



Byron-Bethany Irrigation District
REGULAR MEETING OF THE
BOARD OF DIRECTORS

BOARD MEETING

Tuesday, May 16, 2023
10:00 A.M.

DISTRICT HEADQUARTERS
7995 Bruns Road / Byron, California 94514-1625
Telephone: 209-835-0375 / Facsimile: 209-835-2869

TIM MAGGIORE
President
Division III

PETE PETROVICH
Director
Division I

MARK MAGGIORE
Director
Division II

AMANJIT SINGH SANDHU
Director
Division IV



CHARLES TUSO
Director
Division V

TOM PEREIRA
Director
Division VI

JACK ALVAREZ
Vice-President
Division VII

EDWIN PATTISON
General Manager

REVISED AGENDA

Regular Meeting of the Board of Directors In Person Meeting May 16, 2023 10:00 AM

The Board may act on any of the items listed on this agenda regardless of whether an item is described as an action item, a report, or an informational or discussion item. As provided under Government Code section 54954.3, subdivision (a), during a Regular Meeting members of the public may address the Board concerning any item on the agenda or on any matter within the jurisdiction of the Byron-Bethany Irrigation District by filling out a speaker request form, available at the Auditorium entrance, and submitting the speaker form to the District Secretary/General Manager. Comments will be taken during the "Public Comment" section of the agenda.

This facility complies with the Americans with Disabilities Act. If any special accommodations are needed for you to participate, please contact the District Secretary/General Manager as soon as possible.

Agendas, agenda-packet materials, and other supporting documents are available for inspection at the District headquarters. A fee will be charged for copies.

Food will be available for staff and Board members during the half-hour before the Board meeting. If Board members are present, they will not discuss District business.

I. ROLL CALL

II. ADOPTION OF THE AGENDA

III. PUBLIC COMMENT (Please observe a two-minute time limit)

This section of the agenda is provided so that the public may express comments on any item on the agenda or on matters within the District's jurisdiction not listed on the agenda. Unless extended by the Board President, public comment is limited to no more than two (2) minutes per person and twenty (20) minutes total for all speakers. Board members may refer a matter to staff or follow Board procedures to direct staff to place a matter of business on a future agenda.

IV. CONSENT CALENDAR

The following items are routine and non-controversial and can be acted on in one consolidated motion as recommended, or at the request of any Director all or some of the items may be removed from the Consent Calendar and separately considered.

1. Approve meeting minute summary of April 19, 2023.
2. Accept Treasurer's Reports and Reconciliations for the month of April 2023.
3. Approve Check Registers for the month of April 2023.

4. Authorize the General Manager to execute the document entitled "Power Letter of Agreement for the Replacement of CVP Electrical Power (Energy) and Fees Incurred for Conveyance of Non-Project Water – Water Years beginning 2021 through the expiry of any subsequent revision – San Luis Unit and Delta Division – Central Valley Project (CVP)."

V. DISCUSSION/ACTION CALENDAR

5. Discussion/action approving engineering on-call service agreement increase with Hazen Sawyer.
6. Discussion/action to consider approval of revised Personnel Policies.

VI. CLOSED SESSION

7. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (one case) under Government Code section 54956.9, subsection (d)(1): *In re California Water Curtailment Cases*, Santa Clara County Superior Court, Case No. 2015-1-CV-285182 (JCCP 4838)

VII. COMMUNICATION / REPORTS / COMMENTS

Directors
General Manager
General Counsel
Consultants

ADJOURNMENT

TIM MAGGIORE
President
Division III

PETE PETROVICH
Director
Division I

MARK MAGGIORE
Director
Division II

AMANJIT SINGH SANDHU
Director
Division IV



AGENDA ITEM NO: 1

CHARLES TUSO
Director
Division V

TOM PEREIRA
Director
Division VI

JACK ALVAREZ
Vice President
Division VII

EDWIN PATTISON
General Manager

MINUTE SUMMARY

**Regular Meeting of the Board of Directors
In Person Meeting
Wednesday, April 19, 2023
10:00 AM**

CALL TO ORDER – ROLL CALL 10:01 a.m.

ADOPTION OF THE AGENDA

(M/S/C Petrovich/Pereira), Alvarez, M. Maggiore, Sandhu, T. Maggiore, Pereira, Petrovich and Tusó; Absent: 0)

PUBLIC COMMENT (Please observe a three-minute time limit)

This section of the agenda is provided so that the public may express comments on any item within the District's jurisdiction not listed on the agenda. Board members may refer a matter to staff, or follow Board procedures to direct staff to place a matter of business on a future agenda. The public may express comments on agenda items at the time of Board consideration.

CONSENT CALENDAR

1. Approve meeting minute summary of March 28, 2023.
2. Accept Treasurer's Reports and Reconciliations for the month of March 2023.
3. Approve Check Registers for the month of March 2023.

Director Tusó requested committee meeting minutes and a report to the Board of Directors following a committee meeting. Based on agreement by the Board of Directors, General Manager Ed Pattison will place a standing agenda item for committee reports on the agenda.

4. Approve Amendment to Grant of Easement and Easement Agreement Between GKG Mountain House Apartments, LLC, and Byron Bethany Irrigation District.

General Manager, Ed Pattison summarized to the Board of Directors the Grant of Easement amendment for Grupe Development located on the west side of Mountain House Parkway, adjacent to Highway 205 in Mountain House, CA. The easement amendment with Grupe identifies the rights and responsibilities for the landowner to protect and provide access to the BBID pipeline that runs along the east side of Grupe's property that conveys water from the Delta Mendota Canal to irrigate properties east of Mountain House Parkway. Grupe Development will be building a multi-family apartment complex on their land on the south side of Mountain House that will be visible from the Mountain House overpass and I-205.

Approve Amendment to Grant of Easement

(M/S/C Alvarez/Pereira), Alvarez, M. Maggiore, Sandhu, T. Maggiore, Pereira, Petrovich and Tusó; Absent: 0)

Director Petrovich made a motion to add the Pledge of Allegiance to the agenda.

Adopt Consent Calendar

(M/S/C Alvarez/Sandhu), Alvarez, M. Maggiore, Sandhu, T. Maggiore, Pereira, Petrovich and Tusó; Absent: 0)

DISCUSSION/ACTION CALENDAR

5. Adopt Revised 2023 Water Rates and Operation & Maintenance Charges.
6. Adopt 2023 Wholesale Municipal & Industrial Water Rates for:
 - a. Raw Water Service Area 1; and
 - b. Raw Water Service Area 2.

General Manager, Ed Pattison summarized the revised water rates for operation and maintenance, as well as the difference between the Municipal and Industrial Rate and Musco's rate. GM Pattison explained how the Central Valley Project Service Area has a formulated rate that includes United States Bureau of Reclamation & San Luis Delta Mendota Water Authority fees and a Cost of Service fee.

Additionally, GM Pattison summarized the revised water rates for the two service areas, Mountain House Community Services District (MHCSD) and City of Tracy (Tracy Hills). GM Pattison explained to the Board of Directors the basis for the Cost of Service rate increase for both Mountain House and Tracy Hills. Based on the current year two of a five-year rate plan for Mountain House, GM Pattison recommended incrementing the rate increase over the next three years to assist Mountain House and avoid another Proposition 218 rate increase to its customers and to synchronize efforts moving forward. GM Pattison discussed property tax revenues derived from Mountain House and that BBID does not derive property taxes from Tracy Hills. GM Pattison also shared with the Board that BBID staff met with both Mountain House and the City of Tracy to review the proposed rate increase and that both entities were supportive of the recommendation.

Adopt Rates for Operation & Maintenance & Municipal & Industrial

(M/S/C Alvarez/Pereira), Alvarez, M. Maggiore, Sandhu, T. Maggiore, Pereira, Petrovich and Tusó; Absent: 0)

CLOSED SESSION 10:46 a.m.

Report from Closed Session, if any, as required by Government Code Section 54957.1.

OPEN SESSION 11:05 a.m.

REPORTS / DIRECTOR COMMENTS

General Manager, Ed Pattison discussed Risk Management and BBID's insurance provider, Association of California Water Agencies Joint Powers Authority (ACWA JPIA). ACWA JPIA staff conducted a risk management audit of BBID facilities, and overall, BBID did well. A number of concerns were identified that BBID staff will work to correct. One of the chief concerns expressed by ACWA JPIA was the Wicklund Cut Pump Station, support buildings, and residences. Staff will conduct a more detailed inspection of the facilities and work on a proposed plan to correct.

ADJOURNMENT 11:21 a.m.

Submitted on April 27, 2023

Approved on May 16, 2023

Ms. Ilona Ruiz, Board Secretary

Mr. Timothy Maggiore, President

ATTENDANCE

Directors Present:

Charles Tuso	Division V
Mark Maggiore	Division II
Tom Pereira	Division VI
Tim Maggiore	Division III
Jack Alvarez	Division VII
Amanjit Sandhu	Division IV
Pete Petrovich	Division I

Staff/Consultants/Present

Ed Pattison, General Manager
Michael Vergara, SSD Law
Ilona Ruiz, Board Secretary
Rob Toste, The Grupe Company

BYRON BETHANY IRRIGATION DISTRICT
Treasurer's Monthly Report of Investments as of April 2023
Unaudited For Management Purposes Only

ADENDA 2

Investment	Transfer Account (1010A)	Transfer Account (1010C)	Transfer Account (1010D)	Payroll Account (1011A)	Investment Acct (1026)	Investment Acct (1003)	Investment Acct (1003A)	Investment Acct (1017)	Petty Cash (1080)	
Institution	CVCB Muni	OVCB Muni	OVCB Liquidity Plus	OVCB Payroll	King Capital Advisors****	LAIF	LAIF Construction	Comerica JPMorgan Chase	On-Hand	Total
Interest Rate	0.200%	0.100%	0.100%	0.100%	4.67%	2.740%	2.740%	1.00%		
Maturity					05/26/26			04/30/29		
Portfolio	3.92%	2.29%	8.79%	0.00%	57.47%	7.95%	18.77%	0.80%		100.00%
Beginning Balance	\$1,026,623.23	\$600,000.00	\$12,789,652.64	\$0.00	\$5,008,856.56	\$2,033,478.52	\$4,913,000.00	\$210,579.16	\$200.00	2658239011.00%
Activity	\$0.00	(\$1,363,835.86)	(\$10,909,679.83)	(\$116,913.17)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$12,390,428.86)
Deposits	\$157.51	\$1,363,835.86	\$419,485.70	\$116,913.17	\$10,034,238.25	\$46,818.14	\$0.00	\$0.00	\$0.00	\$11,981,448.63
CLOSING BALANCE	\$1,026,780.74	\$600,000.00	\$ 2,299,458.51	\$0.00	\$15,043,094.81	\$2,080,296.66	\$4,913,000.00	\$210,579.16	\$200.00	\$26,173,409.88
RESERVES									Account Code	Total
The above investments include the following Reserves:										
Insurance/SIR Reserve									GL 3103	\$105,000.00
Rolling Stock Replacement Reserve									GL 3105	\$100,000.00
Construction Equipment Replacement Reserve									GL 3106	\$100,000.00
Groundwater Management Program									GL 3107	\$200,000.00
OME & GA Reserve									GL 3110	\$3,406,249.64
Mountain House Infrastructure Replacement									GL 3123	\$2,000,000.00
CVP Service Area Capital Improvement									GL 3122	\$50,000.00
PERS Contribution Contingency									GL 3117	\$500,000.00
Capital Improvement Plan - Ten year CIP Plan									GL 3102	\$1,476,085.52
Legal Reserve									GL 3100	\$1,000,000.00
2017 Series Debt Payment Reserve									GL 2851	\$1,600,000.00
2018 Revenue Bonds Debt Payment Reserve									GL 2850	\$1,000,000.00
2021 Revenue Bonds Debt Payment Reserve									GL 2852	\$1,000,000.00
TOTAL RESERVES										\$12,537,335.16
TOTAL CASH										\$26,173,409.88
(Less) Designated Reserves										(\$12,537,335.16)
UNDESIGNATED RESERVES										\$13,636,074.72
<p>* No investments were made pursuant to Subdivision (I) of Section 53601, 53601.1, and Subdivision (I) Section 53635 of the Government Code.</p> <p>** All investments were made in accordance with the Treasurer's annual statement of investment policy and Board instruction.</p> <p>*** The amounts and maturities of the investments will enable the District to fund its cash flow requirements during the next six months (Gov't Code Sec. 53646 (b) (3)).</p>										

5/2/23

Byron-Bethany ID Portfolio

<u>Issuer</u>	<u>Type</u>	<u>Price</u>	<u>CPN</u>	<u>AMOUNT</u>	<u>YIELD</u>	<u>Cash Flow</u>	<u>MAT.</u>	<u>Cusip#</u>	<u>Settle</u>	<u>CALL</u>
Fairfield County Bank	CD	\$100.000	4.650%	\$250,000	4.65%	\$ 8,718.75	11/3/2023	30425PAY4	2/3/2023	N/A
FED HOME LOAN BANK	AG	\$100.000	4.750%	\$500,000	4.75%	\$ 23,750.00	12/21/2023	3130AUCS1	4/20/2023	N/A
FED HOME LOAN BANK	AG	\$100.000	5.000%	\$500,000	5.00%	\$ 25,000.00	1/20/2024	3130AUGN8	4/18/2023	NC3MQT
FED HOME LOAN BANK	AG	\$100.000	5.000%	\$500,000	5.00%	\$ 25,000.00	4/17/2024	3130AVLQ3	4/18/2023	NC3MQT
FED HOME LOAN BANK	AG	\$100.883	4.875%	\$500,000	4.20%	\$ 24,375.00	6/14/2024	3130ATVC8	1/27/2023	N/A
FED FARM CREDIT BANK	AG	\$100.394	4.875%	\$250,000	4.60%	\$ 12,187.50	8/21/2024	3133EPBF1	2/21/2023	N/A
Farmers Insurance Gp CU	CD	\$100.000	5.000%	\$245,000	5.00%	\$ 12,250.00	8/26/2024	30960QAN7	2/24/2023	N/A
HTLF Bank	CD	\$100.000	4.800%	\$244,000	4.80%	\$ 11,712.00	10/18/2024	40442NCH2	4/18/2023	N/A
Intrust Bank	CD	\$100.000	4.950%	\$244,000	4.95%	\$ 12,078.00	10/21/2024	46124GBB3	4/21/2023	N/A
FED HOME LOAN BANK	AG	\$100.000	5.000%	\$500,000	5.00%	\$ 25,000.00	10/25/2024	3130ATHG5	4/18/2023	NC1MQT
Comerica Bank	CD	\$100.000	4.950%	\$244,000	4.95%	\$ 12,078.00	11/4/2024	200339FS3	5/4/2023	N/A
FARMER MAC	AG	\$100.475	4.840%	\$500,000	4.59%	\$ 24,200.00	1/24/2025	31422XV33	1/31/2023	NC1YQTR
Wells Fago Bank NA	CD	\$100.000	4.750%	\$249,000	4.75%	\$ 11,827.50	4/21/2025	949764BA1	4/19/2023	N/A
First NB of Omaha	CD	\$100.000	4.700%	\$244,000	4.70%	\$ 11,468.00	4/21/2025	332135KX9	4/19/2023	N/A
FREDDIE MAC	AG	\$99.220	4.050%	\$500,000	4.40%	\$ 20,250.00	8/28/2025	3134GXR63	4/25/2023	NC1MQT
Greenstate CU	CD	\$100.000	4.750%	\$249,000	4.75%	\$ 11,827.50	10/28/2025	39573LDW5	4/28/2023	N/A
FED FARM CREDIT BANK	AG	\$99.525	4.125%	\$500,000	4.30%	\$ 20,625.00	12/12/2025	3133ENK82	1/31/2023	NC9moAM
FREDDIE MAC	AG	\$100.484	4.800%	\$500,000	4.63%	\$ 24,000.00	1/30/2026	3134GYFB3	1/30/2023	NC1Y1X
BMO Harris Bank NA	CD	\$100.000	4.750%	\$247,000	4.75%	\$ 11,732.50	4/27/2026	05600XNX4	4/27/2023	NC6moQT
Mountain America FCB	CD	\$100.000	4.700%	\$249,000	4.70%	\$ 11,703.00	4/28/2026	6234RAT3	4/28/2023	N/A
FNB Middle Tennessee	CD	\$100.000	4.500%	\$244,000	4.50%	\$ 10,980.00	5/11/2026	32116QBJ4	5/11/2026	N/A
CIBC USA Bank	CD	\$100.000	4.600%	\$244,000	4.60%	\$ 11,224.00	5/15/2026	12547CBH0	5/16/2023	N/A
FARMER MAC	AG	\$100.140	4.830%	\$500,000	4.78%	\$ 24,150.00	5/20/2026	31422X2K7	4/18/2023	NC1YQTR
FED HOME LOAN BANK	AG	\$99.000	4.000%	\$255,000	4.30%	\$ 10,200.00	9/8/2026	3130ASZS1	2/9/2023	NC9moQT
First United B&T	CD	\$100.000	4.000%	\$249,000	4.00%	\$ 9,960.00	2/8/2027	33742CCS4	2/8/2023	N/A
Pacific Western Bank	CD	\$100.000	4.800%	\$244,000	4.80%	\$ 11,712.00	2/22/2027	69506YWC9	2/21/2023	NC1YQTR
Bank of Oklahoma	CD	\$100.000	4.950%	\$248,000	4.95%	\$ 12,276.00	4/26/2027	05572YGM8	4/26/2023	NC1YMTL
Liberty First Credit Union	CD	\$100.000	4.500%	\$249,000	4.50%	\$ 11,205.00	4/26/2027	530520AJ4	4/25/2023	N/A
UBS Bank USA	CD	\$100.000	4.500%	\$249,000	4.50%	\$ 11,205.00	4/26/2027	90355GCW4	4/26/2023	N/A
FREDDIE MAC	AG	\$100.123	4.750%	\$500,000	4.72%	\$ 23,750.00	7/12/2027	3134GYPF3	4/20/2023	NC15MOAN
FED HOME LOAN BANK	AG	\$100.584	5.050%	\$500,000	4.91%	\$ 25,250.00	10/27/2027	3130AUPV0	1/30/2023	NC9MAN

5/2/23

Byron-Bethany ID Portfolio

MS Private Bank	CD	\$100.000	4.400%	\$244,000	4.40%	\$ 10,736.00	1/21/2028	61768UCE5	1/30/2023	NC1YS/A
Austin Telco FCU	CD	\$100.000	4.750%	\$249,000	4.75%	\$ 11,827.50	1/27/2028	052392CN5	1/27/2023	N/A
First Technology FCU	CD	\$100.000	5.000%	\$248,000	5.00%	\$ 12,400.00	2/3/2028	33715LEL0	2/3/2023	NC1YQTR
MS Bank NA	CD	\$100.000	4.650%	\$244,000	4.65%	\$ 11,346.00	2/18/2028	61773TSD6	2/21/2023	NC1YS/A
BMW Bank NA	CD	\$100.000	4.300%	\$244,000	4.30%	\$ 10,492.00	4/21/2028	05580AY81	4/21/2023	N/A
Discover Bank	CD	\$100.000	4.350%	\$244,000	4.35%	\$ 10,614.00	4/24/2028	2546734D5	4/26/2023	N/A
USALLIANCE FCU	CD	\$100.000	4.650%	\$249,000	4.65%	\$ 11,578.50	4/28/2028	90352RCZ6	4/28/2023	N/A
Freedom NW CU	CD	\$100.000	5.000%	\$248,000	5.00%	\$ 12,400.00	5/9/2028	356436AJ4	5/9/2023	NC1YMTL
Cy-Fair FCU	CD	\$100.000	4.500%	\$249,000	4.50%	\$ 11,205.00	5/12/2028	23248UAB3	5/12/2023	N/A
Total & Average			4.70%	\$12,916,000	4.67%	\$ 604,293.75	2.77 YRS			



<u>Investment</u>	<u>Avg Yield</u>	<u>Yr 1- Cash Flow</u>	<u>Maturity</u>	<u>Amount</u>	<u>Percentage</u>
\$12,916,000	4.67%	\$604,294	2023	\$750,000	6%
<u>Asset Type</u>	<u>Percent</u>	<u>AMT</u>	2024	\$3,227,000	25%
US Agency	50%	\$6,505,000	2025	\$2,242,000	17%
CDs	50%	\$6,411,000	2026	\$2,239,000	17%
			2027	\$2,239,000	17%
			2028	\$2,219,000	17%
			WAM	2.77 YRS	100%

Byron-Bethany Irrigation District
Income Statement
Compared with Budget
For the Four Months Ending April 30, 2023

