in an amount equal to 50% of the normal cost rate, up to a maximum of 8%, for the Defined Benefit Plan provided for by PEPRA, in which the new member is enrolled, rounded to the nearest quarter of 1% or the current contribution rate of similarly situated employees, whichever is greater, pursuant to Government Code section 7522.30.

Those "new members" shall be enrolled in the 2.0% at 62 Benefit Plan, as provided for in Government Code section 7522.25(e), with a final compensation measurement period of 36 consecutive months as set forth in Government Code section 7522.32(a), and their retirement benefits shall be calculated based on "pensionable compensation" (Section 7522.10) rather than compensation earnable (Section 20636).

ARTICLE XVII.
Personnel Rules

- A. The following excerpted sections of the Personnel Manual/Rules are within the scope of negotiations:
 - 1. Workers Compensation: Workers' compensation is provided for all employees.

2. Unemployment Insurance: Unemployment insurance is provided in accordance with the current state and federal laws.
3. Retirement Program.
4. Court Duty:
 - a. This section shall not apply to any employee who is a named party in an action unrelated to the DISTRICT and its activities
 - b. When an employee has jury duty or appears in court as a witness, the employee shall elect between one of the following:
 - c. The employee may turn into the DISTRICT all compensation the employee receives because of the court duty. In this instance, the employee will draw full salary during the period of the court duty.
 - d. The employee may have deducted from his/her salary the total time absent for court duty. The employee may then receive payment for his/her court duty from the court of the sources.
 - e. In no event shall double (2) pay to the employee result from court duty.
 - f. The DISTRICT will not compensate the employee for mileage or meal expenses, unless the employee is testifying on a DISTRICT related matter and is eligible for such compensation reimbursement.

B. Public Safety Volunteers:

1. Except in cases of serious emergency manifestly necessitating response of the entire PUD staff, no more than two members shall leave on the call, and they shall return to work immediately upon their dismissal from the scene of the incident.
2. When an employee volunteers for a public safety issue the employee will notify the GM, by email, text, or phone call prior to leaving and upon return. Understanding the importance of an emergency, if the employee fails to notify the GM prior to responding to a call the employee will email the GM the nature of such emergency and the time employee left and returned.
3. Payment while acting as a public safety volunteer:
 - a. Volunteer activity lasting thirty (30) minutes or less employee will stay on DISTRICT salary.
 - b. Volunteer activity over thirty (30) minutes employee will be required to:
 1. Use comprehensive leave

2. Take leave without pay

4. While employee is acting as a public safety volunteer the DISTRICT will not incur any liability.

No employee acting as a public safety volunteer shall be discriminated against, retaliated against, or disciplined for their volunteer services.

C. Authorized Leave of Absence:

1. A regular full-time or part-time employee who has completed his/her probationary period may be allowed up to thirty (30) days leave of absence without pay for acceptable reasons upon the prior written approval, at the General Managers discretion.
2. A leave of absence over thirty (30) days requires the prior approval of the Board.
3. Military leave shall be governed by state and federal law.
4. Other leaves, including but not limited to pregnancy disability leave, as required by law.

D. Unauthorized Leave of Absence:

1. Any employee who is absent for three (3) working days without being on authorized leave shall automatically have resigned his/her employment with the DISTRICT, unless otherwise determined by the General Manager. An unauthorized absence during part of a day constitutes an unauthorized absence for an entire day.
2. Nothing in this section shall limit the General Manager's authority to discipline or dismiss an employee due to an unauthorized absence.
3. An employee terminating employment in the manner described in this section will be considered to have voluntarily resigned his/her DISTRICT employment:

E. Paid Holidays: Full-time employees shall be entitled to the following holidays with pay:

1. January 1st.
2. The third Monday in January (Martin Luther King Jr. Day)
3. The third Monday in February (President's Day).
4. The last Monday in May (Memorial Day).
5. July 4th.

6. The first Monday in September (Labor Day).
7. November 11 (Veterans Day).
8. Thanksgiving Day and the Day after Thanksgiving.
9. December 24 (Christmas Eve) ½ day.
10. December 25 (Christmas Day).
11. December 31 (New Year's Eve) ½ day.
 - a. If any DISTRICT holiday falls upon a Sunday, the following Monday is a holiday.
 - b. If any DISTRICT holiday falls on a Saturday, the preceding Friday is a holiday.

F. Comprehensive Leave Conversion: Comprehensive leave is several types of leave including vacation leave, sick leave, and personal holiday leave. Employees accrue comprehensive leave based upon their length of continuous service as determined by their anniversary date. Increases in their rate of comprehensive leave accrual take effect the day of their anniversary date according to the following schedule:

1. Date of hire in full time pay status until employee's two (2) year anniversary: 16.6667 hours per month (25 days/yr.)
2. Two (2) year anniversary: 18.6667 hours per month (28 days/yr.)
3. Five (5) year anniversary: 20.6667 hours per month (31 days/yr.)
4. Ten (10) year anniversary: 22.6667 hours per month (34 days/yr.)
5. Fifteen (15) year anniversary: 24.6667 hours per month (37 days/yr.)
6. For the purpose of this section, Anniversary Date is defined as the date of hire into a full-time, permanent pay status and continuous service in that status thereafter. Any interruptions in continuous service, such as a leave of absence, shall result in a change in the anniversary date for this section.
7. Maximum Accrual: No employee shall be able to carry over more than four hundred and fifty (450) hours of comprehensive leave to the following fiscal year unless authorized by the general Manager. Comprehensive leave in excess of four hundred and fifty (450) hours shall be automatically paid down annually at the end of each fiscal year at the employee's then-current rate.
8. Voluntary Cash Out: On an annual basis, employees may also request a voluntary

cash out of up to two hundred and ten (210) hours of comprehensive leave so long as they maintain a minimum balance of at least two hundred and forty (240) hours after the payout. Payouts will be made at the employees' current rate of pay.

- G. Disposition of Comprehensive Leave Upon Termination: An employee who resigns or is terminated from the DISTRICT employment shall be paid the amount of accrued comprehensive leave to the date of termination. Payment shall be at the employees' current rate of pay.
- H. Coordination of Benefits: An employee absent due to injury or illness for which worker's compensation or state disability benefits are made, may elect during such absence to use accrued sick leave in an amount that, when combined with worker's compensation and/or state disability payments received, equals the employee's regular bi-monthly compensation. In no event shall an employee receive more compensation on any day than he/she would have received if he/she had worked.
- I. Bereavement Leave: A regular full-time or part-time employee who has completed his/her probationary period will be allowed five (5) days of bereavement leave.

**ARTICLE XVIII.
Safety**

- A. All approved Safety Orders of the California Division of Industrial Safety shall be observed by the DISTRICT and the Employees.

**ARTICLE XIX.
Nepotism**

- A. The DISTRICT hereby agrees that it shall not discriminate in terms of hiring, promoting, termination or any other term and/or condition of employment, in favor or against a person, solely on the basis of that person's family relationship or lack thereof to any other person employed by the DISTRICT:

**ARTICLE XX.
No Lockouts/Strikes**

- A. No lockout/strikes of unit employees shall be initiated by DISTRICT during the term of this Agreement.

**ARTICLE XXI.
Peaceful Performance Clause**

- A. The parties to this Memorandum of Understanding recognize and acknowledge many of the services performed by the DISTRICT employees covered by this Agreement are essential to the public health, safety, and general welfare of the residents of the DISTRICT. UNION agrees that under no circumstances will UNION or any member of the bargaining unit recommend, encourage, cause, or permit its member to initiate,

participate in, or take part in any strike, sit-down, slow-down or picketing in any office or department of DISTRICT, the curtail any work or restrict any production, or to interfere with any operation of DISTRICT (hereinafter collectively referred to as work-stoppage). In the event of any such work-stoppage by UNION or any member of the bargain unit, DISTRICT shall not be required to negotiate on the merits of any dispute which may have given rise to such work-stoppage until said work-stoppage has ceased.