	Current Month Actual	Year to Date Actual	Year to Date Budget
Revenues			
CVPSA Allocation Exceedance	\$ 0.00	\$ 85,902.00	\$ 100,000.00
CVP AG - BBID Overhead	171.75	171.75	0.00
CVP M&I - BBID Overhead	1,520.82	1,520.82	0.00
Construction Water	0.00	1,000.00	20,000.00
Mountain House Water	29,454.92	151,704.02	850,000.00
Tracy Hills Water Sales	68,090.00	68,090.00	100,000.00
BOR AG	110.31	110.31	90,000.00
BOR M/I	577.32	577.32	0.00
CVPIA Restoration (M&I)	408.85	3,920.15	10,000.00
CVPIA Restoration (Ag)	36.06	36.06	15,000.00
SLDMWA O&M	273.65	2,184.79	37,000.00
BBID Pump In Charge	0.00	4,550.00	100,000.00
Byron Ag Service Area	0.00	240.00	650,000.00
Byron M&I Service Area	0.00	0.00	20,000.00
Bethany Ag Service Area	0.00	0.00	380,000.00
Bethany M&I Service Area (MEP)	2,984.67	7,531.79	27,000.00
USBR Trinity PUD Assessment	3.00	46.80	0.00
West Side Ag Service Area WSSA	0.00	1,274.00	1,000,000.00
Grounwater Pumping SBSurcharge	220.00	220.00	0.00
Gas Tax Refund	0.00	2,643.05	2,643.05
Debt Recovery	960.00	4,610.00	5,000.00
Administration Costs - Fees	0.00	1,231.55	500.00
Easement Detachment Fees	0.00	4,900.00	0.00
Interest on Bank Accounts	53,081.63	73,518.95	290,000.00
Stand-by Revenue	0.00	83,711.12	83,601.84
WSSA Stand-by Revenue	0.00	140,093.50	138,871.25
CVPSA Ag O&M Charge	0.00	42,641.13	42,920.83
CVPSA M & I O&M Charge	0.00	161,800.14	161,397.96
CVPSA M/I with AG Alloc Charge	0.00	12,213.09	12,213.09
Alameda Property Tax Revenue	106,802.78	106,802.78	300,000.00
Contra Costa Property Tax Rev	172,051.85	172,051.85	445,000.00
San Joaquin 46701 Zn2 Prop Tax	0.00	321,264.77	5,000,000.00
San Joaquin 47101 Zn3 Prop Tax	0.00	1,876.93	45,000.00
Reimburse SLDMWA Assess	74.60	2,171.16	50,000.00
PG&E Power(CVPSA)Reimbursed	0.00	0.00	75,000.00
O&M Labor Recovery	18,548.75	43,081.75	50,000.00
O & M Materials Recovery	9,132.26	21,061.10	11,827.00
Drainage Fees WSSA	0.00	55,305.25	55,305.25
Engineering Recovery	29,189.73	29,189.73	0.00
Admin Labor Recovery	1,320.00	3,960.00	11,880.00
JPIA Refunds	(18.56)	(18.56)	0.00
Reimburse Director's Benefit	0.00	363.11	22,000.00
Legal Cost Recovery	19,728.00	19,728.00	0.00
Rental Unit	605.00	2,420.00	7,260.00
Agricultural Leases	0.00	12,675.00	10,000.00
Other Income	24,532.22	24,666.10	0.00
Total Revenues	539,859.61	1,673,041.31	10,219,420.27

Byron-Bethany Irrigation District
Income Statement
Compared with Budget
For the Four Months Ending April 30, 2023

	Current Month Actual	Year to Date Actual	Year to Date Budget
Cost of Sales			
Total Cost of Sales	0.00	0.00	0.00
Gross Profit	539,859.61	1,673,041.31	10,219,420.27
Expenses			
BOR AG	69,271.02	69,271.02	0.00
BOR M/I	42,109.02	42,109.02	0.00
CVPSA Restoration (M&I)	25,472.55	25,562.39	0.00
CVPSA Restoration (Ag)	23,329.47	25,302.80	0.00
SLDMWA O&M	0.00	41,403.18	0.00
USBR Trinity PUD Assess REIMB	718.70	718.70	0.00
O&M Auto & General Liability	0.00	18,226.35	25,226.35
Transformer Maintenance	0.00	0.00	3,000.00
Maintenance Trans. Lines/Poles	0.00	0.00	15,000.00
Pump Control Panels	0.00	0.00	3,500.00
Sub-Station	0.00	0.00	3,500.00
SLDMWA Membership Assessment	0.00	10,268.02	60,000.00
Electrical Engineering Services	0.00	0.00	3,000.00
SWRCB User Fee (CVPSA)	0.00	37,002.49	37,002.49
Supplemental Water Purchase	0.00	50,000.00	100,000.00
Pump/Motor Maintenance	0.00	0.00	10,000.00
Pump/Motor Maintenance (CVPSA)	0.00	7,725.99	2,500.00
Pump/Motor Maintenance (RWSA1)	0.00	0.00	2,500.00
Pump Motor Maintenance WSSA	0.00	571.51	5,000.00
Pump/Motor Lube	0.00	0.00	1,500.00
SCADA/Telemetry-Auto Control	0.00	1,736.85	100,000.00
Motor Control Maintenance	0.00	0.00	13,000.00
Motor Control Maint. (CVPSA)	0.00	0.00	5,000.00
Motor Control Maint. (RWSA1)	0.00	0.00	5,000.00
PWRPA ASA Power	18,241.20	44,863.84	445,000.00
PWRPA P3	519.87	1,278.61	15,000.00
PG&E Power	0.00	4,685.65	110,000.00
PG&E Power(CVPSA)	1,152.20	4,236.35	150,000.00
PG&E Power WSSA	369.58	1,164.23	5,000.00
Emergency Generators	0.00	0.00	25,000.00
WAPA Power	9,167.00	49,420.53	320,000.00
WAPA Restoration	1,181.90	4,727.60	25,000.00
Bonds Continuing Compliance	0.00	5,850.00	5,850.00
Assistant General Manager	0.00	0.00	212,463.00
O&M Employee Relations	109.86	109.86	1,500.00
WWTF Chief Operator	2,080.00	11,212.50	35,100.00
O&M Labor Full Time	61,125.73	227,292.98	1,103,024.00
O&M Other Compensation	2,861.75	53,357.53	178,601.69
O&M Health Insurance	13,507.38	51,084.06	307,589.40
O&M Dental Insurance	312.00	1,092.00	5,616.00
O&M Vision Insurance	167.04	631.04	3,340.80

Byron-Bethany Irrigation District
Income Statement
Compared with Budget
For the Four Months Ending April 30, 2023

	Current Month Actual	Year to Date Actual	Year to Date Budget
O&M Retirement (PERS)	11,234.99	297,695.74	400,000.00
O&M Worker's Comp	8,799.70	17,244.01	35,000.00
O&M Medicare	1,094.70	4,474.29	19,705.31
O&M Social Security	4,551.65	18,673.78	82,080.99
O&M Life Insurance	182.00	653.46	5,082.48
O&M Longevity	507.72	2,123.18	6,600.00
O&M Pesticide	92.30	415.35	1,800.00
O&M Overtime	8,826.33	14,165.58	115,000.00
O&M - Employee Assist Program	38.72	164.28	416.64
Canal Maintenance	2,868.00	7,389.76	15,000.00
Station Maintenance	0.00	2,343.68	15,000.00
Station Maintenance WSSA	0.00	0.00	5,000.00
Laterals/Structures	0.00	0.00	10,000.00
Laterals/Structures(CVPSA)	0.00	0.00	5,000.00
Material/Hardware/Fasteners	8,892.23	28,978.34	20,000.00
Sub laterals/Pipelines	0.00	0.00	10,000.00
Sub laterals/Pipelines WSSA	0.00	0.00	2,000.00
Canal Gate Maintenance	1,018.99	7,256.49	8,000.00
Canal Gate Maintenance (CVPSA)	0.00	0.00	2,000.00
Canal Gate Maintenance (WSSA)	0.00	935.20	5,000.00
Surface Drains	0.00	0.00	10,000.00
Tile Drains	0.00	0.00	5,000.00
Canal Crossings	0.00	0.00	2,000.00
Communications	760.06	8,961.22	19,000.00
Communications WSSA	481.52	1,909.95	6,000.00
Small Tools & Equipment	0.00	782.28	10,000.00
Building Maintenance	1,487.35	636.37	9,000.00
Building Maintenance WSSA	0.00	0.00	1,000.00
Grounds Maintenance	1,050.00	4,200.00	18,000.00
Fire System	0.00	863.46	9,000.00
Security System	135.00	1,467.27	6,500.00
HVAC Service Supplies	0.00	0.00	5,000.00
Janitorial Services/Supply	1,724.66	5,101.79	18,500.00
Pest Management	76.00	464.00	1,800.00
Janitorial Serv/Supply WSSA	200.00	400.00	1,500.00
Uniforms/Clothing Allowance	578.74	4,910.03	8,500.00
Shop Supplies	(37.78)	568.01	6,500.00
Welding Shop & Supplies	210.00	891.82	5,000.00
Meter Shop	0.00	0.00	1,000.00
Vehicle Maintenance	0.00	14,893.10	30,000.00
Equipment Maint.	38.80	958.00	20,000.00
Fuel/Lube/Oil/Tires	6,501.09	19,790.32	125,000.00
MileageReimbursement	0.00	59.80	1,100.00
Waste Oil Disposal	0.00	95.00	1,100.00
Canal Fences	0.00	0.00	2,500.00
Rodent Control	0.00	0.00	2,200.00
Right of Way Weed Control	0.00	0.00	30,000.00
Weed Burning	0.00	564.98	4,000.00
Aquatic Weed Control	3,555.00	65,209.65	270,000.00

Byron-Bethany Irrigation District
Income Statement
Compared with Budget
For the Four Months Ending April 30, 2023

	Current Month Actual	Year to Date Actual	Year to Date Budget
Road Maint. & Right of Way	0.00	0.00	20,000.00
Water Quality Testing	0.00	0.00	5,000.00
Flow Meter Repairs	805.71	7,319.04	7,000.00
Flow Meter Repairs(CVPSA)	0.00	0.00	1,000.00
Safety Supplies/Equipment	324.43	7,645.82	10,000.00
Worker Safety Training	0.00	1,451.18	4,500.00
Physical Exams	210.00	995.02	3,000.00
Engineering	35,660.31	101,822.81	215,000.00
GSA Implementation	2,824.52	12,037.90	25,000.00
O&M Continuing Education	190.00	448.01	1,500.00
Permits/Licenses(CVPSA)	0.00	0.00	1,000.00
Propane Facilities	977.59	1,637.59	3,000.00
Refuse/Disposal	621.19	1,384.14	4,000.00
Bottled Water Service	437.47	1,148.68	4,500.00
General Manager	18,908.72	79,398.87	258,750.00
Admin Support Staff	15,244.64	64,884.67	251,804.80
Admin Part Time	75.00	1,837.50	4,500.00
Admin Other Compensation	1,382.64	31,615.34	51,176.87
Admin Health Insurance	5,242.21	19,192.21	83,977.56
Admin Dental Insurance	156.00	561.60	1,872.00
Admin Vision Insurance	92.80	334.08	1,113.60
Admin Retirement (PERS)	10,794.40	76,035.90	300,000.00
Admin Worker's Comp	789.13	1,483.54	5,000.00
Senior Administrative Analyst	0.00	0.00	108,925.00
Admin Social Security	2,347.17	11,099.60	38,537.95
Admin Medicare	548.92	2,595.85	9,012.91
Admin Life Insurance	160.18	549.44	2,177.52
Admin Longevity	161.56	727.02	2,100.00
Admin Employee Relations	0.00	0.00	400.00
State Unemployment Insurance	32.40	1,644.22	2,500.00
FUTA Tax	12.96	657.68	900.00
Office Supplies	140.25	1,583.66	7,000.00
Payroll Services	452.64	2,209.23	7,000.00
Postage	0.00	537.80	2,000.00
Printing, Forms, Maps, Etc	0.00	0.00	3,000.00
Notary Commission	0.00	29.00	29.00
Printing (Legal)	0.00	0.00	800.00
WSSA Utilities	283.67	1,122.49	4,500.00
DHQ Telephone	1,320.77	10,504.57	21,000.00
Bank Fees	0.00	0.00	1,000.00
Trustee Fees	0.00	0.00	1,500.00
Dir -Employee Assist Program	12.40	47.12	208.32
Admin-Employee Assist Program	12.40	44.74	178.56
Cyber Liability Program	0.00	1,222.42	2,500.00
Admin Auto & Liability Program	0.00	12,150.90	16,950.90
Property Insurance	0.00	27,452.12	60,000.00
Business Systems Services	743.56	3,706.00	12,500.00
Pension Fund - 401A	3,234.39	3,234.39	12,937.50
Retiree's Health Insurance	9,583.83	38,335.32	115,000.00

Byron-Bethany Irrigation District
Income Statement
Compared with Budget
For the Four Months Ending April 30, 2023

	Current Month Actual	Year to Date Actual	Year to Date Budget
State Emp. Training Tax	2.16	109.63	150.00
Director's Fees/ Expenses	2,160.00	18,081.65	23,000.00
Director's Benefits	8,682.29	32,370.46	114,252.00
District Officials'	0.00	1,360.65	20,000.00
Legal Services	159,286.89	522,280.56	800,000.00
CVPSA - Legal	5,232.00	33,990.23	200,000.00
Auditing	0.00	0.00	45,000.00
Actuarial Services	0.00	6,300.00	8,800.00
Election	0.00	519.45	1,000.00
Record Retention	0.00	0.00	250.00
Rental Unit	665.00	665.00	2,000.00
Permits, Dues & Subscriptions	0.00	940.10	65,000.00
Permits, Dues & Subs WSSA	0.00	2,601.82	4,000.00
Admin. Continuing Education	0.00	0.00	500.00
Recording Fees	0.00	0.00	250.00
Interest Expense	0.00	107,492.94	216,234.40
Hardware/Software	12,192.88	19,914.45	25,000.00
Hardware/Software WSSA	30.00	551.49	1,000.00
Public Outreach	4,900.00	24,584.00	60,000.00
Website	2,100.00	10,500.00	25,400.00
State/Federal Representation	10,000.00	20,544.00	150,000.00
HR Consulting	1,656.25	8,000.00	10,000.00
Total Expenses	657,255.37	2,667,639.19	8,201,888.04
Net Income	(\$ 117,395.76)	(\$ 994,597.88)	\$ 2,017,532.23

Byron-Bethany Irrigation District
Balance Sheet
April 30, 2023

ASSETS

Current Assets		
Cash-L.A.I.F. State Treasurer	\$	2,080,296.66
Cash-L.A.I.F. Construction		4,913,000.00
CVCB Muni		1,026,780.74
OVCB Muni		443,336.02
Liquidity Plus		2,299,458.51
Comerica		210,579.16
Investments		15,000,000.00
Petty Cash		200.00
Petty Cash - WSSA		100.00
Accts Receivable		186,380.16
Accts Receivable - Other		10,157.92
Prepaid Insurance		10,199.10
		<hr/>
Total Current Assets		26,180,488.27
Property and Equipment		
Allowance for Depreciation	(18,219,391.16)	
Allowance for Depreciation WSSA	(3,824,351.34)	
District Lands	1,837,509.52	
General Properties	17,994,863.78	
CVPSA Distribution System	792,082.88	
Pumping Plant	20,871,672.21	
Telemetry/SCADA	261,167.19	
Office Equipment	144,242.93	
Automotive Equipment	1,775,974.34	
General Tools & Equipment	1,538,003.97	
PL 984 Project	2,166,723.17	
Mariposa Energy Plant	4,716,153.80	
General Properties WSSA	5,400,391.91	
General Equipment WSSA	694,864.65	
Drainage Systems	605,703.66	
Work in Progress	5,801,963.29	
		<hr/>
Total Property and Equipment		42,557,574.80
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>68,738,063.07</u></u>

LIABILITIES AND CAPITAL

Current Liabilities	
Accounts Payable	\$ 227,159.91
Health Insurance Payable	1,630.06
Deferred Comp - Payable	12,600.00
Accrued Vacation	96,389.58
Dental Insurance Payable	(284.24)
Developer Security Deposit	45,000.00
FUTA Tax Payable	(283.12)
Net Pension Liability	695,201.00
Deferred Inflows	87,624.00
Deferred Outflows	(171,048.00)
Deferred Outflows Contribution	(61,845.00)
Net OPEB Liability/Asset	3,545,171.00

Unaudited - For Management Purposes Only

Byron-Bethany Irrigation District
Balance Sheet
April 30, 2023

Deferred Outflows (OPEB)	298,924.00	
Total Current Liabilities		4,776,239.19
Long-Term Liabilities		
2018 Enterprise Revenue Bond	3,910,000.00	
2017 Revenue Refi Bond	1,254,000.01	
2021 Enterprise Revenue Bond	3,638,000.00	
Total Long-Term Liabilities		8,802,000.01
Total Liabilities		13,578,239.20
Capital		
Retained Earnings	44,083,002.59	
Legal Reserve	1,000,000.00	
10 Year CIP Reserve	1,476,085.52	
Insurance/SIR Reserve	105,000.00	
Rolling Stock Replacement Res.	100,000.00	
Construction Equipment Replace	100,000.00	
Groundwater Mgmt Program Res	200,000.00	
SLDMWA-DHCCP Reserve	1,000,000.00	
Op & Maint, Eng. & Gen. Admin.	2,933,249.64	
PERS Contribution Contingency	500,000.00	
CVPSA Capital Improve Reserve	50,000.00	
RWSAInfrastructure Replacement	2,000,000.00	
2017 Series Debt Payment Reser	1,600,000.00	
2018 Revenue Bonds Debt Pmt Re	1,000,000.00	
Net Income	(987,513.88)	
Total Capital		55,159,823.87
Total Liabilities & Capital	\$	68,738,063.07

Byron-Bethany Irrigation District
Account Reconciliation
As of Apr 30, 2023
1010A - CVCB Muni
Bank Statement Date: April 30, 2023

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance		1,026,623.23
Add: Cash Receipts		
Less: Cash Disbursements		
Add (Less) Other		<u>157.51</u>
Ending GL Balance		<u>1,026,780.74</u>
Ending Bank Balance		<u>1,026,780.74</u>
Add back deposits in transit	<u> </u>	
Total deposits in transit		
(Less) outstanding checks	<u> </u>	
Total outstanding checks		
Add (Less) Other	<u> </u>	
Total other		
Unreconciled difference		<u>0.00</u>
Ending GL Balance		<u><u>1,026,780.74</u></u>



7100 N. Financial Dr. STE 101
Fresno, CA 93720

RETURN SERVICE REQUESTED

BYRON BETHANY IRRIGATION DISTRICT
7995 BRUNS RD
BYRON CA 94514-1625

Managing Your Accounts

Customer Service (800) 298-1775



BankLine (24-hours) (800) 298-1775



Mailing Address 7100 N. Financial Drive,
Ste. 101
Fresno, CA 93720



Website www.cvcb.com

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Summary of Accounts

Account Type	Account Number	Ending Balance
MUNI CHECKING	XXXXXXXXXX	\$1,026,780.74

MUNI CHECKING-XXXXXXXXXXXX642**Account Summary**

Date	Description	Amount
04/01/2023	Beginning Balance	\$1,026,623.23
	1 Credit(s) This Period	\$157.51
	0 Debit(s) This Period	\$0.00
04/28/2023	Ending Balance	\$1,026,780.74

Interest Summary

Description	Amount
Interest Earned From 04/01/2023 Through 04/28/2023	
Annual Percentage Yield Earned	0.20%
Interest Days	28
Interest Earned	\$157.51
Interest Paid This Period	\$157.51
Interest Paid Year-to-Date	\$669.25
Minimum Balance	\$1,026,623.23
Average Ledger Balance	\$1,026,623.23

Other Credits

Date	Description	Amount
04/28/2023	INTEREST	\$157.51

Byron-Bethany Irrigation District
Account Reconciliation
As of Apr 30, 2023
1010C - OVCB Muni
Bank Statement Date: April 30, 2023

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance				592,035.24
Add: Cash Receipts				440,643.48
Less: Cash Disbursements				(949,684.92)
Add (Less) Other				360,342.22
Ending GL Balance				443,336.02
Ending Bank Balance				600,000.00
Add back deposits in transit	May 3, 2023	1513	16.88	
Total deposits in transit				16.88
(Less) outstanding checks	Feb 17, 2023	45346	(580.03)	
	Mar 7, 2023	45391	(522.00)	
	Mar 8, 2023	45412	(150.00)	
	Apr 11, 2023	45496	(123.88)	
	Apr 11, 2023	45497	(31.23)	
	Apr 11, 2023	45498	(75.00)	
	Apr 11, 2023	45504	(127.57)	
	Apr 11, 2023	45506	(2,665.00)	
	Apr 11, 2023	45512	(1,677.49)	
	Apr 11, 2023	45516	(1,152.20)	
	Apr 11, 2023	45518	(3.74)	
	Apr 11, 2023	45519	(30.00)	
	Apr 11, 2023	45530	(1,685.71)	
	Apr 11, 2023	45531	(324.35)	
	Apr 11, 2023	45532	(2,009.82)	
	Apr 11, 2023	45534	(700.00)	
	Apr 19, 2023	45549	(100.00)	
	Apr 19, 2023	45552	(144,722.84)	
Total outstanding checks				(156,680.86)
Add (Less) Other				
Total other				
Unreconciled difference				0.00
Ending GL Balance				443,336.02



OAK VALLEY COMMUNITY BANK
TRACY
1034 NORTH CENTRAL AVE.
TRACY CA 95376
(209) 834-3340

BYRON BETHANY IRRIGATION DISTRICT
MUNI ACCOUNT
7995 BRUNS ROAD
BYRON CA 94514-1625

ACCOUNT NUMBER:
STATEMENT DATE: 4/28/23
PAGE: 1 OF 4

WEB SITE: www.ovcb.com
www.escbank.com
TOLL FREE NUMBER: 866-844-7500

ECONOMY CHECKING-PUBLIC

BYRON BETHANY IRRIGATION DISTRICT
MUNI ACCOUNT

Acct

Beginning Balance	4/01/23	600,000.00	
Deposits / Misc Credits	31	1,363,835.86	
Withdrawals / Misc Debits	110	1,363,835.86	
** Ending Balance	4/30/23	600,000.00	**
Service Charge		.00	

Enclosures 100

DEPOSITS/CREDITS

Date	Deposits	Withdrawals	Activity Description
4/03	55,957.50		Trnsfr from Checking Acct Ending in 0095
4/04	35,021.62		Trnsfr from Checking Acct Ending in 0095
4/05	21,058.93		Trnsfr from Checking Acct Ending in 0095
4/06	1,897.25		Trnsfr from Checking Acct Ending in 0095
4/07	493.64		Trnsfr from Checking Acct Ending in 0095
4/10	379,425.90		Trnsfr from Checking Acct Ending in 0095
4/12	64,773.31		Trnsfr from Checking Acct Ending in 0095
4/13	40,888.07		Trnsfr from Checking Acct Ending in 0095
4/14	94,300.62		DEPOSIT
4/14	2,984.67		MARIPOSA ENERGY,/DGCPMT
4/17	10,543.76		Trnsfr from Checking Acct Ending in 0095
4/17	3.74		Rev chk 000000000045518 date 2023/04/17
			Auto Return
4/17	75.00		Rev chk 000000000045498 date 2023/04/17
			Auto Return
4/17	123.88		Rev chk 000000000045496 date 2023/04/17
			Auto Return
4/17	127.57		Rev chk 000000000045504 date 2023/04/17
			Auto Return
4/17	324.35		Rev chk 000000000045531 date 2023/04/17
			Auto Return
4/17	700.00		Rev chk 000000000045534 date 2023/04/17
			Auto Return
4/17	1,152.20		Rev chk 000000000045516 date 2023/04/17
			Auto Return

Byron-Bethany Irrigation District
Account Reconciliation
As of Apr 30, 2023
1010D - Liquidity Plus
Bank Statement Date: April 30, 2023

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	12,789,652.64
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	<u>(10,490,194.13)</u>
Ending GL Balance	<u>2,299,458.51</u>
Ending Bank Balance	<u>2,299,458.51</u>
Add back deposits in transit	<u> </u>
Total deposits in transit	
(Less) outstanding checks	<u> </u>
Total outstanding checks	
Add (Less) Other	<u> </u>
Total other	
Unreconciled difference	<u>0.00</u>
Ending GL Balance	<u><u>2,299,458.51</u></u>



OAK VALLEY COMMUNITY BANK
TRACY
1034 NORTH CENTRAL AVE.
TRACY CA 95376
(209) 834-3340

BYRON BETHANY IRRIGATION DISTRICT
7995 BRUNS ROAD
BYRON CA 94514-1625

ACCOUNT NUMBER:
STATEMENT DATE: 4/28/23
PAGE: 1 OF 2

WEB SITE: www.ovcb.com
www.escbank.com
TOLL FREE NUMBER: 866-844-7500

OAK TREE CHECKING-PUBLIC BYRON BETHANY IRRIGATION DISTRICT Acct

Beginning Balance	4/01/23	12,789,652.64	
Deposits / Misc Credits	4	419,485.70	
Withdrawals / Misc Debits	17	10,909,679.83	
** Ending Balance	4/30/23	2,299,458.51	**
Service Charge		.00	
Interest Paid Thru	4/30/23	6,105.98	
Interest Paid Year To Date		21,047.06	
Minimum Balance		2,125,478	

DEPOSITS/CREDITS

Date	Deposits	Withdrawals	Activity Description
4/14	76,677.65		Trnsfr from Checking Acct Ending in 0060
4/20	100,568.93		Trnsfr from Checking Acct Ending in 0060
4/26	236,133.14		Trnsfr from Checking Acct Ending in 0060
4/28	6,105.98		INTEREST EARNED

OTHER WITHDRAWALS/DEBITS

Date	Deposits	Withdrawals	Activity Description
4/03		55,957.50	Trnsfr to Checking Acct Ending in 0060
4/04		35,021.62	Trnsfr to Checking Acct Ending in 0060
4/05		21,058.93	Trnsfr to Checking Acct Ending in 0060
4/06		1,897.25	Trnsfr to Checking Acct Ending in 0060
4/07		493.64	Trnsfr to Checking Acct Ending in 0060
4/10		379,425.90	Trnsfr to Checking Acct Ending in 0060
4/12		64,773.31	Trnsfr to Checking Acct Ending in 0060
4/13		40,888.07	Trnsfr to Checking Acct Ending in 0060
4/14		10,000,000.00	NATL FIN SVC LLC/EFT
4/17		10,543.76	Trnsfr to Checking Acct Ending in 0060
4/18		25,367.74	Trnsfr to Checking Acct Ending in 0060
4/19		105,424.00	Trnsfr to Checking Acct Ending in 0060
4/21		35,882.64	Trnsfr to Checking Acct Ending in 0060
4/24		13,939.46	Trnsfr to Checking Acct Ending in 0060

Byron-Bethany Irrigation District
Account Reconciliation
As of Apr 30, 2023
1011A - OVCB Payroll
Bank Statement Date: April 30, 2023

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance		
Add: Cash Receipts		
Less: Cash Disbursements		
Add (Less) Other		<u> </u>
Ending GL Balance		<u><u> </u></u>
Ending Bank Balance		
Add back deposits in transit	<u> </u>	
Total deposits in transit		
(Less) outstanding checks	<u> </u>	
Total outstanding checks		
Add (Less) Other	<u> </u>	
Total other		
Unreconciled difference		<u> 0.00</u>
Ending GL Balance		<u><u> </u></u>



OAK VALLEY COMMUNITY BANK
TRACY
1034 NORTH CENTRAL AVE.
TRACY CA 95376
(209)834-3340

BYRON BETHANY IRRIGATION DISTRICT
PAYROLL ACCOUNT
7995 BRUNS ROAD
BYRON CA 94514-1625

ACCOUNT NUMBER:
STATEMENT DATE: 4/28/23
PAGE: 1 OF 2

WEB SITE: www.ovcb.com
www.escbank.com
TOLL FREE NUMBER: 866-844-7500

ECONOMY CHECKING-PUBLIC

BYRON BETHANY IRRIGATION DISTRICT
PAYROLL ACCOUNT

Acct

Beginning Balance	4/01/23	.00	
Deposits / Misc Credits	5	116,913.17	
Withdrawals / Misc Debits	9	116,913.17	
** Ending Balance	4/30/23	.00	**
Service Charge		.00	

DEPOSITS/CREDITS

Date	Deposits	Withdrawals	Activity Description
4/13	40,888.07		Trnsfr from Checking Acct Ending in 0060
4/14	18,949.03		Trnsfr from Checking Acct Ending in 0060
4/20	60.64		Trnsfr from Checking Acct Ending in 0060
4/27	38,760.07		Trnsfr from Checking Acct Ending in 0060
4/28	18,255.36		Trnsfr from Checking Acct Ending in 0060

OTHER WITHDRAWALS/DEBITS

Date	Deposits	Withdrawals	Activity Description
4/13		40,888.07	PAYCHEX/PAYROLL
4/14		218.30	PAYCHEX EIB/INVOICE
4/14		18,730.73	PAYCHEX TPS/TAXES
4/20		60.64	PAYCHEX-OAB/INVOICE
4/27		1,001.35	PAYCHEX/PAYROLL
4/27		37,758.72	PAYCHEX/PAYROLL
4/28		53.73	PAYCHEX TPS/TAXES
4/28		173.70	PAYCHEX EIB/INVOICE
4/28		18,027.93	PAYCHEX TPS/TAXES

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
4/13	.00	4/14	.00	4/20	.00

Byron-Bethany Irrigation District
Account Reconciliation
As of Apr 30, 2023
1003 - Cash-L.A.I.F. State Treasurer
Bank Statement Date: April 30, 2023

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	2,033,478.52
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	46,818.14
Ending GL Balance	2,080,296.66
Ending Bank Balance	2,080,296.66
Add back deposits in transit	
Total deposits in transit	
(Less) outstanding checks	
Total outstanding checks	
Add (Less) Other	
Total other	
Unreconciled difference	0.00
Ending GL Balance	2,080,296.66

Byron-Bethany Irrigation District
Account Reconciliation
As of Apr 30, 2023
1003A - Cash-L.A.I.F. Construction
Bank Statement Date: April 30, 2023

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	4,913,000.00
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	
Ending GL Balance	4,913,000.00
Ending Bank Balance	4,913,000.00
Add back deposits in transit	
Total deposits in transit	
(Less) outstanding checks	
Total outstanding checks	
Add (Less) Other	
Total other	
Unreconciled difference	0.00
Ending GL Balance	4,913,000.00



MALIA M. COHEN

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name

BYRON-BETHANY IRRIGATION DIST

Account Number

As of 04/14/2023, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2023.

Earnings Ratio		.00007493902135155
Interest Rate		2.74%
Dollar Day Total	\$	624,749,871.72
Quarter End Principal Balance	\$	6,946,478.52
Quarterly Interest Earned	\$	46,818.14

Byron-Bethany Irrigation District
Account Reconciliation
As of Apr 30, 2023
1017 - Comerica
Bank Statement Date: April 30, 2023

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	210,579.16
Add: Cash Receipts	.
Less: Cash Disbursements	
Add (Less) Other	<hr/>
Ending GL Balance	<u>210,579.16</u>
Ending Bank Balance	<u>210,579.16</u>
Add back deposits in transit	<hr/>
Total deposits in transit	
(Less) outstanding checks	<hr/>
Total outstanding checks	
Add (Less) Other	<hr/>
Total other	
Unreconciled difference	<u>0.00</u>
Ending GL Balance	<u>210,579.16</u>

BYRON-BETHANY ID
RICK GILMORE
7995 BRUNS RD
BYRON CA 94514-1625

January 1, 2023 - March 31, 2023

Account Number: _____

Your Financial Consultant:

Theut/Rademacher
(800) 327-7058

Portfolio at a Glance

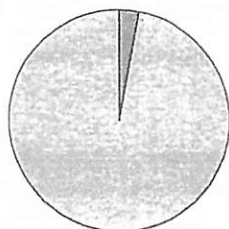
	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$205,594.66	\$205,594.66
Adjusted Previous Account Value	205,594.66	205,594.66
Dividends, Interest and Other Income	59.50	59.50
Net Change in Portfolio¹	4,925.00	4,925.00
ENDING ACCOUNT VALUE	\$210,579.16	\$210,579.16

Accrued Interest \$410.96

Estimated Annual Income \$2,559.50

¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
3%	Cash, Money Funds, and Bank Deposits	6,544.66	6,544.66	6,604.16
97%	Fixed Income	199,050.00	199,050.00	203,975.00
100%	Account Total (Pie Chart)	\$205,594.66	\$205,594.66	\$210,579.16

Please review your allocation periodically with your Financial Consultant.

Byron-Bethany Irrigation District
Account Reconciliation
As of Apr 30, 2023
1080 - Petty Cash
Bank Statement Date: April 30, 2023

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance		200.00
Add: Cash Receipts		
Less: Cash Disbursements		
Add (Less) Other		
Ending GL Balance		<u>200.00</u>
Ending Bank Balance		<u>200.00</u>
Add back deposits in transit		
Total deposits in transit		
(Less) outstanding checks		
Total outstanding checks		
Add (Less) Other		
Total other		
Unreconciled difference		<u>0.00</u>
Ending GL Balance		<u>200.00</u>

Byron Bethany Irrigation District
Petty Cash Reconciliation

Beg. Balance
\$200.00

Date	Description	Debit	Credit	GL	Running Balance
					\$200.00

Currency on Hand		Quantity	Total	
\$0.01	x		-	
\$0.05	x		-	
\$0.10	x		-	
\$0.25	x		-	
\$1.00	x	5	5.00	✓
\$2.00	x		-	
\$5.00	x	7	35.00	✓
\$10.00	x	4	40.00	✓
\$20.00	x	1	20.00	✓
\$50.00	x		-	
\$100.00	x	1	100.00	✓
Total Cash on Hand			200.00	

Prepared By: Julia Gavrilenko Checked By: Ilona Lament *RUIZ*

Date: 5/2/2023 *[Signature]* *Ilona Ruiz*

Approved By: _____

Date: _____

**Byron-Bethany Irrigation District
Check Register**

For the Period From Apr 1, 2023 to Apr 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
45453	4/1/23	Association California Water Agencies	1010C	815.00
45454	4/1/23	AT&T	1010C	166.34
45455	4/1/23	Business Card	1010C	37.80
45456	4/1/23	Bay Alarm Company	1010C	863.46
45457	4/1/23	Brentwood Plumbing, Inc.	1010C	4,500.00
45458	4/1/23	Clifton Otis Dragline	1010C	55,205.00
45459	4/1/23	Creative Outdoor Environments, Inc.	1010C	1,050.00
45460	4/1/23	Don Pedro Pump	1010C	23,458.61
45461	4/1/23	Equipco Sales and Service	1010C	3,808.08
45462	4/1/23	McCauley Ag Services	1010C	156.00
45463	4/1/23	Brentwood Auto Parts Inc	1010C	173.89
45464	4/1/23	Central Valley Motor Parts, Inc.	1010C	416.46
45465	4/1/23	Tesco Controls, Inc.	1010C	1,710.18
45466	4/1/23	Dornoch Inc.	1010C	2,822.05
45467	4/1/23	U.S. BANK, NATIONAL ASSOCIATION	1010C	9,593.00
45468	4/1/23	Wells Fargo Financial Leasing	1010C	463.03
45469	4/1/23	Brentwood Ace Hardware	1010C	42.85
45470	4/1/23	Tracy Delta Solid Waste Management, Inc	1010C	157.61
45471	4/1/23	Heather Escarcega	1010C	462.50
45472	4/1/23	I Spy Vision	1010C	135.00
45473	4/1/23	Janet Alvarez	1010C	3,125.00
45474	4/1/23	Pacific Gas & Electric WSSA	1010C	173.10
45475	4/1/23	Plus IT, Inc.	1010C	437.50
45476	4/1/23	UBEO Business Services	1010C	224.00
45477	4/1/23	Somach, Simmons & Dunn	1010C	93,035.90
45478	4/1/23	Tesco Controls, Inc.	1010C	4,243.44
45479	4/1/23	Cintas Corporation #922	1010C	386.62
45480	4/1/23	Ramos Oil Co., Inc.	1010C	3,524.11
45481	4/1/23	Somach, Simmons & Dunn	1010C	135,448.54
45482	4/1/23	Somach, Simmons & Dunn	1010C	150,941.46
45483	4/1/23	Alhambra Water Service	1010C	154.50
45484	4/1/23	Plus IT, Inc.	1010C	625.00

Byron-Bethany Irrigation District
Check Register
For the Period From Apr 1, 2023 to Apr 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
45485	4/1/23	Ramos Oil Co., Inc.	1010C	1,047.60
45486	4/1/23	Rossana Talavera	1010C	1,500.00
45487	4/1/23	Western Area Power Administration	1010C	1,181.90
45452V	4/7/23	Chase Card Services	1010C	-6,352.73
45488	4/11/23	ACWA Joint Powers Insurance Authority	1010C	43,776.18
45489	4/11/23	California Welding Supply	1010C	217.00
45490	4/11/23	CH2M HILL Engineers, Inc	1010C	2,060.00
45491	4/11/23	Chase Card Services	1010C	749.85
45496	4/11/23	City of Tracy	1010C	123.88
45497	4/11/23	Connor Dorais	1010C	31.23
45498	4/11/23	Heather Escarcega	1010C	75.00
45499	4/11/23	Hazen & Sawyer	1010C	28,798.65
45500	4/11/23	Home Depot Credit Services	1010C	664.24
45501	4/11/23	J-COMM Inc	1010C	7,000.00
45502	4/11/23	Lingo	1010C	773.07
45503	4/11/23	Mizuno Consulting, Inc.	1010C	15,120.31
45504	4/11/23	Pacific Gas & Electric WSSA	1010C	127.57
45505	4/11/23	PWRPA	1010C	18,761.07
45506	4/11/23	Western Oilfields Supply Company	1010C	2,665.00
45507	4/11/23	Stericycle, Inc.	1010C	264.26
45508	4/11/23	A-1 Septic Service, AAA Backhoe Service	1010C	665.00
45509	4/11/23	ACWA Joint Powers Insurance Authority	1010C	9,588.83
45510	4/11/23	Bureau of Reclamation	1010C	30,565.12
45511	4/11/23	Comcast	1010C	125.45
45512	4/11/23	Beckley, Inc	1010C	1,677.49
45513	4/11/23	DIRECTV	1010C	84.99
45514	4/11/23	Foley & Lardner LLP	1010C	10,000.00
45515	4/11/23	G & L Irrigation and Farm Supply	1010C	9.55
45516	4/11/23	Pacific Gas & Electric 4120	1010C	1,152.20
45517	4/11/23	Quality Communications	1010C	462.95
45518	4/11/23	UBEO Business Services	1010C	3.74

Byron-Bethany Irrigation District
Check Register
For the Period From Apr 1, 2023 to Apr 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
45519	4/11/23	Tom Costa	1010C	30.00
45520	4/11/23	Tri-West Tractor, Inc.	1010C	4,521.76
45521	4/11/23	Vans Ace Hardware	1010C	7.57
45522	4/11/23	Zanjero, Inc.	1010C	1,475.00
45527	4/11/23	Cintas Corporation #922	1010C	292.06
45528	4/11/23	Central Valley Motor Parts, Inc.	1010C	28.78
45529	4/11/23	PDM Steel Service Centers, Inc	1010C	3,378.74
45530	4/11/23	Pacific Gas & Electric 2085	1010C	1,685.71
45531	4/11/23	Plus IT, Inc.	1010C	324.35
45532	4/11/23	Tesco Controls, Inc.	1010C	2,009.82
45533	4/11/23	The Trailer Specialist	1010C	60,898.46
45534	4/11/23	Interstate Truck Center	1010C	700.00
45535	4/11/23	CoreLogic Solutions, LLC	1010C	308.00
45536	4/11/23	Fruit Growers Laboratory Inc.	1010C	4,857.00
45537	4/11/23	Central Valley Community Bank	1010C	7,579.59
45538	4/11/23	Edwin R. Pattison Jr.	1010C	3,234.39
45559	4/19/23	AT & T Mobility	1010C	549.39
45539	4/19/23	AT&T	1010C	167.37
45540	4/19/23	AT & T Mobility	1010C	188.70
45541	4/19/23	Business Card	1010C	44.13
45542	4/19/23	Brentwood Plumbing, Inc.	1010C	1,487.35
45543	4/19/23	Campora Propane Service	1010C	977.59
45544	4/19/23	Cintas Corporation #922	1010C	1,062.82
45545	4/19/23	City of Brentwood	1010C	1,349.52
45546	4/19/23	Clifton Otis Dragline	1010C	3,555.00
45547	4/19/23	Creative Outdoor Environments, Inc.	1010C	1,050.00
45548	4/19/23	Tracy Delta Solid Waste Management, Inc	1010C	778.80
45549	4/19/23	Laurina Rocha	1010C	100.00
45550	4/19/23	Plus IT, Inc.	1010C	2,511.50
45551	4/19/23	Quality Communications	1010C	462.95
45552	4/19/23	Somach, Simmons & Dunn	1010C	144,722.84
45553	4/19/23	Quest UCCS	1010C	125.68