- B. In the event of any work-stoppage, during the term of this Memorandum of Understanding, whether by UNION or by any member of the bargaining unit, UNION, by its officers, shall immediately declare in writing and publicize that such work stoppage is illegal and unauthorized, and further direct its members in writing to cease the said conduct and to resume work. Copies of such written notice shall be served upon DISTRICT. If in the event of any work-stoppage, UNION promptly and in good faith performs the obligations of this paragraph, and, providing UNION has not otherwise authorized, permitted or encourages such work-stoppage, UNION shall not be liable for any damages caused by the violation of this provision. However, DISTRICT shall have a right to discipline, to include discharge, any employee who instigates, participates in, or gives leadership to, any work-stoppage activity herein prohibited, and DISTRICT shall also have the right to seek full legal redress, including damages, as against any such employee.

ARTICLE XXII.

Full Understanding, Modification & Waiver

- A. This Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.
- B. It is agreed and understood that each party hereto voluntarily and unqualifiedly waives its rights to negotiate and agrees that the other party shall not be required to negotiate with respect to any matter covered herein during the term of this Memorandum of Understanding. Nothing in this paragraph shall preclude the parties from jointly agreeing to meet and confer on any issue(s) within the scope of representation during the term of this Agreement.
- C. No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any matter be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved, and implemented by DISTRICT Board of Directors and UNION.
- D. The waiver of any breach, term, of condition of this Memorandum of Understanding by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

ARTICLE XXIII.
Savings Provision

- A. If any provisions of this Memorandum of Understanding are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

ARTICLE XXIV.
Term

- A. This Memorandum of Understanding between DISTRICT and UNION shall be effective as of the 1st day of July, 2024, and remain in effect through the 30th day of June, 2027, and shall continue from year-to-year thereafter, unless either of the collective bargaining representatives shall give written notice to the other of a desire to change, amend, modify or terminate the Agreement at least sixty (60) days' prior to the 30th day of June, 2027, or the 30th day of June of any succeeding year. Notice to the UNION shall be sent Certified Mail Return Receipt Requested, to the attention of the Business Manager and effective only upon receipt at the UNION's main office at 150 Corson Street, Pasadena, California 91103. In the event the parties hereto are unable to reach an agreement effective July 1, 2027, the provisions of Article XX, No Lockouts/Strikes and Article XXI, Peaceful Performance Clause, shall be suspended solely as to any such dispute regarding the negotiations. All other provisions of the Memorandum of Understanding shall continue in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____ day of

JUNE LAKE PUBLIC UTILITY DISTRICT

INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL UNION NO. 12

Signature

David K. Sikorski, Business Manager

Print Name and Title

David Garbarino, President

Signature

Ken Hunt, Vice-President

Print Name and Title

Shawn Kinsey, Rec-Corres. Secretary

Signature

Perry Hawkins III, Financial Secretary

Print Name and Title

Robert J. Ninteman, Treasurer

Physical Street Address

Business Representative

City State Zip

Mailing Address

City State Zip

Area Code Telephone Number

EXHIBIT A

**June Lake Public Utility District
 Represented Positions – Salary Step Chart for 2024/2025
 (3% Increase Effective July 1, 2024)**

The June Lake Public Utility District ("District") recognizes the positions listed below as being represented by the International Union of Operating Engineers, Local Union No. 12. The listed salary steps represent the step range anticipated for each position upon successful completion of the prior step.

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Clerk/Secretary	22.30	23.41	24.59	25.81	27.09	28.72
O&M Superintendent	39.53	41.50	43.58	45.75	48.03	50.91
O&M Worker II	29.34	30.83	32.36	33.97	35.67	37.82
O&M Worker I	22.29	23.40	24.57	25.80	27.08	28.71
Administrative Assistant	30.06	31.56	33.17	34.80	36.53	38.71

Additional Classifications:

	<u>7-01-24</u>
Temporary/Part-Time Operational Worker*	\$24.00
O&M Trainee	22.00

*The Temporary/Part-Time Operational Worker will be an individual hired to meet a temporary, short-term, or transitional need. Their weekly schedule shall not exceed thirty (30) hours per week, and they shall not be retained for more than six (6) months, twenty-six (26) weeks from their first day of employment in a fiscal year, three hundred sixty-five (365) days. At the conclusion of the sixth (6th) month, they shall move to the O&M Trainee position or the District shall dismiss said employee accordingly. Temporary/Part-Time Operational Workers will not receive District benefits under Article VII (Group Insurance), Article XVI (Retirement), or Article XVII (Personnel Rules) paragraphs E-F, and will not be bound to Article III (District Rights) paragraph E, 1-5. All other terms and conditions of the MOU will apply. The District shall employ no more than two (2) Temporary/Part-Time Operational Workers at a time.