Byron-Bethany Irrigation District
Check Register
For the Period From Apr 1, 2023 to Apr 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
45554	4/19/23	TechnoFlo Systems	1010C	805.71
45555	4/19/23	Tesco Controls, Inc.	1010C	2,695.32
45556	4/19/23	Wagner & Bonsignore CCE	1010C	10,081.05
45557	4/19/23	Wells Fargo Financial Leasing	1010C	477.54
45558	4/19/23	Zanjero, Inc.	1010C	3,982.50
45560	4/19/23	Exponent, Inc.	1010C	9,715.00
45561	4/19/23	Plus IT, Inc.	1010C	187.50
Total				949,684.92

Byron-Bethany Irrigation District
Purchase Journal
For the Period From Apr 1, 2023 to Apr 30, 2023

Date	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/1/23	21427	PkC/Laptop	324.35	
4/1/23	21427	Plus IT, Inc.		324.35
4/1/23	217TWID0323	PWRPA - ASA Power for the Period of 3/1/2023 - 3/31/2023	18,241.20	
4/1/23	217TWID0323	PWRPA P3 - Funding for the Period of 3/1/2023 - 3/31/2023	519.87	
4/1/23	217TWID0323	PWRPA		18,761.07
4/1/23	29127460	DHQ Refuse Service Provided - 20Y Rolloff on 3/2/2023 - Service address: 7995 Bruns Road, Byron, CA	621.19	
4/1/23	29127460	Garbage Service WSSA - Service address: 20100 Wicklund, Tracy, CA - April 2023	157.61	
4/1/23	29127460	Tracy Delta Solid Waste Management, Inc		778.80
4/1/23	829215163X040923	Mobile Data plan & Usage for the Period: 3/2/2023 - 4/1/2023 WSSA	188.70	
4/1/23	829215163X040923	AT & T Mobility		188.70
4/1/23	MAR202364	Quarterly Alarm Monitoring - A&E Groundwater Well	135.00	
4/1/23	MAR202364	I Spy Vision		135.00
4/1/23	March 2023	Janitorial Fee For: 3/6/23, 3/10/23, 3/13/23, 3/20/23 & 3/28/23 Cleaning	1,500.00	
4/1/23	March 2023	Rossana Talavera		1,500.00
4/2/23	04022023	Dell Technologies - PowerEdge Server _		10,684.24
4/2/23	04022023	Network Solutions - BSD Monthly Subscription - Website Security	9.99	
4/2/23	04022023	Adobe Acropro Subscription	14.99	
4/2/23	04022023	Adobe Acropro Subscription	19.99	
4/2/23	04022023	Microsoft Upgrade	12.50	
4/2/23	04022023	Amazon - Safety Signs	23.01	
4/2/23	04022023	Amazon - Notebook	47.84	
4/2/23	04022023	Amazon - Janitorial Supplies	58.72	
4/2/23	04022023	Amazon - Hard Hat, Safety Binder, First Aid Kit	291.64	
4/2/23	04022023	Amazon - Batteries	33.69	
4/2/23	04022023	Amazon - Disposables Razors - First Aid Kit	9.78	
4/2/23	04022023	Amazon - Portable Gas Can - BSD	233.80	
4/2/23	04022023	Amazon - Fresh Water Tank & Water Pump - BSD	177.25	
4/2/23	04022023	Amazon - Utility Trailer - BSD	827.58	
4/2/23	04022023	Amazon - Wall Mounted Hose Reel, Boat Battery Box, Solar Battery Charger - BSD	233.70	
4/2/23	04022023	Mountain Mike's Pizza - Staff Meeting Lunch	109.86	
4/2/23	04022023	DSW - Work Shoes	76.11	
4/2/23	04022023	Sage Software Renewal	2,627.00	
4/2/23	04022023	CA Dept. of Pesticide - Study Materials for Connor Dorais	190.00	
4/2/23	04022023	Trader Joe's - Fruit/Vegetables for Juicing (\$408 Grant)	13.92	
4/2/23	04022023	Malwarebytes Premium	69.99	
4/2/23	04022023	Chase Card Services	5,602.88	
4/3/23	04-23-871	Professional Legal Services - March 2023 - Curtailments	10,081.05	
4/3/23	04-23-871	Wagner & Bonsignore CCE		10,081.05
4/3/23	04032023	Pacific Gas & Electric Charges Account #4120785230		
4/3/23	04032023	Irrigation Pump-Walnuts for Service Period 2/23/2023 - 3/22/2023	19.98	
4/3/23	04032023	Pacific Gas & Electric Charges Account #4122301135		
4/3/23	04032023	Sandhu MP17.59 for Service Period 2/23/2023 - 3/22/2023	30.77	
4/3/23	04032023	Pacific Gas & Electric Charges Account #4120785317		
4/3/23	04032023	RC Capital MP19.40 for Service Period 2/23/2023 - 3/22/2023	41.57	

Byron-Bethany Irrigation District
Purchase Journal
For the Period From Apr 1, 2023 to Apr 30, 2023

Date	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/3/23	04032023	Pacific Gas & Electric Charges Account #4120100230 WO DM C OTL for Service Period 2/23/2023 - 3/22/2023	19.98	
4/3/23	04032023	Pacific Gas & Electric Charges Account #4120785189 AT DM C & Lammers Rd for Service Period 2/23/2023 - 3/22/2023	19.98	
4/3/23	04032023	Pacific Gas & Electric Charges Account #4120785354 Tatla MP19.15 Chrisman Road for Service Period 2/23/2023 - 3/22/2023	26.55	
4/3/23	04032023	Pacific Gas & Electric Charges Account #4129023266 Delta Mendota Canal for Service Period 2/23/2023 - 3/22/2023	26.55	
4/3/23	04032023	Pacific Gas & Electric Charges Account #412684479 Pumping Cost for Well on Corral Hollow for Service Period 2/23/2023 - 3/22/2023	966.82	
4/3/23	04032023	Pacific Gas & Electric 4120 Communications, Outreach and Public Affairs for April 2023		1,152.20
4/3/23	040323	Website Services for April 2023	4,900.00	
4/3/23	040323	J-COMM Inc	2,100.00	
4/3/23	040323	Contract Usage Charge for 1/1/2023 - 3/31/2023 BBID		7,000.00
4/3/23	4071645	UBEO Business Services	3.74	
4/3/23	4071645	Materials for Canal Gates Screens		3.74
4/3/23	416156-01	PDM Steel Service Centers, Inc	1,018.99	
4/3/23	416156-01	Project Communications, Tracy Subbasin Meeting		1,018.99
4/3/23	5631	Zanjero, Inc.	1,475.00	
4/3/23	5631	Groundwater Support Services for February 2023		1,475.00
4/3/23	AR15024	City of Brentwood	1,349.52	
4/3/23	AR15024			1,349.52
4/4/23	04042023	Trend Micro Anti-virus Software Renewal at WSSA Office	30.00	
4/4/23	04042023	Tom Costa		30.00
4/4/23	043175R	Penetrant, antifreeze (overpayment)		37.78
4/4/23	043175R	Brentwood Auto Parts Inc	37.78	
4/4/23	2023Benefits0699213	ALV01 - Director Health Benefits for the Period of: May 2023	1,683.12	
4/4/23	2023Benefits0699213	ALV01 - Director Dental Benefits for the Period of: May 2023	64.21	
4/4/23	2023Benefits0699213	ALV01 - Director Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	ALV01 - Director Life Benefits for the Period of: May 2023	9.50	
4/4/23	2023Benefits0699213	ALV01 - Director Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	DOR01 - O&M Health Benefits for the Period of: May 2023	841.56	
4/4/23	2023Benefits0699213	DOR01 - O&M Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	DOR01 - O&M Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	DOR01 - O&M Life Benefits for the Period of: May 2023	9.00	
4/4/23	2023Benefits0699213	DOR01 - O&M Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	FAR01 - O&M Health Benefits for the Period of: May 2023	1,262.34	
4/4/23	2023Benefits0699213	FAR01 - O&M Health Benefits Liability for the Period of: May 2023	420.78	

Byron-Bethany Irrigation District
Purchase Journal
For the Period From Apr 1, 2023 to Apr 30, 2023

Date	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/4/23	2023Benefits0699213	FAR01 - O&M Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	FAR01 - O&M Dental Benefits Liability for the Period of: May 2023	33.01	
4/4/23	2023Benefits0699213	FAR01 - O&M Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	FAR01 - O&M Life Benefits for the Period of: May 2023	25.00	
4/4/23	2023Benefits0699213	FAR01 - O&M Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	GAV01 - Admin Health Benefits for the Period of: May 2023	801.23	
4/4/23	2023Benefits0699213	GAV01 - Admin Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	GAV01 - Admin Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	GAV01 - Admin Life Benefits for the Period of: May 2023	18.00	
4/4/23	2023Benefits0699213	GAV01 - Admin Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	GIL01 - Admin Health Benefits for the Period of: May 2023	841.56	
4/4/23	2023Benefits0699213	GIL01 - Admin Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	GIL01 - Admin Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	GIL01 - Admin Life Benefits for the Period of: May 2023	53.00	
4/4/23	2023Benefits0699213	GIL01 - Admin Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	KAG01 - Retiree Health Benefits for the Period of: May 2023	1,683.12	
4/4/23	2023Benefits0699213	KAG01 - Retiree Dental Benefits for the Period of: May 2023	64.21	
4/4/23	2023Benefits0699213	KAG01 - Retiree Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	RUI01 - Admin Health Benefits for the Period of: May 2023	801.23	
4/4/23	2023Benefits0699213	RUI01 - Admin Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	RUI01 - Admin Dental Benefits Liability for the Period of: May 2023	33.01	
4/4/23	2023Benefits0699213	RUI01 - Admin Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	RUI01 - Admin Life Benefits for the Period of: May 2023	8.00	
4/4/23	2023Benefits0699213	RUI01 - Admin Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	MAG10 - Director Health Benefits for the Period of: May 2023	2,230.13	
4/4/23	2023Benefits0699213	MAG10 - Director Dental Benefits for the Period of: May 2023	106.41	
4/4/23	2023Benefits0699213	MAG10 - Director Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	MAG10 - Director Life Benefits for the Period of: May 2023	7.10	
4/4/23	2023Benefits0699213	MAG10 - Director Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	MAG11 - Director Health Benefits for the Period of: May 2023	841.56	

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4/4/23	2023Benefits0699213	MAG11 - Director Dental Benefits for the Period of: May 2023	64.21	
4/4/23	2023Benefits0699213	MAG11 - Director Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	MAG11 - Director Life Benefits for the Period of: May 2023	9.50	
4/4/23	2023Benefits0699213	MAG11 - Director Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	MAR01 - O&M Health Benefits for the Period of: May 2023	2,317.59	
4/4/23	2023Benefits0699213	MAR01 - O&M Health Benefits Liability for the Period of: May 2023	1,047.67	
4/4/23	2023Benefits0699213	MAR01 - O&M Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	MAR01 - O&M Dental Benefits Liability for the Period of: May 2023	75.21	
4/4/23	2023Benefits0699213	MAR01 - O&M Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	MAR01 - O&M Life Benefits for the Period of: May 2023	37.00	
4/4/23	2023Benefits0699213	MAR01 - O&M Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	MAR02 - O&M Health Benefits for the Period of: May 2023	1,269.91	
4/4/23	2023Benefits0699213	MAR02 - O&M Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	MAR02 - O&M Dental Benefits Liability for the Period of: May 2023	33.01	
4/4/23	2023Benefits0699213	MAR02 - O&M Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	MAR02 - O&M Life Benefits for the Period of: May 2023	9.00	
4/4/23	2023Benefits0699213	MAR02 - O&M Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	MEH01 - O&M Health Benefits for the Period of: May 2023	1,269.91	
4/4/23	2023Benefits0699213	MEH01 - O&M Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	MEH01 - O&M Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	MEH01 - O&M Life Benefits for the Period of: May 2023	37.00	
4/4/23	2023Benefits0699213	MEH01 - O&M Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	ORO01 - O&M Health Benefits for the Period of: May 2023	1,514.33	
4/4/23	2023Benefits0699213	ORO01 - O&M Health Benefits Liability for the Period of: May 2023	713.09	
4/4/23	2023Benefits0699213	ORO01 - O&M Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	ORO01 - O&M Dental Benefits Liability for the Period of: May 2023	75.21	
4/4/23	2023Benefits0699213	ORO01 - O&M Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	ORO01 - O&M Life Benefits for the Period of: May 2023	9.00	
4/4/23	2023Benefits0699213	ORO01 - O&M Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	PAT01 - Admin Health Benefits for the Period of: May 2023	1,535.85	

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4/4/23	2023Benefits0699213	PAT01 - Admin Health Benefits Liability for the Period of: May 2023	694.28	
4/4/23	2023Benefits0699213	PAT01 - Admin Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	PAT01 - Admin Dental Benefits Liability for the Period of: May 2023	75.21	
4/4/23	2023Benefits0699213	PAT01 - Admin Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	PAT01 - Admin Vision Benefits for the Period of: May 2023	37.00	
4/4/23	2023Benefits0699213	PAT01 - Admin Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	PER01 - Director Health Benefits for the Period of: May 2023	841.56	
4/4/23	2023Benefits0699213	PER01 - Director Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	PER01 - Director Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	PER01 - Director Life Benefits for the Period of: May 2023	7.10	
4/4/23	2023Benefits0699213	PER01 - Director Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	PET10 - Director Health Benefits for the Period of: May 2023	841.56	
4/4/23	2023Benefits0699213	PET10 - Director Dental Benefits for the Period of: May 2023	64.21	
4/4/23	2023Benefits0699213	PET10 - Director Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	PET10 - Director Life Benefits for the Period of: May 2023	10.25	
4/4/23	2023Benefits0699213	PET10 - Director Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	PET01 - Admin Health Benefits for the Period of: May 2023	1,262.34	
4/4/23	2023Benefits0699213	PET01 - Admin Health Benefits Liability for the Period of: May 2023	420.78	
4/4/23	2023Benefits0699213	PET01 - Admin Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	PET01 - Admin Dental Benefits Liability for the Period of: May 2023	33.01	
4/4/23	2023Benefits0699213	PET01 - Admin Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	PET01 - Admin Life Benefits for the Period of: May 2023	44.18	
4/4/23	2023Benefits0699213	PET01 - Admin Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	RES01 - O&M Health Benefits for the Period of: May 2023	801.23	
4/4/23	2023Benefits0699213	RES01 - O&M Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	RES01 - O&M Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	RES01 - O&M Life Benefits for the Period of: May 2023	10.00	
4/4/23	2023Benefits0699213	RES01 - O&M Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	CLA01 - O&M Health Benefits for the Period of: May 2023	1,201.85	

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4/4/23	2023Benefits0699213	CLA01 - O&M Health Benefits Liability for the Period of: May 2023	400.61	
4/4/23	2023Benefits0699213	CLA01 - O&M Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	CLA01 - O&M Dental Benefits Liability for the Period of: May 2023	33.01	
4/4/23	2023Benefits0699213	CLA01 - O&M Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	CLA01 - O&M Life Benefits for the Period of: May 2023	14.00	
4/4/23	2023Benefits0699213	CLA01 - O&M Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	TUS15 - Director Health Benefits for the Period of: May 2023	1,683.12	
4/4/23	2023Benefits0699213	TUS15 - Director Dental Benefits for the Period of: May 2023	64.21	
4/4/23	2023Benefits0699213	TUS15 - Director Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	TUS15 - Director Life Benefits for the Period of: May 2023	9.50	
4/4/23	2023Benefits0699213	TUS15 - Director Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	VAZ01 - O&M Health Benefits for the Period of: May 2023	1,514.33	
4/4/23	2023Benefits0699213	VAZ01 - O&M Health Benefits Liability for the Period of: May 2023	713.09	
4/4/23	2023Benefits0699213	VAZ01 - O&M Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	VAZ01 - O&M Dental Benefits Liability for the Period of: May 2023	75.21	
4/4/23	2023Benefits0699213	VAZ01 - O&M Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	VAZ01 - O&M Life Benefits for the Period of: May 2023	18.00	
4/4/23	2023Benefits0699213	VAZ01 - O&M Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	VEG01 - O&M Health Benefits for the Period of: May 2023	1,514.33	
4/4/23	2023Benefits0699213	VEG01 - O&M Health Benefits Liability for the Period of: May 2023	713.09	
4/4/23	2023Benefits0699213	VEG01 - O&M Dental Benefits for the Period of: May 2023	31.20	
4/4/23	2023Benefits0699213	VEG01 - O&M Dental Benefits Liability for the Period of: May 2023	33.01	
4/4/23	2023Benefits0699213	VEG01 - Admin Vision Benefits for the Period of: May 2023	18.56	
4/4/23	2023Benefits0699213	VEG01 - O&M Life Benefits for the Period of: May 2023	14.00	
4/4/23	2023Benefits0699213	VEG01 - O&M Employee Assistance Program - May 2023	2.48	
4/4/23	2023Benefits0699213	Arnaudo - Retiree Health Benefits for the Period of: May 2023	404.70	
4/4/23	2023Benefits0699213	Bedford - Retiree Health Benefits for the Period of: May 2023	809.40	
4/4/23	2023Benefits0699213	Carson - Retiree Health Benefits for the Period of: May 2023	404.70	
4/4/23	2023Benefits0699213	Zahn - Retiree Health Benefits for the Period of: May 2023	404.70	

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4/4/23	2023Benefits0699213	Griffith - Retiree Health Benefits for the Period of: May 2023	841.56	
4/4/23	2023Benefits0699213	Kleinert - Retiree Health Benefits for the Period of: May 2023	809.40	
4/4/23	2023Benefits0699213	Kopp - Retiree Health Benefits for the Period of: May 2023	404.70	
4/4/23	2023Benefits0699213	Martinez - Retiree Health Benefits for the Period of: May 2023	809.40	
4/4/23	2023Benefits0699213	Pombo - Retiree Health Benefits for the Period of: May 2023	1,683.12	
4/4/23	2023Benefits0699213	Serpa - Retiree Health Benefits for the Period of: May 2023	841.56	
4/4/23	2023Benefits0699213	Shoemaker - Retiree Health Benefits for the Period of: May 2023	404.70	
4/4/23	2023Benefits0699213	ACWA Joint Powers Insurance Authority O & M Workers Compensation Program for the 3rd Quarter 2022-2023	8,799.70	43,776.18
4/4/23	ACWAJPIA3rdQTR22-23	Admin Workers Compensation Program for the 3rd Quarter 2022-2023	789.13	
4/4/23	ACWAJPIA3rdQTR22-23	ACWA Joint Powers Insurance Authority Ag Water Reclamation Charge for the Month of: April 2023	17,905.00	9,588.83
4/4/23	March&April2023	M&I Water Reclamation Charge for the Month of: March 2023	1,901.76	
4/4/23	March&April2023	M&I Water Reclamation Charge for the Month of: April 2023	1,901.76	
4/4/23	March&April2023	CVPIA Ag Restoration Charge for Month of: March & April 2023	6,010.00	
4/4/23	March&April2023	CVPIA M&I Restoration Charge for Month of: March & April 2023	2,693.60	
4/4/23	March&April2023	Trinity PUD Assessment for the Month of: March & April 2023	153.00	
4/4/23	March&April2023	Contract No. 14-06-200-785-LTR1-P Bureau of Reclamation		30,565.12
4/5/23	0079449-IN	Troubleshoot Influent Auger - BSD	715.98	
4/5/23	0079449-IN	Tesco Controls, Inc.		715.98
4/5/23	1857579	Pump Trash Rental for BSD	2,665.00	
4/5/23	1857579	Western Oilfields Supply Company Troubleshoot Submersible Wet Well Level Transducer - BSD	1,293.84	1,293.84
4/6/23	0079461-IN	Tesco Controls, Inc.		1,293.84
4/6/23	04062023	Pacific Gas & Electric Charges Account #4159610850-0 - 3/2/23-3/31/23	127.57	
4/6/23	04062023	Pacific Gas & Electric WSSA Septic Pumping Services up to 1200 Gallons at Rental House; 4 7's	665.00	127.57
4/6/23	2010	A-1 Septic Service, AAA Backhoe Service		665.00
4/6/23	4151783262	DHQ Janitorial Supplies	18.28	
4/6/23	4151783262	Weekly Uniform Service for the week ending 4/6/2023	117.27	
4/6/23	4151783262	Cintas Corporation #922 Ricoh Copier Rental (Contract #603-0227169-000; Serial #3129RA00486; Model IM C4500) 4/1/23-4/30/23	477.54	135.55
4/6/23	5024607927	Wells Fargo Financial Leasing		477.54
4/7/23	04072023	Paper Towels - WSSA Office	44.13	
4/7/23	04072023	Business Card		44.13
4/7/23	04072023	Brass Socket for Spray Truck	31.23	

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4/7/23	04072023	Connor Dorais		31.23
		Consulting and/or Professional Services for the period of: March 2023 - Water Rate Analysis & Development, LV & Sisk Dam Expansions, Misc Support	15,120.31	
4/7/23	2023-3	Mizuno Consulting, Inc.		15,120.31
4/7/23	2023-3	Mobile Data plan & Usage for the Period: 4/8/2022 - 5/7/2023; Account #287253183134	549.39	
4/7/23	287253183134X041523	AT & T Mobility		549.39
4/7/23	678671	Nipple for Spray Truck	7.57	
4/7/23	678671	Vans Ace Hardware		7.57
4/7/23	8252	3" Adapter - WSSA	9.55	
4/7/23	8252	G & L Irrigation and Farm Supply		9.55
4/10/23	000019766784	WSSA Shop Internet Service 3/10/2023 - 4/9/2023	54.44	
4/10/23	000019766784	Acct #9391053473		
4/10/23	000019766784	AT&T		54.44
4/10/23	000019766785	WSSA Internet Service 3/10/2023 - 4/9/2023	112.93	
4/10/23	000019766785	Acct #9391053474		
4/10/23	000019766785	AT&T		112.93
4/10/23	04102023	Admin Tasks: Record Retention 4/10/23	75.00	
4/10/23	04102023	Heather Escarcega		75.00
4/10/23	0868954	General Maintenance & Repair Materials - Adapter	21.45	
4/10/23	0868954	Big W Sales		21.45
		Landscape Grounds Maintenance for the period of: April 2023	1,050.00	
4/10/23	2304-154	Creative Outdoor Environments, Inc.		1,050.00
4/10/23	28149	Pull 12" pump, assemble, test & detail at PS2	9,494.79	
4/10/23	28149	Don Pedro Pump		9,494.79
		Canal Maintenance at WSSA - Cleaning Ditch off Schulte & Lammers & Main Drain on Von Sosten 4/3/23 - 4/4/23 (20 Hrs)	3,555.00	
4/11/23	04112023	Clifton Otis Dragline		3,555.00
4/11/23	04112023	Purchase of 2023 Diamond C Equipment Trailer	60,898.46	
4/11/23	04112023	The Trailer Specialist		60,898.46
4/11/23	10735	Install new faucets in restrooms at DHQ	1,487.35	
4/11/23	10735	Brentwood Plumbing, Inc.		1,487.35
4/11/23	39659	Meters maintenance & repair	805.71	
4/11/23	39659	TechnoFlo Systems		805.71
4/11/23	March 2023	Janitorial Fee For: 3/11/23 & 3/25/23 - WSSA	100.00	
4/11/23	March 2023	Laurina Rocha		100.00
		VALIC Substitution Payments for January - March 2023 for Edwin Pattison	3,234.39	
4/11/23	VALIC Jan-Mar 2023	Edwin R. Pattison Jr.		3,234.39
4/12/23	0018027	SH Tellus S2 MX 46	1,521.45	
4/12/23	0018027	Ramos Oil Co., Inc.		1,521.45
		Professional Legal Services by Michael E. Vergara (OCAP Litigation) - March 2023	369.00	
4/12/23	3017029	Somach, Simmons & Dunn		369.00
		Professional Legal Services by Michael E. Vergara (Curtilments) - March 2023	17,452.99	
4/12/23	3017030	Somach, Simmons & Dunn		17,452.99
		Professional Legal Services by Michael E. Vergara (Legislation) - March 2023	11,339.54	
4/12/23	3017031	Somach, Simmons & Dunn		11,339.54
		Professional Legal Services by Michael E. Vergara (CVP Issues) - March 2023	4,863.00	
4/12/23	3017032	Somach, Simmons & Dunn		4,863.00

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4/12/23	3017033	Professional Legal Services by Michael E. Vergara (6th DCA) - March 2023	72,483.25	
4/12/23	3017033	Somach, Simmons & Dunn		72,483.25
4/12/23	3017034	Professional Legal Services by Michael E. Vergara (Employment) - March 2023	496.38	
4/12/23	3017034	Somach, Simmons & Dunn		496.38
4/12/23	3017035	Professional Legal Services by Michael E. Vergara (Cort Annexation) - March 2023	1,542.00	
4/12/23	3017035	Somach, Simmons & Dunn		1,542.00
4/12/23	3017036	Professional Legal Services by Michael E. Vergara (Coordinated Petitions) - March 2023	29,061.43	
4/12/23	3017036	Somach, Simmons & Dunn		29,061.43
4/12/23	3017037	Professional Legal Services by Michael E. Vergara (Castello Ranch) - March 2023	2,269.25	
4/12/23	3017037	Somach, Simmons & Dunn		2,269.25
4/12/23	3017038	Professional Legal Services by Michael E. Vergara (Tracy Recycled Water Expansion) - March 2023	2,172.00	
4/12/23	3017038	Somach, Simmons & Dunn		2,172.00
4/12/23	3017039	Professional Legal Services by Michael E. Vergara (Red Maple Village) - March 2023	528.00	
4/12/23	3017039	Somach, Simmons & Dunn		528.00
4/12/23	3017040	Professional Legal Services by Michael E. Vergara (Toll Brothers) - March 2023	2,146.00	
4/12/23	3017040	Somach, Simmons & Dunn		2,146.00
4/12/23	50855	Board Room Setup	937.50	
4/12/23	50855	Plus IT, Inc.		937.50
4/13/23	4152466429	DHQ Janitorial Supplies	42.97	
4/13/23	4152466429	Weekly Uniform Service for the week ending 4/13/2023	135.84	
4/13/23	4152466429	Cintas Corporation #922		178.81
4/13/23	520466	Professional Legal Services - Period Ending: 3/31/2023 BBID Water Rights Consulting; Project #: 2101802.000 - Curtailments	9,715.00	
4/13/23	520466	Exponent, Inc.		9,715.00
4/14/23	00163877-00	Physical DOT (DMV), Audiogram & UDS Comp DOT, Breath Test - DOR01 - 4/5/23	210.00	
4/14/23	00163877-00	Co Occupational Medical Partners		210.00
4/14/23	3511774	Propane Service (Shop/Office)	977.59	
4/14/23	3511774	Campora Propane Service		977.59
4/14/23	50860	AP Setup	375.00	
4/14/23	50860	Plus IT, Inc.		375.00
4/14/23	50861	Server Setup	250.00	
4/14/23	50861	Plus IT, Inc.		250.00
4/15/23	INV-4452	Monthly Service Charge for DHQ Landlines	462.95	
4/15/23	INV-4452	Quality Communications		462.95
4/16/23	125247	Quarterly Charge for Post Warranty Agreement on Phone System	125.68	
4/16/23	125247	Quest UCCS		125.68
4/17/23	20134-001-48	Engineering and/or Professional Services for the period of 3/1/23 - 3/31/23 - General On Call Engineering Services (Project #20134-001)	19,622.50	
4/17/23	20134-001-48	Engineering and/or Professional Services for the period of 3/1/23 - 3/31/23 - WSID Culvert CM (Project #20134-008)	382.50	
4/17/23	20134-001-48	Engineering and/or Professional Services for the period of 3/1/23 - 3/31/23 - PS 2 Discharge Pipe Replacement Project (Project #20134-012)	4,023.12	

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Purchase Journal
For the Period From Apr 1, 2023 to Apr 30, 2023

Date	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/17/23	20134-001-48	Engineering and/or Professional Services for the period of 3/1/23 - 3/31/23 - AWMP (Project #20134-013)	10,092.50	
4/17/23	20134-001-48	Engineering and/or Professional Services for the period of 3/1/23 - 3/31/23 - Development Connection Services & Coordination (Project 20134-015) LPV Quitclaim	700.00	
4/17/23	20134-001-48	Engineering and/or Professional Services for the period of 3/1/23 - 3/31/23 - Development Connection Services & Coordination (Project 20134-015) Toll Brothers	1,052.50	
4/17/23	20134-001-48	Engineering and/or Professional Services for the period of 3/1/23 - 3/31/23 - Development Connection Services & Coordination (Project 20134-015) Red Maple	217.50	
4/17/23	20134-001-48	Hazen & Sawyer		36,090.62
4/17/23	33321194	Monthly Service Charge for DHQ Landlines (Account #412466572)	857.82	
4/17/23	33321194	Lingo		857.82
4/17/23	50862	Parts Macrium Server Backup License	449.00	
4/17/23	50862	Plus IT, Inc.		449.00
4/17/23	50865	In-Shop Service New Server	500.00	
4/17/23	50865	Plus IT, Inc.		500.00
4/18/23	0079558-IN	Replacement of Level Transducer at BSD	2,695.32	
4/18/23	0079558-IN	Tesco Controls, Inc.		2,695.32
4/18/23	28148	Pull 26" Pump & Install at PS2	2,619.93	
4/18/23	28148	Don Pedro Pump		2,619.93
4/18/23	50600209	Professional Services regarding Strategic Counseling - Services through March 31, 2023	10,000.00	
4/18/23	50600209	Foley & Lardner LLP		10,000.00
4/18/23	50867	On-site Service Server Setup	187.50	
4/18/23	50867	Plus IT, Inc.		187.50
4/18/23	8003732359	Shred It Service Dates: 3/28/2023, 4/11/2023	262.28	
4/18/23	8003732359	Stericycle, Inc.		262.28
4/19/23	0015751	Unleaded (\$3.515 per gallon) Clear Diesel (\$3.512 per gallon)	2,876.56	
4/19/23	0015751	Ramos Oil Co., Inc.		2,876.56
4/19/23	13625004	Monthly Pest Control Service at BBID: 4/19/2023	76.00	
4/19/23	13625004	McCauley Ag Services		76.00
4/19/23	50188	On-site Service New Office-Server Setup	643.81	
4/19/23	50188	Plus IT, Inc.		643.81
4/19/23	50868	On-site Service Server Setup	937.50	
4/19/23	50868	Plus IT, Inc.		937.50
4/19/23	RI08283	WSSA Canal Cleaning	2,868.00	
4/19/23	RI08283	Tri-West Tractor, Inc.		2,868.00
4/20/23	0015241	Unleaded (\$3.430 per gallon)	811.54	
4/20/23	0015241	Ramos Oil Co., Inc.		811.54
4/20/23	04202023	Pacific Gas & Electric Charges Account #9158717444-1 - 3/21/23-4/19/23	242.01	
4/20/23	04202023	Pacific Gas & Electric WSSA		242.01
4/20/23	4153172548	DHQ Janitorial Supplies	18.28	
4/20/23	4153172548	Weekly Uniform Service for the week ending 4/20/2023	213.57	
4/20/23	4153172548	Cintas Corporation #922		231.85
4/20/23	50190	On-site Service New Office and Server Setup	750.00	
4/20/23	50190	Plus IT, Inc.		750.00
4/20/23	50498	Purchase Macrium	62.50	
4/20/23	50498	Plus IT, Inc.		62.50
4/20/23	50869	On-site Service Server Setup	937.50	
4/20/23	50869	Plus IT, Inc.		937.50
4/20/23	50916	On-site Service PC's Setup	812.50	

Byron-Bethany Irrigation District
Purchase Journal
For the Period From Apr 1, 2023 to Apr 30, 2023

Date	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/20/23	50916	Plus IT, Inc.		812.50
4/20/23	April 2023	Janitorial Fee For: 4/8/23 & 4/22/23 - WSSA	100.00	
4/20/23	April 2023	Laurina Rocha		100.00
4/20/23	EO&M000030523	FY2024 CVP O&M Program 8th Billing	9,167.00	
4/20/23	EO&M000030523	Acct: 786048000-CVP O&M Escrow		
4/20/23	EO&M000030523	U.S. BANK, NATIONAL ASSOCIATION		9,167.00
		Ag Water Reclamation Charge for the Month of: March 2023 (True-up)	143.24	
4/20/23	May&June2023	Ag Water Reclamation Charge for the Month of: May 2023 (Prepayment)	19,695.50	
4/20/23	May&June2023	Ag Water Reclamation Charge for the Month of: June 2023 (Prepayment)	28,648.00	
4/20/23	May&June2023	M&I Water Reclamation Charge for the Month of: March 2023 (True-up)		1,392.36
4/20/23	May&June2023	M&I Water Reclamation Charge for the Month of: May 2023 (Prepayment)	23,024.88	
4/20/23	May&June2023	M&I Water Reclamation Charge for the Month of: June 2023 (Prepayment)	1,969.68	
4/20/23	May&June2023	CVPIA Ag Restoration Charge for Month of: March 2023 (True-up)	48.08	
4/20/23	May&June2023	CVPIA Ag Restoration Charge for Month of: May & June 2023 (Prepayment)	16,227.00	
4/20/23	May&June2023	CVPIA M&I Restoration Charge for Month of: March 2023 (True-up)		986.05
4/20/23	May&June2023	CVPIA Restoration Charge for Month of: May & June 2023 (Prepayment)	17,700.80	
4/20/23	May&June2023	Trinity PUD Assessment for the Month of: March 2023 (True-up)		10.25
4/20/23	May&June2023	Trinity PUD Assessment for the Month of: May & June 2023 (Prepayment)	521.50	
4/20/23	May&June2023	Contract No. 14-06-200-785-LTR1-P		
4/20/23	May&June2023	Bureau of Reclamation		105,590.02
4/21/23	50870	On-site Service New Server Setup	1,000.00	
4/21/23	50870	Plus IT, Inc.		1,000.00
4/21/23	71271426	Utility Services for WSSA	126.06	
4/21/23	71271426	Account #2004100 - 5023784		
4/21/23	71271426	City of Tracy		126.06
4/22/23	50871	Remote Service Server Setup	93.75	
4/22/23	50871	Plus IT, Inc.		93.75
4/23/23	10440271 042323	Bottled Water Deliveries on 3/31/23 & 4/19/23	425.72	
4/23/23	10440271 042323	Bottle Water Deliveries for WSSA	11.75	
4/23/23	10440271 042323	Alhambra Water Service		437.47
4/24/23	50872	On-site Service Punch Down List	1,000.00	
4/24/23	50872	Plus IT, Inc.		1,000.00
4/25/23	50875	Remote Service - I-drive Setup	125.00	
4/25/23	50875	Plus IT, Inc.		125.00
4/25/23	NNPB000030423R	Restoration on WAPA Power for the Month of April 2023	1,181.90	
4/25/23	NNPB000030423R	Western Area Power Administration		1,181.90
4/26/23	0016252	Unleaded (\$3.481 per gallon)	1,291.54	
4/26/23	0016252	Ramos Oil Co., Inc.		1,291.54
4/26/23	04262023	Internet Service for the period 5/6/23 - 6/5/23	125.45	
4/26/23	04262023	Account #8155 60 053 0156887		
4/26/23	04262023	Comcast		125.45
4/26/23	50881	Remote Service - Zoom Issue	62.50	
4/26/23	50881	Plus IT, Inc.		62.50
4/27/23	202853	Copper Coupling & Pipe for PS3 Air Compressor	8.77	

Byron-Bethany Irrigation District
Purchase Journal
For the Period From Apr 1, 2023 to Apr 30, 2023

Date	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/27/23	202853	Brentwood Ace Hardware		8.77
4/27/23	4153871932	DHQ Janitorial Supplies	101.00	
4/27/23	4153871932	Weekly Uniform Service for the week ending 4/20/2023	120.93	
4/27/23	4153871932	Cintas Corporation #922		221.93
4/27/23	WY2022	Ag Water Reclamation Charge for the Month of: Water Year 2022	2,879.28	
4/27/23	WY2022	M&I Water Reclamation Charge for the Month of: Water Year 2022	7,692.30	
4/27/23	WY2022	M&I Rescheduled Water Reclamation Charge for the Month of: Water Year 2022	7,011.00	
4/27/23	WY2022	CVPIA Ag Restoration Charge for Month of: Water Year 2022	1,044.39	
4/27/23	WY2022	CVPIA M&I Restoration Charge for Month of: Water Year 2022	6,064.20	
4/27/23	WY2022	Trinity PUD Assessment for the Month of: Water Year 2022	54.45	
4/27/23	WY2022	Contract No. 14-06-200-785-LTR1-P		
4/27/23	WY2022	Bureau of Reclamation		24,745.62
4/28/23	058158132X230429	Satellite Service for the period 4/28/2023 - 5/27/2023	84.99	
4/28/23	058158132X230429	DIRECTV		84.99
4/30/23	190365	Welding Cylinders and Supplies	210.00	
4/30/23	190365	California Welding Supply		210.00
4/30/23	2023-025-02	Recruitment Materials & Draft Personnel Policy	1,656.25	
4/30/23	2023-025-02	David J. Andres		1,656.25
4/30/23	89075	Engineering and/or Professional Services for the period of 4/9/2023 - 4/23/2023 - PS 2 Discharge Pipe Replacement Project	4,707.00	
4/30/23	89075	Condor Earth Technologies Inc		4,707.00
			619,895.72	619,895.72



BYRON-BETHANY IRRIGATION DISTRICT STAFF REPORT

TO: THE HONORABLE PRESIDENT AND MEMBERS OF THE BOARD

FROM: EDWIN PATTISON, GENERAL MANAGER

DATE: MAY 16, 2023

SUBJECT: POWER LETTER OF AGREEMENT FOR THE REPLACEMENT OF CVP
ELECTRICAL POWER (ENERGY) AND FEES INCURRED FOR CONVEYANCE
OF NON-PROJECT WATER – WATER YEARS BEGINNING 2021 THROUGH THE
EXPIRY OF ANY SUBSEQUENT REVISION – SAN LUIS UNIT AND DELTA
DIVISION – CENTRAL VALLEY PROJECT (CVP)

RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to execute the Power Letter of Agreement with the United States Bureau of Reclamation for energy services related to Non-Project water deliveries.

DISCUSSION

The Byron-Bethany Irrigation District (BBID) holds two WIIN Act contracts with the United States Bureau of Reclamation (USBR) for CVP water (Central Valley Project) totaling 20,100 acre-feet for Byron-Bethany and 2,500 acre-feet for the West Side, for a total WIIN Act CVP water of 22,600 acre-feet. Each year, the USBR issues an allocation based on the that year's hydrology, which can change over the course of the winter as new information is developed. For 2023, the current CVP agricultural allocation is one-hundred percent (100%), up from two previous allocations that began at thirty-five percent (35%) earlier this year.

BBID also holds four Warren Act (Non-CVP water) contracts with the USBR. The

Warren Act contracts allows BBID to pump pre-1914 water and groundwater into the federal Delta Mendota Canal (DMC) for beneficial use in BBID's CVP agricultural service area and to other users downstream, as well as storing water in San Luis Reservoir. This Power Letter of Agreement is required by USBR to fund the pumping energy costs associated with moving non-project water (Warren Act water) through federal facilities.

FISCAL IMPACT

Approval of this Power Letter of Agreement will authorize BBID staff to pay USBR invoices under this Power Letter of Agreement associated with moving non-project water through federal facilities.

ATTACHMENTS

Power Letter of Agreement between the United States Bureau of Reclamation and the Byron Bethany Irrigation District

SCC-447
2.2.4.22

Board of Directors
Byron-Bethany Irrigation District
7995 Bruns Road
Byron, CA 94514
e.pattison@bbid.org

Power Letter of Agreement
Contract No. 23-WC-20-6130

Subject: Power Letter of Agreement for the Replacement of CVP Electrical Power (Energy) and Fees Incurred for Conveyance of Non-Project Water – Water Years beginning 2021 through the expiry of any subsequent revision – San Luis Unit and Delta Division – Central Valley Project (CVP)

Dear Board Members:

This Power Letter of Agreement (PLOA) No. 23-WC-20-6130 between the Bureau of Reclamation (Reclamation) and Byron-Bethany Irrigation District (District) is entered into pursuant to subdivision (g) of Article 3 of the then current Warren Act Contract (Contract) No. 11-WC-20-0149 (Contract) entitled, "*Long-Term Contract Providing for Exchange of Water Between the United States and Byron-Bethany Irrigation District – Delta Division and San Luis Unit.*" and any subsequent Contract added via revisions to this PLOA. Subdivision (g) of Article 3 states if electrical power is required to convey or pump the Non-Project Water into, through, or from Project Facilities, the District will, "prior to the introduction, conveyance, storage, and delivery of any Non-Project Water, enter into a letter of agreement with the United States that provides for the payment of all actual energy costs and fees incurred in the introduction, conveyance, storage, and delivery of the Non-Project Water."

The District is required to: either secure sufficient energy from an energy provider to cover all necessary energy to deliver the District's Non-Project Water through Federal and non-Federal facilities and provide proof of said energy purchase to Reclamation prior to any delivery, or replace the Market Rate value of the CVP Energy used to convey the Non-Project Water including any associated Balancing Authority uplift charges incurred from the California Independent System Operator (CAISO) and any other associated charges passed to Reclamation caused by the conveyance of Non-Project Water for the District.