NOTES:

1. Each step, except the final, represents a five percent (5%) increase over preceding step. The final step represents a six percent (6%) increase over the fifth step.
2. This chart does not include calculation of potential ancillary benefits, such as stand by pay.
3. Nothing about this salary step chart guarantees any employee promotion from one step to another. The provision of any step increase is upon successful completion of the prior step, and such increase is determined at the discretion of the District in light of performance.

EXHIBIT A

**June Lake Public Utility District
 Represented Positions – Salary Step Chart for 2025/2026
 (3% Increase Effective July 1, 2025)**

The June Lake Public Utility District ("District") recognizes the positions listed below as being represented by the International Union of Operating Engineers, Local Union No. 12. The listed salary steps represent the step range anticipated for each position upon successful completion of the prior step.

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Clerk/Secretary	22.97	24.11	25.33	26.58	27.90	29.58
O&M Superintendent	40.72	42.75	44.89	47.12	49.47	52.44
O&M Worker II	30.22	31.75	33.33	34.99	36.74	38.95
O&M Worker I	22.96	24.10	25.31	26.57	27.89	29.57
Administrative Assistant	30.96	32.51	34.17	35.84	37.63	39.87

Additional Classifications:

	<u>7-01-25</u>
Temporary/Part-Time Operational Worker*	\$24.00
O&M Trainee	22.00

*The Temporary/Part-Time Operational Worker will be an individual hired to meet a temporary, short-term, or transitional need. Their weekly schedule shall not exceed thirty (30) hours per week, and they shall not be retained for more than six (6) months, twenty-six (26) weeks from their first day of employment in a fiscal year, three hundred sixty-five (365) days. At the conclusion of the sixth (6th) month, they shall move to the O&M Trainee position or the District shall dismiss said employee accordingly. Temporary/Part-Time Operational Workers will not receive District benefits under Article VII (Group Insurance), Article XVI (Retirement), or Article XVII (Personnel Rules) paragraphs E-F, and will not be bound to Article III (District Rights) paragraph E, 1-5. All other terms and conditions of the MOU will apply. The District shall employ no more than two (2) Temporary/Part-Time Operational Workers at a time.

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3. Nothing about this salary step chart guarantees any employee promotion from one step to another. The provision of any step increase is upon successful completion of the prior step, and such increase is determined at the discretion of the District in light of performance.

EXHIBIT A

**June Lake Public Utility District
 Represented Positions – Salary Step Chart for 2026/2027
 (3% Increase Effective July 1, 2026)**

The June Lake Public Utility District ("District") recognizes the positions listed below as being represented by the International Union of Operating Engineers, Local Union No. 12. The listed salary steps represent the step range anticipated for each position upon successful completion of the prior step.

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Clerk/Secretary	23.66	24.83	26.09	27.38	28.74	30.47
O&M Superintendent	41.94	44.03	46.24	48.53	50.95	54.01
O&M Worker II	31.23	32.70	34.33	36.04	37.84	40.12
O&M Worker I	23.65	24.82	26.07	27.37	28.73	30.46
Administrative Assistant	31.89	33.49	35.20	36.92	38.76	41.07

<u>Additional Classifications:</u>	<u>7-01-26</u>
Temporary/Part-Time Operational Worker*	\$24.00
O&M Trainee	22.00

*The Temporary/Part-Time Operational Worker will be an individual hired to meet a temporary, short-term, or transitional need. Their weekly schedule shall not exceed thirty (30) hours per week, and they shall not be retained for more than six (6) months, twenty-six (26) weeks from their first day of employment in a fiscal year, three hundred sixty-five (365) days. At the conclusion of the sixth (6th) month, they shall move to the O&M Trainee position or the District shall dismiss said employee accordingly. Temporary/Part-Time Operational Workers will not receive District benefits under Article VII (Group Insurance), Article XVI (Retirement), or Article XVII (Personnel Rules) paragraphs E-F, and will not be bound to Article III (District Rights) paragraph E, 1-5. All other terms and conditions of the MOU will apply. The District shall employ no more than two (2) Temporary/Part-Time Operational Workers at a time.