Background: Pursuant to the Act of June 17, 1902, (32 Stat. 388), and acts amendatory thereof or supplementary thereto, including the Act of February 21, 1911, Section 14 of the Reclamation Project Act of August 4, 1939, (53 Stat. 1187), (36 Stat. 925), Section 305 of the Reclamation States Emergency Drought Relief Act of 1991, enacted March 5, 1992 (106 Stat. 59) and Title XXXIV of the Act of October 30, 1992 (106 Stat. 4706), Reclamation may enter into a Contract with the District for the conveyance of Non-Project Water.

Forecast: The District shall submit a schedule of projected Non-Project Water deliveries in accordance with subdivision (d) of Article 3 of the Contract. Reclamation will forecast the cost of energy to convey the Non-Project Water to District's existing turnouts based on District's current estimated schedule. No later than two months in advance prior to the introduction of Non-Project Water into Federal facilities full payment of the rates stated for the amount of Non-Project Water scheduled to be conveyed must be remitted. District will submit schedules of Non-Project Water delivery for subsequent years of the Contract using the forecast methodology described herein.

1. Forecast Efficiency Factors: Estimated energy use will be based on the pumping efficiency factors of the pumps moving the water. This amount can be based on an individual pump or cumulatively based on the use of several pumps dependent upon the Non-Project Water's point of origin and point of delivery. Reclamation will use the below listed estimated average megawatt hour per acre-foot (MWh/AF) efficiency factors established for any Non-Project Water delivery pursuant to this PLOA:

CA Aqueduct-DMC Intertie (DCI)	0.071 MWh/AF
Dos Amigos	0.138 MWh/AF
Banks	0.298 MWh/AF
Jones	0.238 MWh/AF
O'Neill	0.059 MWh/AF
San Luis	0.300 MWh/AF

2. Forecasted Energy Price: Reclamation will use an estimated \$50/(MWh) to forecast the cost of energy and associated costs.
3. Forecast Calculation Methodology: The sum of the Efficiencies of each plant utilized will be multiplied by the Energy Price and the Non-Project Water Amount being conveyed.
 - a. Example: (O'Neill + San Luis) * Energy Price * Non-Project Water Amount =
(0.059 + 0.300) MWh/AF * \$50/MWh * 9,500 AF = \$170,525
4. Forecast: A forecast will be provided by Reclamation upon the Districts submission of a schedule.

Deposit: An account will be established for reimbursement of the direct power expense Reclamation incurs to purchase replacement market power and associated CAISO costs. Upon execution of this PLOA, District will receive a Down Payment invoice generated by Accounting Services to submit the initial five thousand dollars (\$5,000.00) deposit.

Payments: Payments to the Bureau of Reclamation for the Market Rate of CVP energy used to convey and/or store Non-Project Water are as follows:

1. An initial deposit of \$5,000.00, as described above (see **Deposit** article above).
2. Beginning with the initial conveyance schedule for this Non-Project Water, and each month thereafter, the Contractor will send payment based on the two months in advance of conveyed water times the Forecast Calculated cost per acre-foot. Email a recap

worksheet to bor-sha-cgb-rm1@usbr.gov. The transmittal email shall request that Accounting Services office (Yuki Darko) generate a Down Payment invoice in the Reclamation accounting system. This Down Payment invoice will be promptly sent to the contractor via email to be processed for payment of the two-month advance payment per the schedule as required per PLOA. Contractor shall submit recap, Reclamation Down Payment Invoice, and payment (check or wire) to the lockbox address indicated on the invoice.

Account True-Up: Each fiscal year Reclamation will true-up the account to reflect the calculated monthly average efficiency factors, the actual monthly usage of each pumping plant, the actual monthly average on-peak energy price, and related CAISO costs.

1. True-Up Efficiency Factors: Reclamation will use calculated monthly average efficiency factor(s) for any pumps utilized to deliver the Non-Project Water. Calculations will be based on measurements of energy consumed or generated and water pumped or released each month.
2. True-Up Energy Price: Reclamation will determine the energy price using Western Area Power Administration's (WAPA) monthly average on-peak energy purchase price.
3. True-Up Calculation Methodology: The sum of each months calculated value per facility utilized, as calculated below:

Facility True-Up Efficiency Factor (MWh/AF) * True-Up Energy Price (\$/MWh) * Non-Project Water conveyed by Facility (AF/month)

4. Balancing Authority and Transmission Costs: All other associated costs incurred by Reclamation, due to the scheduling of energy for the Non-Project Water conveyance, will be allocated to District and charged to the established reimbursable account. Because of settlement times within CAISO, these costs may not be available to Reclamation for up to 120 days following the water conveyance. Any unexpended fund balance remaining on deposit in the account at the termination of this PLOA will be refunded to District or transferred to any other LOA District may have. Conversely, any deficit will be collected from District.

In the event Non-Project Water is conveyed through Banks, the District shall be subject to all costs being passed to Reclamation associated with the delivery of Non-Project Water through any non-Federal facility (i.e., conveyance charges, water conveyance losses).

Generation Energy Credit: Credit will be given for the value of energy generated by Non-Project Water at both the San Luis and O'Neill Facilities each fiscal year, up to but not more than the value of energy consumed within the same fiscal year.

If the conveyance of Non-Project Water causes power generation at either the San Luis or O'Neill Facilities, WAPA receives the generated energy. Therefore, the District would owe the difference in value of "pump energy" consumed and "generation energy" returned to WAPA, plus the full amount of CAISO related costs associated with pumping.

Term: This PLOA will become effective on the date counter-signed below and shall remain in effect through February 28, 2030 or any subsequent extension thereto.

Please sign the enclosed PLOA documents and return one signed original, and a copy of the Board Resolution authorizing the appropriate official to execute this PLOA on behalf of the District to the following address:

Bureau of Reclamation
SCCAO - Fresno Office
Attention: Mr. Richard Reyes (SCC-447)
1243 N Street.
Fresno, CA 93721

A \$5,000.00 initial deposit is to be made payable to the Bureau of Reclamation. Upon receipt of the executed PLOA, a Down Payment invoice will be created and sent to the District. Please remit your deposit and the invoice to the bank lockbox address that is imprinted on the invoice.

If you have any questions, please contact Mr. Richard Reyes at (559) 262-0352 or by electronic mail at rereyes@usbr.gov. Contact Mr. Wes Harrison, Central Valley Operations Office, at (916) 979-2448 or by electronic mail at jharrison@usbr.gov, if you have power-related questions.

Sincerely,

Richard Reyes
Repayment Specialist

On behalf of Byron-Bethany Irrigation District I concur with the foregoing:

Authorizing Official Signature

Date

Authorizing Official Name (Print)

Authorizing Official Title (Print)

In Duplicate

cc: Mr. Pablo Arroyave
San Luis & Delta-Mendota Water Authority
15990 Kelso Road
Byron, CA 94514

bc: CVO-400 (GMora)
CVO-600 (JHarrison)
CVO-600 (RSanchez)
MP-3600 (YDarko)
SCC-447 (ReReyes)
SCC-440 (REmerson)

WBR: RReyes: :05/03/2023

V:\CAB\CONTRACTING\CONTRACTS\01 CVP Contractors\Byron-Bethany ID\LOAs\23-WC-
20-6130 BBID PLOA - W0149



BYRON-BETHANY IRRIGATION DISTRICT STAFF REPORT

TO: THE HONORABLE PRESIDENT AND MEMBERS OF THE BOARD

FROM: EDWIN PATTISON, GENERAL MANAGER

DATE: MAY 16, 2023

SUBJECT: ON-CALL ENGINEERING SUPPORT SERVICES – AMENDMENT #5

RECOMMENDATION

It is recommended that the Board of Directors approve Amendment #5 for On-Call Engineering Support Services with Hazen and Sawyer (Hazen) in the amount of \$100,000.

DISCUSSION

Hazen is serving as the "District Engineer" providing a wide range of engineering services to the Byron-Bethany Irrigation District. Many of the engineering services are provided via a project task, such as improvements to Pump Station 2 or Pump Station 1A. In these cases, project costs are tracked by project tasks and are budgeted and tracked separately. Any developer reimbursement project, such as Prologis, Tracy Lakes, etc., are tracked by task and invoiced to the developer for the full cost of reimbursement.

On a day-to-day basis, Hazen also provides on-call engineering support services when dealing with a range of engineering issues that arise that require unique engineering expertise. Examples of day-to-day engineering issues include customer complaints regarding leaking pipelines (staff manages to the extent practical), easement issues, rate analyses (for example, the recent cost of service rate increases to the City of Tracy,

Mountain House, industrial accounts), recent flooding issues, mapping services, pump station and facility problems, SCADA/Telemetry issues, etc.

BACKGROUND

Hazen began providing on-call engineering support services in 2018. During the last five-years, the original on-call support services agreement has been amended four times to add sufficient budget to cover ongoing on-call engineering support services.

FISCAL IMPACT

Approval of Amendment #5 authorizes an additional \$100,000 of on-call engineering support services to be paid under the Engineering Support Services Fund currently budgeted in the 2023 budget for \$215,000. The year-to-date billing is \$101,822.

ATTACHMENTS

1. Hazen Sawyer On-Call Engineering Support Services Agreement (Executed Dec 1, 2018)
2. Hazen Sawyer On-Call Engineering Support Services Amendment #1, (Executed Feb 3, 2020)
3. Hazen Sawyer On-Call Engineering Support Services Amendment #2, (Executed Oct 30, 2020)
4. Hazen Sawyer On-Call Engineering Support Services Amendment #3, (Executed May 6, 2022)
5. Hazen Sawyer On-Call Engineering Support Services Amendment #4, (Executed Feb 3, 2020)
6. Hazen Sawyer On-Call Engineering Support Services Amendment #5, (Consideration to execute May 16, 2023)



TASK ORDER 001
On-Call Engineering Support Services

AGREEMENT FOR PROFESSIONAL SERVICES

Between

Byron-Bethany Irrigation District (BBID) and HAZEN AND SAWYER

This Task Order is issued pursuant to the Master Services Agreement for professional services dated November 26, 2018, which is incorporated herein by this reference, with respect to the On-Call Engineering Support Services Project ("Project").

◇◇◇◇◇

Specific Services and Work Schedule:

This Task Order is for general on-call engineering support services as needed by Byron-Bethany Irrigation District (BBID) and as such a defined scope of services with deliverables and schedule is not included. The specific services and schedule will be defined as tasks are identified by BBID and agreed upon by both parties.

Task Order 001 covers services beginning on **December 01, 2018**. The cost of services shall be on a time and materials basis based on 2018 rate schedule (Attachment A) and is not-to-exceed **\$50,000**.

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their duly authorized officers or partners and is made effective the day and year first written above.

BYRON-BETHANY IRRIGATION DISTRICT

By: _____

Rick Gilmore
General Manager

HAZEN AND SAWYER

By: _____

Benjamin Romero, PE
Associate Vice President



ATTACHMENT A: COMPENSATION SCHEDULE



HAZEN AND SAWYER
District Engineer Rates
Professionals and Support Staff
2018 Billing Rates*

Classification	Hourly Rate
Principal-in-Charge	\$230
Senior Professional	\$225
Project Professional	\$185
Staff Professional 2	\$165
Staff Professional 1	\$135
Technician	\$125
Admin	\$100

Reimbursable Charges	Rates
Mileage	IRS Rate
Outside consultant services markup	10%
Expert Witness and Testimony Services	Hourly Rate + 50%

Notes:

*These rates are effective July 1, 2018 through June 30, 2020



ATTACHMENT A-1
TASK ORDER 001, AMENDMENT #1
On-Call Engineering Support Services

This amendment to the existing Task Order 001 is issued pursuant to the Master Services Agreement for professional services dated November 26, 2018, which is incorporated herein by this reference, with respect to the On-Call Engineering Support Services Project ("Project").

Specific Services and Work Schedule:

Amendment #1 provides additional budget for ongoing general on-call engineering support services as requested by Byron-Bethany Irrigation District (BBID). The specific scope of services, deliverables, and schedule will be as defined by BBID and mutually agreeable to HAZEN AND SAWYER.

Compensation Provisions:

The cost of services shall be on a time and materials basis based on the 2018 District rate schedule and as described in the Master Services Agreement (see Attachment A-3). This amendment is not-to-exceed \$50,000 which increases the total Task Order not-to-exceed budget from \$50,000 to \$100,00.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to be executed by their duly authorized officers or partners and is made effective February 3, 2020.

BYRON-BETHANY IRRIGATION DISTRICT

By:

Rick Gilmore
General Manager

HAZEN AND SAWYER

By:

Benjamin Romero, PE
Associate Vice President



Hazen and Sawyer
2151 River Plaza Drive, Suite 225
Sacramento, CA 95833 • 916-571-7958

October 30, 2020

Mr. Rick Gilmore
General Manager
Byron-Bethany Irrigation District
7995 Bruns Road
Byron, CA, 94514

Re: On-Call Engineering Support Services – Task Order 001, Amendment #2

Dear Mr. Gilmore:

The Byron-Bethany Irrigation District has requested Hazen and Sawyer's (Hazen) continued on-call engineering services. The purpose of this letter and attachment is to provide Hazen authorization to amend the existing Task Order 001 for the ongoing on-call engineering support services as requested and directed by the District.

We propose increasing the existing Task Order 001 budget to allow Hazen to perform continued on-call engineering services in support of various projects for the District. This amendment for \$50,000 would increase the total Task Order 001 not-to-exceed budget from \$100,000 to \$150,000. Hazen's effort on this Task Order will be pursuant to the executed Master Services Agreement dated November 26, 2018. Hourly labor rates will be in accordance with the 2018 District rate schedule.

If acceptable, please sign both copies of Attachment A-1 and return one to us for our files. Please let us know if you have any questions and we will contact you directly.

Very truly yours,

Jeremy A. Borchardt, PE
Associate/Project Manager

Benjamin C. Romero, PE
Associate Vice President/Project Manager

Enclosure (1)

cc: Kelley Geyer

JOB TIO



ATTACHMENT A-1
TASK ORDER 001, AMENDMENT #2
On-Call Engineering Support Services

This amendment to the existing Task Order 001 is issued pursuant to the Master Services Agreement for professional services dated November 26, 2018, which is incorporated herein by this reference, with respect to the On-Call Engineering Support Services Project ("Project").

Specific Services and Work Schedule:

Amendment #1 provides additional budget for ongoing general on-call engineering support services as requested by Byron-Bethany Irrigation District (BBID). The specific scope of services, deliverables, and schedule will be as defined by BBID and mutually agreeable to HAZEN AND SAWYER.

Compensation Provisions:

The cost of services shall be on a time and materials basis based on the 2018 District rate schedule and as described in the Master Services Agreement (see Attachment A-3). This **amendment** is not-to-exceed **\$50,000** which increases the total Task Order not-to-exceed budget from \$100,000 to \$150,00.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to be executed by their duly authorized officers or partners and is made effective October 30, 2020.

BYRON-BETHANY IRRIGATION DISTRICT

By: _____

Rick Gilmore
General Manager

HAZEN AND SAWYER

By: _____

Benjamin Romero, PE
Associate Vice President



Hazen and Sawyer
2151 River Plaza Drive, Suite 225
Sacramento, CA 95833 • 916-571-7958

May 6, 2022

Ms. Kelley Geyer
Acting General Manager
Byron-Bethany Irrigation District
7995 Bruns Road
Byron, CA, 94514

Re: On-Call Engineering Support Services – Task Order 001, Amendment #3

Dear Mr. Gilmore:

The Byron-Bethany Irrigation District has requested Hazen and Sawyer's (Hazen) continued on-call engineering services. The purpose of this letter and attachment is to provide Hazen authorization to amend the existing Task Order 001 for the ongoing on-call engineering support services as requested and directed by the District.

We propose increasing the existing Task Order 001 budget to allow Hazen to perform continued on-call engineering services in support of various projects for the District. This amendment for \$50,000 would increase the total Task Order 001 not-to-exceed budget from \$150,000 to \$200,000. Hazen's effort on this Task Order will be pursuant to the executed Master Services Agreement dated November 26, 2018. Hourly labor rates will be in accordance with the 2021 District rate schedule.

If acceptable, please sign both copies of Attachment A-1 and return one to us for our files. Please let us know if you have any questions and we will contact you directly.

Very truly yours,

Jeremy A. Borchardt, PE
Senior Associate/Project Manager

Benjamin C. Romero, PE
Vice President/Project Manager

Enclosure (1)

cc: Kelley Geyer

Job no



ATTACHMENT A-1
TASK ORDER 001, AMENDMENT #3
On-Call Engineering Support Services

This amendment to the existing Task Order 001 is issued pursuant to the Master Services Agreement for professional services dated November 26, 2018, which is incorporated herein by this reference, with respect to the On-Call Engineering Support Services Project ("Project").

Specific Services and Work Schedule:

Amendment #3 provides additional budget for ongoing general on-call engineering support services as requested by Byron-Bethany Irrigation District (BBID). The specific scope of services, deliverables, and schedule will be as defined by BBID and mutually agreeable to HAZEN AND SAWYER.

Compensation Provisions:

The cost of services shall be on a time and materials basis based on the 2021 District rate schedule and as described in the Master Services Agreement (see Attachment A-3). This **amendment** is not-to-exceed **\$50,000** which increases the total Task Order not-to-exceed budget from \$150,000 to \$200,00.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to be executed by their duly authorized officers or partners and is made effective May 6, 2022.

BYRON-BETHANY IRRIGATION DISTRICT

By:

Kelley Geyer

Digitally signed by Kelley Geyer
DN: cn=Kelley Geyer, o=Byron-Bethany
Irrigation District, ou=admin,
email=kgeyer@bbid.org, c=US
Date: 2022.05.11 16:20:43 -07'00'

Kelley Geyer
Acting General Manager

HAZEN AND SAWYER

By:

Benjamin Romero, PE
Vice President



Hazen and Sawyer
2151 River Plaza Drive, Suite 225
Sacramento, CA 95833 • 916-571-7958

October 12, 2022

Ms. Kelley Geyer
General Manager
Byron-Bethany Irrigation District
7995 Bruns Road
Byron, CA, 94514

Re: On-Call Engineering Support Services – Task Order 001, Amendment #4

Dear Ms. Geyer:

Byron-Bethany Irrigation District (District) is requesting Hazen and Sawyer's (Hazen) continued support for on-call engineering services. The purpose of this letter and attachment is to provide Hazen authorization to amend the existing Task Order 001 budget for continued ongoing on-call engineering support services for various projects and other support services as requested and directed by the District.

This new amendment for \$100,000 will increase the total Task Order 001 not-to-exceed budget from \$200,000 to \$300,000. Hazen's effort on this Task Order 001 will be pursuant to the executed Master Services Agreement dated July 22, 2022. Hourly labor rates will be in accordance with the 2022 District rate schedule.

If acceptable, please sign both copies of Attachment A-1 and return one to us for our files. Please let us know if you have any questions and we will contact you directly.

Sincerely,

A handwritten signature in blue ink, appearing to read "J A Borchardt", with a horizontal line extending from the end.

Jeremy A. Borchardt, PE
Senior Associate

A handwritten signature in blue ink, appearing to read "Benjamin C. Romero", with a horizontal line extending from the end.

Benjamin C. Romero, PE
Vice President

Enclosure (1)



ATTACHMENT A-1

TASK ORDER 001, AMENDMENT #4 On-Call Engineering Support Services

This amendment to the existing Task Order 001 is issued pursuant to the Master Services Agreement for professional services dated July 22, 2022, which is incorporated herein by this reference, with respect to the On-Call Engineering Support Services Project ("Project").

Specific Services and Work Schedule:

Amendment #4 provides additional budget for ongoing general on-call engineering support services as requested by Byron-Bethany Irrigation District (BBID). The specific scope of services, deliverables, and schedule will be as defined by BBID and mutually agreeable to HAZEN AND SAWYER.

Compensation Provisions:

The cost of services shall be on a time and materials basis based on the 2022 District rate schedule and as described in the Master Services Agreement (see Attachment A-3). This **amendment** is not-to-exceed **\$100,000** which increases the total Task Order not-to-exceed budget from \$200,000 to \$300,00.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to be executed by their duly authorized officers or partners and is made effective October 12, 2022.

BYRON-BETHANY IRRIGATION DISTRICT

By: **Kelley Geyer**

Kelley Geyer
General Manager

Digitally signed by Kelley Geyer
DN: cn=Kelley Geyer, o=Byron-Bethany Irrigation District, ou=admin, email=kgeyer@bbid.org, c=US
Date: 2022.10.18 07:52:59 -0700

HAZEN AND SAWYER

By: 

Benjamin Romero, PE
Vice President



Hazen and Sawyer
2151 River Plaza Drive, Suite 225
Sacramento, CA 95833 • 916-571-7958

May 09, 2023

Mr. Edwin Pattison
General Manager
Byron-Bethany Irrigation District
7995 Bruns Road
Byron, CA, 94514

Re: On-Call Engineering Support Services – Task Order 001, Amendment #5

Dear Mr. Pattison:

Byron-Bethany Irrigation District (District) is requesting Hazen and Sawyer's (Hazen) continued support for on-call engineering services. The purpose of this letter and attachment is to provide Hazen authorization to amend the existing Task Order 001 budget for continued ongoing on-call engineering support services for various projects and other support services as requested and directed by the District.

This new amendment for \$100,000 will increase the total Task Order 001 not-to-exceed budget from \$300,000 to \$400,000. Hazen's effort on this Task Order 001 will be pursuant to the executed Master Services Agreement dated July 22, 2022. Hourly labor rates will be in accordance with the 2022 District rate schedule.

If acceptable, please sign Attachment A-1 and return one copy to us for our files. Please let us know if you have any questions and we will contact you directly.

Sincerely,

Jerimy A. Borchardt, PE
Senior Associate

Benjamin C. Romero, PE
Vice President

Enclosure (1)



ATTACHMENT A-1
TASK ORDER 001, AMENDMENT #5
On-Call Engineering Support Services

This amendment to the existing Task Order 001 is issued pursuant to the Master Services Agreement for professional services dated July 22, 2022, which is incorporated herein by this reference, with respect to the On-Call Engineering Support Services Project ("Project").

Specific Services and Work Schedule:

Amendment #5 provides additional budget for ongoing general on-call engineering support services as requested by Byron-Bethany Irrigation District (BBID). The specific scope of services, deliverables, and schedule will be as defined by BBID and mutually agreeable to HAZEN AND SAWYER.

Compensation Provisions:

The cost of services shall be on a time and materials basis based on the 2022 District rate schedule and as described in the Master Services Agreement (see Attachment A-3). This **amendment** is not-to-exceed **\$100,000** which increases the total Task Order not-to-exceed budget from \$300,000 to \$400,000.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to be executed by their duly authorized officers or partners and is made effective May 16, 2023.

BYRON-BETHANY IRRIGATION DISTRICT

By: _____
Edwin Pattison
General Manager

HAZEN AND SAWYER

By:  _____
Benjamin Romero, PE
Vice President



Hazen and Sawyer
2151 River Plaza Drive, Suite 225
Sacramento, CA 95833

April 26, 2023

Edwin Pattison
General Manager
Byron-Bethany Irrigation District
7995 Bruns Road
Byron, CA, 94514

Re: MSA Invoice and Status Report – March 1, 2023, through March 31, 2023

Dear Mr. Pattison:

Included as an enclosure to this letter is Hazen's invoice for services to Byron-Bethany Irrigation District for work performed under Task Orders 1, 8, 12, 13, and 15 for the period from March 1, 2023, through March 31, 2023. Also enclosed is a summary of services provided during this invoice period.

Invoice Summary. The total for this invoice is \$36,090.62, a summary of the enclosed invoice is provided below for quick reference.

Budget Status. New task order(s) or changes to existing task orders (amendments, etc.) this period include:

- None

Budget Concerns.

- Task Order 001: On-Call Engineering Support Services – as of this invoice, the remaining budget amount is approximately \$11,000. Please note that over the last seven months, the monthly billings averaged about \$13,000 and the last two months were closer to \$20,000 in billing terms. To continue meeting the expectations of the District for prompt as-needed and on-call support services, an amendment will be needed within the next month or two.

Please remit payment to:

Hazen and Sawyer
Attn: Accounting
77 Newbridge Road
Hicksville, NY 11801



Edwin Pattison
April 26, 2023

If you have any questions on this invoice or our services, please contact Jerimy at 916-571-7960 or Ben at 916-571-7959. Thank you for the opportunity to continue to serve Byron-Bethany Irrigation District.

Sincerely,

A handwritten signature in blue ink, appearing to read "J A Borchardt".

Jerimy A. Borchardt, PE
Senior Associate/Project Manager
Enclosures (2)

A handwritten signature in blue ink, appearing to read "Benjamin Romero".

Benjamin Romero, PE
Vice President/Project Manager

cc: Jonathan Palk/Hazen



Task Order #	Task Order Description	Contract Amount	Previously Invoiced	Current Invoice	Remaining Budget
001	On-Call Engineering Support Services	\$ 300,000.00	\$ 269,653.15	\$ 19,622.50	\$ 10,724.35
002	Pump Station 4 Replacement Project	\$ 191,600.00	\$ 188,127.32	\$ -	\$ 3,472.68
008	WSID Culvert CM	\$ 105,540.00	\$ 80,684.73	\$ 382.50	\$ 24,472.77
009	WSSA Capital Improvements Plan	\$ 127,533.00	\$ 98,727.98	\$ -	\$ 28,805.02
011	Pump Station 1 North Retrofit Project	\$ 488,425.00	\$ 58,311.05	\$ -	\$ 430,113.95
012	Pump Station 2 Discharge Pipe Replacement Project	\$ 231,063.00	\$ 156,350.83	\$ 4,023.12	\$ 70,689.05
013	Agricultural Water Management Plan - 2022 Update	\$ 163,015.00	\$ 55,158.75	\$ 10,092.50	\$ 97,763.75
014	R-Line Replacement Project	\$ 84,500.00	\$ 6,540.00	\$ -	\$ 77,960.00
015	Development Connection Services and Coordination	\$ 44,895.00	\$ 20,372.50	\$ 1,970.00	\$ 22,552.50
	Totals	\$ 2,200,701.00	\$ 1,353,518.46	\$ 36,090.62	\$ 811,091.92



Task Order Progress and Summary of Services

Period: March 1, 2023 through March 31, 2023

Project No. 20134

Task Order	Description	Task Order Start Date	Task Order End Date	Budget	Spent to Date	Remaining Budget	Summary of Services Provided this Billing Period
001	On-Call Engineering Support Services	12/1/2018	6/22/2027	\$ 300,000.00	\$ 289,275.65	\$ 10,724.35	1. Project Management activities including current invoicing and status report. 2. Finalize Tracy Hills and MHCSO Cost of Service calculation and prepare updated memos. 3. Coordination with District Counsel re: Property Taxes, strategy session, rate studies, developer coordination. 4. Remotely attend 3/13 Finance Committee meeting. 5. Remotely attend 3/28 Board meeting. 6. Calls with Ed Pattison on 3/3, 3/6, 3/7, 3/13, 3/14, 3/16, 3/27, and 3/31 re: Tracy Hills and MHCSO CoS and property tax, developer coordination, Toll Brothers, Discovery Bay flooding issue, PS2 status, Board meeting prep and GIS mapping. 7. Research PS3 surge tank question from District staff. 8. Attend 3/21 MHCSO CoS meeting in Mountain House. <u>Anticipated Activities Next Period:</u> 1. Continue on-call, as-needed services.
002	Pump Station 4 Replacement Project - Services During Construction	1/21/2019	12/31/2022	\$ 191,600.00	\$ 188,127.32	\$ 3,472.68	1. No activity this period. <u>Anticipated Activities Next Period:</u> 1. Coordinate completion of remaining punch list items. 2. Review as-built drawings and forward to Jacobs for drafting.
003	Mountain House Pipeline Condition Assessment	9/1/2019	6/30/2020	\$ 76,860.00	\$ 72,714.24	\$ 4,145.76	1. No activity, project completed 11/2020.
004	Mountain House Pump Station Asset Management Pilot Project	11/1/2019	6/30/2020	\$ 56,600.00	\$ 56,587.39	\$ 12.61	1. No activity, project was completed 07/2020.
005	12 kV Level 1 Condition Assessment	4/21/2020	5/31/2021	\$ 68,830.00	\$ 66,373.14	\$ 2,456.86	1. No activity, project was completed 08/2021.
006	Canal 45N Lining and Siphon Crossing Project	9/1/2019	3/31/2023	\$ 217,265.00	\$ 204,908.58	\$ 12,356.42	1. No activity, project was completed 05/2022.
007	Data Center Campus Development - Contracted with Somach Simmons & Dunn	-	-	\$ -	\$ -	\$ -	1. No activity, project was closed 11/2022.

Task Order Progress and Summary of Services

Period: March 1, 2023 through March 31, 2023

Project No. 20134

Task Order	Description	Task Order Start Date	Task Order End Date	Budget	Spent to Date	Remaining Budget	Summary of Services Provided this Billing Period
008	WSID Culvert CM	2/12/2020	4/28/2023	\$ 105,540.00	\$ 81,067.23	\$ 24,472.77	1. Collect and transmit Hazen invoices for Prologis work completed to date. <u>Anticipated Activities Next Period:</u> 1. Continued encroachment permit and design coordination.
009	WSSA Capital Improvements Plan	11/16/2021	5/31/2022	\$ 127,533.00	\$ 98,727.98	\$ 28,805.02	1. No activity this period. <u>Anticipated Activities Next Period:</u> 1. Project on hold until further direction by BBID. 2. Finalize list of CIP projects and prioritize them using BCE model. 3. Develop CIP project sheets. 4. Develop CIP report.
010	Mountain House Pipeline External Condition Assessment Project	10/24/2021	6/30/2022	\$ 44,575.00	\$ 19,008.80	\$ 25,566.20	1. No activity, project was completed 05/2022.
011	Pump Station 1 North Retrofit Project	9/23/2021	5/30/2024	\$ 488,425.00	\$ 58,311.05	\$ 430,113.95	1. No activity this period. <u>Anticipated Activities Next Period:</u> 1. Project on-hold until further direction by BBID. 2. Pump configuration selection meeting with District. 3. Begin pre-purchase coordination.
012	Pump Station 2 Discharge Pipe Replacement Project	7/31/2021	5/30/2022	\$ 231,063.00	\$ 160,373.95	\$ 70,689.05	1. Continued coordination with District, Condor Earth, and Arnaudo Construction. 2. Site visits on 03/21 and 03/30 to observe construction. 3. Review contractor pay application #3. <u>Anticipated Activities Next Period:</u> 1. Provide continued construction oversight during construction. 2. Provide continued engineering services during construction.
013	Agricultural Water Management Plan - 2022 Update	7/22/2022	1/30/2023	\$ 163,015.00	\$ 65,251.25	\$ 97,763.75	1. Prepare and facilitate drought plan discussion at BBID on March 28th. 2. Continue drafting outstanding AWMP report sections. 3. Continued water balance model refinement and updates. <u>Anticipated Activities Next Period:</u> 1. Continue development of AWMP document pending receipt of requested data from District. 2. Internal QC of Draft AWMP document.

Task Order Progress and Summary of Services

Period: March 1, 2023 through March 31, 2023

Project No. 20134

Task Order	Description	Task Order Start Date	Task Order End Date	Budget	Spent to Date	Remaining Budget	Summary of Services Provided this Billing Period
014	R-Line Replacement Project	7/22/2022	1/30/2023	\$ 84,500.00	\$ 6,540.00	\$ 77,960.00	1. No activity this period. <u>Anticipated Activities Next Period:</u> 1. Project temporarily on hold until path with City of Brentwood is understood. 2. Begin development of design addendum. 3. Continue development of pipe materials evaluation.
015	Development Connection Services and Coordination	12/16/2022	6/22/2027	\$ 44,895.00	\$ 22,342.50	\$ 22,552.50	1. Meet with District Counsel on March 8th regarding Toll Brothers project - pipe ownership and reimbursement agreement. 2. Continued coordination with USBR and District staff for LPV quitclaim application. <u>Anticipated Activities Next Period:</u> 1. Finalize Toll Brothers Reimbursement Agreement. 2. Coordination with Kitchell.



Hazen and Sawyer
2151 River Plaza Drive, Suite 225
Sacramento, CA 95833 • 916-571-7958

INVOICE

April 17, 2023

Project No: 20134-001

Invoice No: 20134-001-48

Mr. Edwin Pattison
Byron-Bethany Irrigation District
7995 Bruns Road
Byron, CA 94514

Project 20134-000 Master Services Agreement

Professional Services from March 1, 2023 to March 31, 2023

Project 20134-001 General On-Call Engineering Services
Professional Personnel

	Hours	Rate	Amount	
PRINCIPAL-IN-CHARGE				
Romero, Benjamin	1.00	255.00	255.00	
SENIOR PROFESSIONAL 2				
Alhajri, Swaid	1.00	245.00	245.00	
Borchardt, Jerimy	39.75	245.00	9,738.75	
Brown, Adam	12.25	245.00	3,001.25	
Karnovitz, Alan	16.50	245.00	4,042.50	
PROJECT PROFESSIONAL 1				
Neill, Eric	12.00	195.00	2,340.00	
Totals	82.50		19,622.50	
Total Labor				19,622.50

Billing Limits	Current	Prior	To-Date	
Total Billings	19,622.50	269,653.15	289,275.65	
Limit			300,000.00	
Remaining			10,724.35	
Total this Project				19,622.50

Project 20134-002 Pump Station 4 Replacement Project: Construction Administration Services

Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	188,127.32	188,127.32	
Limit			191,600.00	
Remaining			3,472.68	

Total this Project 0.00

Project 20134-008 WSID Culvert Design

Professional Personnel

	Hours	Rate	Amount	
SENIOR ASSOCIATE				
Borchardt, Jerimy	.25	290.00	72.50	
ASSISTANT ENGINEER				
Hill, Andrew	2.00	155.00	310.00	
Totals	2.25		382.50	
Total Labor				382.50

Billing Limits	Current	Prior	To-Date	
Total Billings	382.50	80,684.73	81,067.23	
Limit			105,540.00	
Remaining			24,472.77	

Total this Project \$382.50



Project	20134-001	BBID - Master Services Agreement Task O		Invoice	20134-001-48
Project	20134-009	West Side Service Area Capital Improvements Plan			
Billing Limits		Current	Prior	To-Date	
Total Billings		0.00	98,727.98	98,727.98	
Limit				127,533.00	
Remaining				28,805.02	
Total this Project					0.00
Project	20134-011	Pump Station 1 North Retrofit Project			
Billing Limits		Current	Prior	To-Date	
Total Billings		0.00	58,311.05	58,311.05	
Limit				488,425.00	
Remaining				430,113.95	
Total this Project					0.00
Project	20134-012	Pump Station 2 Discharge Pipelines Replacement Project			
Professional Personnel		Hours	Rate	Amount	
PRINCIPAL-IN-CHARGE					
Romero, Benjamin		1.00	255.00	255.00	
SENIOR PROFESSIONAL 2					
Borchardt, Jeremy		3.00	245.00	735.00	
PROJECT PROFESSIONAL 1					
Neill, Eric		6.00	195.00	1,170.00	
STAFF PROFESSIONAL 1					
Hill, Andrew		9.00	155.00	1,395.00	
Totals		19.00		3,555.00	
Total Labor					3,555.00
Reimbursable Expenses					
Direct Expense - Mileage					
1/30/2023 Borchardt, Jeremy				104.80	
2/1/2023 Hill, Andrew				117.90	
2/14/2023 Neill, Eric				117.90	
2/22/2023 Hill, Andrew				120.52	
Direct Expense - Tolls					
12/8/2022 Neill, Eric				7.00	
Total Reimbursables				468.12	468.12
Billing Limits		Current	Prior	To-Date	
Total Billings		4,023.12	156,350.83	160,373.95	
Limit				231,063.00	
Remaining				70,689.05	
Total this Project					\$4,023.12



Project	20134-001	BBID - Master Services Agreement Task O	Invoice	20134-001-48
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Project	20134-013	Agricultural Water Management Plan
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Professional Personnel

	Hours	Rate	Amount	
SENIOR PROFESSIONAL 2				
Borchardt, Jerimy	4.75	245.00	1,163.75	
Wang, Lucien	7.50	245.00	1,837.50	
STAFF PROFESSIONAL 1				
Lin, Jieqing	30.00	155.00	4,650.00	
Maher, Nadia	15.75	155.00	2,441.25	
Totals	58.00		10,092.50	
Total Labor				10,092.50

Billing Limits	Current	Prior	To-Date	
Total Billings	10,092.50	55,158.75	65,251.25	
Limit			163,015.00	
Remaining			97,763.75	
		Total this Project		\$10,092.50

Project	20134-014	R-Line Replacement Project
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Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	6,540.00	6,540.00	
Limit			142,708.00	
Remaining			136,168.00	
		Total this Project		0.00

Project	20134-015	Development Connection Services and Coordination
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Task	200	Toll Brothers - Tracy Lakes
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Professional Personnel

	Hours	Rate	Amount	
SENIOR ASSOCIATE				
Borchardt, Jerimy	2.25	290.00	652.50	
PRINCIPAL ENGINEER				
Neill, Eric	2.00	200.00	400.00	
Totals	4.25		1,052.50	
Total Labor				1,052.50

Billing Limits	Current	Prior	To-Date	
Total Billings	1,052.50	18,047.50	19,100.00	
Limit			20,035.00	
Remaining			935.00	
		Total this Task		\$1,052.50



Project	20134-001	BBID - Master Services Agreement Task O	Invoice	20134-001-48
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Task	201	LPV Quitclaim
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Professional Personnel

	Hours	Rate	Amount
PRINCIPAL ENGINEER			
Neill, Eric	3.50	200.00	700.00
Totals	3.50		700.00
Total Labor			700.00

Billing Limits	Current	Prior	To-Date
Total Billings	700.00	1,890.00	2,590.00
Limit			4,825.00
Remaining			2,235.00
		Total this Task	\$700.00

Task	202	Red Maple Village
------	-----	-------------------

Professional Personnel

	Hours	Rate	Amount
SENIOR ASSOCIATE			
Borchardt, Jerimy	.75	290.00	217.50
Totals	.75		217.50
Total Labor			217.50

Billing Limits	Current	Prior	To-Date
Total Billings	217.50	435.00	652.50
Limit			20,035.00
Remaining			19,382.50
		Total this Task	\$217.50

Total this Project **\$1,970.00**

Total this Invoice **\$36,090.62**

Detailed Expense Report

Monday, April 17, 2023

3:30:21 PM

Hazen and Sawyer

Employee 03037 Borchardt, Jerimy A.

Signed Electronically by: Borchardt, Jerimy A. 3/2/2023 1:41:18 AM

Posted

Approved Electronically by: Romero, Benjamin C. 3/13/2023 1:56:48 PM

Organization WE.645

Expense Report: January 2023 20134-012

Report Date: 1/31/2023

Line	Date	Category	Description	Project	Task	Bill	Account	Amount
1	1/30/2023	01 Project - Mileage		20134-012	302	<input checked="" type="checkbox"/>	430.01000	104.80

BBID - Pump Station 2 Discharge Pipeline

Business Reason: Headwall construction inspection.

Travel From/To: Sacramento/BBID

Travel: 160.00 mi @ 0.655

Total Expenses	104.80
Total Due	104.80

Detailed Expense Report

Monday, April 17, 2023

3:31:32 PM

Hazen and Sawyer

Employee 03590 Hill, Andrew Eugene

Signed Electronically by: Hill, Andrew Eugene 2/28/2023 5:51:07 PM

Posted

Approved Electronically by: Dressler, Wyatt T 3/9/2023 1:29:44 PM

Organization WE.645

Expense Report: February 2023 20134-012

Report Date: 2/28/2023

Line	Date	Category	Description	Project	Task	Bill	Account	Amount
1	2/1/2023	01 Project - Mileage		20134-012	302	<input checked="" type="checkbox"/>	430.01000	117.90
			BBID - Pump Station 2 Discharge Pipeline					
		Business Reason: BBID Pump station 2 site visit	Travel From/To: Travel from Sacramento, CA to Byron, CA and back				Travel: 180.00 mi @ 0.655	
2	2/22/2023	01 Project - Mileage		20134-012	302	<input checked="" type="checkbox"/>	430.01000	120.52
			BBID - Pump Station 2 Discharge Pipeline					
		Business Reason: BBID Pump station 2 site visit	Travel From/To: Travel from Sacramento, CA to Byron, CA and back				Travel: 184.00 mi @ 0.655	

Total Expenses	238.42
Total Due	238.42

Detailed Expense Report

Monday, April 17, 2023
3:32:38 PM

Hazen and Sawyer

Employee 03237 Neill, Eric Steven

Signed Electronically by: Neill, Eric Steven 2/28/2023 9:32:12 PM


Posted

Approved Electronically by: Romero, Benjamin C. 3/13/2023 1:57:25 PM

Organization WE.645

Expense Report: December 2022 20134-012 12.8.2022

Report Date: 12/31/2022

Line	Date	Category	Description	Project	Task	Bill	Account	Amount
1	12/8/2022	03 Project - Tolls		20134-012	302	<input checked="" type="checkbox"/>	430.03000 	7.00
			BBID - Pump Station 2 Discharge Pipeline					

Business Reason: PS2 Site Visit

Total Expenses	7.00
Total Due	7.00



License Plate Account

FasTrak Customer Service Center
PO Box 26898
San Francisco, CA 94126
www.bayareafastrak.org
1-877-BAY-TOLL (1-877-229-8655)
Fax 1-415-974-6356



0000522-0001070 PDF 001 ----- 485947 STM
ERIC NEILL
53624 S RIVER RD
CLARKSBURG CA 95612-5036

Statement Date:	12/27/2022
Account Number:	183379602
Statement Period:	11/22/22-12/21/22
Payment Method:	VISA

Account Summary

Please review your statement promptly. Toll and other charges not questioned within 30 days will be deemed valid.