NOTES:

1. Each step, except the final, represents a five percent (5%) increase over preceding step. The final step represents a six percent (6%) increase over the fifth step.
2. This chart does not include calculation of potential ancillary benefits, such as stand by pay.
3. Nothing about this salary step chart guarantees any employee promotion from one step to another. The provision of any step increase is upon successful completion of the prior step, and such increase is determined at the discretion of the District in light of performance.

Superintendent Board Report

September 2024

1- SAFETY

- a. Provided safety gear to employees.

2- Operations

a. Water System

- i. Clark is running within regulation.
- ii. Did major road repair to water plant roads after large storm washed them out.
- iii. Water sampling done twice a month.

b. Distribution and Collection System

- i. We had one sanitary sewer overflow.
- ii. Annual totals are: 3 main breaks, 3 confirmed leaks, and 1 SSO's.
- iii. Built and painted new ladder/step for oh ridge 1 access, installed in oh ridge 1.
- iv. Continued mosquito abatement.
- v. Water meter tap and sewer install at 38 Texas st.
- vi. Contractor at 19 Willow st hit 12" sewer interceptor when digging for sewer tap. We immediately called out MCWD for assistance with another vactor truck. Our orange vactor was brought in so we could pump into it. Fire department contacted to help with sand bags. We also brought in whatever noodles we could to help with containment. A temporary repair was made with bubble sheet(hard black plastic). Conspec contracted to do repairs. State and local agencies notified by Todd and Mamadou.

Rented another vactor from Chuck Vallar construction, also had D&S on standby with 3000 gallon tanker. Rented another vactor from Haaker for our piece of mind.

c. Wastewater System

- i. WWTP is operating normally.
- ii. Burned milk crates for bar grate(rag/stick removal) at wasteplant.
- iii. Finished weeding and turning over dirt in wasting beds at wasteplant, leveled out and swept.
- iv. Continued to pull weeds at wasteplant
- v. Finished wastewater quarterly sampling and monthly sampling.

Managers Report

September 2024

- 1) Drafted our updated Vision & Dental Resolution to replace the prior resolution (84-3) adopted in 1984.
- 2) Conferenced with the analyst from Robert D. Niehaus, Inc., regarding our rate study.
- 3) Continued working with Fedak & Brown and Mr. Martinez (CPA) on our 2023 audit.
- 4) High Sierra Energy (Pam Bold), has requested to extend to the October board meeting to discuss the proposed WWTP Solar Project.
- 5) Completed necessary reports surrounding the sewer line break 8-20-24 on Willow Ave. Helped Superintendent to work with contractors during and to completion of the repair work. Worked with homeowners effected. Met with County Environmental Health Director.
- 6) Coordinated mapping for our slip line project. Sancon is still on schedule to begin the project in September. This will put us at approximately 60% of our goal to slip line the Down Canyon and Village sewer lines. Having them address some of our manholes needing repair.
- 7) Consulted with Cla-Val to put together a plan to address the water pressures in the upper Clark tract. Working with them to obtain additional valving.
- 8) Continued work with Director Hunt on a new Policy and Procedures manual.
- 9) We did not receive any additional bids for the Portable Generator and Transfer Station project. Eldridge Electric is moving forward on the project and the work is expected to be completed by October 2024. Submitted quarterly reports for the awarded grant funding for this project.
- 10) Set up educational and training events for the field staff for wastewater treatment.
- 11) Ordered hazardous material placards for plant locations (for chlorine, propane, petroleum products, etc).
- 12) Worked with BB&K on Edison easement request and proposed surveillance policy.
- 13) Consulted with VC3 to have assessments done with regard to District cybersecurity.