Posting Date	Transaction Date	Plate/ Transaction	Plaza	Time	Lane	Beginning Balance	Tolls/ Charges	Credits	Ending Balance
						\$0.00			
12/06/22	11/29/22	CA 7YJT119	CAR	20:46	04		\$7.00*		\$0.00
12/15/22	12/08/22	CA 7YJT119	ANT	16:15	01		\$7.00*		\$0.00

*These transactions have been charged directly to your credit card (no account balance adjustment).

Plaza Descriptions:
CAR - Carquinez Bridge
ANT - Antioch Bridge

PREPAID TOLL BALANCE	
Beginning Balance	\$0.00
Tolls/Charges	-\$14.00
Direct Credit Card Charges	+\$14.00
Credits	+\$0.00
Ending Balance	\$0.00

Your FasTrak account's replenishment threshold and replenishment amount will be reviewed 35 days from the date your account is opened and every 90 days thereafter.
Please note that FasTrak will automatically adjust your replenishment amount, as needed, to reflect current use patterns.

EASY WAYS TO MANAGE YOUR ACCOUNT WITH 24-HOUR ACCESS

- ✓ Update credit card info
- ✓ Add or delete vehicles
- ✓ Update your address
- ✓ Check toll activity

LOG ONTO
www.bayareafastrak.org
Bay Area FasTrak App Coming Soon!

Call our
Automated Phone Service
at 1-877-229-8655



Detailed Expense Report

Monday, April 17, 2023
3:33:04 PM

Hazen and Sawyer

Employee 03237 Neill, Eric Steven

Signed Electronically by: Neill,Eric Steven 2/28/2023 9:33:51 PM

Posted

Approved Electronically by: Romero, Benjamin C. 3/9/2023 10:16:12 PM

Organization WE.645

Expense Report: February 2023 20134-012

Report Date: 2/28/2023

Line	Date	Category	Description	Project	Task	Bill	Account	Amount
2	2/14/2023	01 Project - Mileage		20134-012	302	<input checked="" type="checkbox"/>	430.01000	117.90
			BBID - Pump Station 2 Discharge Pipeline					
Business Reason: PS2 site visit			Travel From/To: Sacramento to BBID			Travel: 180.00 mi @ 0.655		

Total Expenses	117.90
Total Due	117.90



BYRON-BETHANY IRRIGATION DISTRICT STAFF REPORT

TO: THE HONORABLE PRESIDENT AND MEMBERS OF THE BOARD

FROM: EDWIN PATTISON

DATE: MAY 16, 2023

SUBJECT: REVISED PERSONNEL POLICY

RECOMMENDATION

It is recommended that the revised Personnel Policy be adopted as written and disseminated to all existing and new Byron Bethany Irrigation District to govern the treatment, rights, obligations, and relations of people in the organization.

DISCUSSION

A Personnel Policy communicates the overall blueprint for how an organization runs to employees. It sets out the rules and procedures that protect workers and the organization from being abused. The policy contains specific instructions and rules for dealing with issues and overcoming obstacles that may present themselves both during normal working days and under extraordinary circumstances and defines relationships between administration/staff, expectations for hours worked, schedules, performance, ethics, and the overall running of the organization.

BACKGROUND

BBID's Personnel Policy was last updated April 21, 2013. This revision is an update to the 2013 version with specific information updated to meet current state law and employment conditions as they exist at BBID in 2023. Given the rapidly changing landscape of labor

regulations and the need to effectively manage staff, a well-written current Personnel Policy will help define how BBID runs and avoid any potential conflict.

FISCAL IMPACT

None.

ATTACHMENTS

Personnel Policy (Draft 5/1/2023)



Byron Bethany Irrigation District

Employee Handbook & Personnel Policy

DRAFT 05-01-2023

Adopted [DATE]

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INTRODUCTORY STATEMENTS

A. Welcome

Byron Bethany Irrigation District ("BBID" or "District") welcomes you as an employee! BBID has created this Employee Handbook to provide you with an overview of its policies, procedures, rules, and benefits, to familiarize you with BBID's operation, and provide guidelines for your employment. This Handbook does not attempt to cover all of BBID's policies, rules, and procedures because we recognize that changes will be needed from time to time as the District continues to grow and as laws, regulations, and business needs change. BBID may also have and/or develop in the future additional policies, rules, and procedures applicable to your specific job duties, which will be provided to you, if relevant.

This Handbook is not an employment contract. However, it is important for all employees to read, understand, and follow the provisions of this Handbook because compliance with BBID's policies, rules, and procedures is a term and condition of your employment. Please take the time to carefully read this Handbook, and keep a copy for your future reference, as it is a valuable resource for understanding your job and the District. If you are unclear about any of the statements contained in this Handbook, please direct any questions you have to BBID's General Manager or designated representative. At all times, BBID maintains the right to exercise discretion and flexibility in establishing and administering its policies, rules, procedures, and benefits.

This Handbook is the only operative handbook for BBID and supersedes all prior versions of any BBID handbook and any inconsistent policies. Since BBID cannot anticipate every situation or answer all questions about employment in this Handbook, it reserves the right to update this Handbook and/or revise, modify, delete, or add to any and all of its policies, procedures, rules, and/or benefits at any time, without prior notice. You will be notified of any applicable changes to this Handbook or to BBID's policies, rules, procedures, and/or benefits.

BBID intends that all policies, rules, and procedures contained in this Handbook be fully compliant with all applicable laws and regulations. To the extent any policy, rule or procedure contained in this Handbook may at some time become inconsistent with an applicable law or regulation, it will be adjusted and applied to be fully compliant.

B. At-Will Employment

All employees of BBID, regardless of their classification or position, are employed on an at-will basis. This means that both you and BBID have the right to terminate your employment at any time, with or without cause, and with or without advance notice. Nothing contained in this Handbook or any other BBID policies, procedures, manuals, job descriptions, applications for employment or any other BBID document shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis. Any

term or condition of your employment including promotion, demotion, transfer, hiring and discharge, compensation, benefits, qualifications, discipline, layoff or recall, rules, hours, schedules, work assignments, job location, available equipment, job duties, and other similar terms and conditions may be modified with or without notice and with or without cause at any time by BBID. This at-will employment policy can only be changed by a written document signed by the Board of Directors.

CHAPTER 1 – Recruiting & Hiring Policies

SECTION 1.1 – EMPLOYMENT ELIGIBILITY

All employees are required to properly complete an Employment Application and Employment Eligibility Verification Form I-9, which is used to verify the identity and employment authorization of individuals hired for employment in the United States.

BBID recognizes the importance of maintaining a safe workplace with honest, trustworthy, qualified, reliable, and non-violent employees who do not present a risk of serious harm to their co-workers or others. Accordingly, BBID reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as any other relevant information that is reasonably available to the District. Additionally, BBID may conduct criminal history, credit history, medical examinations, and other background checks, as determined necessary in the District's sole discretion and in accordance with all applicable laws.

SECTION 1.2 – EQUAL EMPLOYMENT OPPORTUNITY

BBID is an equal opportunity employer. BBID prohibits all employees and Board Members from discriminating against any applicant or employee with respect to hiring, assignments, performance evaluations, promotion, training, disciplinary action, termination, layoffs, compensation, benefits, working conditions, or any other terms or conditions of employment, based upon race, color, religion (including religious dress, clothing, grooming practices, hairstyles, etc.), sex, sexual orientation, gender (including gender identity, gender expression, and transgender status), marital status, registered domestic partner status, pregnancy (including childbirth, breastfeeding or related medical conditions), reproductive health decision-making, national origin, ancestry, physical or mental disability, medical condition, age, citizenship or immigration status, military or veteran status, genetic information/characteristics or any other basis protected by applicable Federal, State or Local law. BBID also prohibits unlawful discrimination based on the perception that anyone falls within any protected category, has, or is perceived as having any protected characteristic, or is associated with a person who has or is perceived as having any protected characteristic.

BBID is committed to this policy and its enforcement. All employees are responsible for maintaining a discrimination free work environment. If you believe a violation of this policy has occurred, please bring the violation to the immediate attention of the General Manager or designated representative. In the event the alleged violation is about the General Manager, please bring the violation to the immediate attention of the President of the Board of Directors. Suspected violations will be promptly investigated and handled. Any employee who violates this policy or retaliates against an employee for reporting a violation of this policy, may be subject to disciplinary action, up to and including termination.

SECTION 1.3 – OPEN DOOR POLICY

We are committed to open and honest communication in the workplace as we work toward achieving our goal to maintain a safe and healthy working environment and a successful operation for our employees. Accordingly, BBID constantly strives to improve its operations and its relations with employees. You are encouraged to openly discuss any concerns, issues, ideas and/or recommendations for improvement with BBID's General Manager or Board Members. Employees should feel free to raise concerns and make reports without fear of reprisal or retaliation.

SECTION 1.4 – HARASSMENT, DISCRIMINATION, & RETALIATION POLICY

BBID is committed to providing a work environment free of harassment or discrimination and expects its employees to act in a professional and respectful manner at all times. BBID therefore strictly prohibits all forms of unlawful harassment and discrimination on the basis of race, color, religion (including religious dress, clothing, grooming practices, hairstyles, etc.), sex, sexual orientation, gender (including gender identity, gender expression, and transgender status), reproductive health decision-making, marital status, registered domestic partner status, pregnancy (including childbirth, breastfeeding or related medical conditions), national origin, ancestry, physical or mental disability, medical condition, age, citizenship or immigration status, military or veteran status, genetic information/characteristics or any other basis protected by applicable Federal, State or Local law. **All such discrimination is unlawful and will not be tolerated.** This policy prohibits unlawful harassment of or by any BBID employee, including supervisors and co-workers. It also extends to vendors, customers, independent contractors, and others doing business with BBID. Unlawful harassment in any form, including verbal, physical, and visual conduct, threats, demands, and retaliation is prohibited. Unlawful harassment and discrimination include any conduct which is inappropriate, offensive, harassing or otherwise creates a hostile work environment.

If you believe you have experienced or witnessed any kind of harassment or discrimination, you should immediately contact the General Manager or any other BBID supervisor with whom you are comfortable. BBID strictly prohibits retaliation against any employee who in good faith reports any incident of harassment or discrimination, makes a complaint of harassment or discrimination or participates in any investigation of a claim.

All harassment and discrimination complaints will be referred to the General Manager, the Board of Directors, and BBID Counsel as appropriate. All employees should report any incidents immediately so that complaints can be quickly and fairly resolved. Upon receipt of any complaint, BBID will immediately undertake a thorough and objective investigation of the allegations. BBID will keep the complaint and investigation confidential to the extent possible. If an employee has violated this policy, BBID will take remedial action appropriate for the

severity of the offense. This may include discipline of the employee, up to and including termination. BBID will also take action to deter any further harassment or discrimination.

BBID encourages all employees to use this policy to address all complaints of wrongful conduct and we are confident that BBID will be able to resolve all complaints in a prompt and reasonable manner. Employees may also lodge complaints with the California Civil Rights Department (CRD) and/or the U.S. Equal Employment Opportunity Commission (EEOC). You may contact the EEOC by calling 1 (800) 669-4000, by e-mail at info@eeoc.gov, and through its website at www.eeoc.gov. You may contact the CRD by calling 1 (800) 884-1684, by e-mail at contact.center@dfeh.ca.gov and through its website at <https://calcivilrights.ca.gov/>.

SECTION 1.5 - BULLYING

The District is committed to providing all employees a healthy and safe work environment including the elimination of all forms of bullying. Bullying is unacceptable.

Bullying is unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior.

This policy applies to all employees. It applies during normal working hours, at work related or sponsored functions, and while traveling on work related business. There will be no recriminations for anyone who in good faith alleges bullying. Any employee who feels he or she has been victimized by bullying is encouraged to report the matter to his or her supervisor, or to the General Manager. Where appropriate, an investigation will be undertaken and disciplinary measures will be taken as necessary.

CHAPTER 2 – Employment Administration

SECTION 2.1 – PAY PERIODS, PAY DAYS, AND METHODS OF PAYMENT

2.1.1 Workday and Workweek. A workday is defined as a consecutive 24-hour period that begins at 12:00 AM each day. A workweek is defined as a fixed and regularly recurring period of 168 hours (seven 24-hour periods) that begins at 12:00 AM each Sunday. Calculations for overtime pay are based on these definitions.

2.1.2 Pay Periods and Pay Days. The District has established bi-weekly pay periods, with paydays on every other Friday, equaling twenty-six (26) paychecks annually. The District will establish and distribute time sheets and pay period due dates.

2.1.3 Automatic Payroll Deposit. The District has established automatic payroll deposit as a preferred method of payment. Employees may request a hard copy, paper check as an option to automatic payroll deposit.

2.1.4 Distribution, Pay Advances. Direct deposit pay stubs will be sent to worksite supervisors or managers. Paychecks will be issued only to the employee named on the face of the check. Other arrangements require the employee's written pre-approval and the receiving party's signature at the time the check is issued.

BBID takes all reasonable steps to ensure that employees receive the correct amount of pay on each paycheck and that employees are paid properly on the scheduled payday. If you believe that an improper deduction has been made, or that there is any error on your paycheck, you are required to immediately notify the payroll department upon discovering the issue so the District can determine whether an adjustment or reimbursement needs to be made.

An employee may request a pay disbursement for vacation, overtime or regular hours for a period other than the regular bi-weekly paycheck time-period. Such request must be submitted in writing with sufficient advance notice as determined by the District to be reasonable. The General Manager may approve or deny any request or prohibit such practice at his/her sole discretion. Pay advances for time not worked or benefits not accrued is strictly prohibited.

2.1.5 Withholdings. The District withholds applicable federal and state taxes, Social Security, Medicare, and other contractual obligations from paychecks, such as the CalPERS Public Employees' Retirement System. Optional withholdings may include, but not limited to, deductions for medical insurance coverage, deferred compensation, etc. Other withholdings may occur as a result of court orders and levies for alimony, child support, delinquent federal or State taxes, and other liens and attachments.

SECTION 2.2 – TIMEKEEPING AND REPORTING

State and federal laws govern timekeeping and reporting. All Non-Exempt Employees (Hourly employees eligible for overtime pay; See Sections 3.2 E and F below) are required to accurately report the time they work. Non-Exempt Employees (Typically salaried employees not eligible for overtime; See Sections 3.2 E and F below) are required to accurately document when they begin work, the start of each meal period, the end of each meal period, and the time in which they have completed all work for the workday. Employees' time entries must accurately reflect any absences, late arrivals, and early departures. Non-Exempt Employees shall also document all time spent at required meetings and training if they are not already clocked in. Non-Exempt Employees may not work "off the clock" or perform any work-related duties whatsoever without documenting the time worked. Although Exempt Employees are generally not required to record hours worked, they are required to record full day absences and the reason for the absence (e.g., vacation, sick leave, etc.). All employees are expected to record time worked accurately and honestly. Willful falsification of time records may result in disciplinary action, up to and including termination.

SECTION 2.3 – WORK SCHEDULES AND WORK HOURS

The District will, at its discretion, determine the time and place District employees must report to work. Alternative work schedules, which will enhance or improve District operations, will be considered on a work unit basis at management's discretion, and may vary based on the needs of the District. The General Manager must authorize all alternative work schedules in writing. Approved alternate work schedules are not guaranteed and may be changed seasonally or modified or eliminated at the sole discretion of the General Manager.

District employees typically work either the standard 8-hour, five-days per week, 40-hour work schedule. During irrigation season, Water Distribution Operators (Ditchtenders) must work a night shift to meet the irrigation needs of irrigated agriculture. The Operations and Maintenance Supervisor, and or his/her designee, will develop a work schedule to meet the mission critical of irrigation water delivery during irrigation season, typically commencing the month of March and ending the end of month October, although irrigation can begin sooner and end later depending on the water year type. The night shift schedule will begin prior to the end of the workday to ensure a transfer of information from the day shift to the night shift Water Distribution Operator. The Supervisor will develop a rotation list of Water Distribution Operators to serve the night shift and/or a Water Distribution Operator(s) may volunteer for such duty as the night shift operator lead.

A rotation Alternative work schedules may be considered on an as needed basis at the discretion of the General Manager to include 4/10 schedule, that is four, ten-hour days per week schedule, a 9/80 work schedule whereby employees work an additional hour per day in return for an every other week day off, such as a Friday or a Monday, or some other alternative work schedule that meets the District's needs.

The regular office hours shall be per the schedule approved by the General Manager. Individual employees may have their work schedule, lunch period schedule, and rest periods begin or end at different times upon approval of the General Manager.

SECTION 2.4 – EMERGENCY DUTY STATUS OF ALL DISTRICT EMPLOYEES

All employees of the District, during the course of their employment, shall be expected to report to work during any emergency affecting operations of the District as determined by District management. The determination as to what constitutes an emergency or other circumstance requiring an employee to work after normal hours shall be determined solely by the General Manager or authorized supervisor. All employees are expected to comply with all such requests.

All employees are required to maintain and provide a working telephone number where they may be reached in the event of an emergency. This telephone number shall be listed in the District's personnel files and must be kept up to date.

SECTION 2.5 – MEAL AND REST PERIODS

It is BBID's policy that all non-exempt employees must take their legally required meal and rest breaks. Non-exempt employees must take one paid ten-minute break for every 4 hours worked or major fraction thereof at a time designated or scheduled by their supervisor. Ten-minute breaks may not be consolidated or accumulated with any other rest or meal breaks. During rest breaks, employees will not leave the job site and will promptly commence work at the end of the break.

Non-exempt employees who work more than 5 hours must take an unpaid 30-minute meal break that begins before the end of the fifth hour of work at a time designated or scheduled by their supervisor. Designated employees in certain work units may be assigned to take up to a one-hour unpaid lunch period at a time designated or scheduled by their supervisor. Non-exempt employees who work more than 10 hours must take a second unpaid 30-minute meal break that begins before the end of the tenth hour of work at a time designated or scheduled by their supervisor. Meal periods must be accurately recorded on an employee's time sheet.

An employee must be relieved of all duties during his or her meal and rest periods. If an employee misses a rest or meal break for any reason, or if that meal or rest break is interrupted with work, it is the responsibility of the employee to inform their supervisor to determine if additional wages are owed to the employee.

SECTION 2.6 – OVERTIME

BBID desires to hold overtime work to a minimum but recognizes that it may be required by the nature of its business. Overtime must be approved in advance by the employee's supervisor. An employee who works unauthorized overtime may be subject to disciplinary action. Overtime pay will be paid to non-exempt employees as required by applicable state and/or

federal law. For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. Vacation, sick leave, disability leave, holidays, compensatory time off, administrative leave, bereavement leave and any non-compensated time off will not be counted as time worked.

2.6.1 Cash or Compensatory Time Off. Employees not subject to Wage Order 14 shall have the option to receive overtime pay bi-weekly, or accumulate overtime in the form of Compensatory Time Off until the end of the fiscal year. No employee may accumulate more than eighty (80) hours of compensatory time unless the General Manager approves an exception that will not exceed one hundred and sixty (160) hours. All accumulated compensatory time will be cashed out at the end of each fiscal year with no exceptions.

SECTION 2.7 – ATTENDANCE AND PUNCTUALITY

Due to the nature of BBID's business, regular attendance and punctuality are indispensable to the ability of each employee to perform the essential functions of each and every position within the District.

Each employee, regardless of classification, is important to BBID's overall success. When you are late or absent, someone else must do your job. Accordingly, you are expected to report to work on time at the scheduled start of each workday and to work until the end of your scheduled shift, except during meal and rest periods. Reporting to work on time means that you are ready to start work, not just arriving at work, at your scheduled starting time and that you are in appropriate work attire to perform your job duties. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided, except in the case of an emergency.

If you need to miss work, arrive late or leave early, you must contact your supervisor as far in advance as possible before the scheduled start of your workday and provide an appropriate reason or explanation, as well as the expected duration of any absence. BBID will comply with all applicable laws governing employee absences. It is the employee's responsibility to provide BBID with sufficient information to enable the District to determine which laws may apply to each absence. You must notify BBID of any changes to your leave status as soon as possible. For absences in which an employee claims to be sick for more than two (2) days, BBID may require documentation from the employee's health care provider to confirm the absence and to ensure that the employee may safely return to work.

If an employee who is not entitled to protected leave has submitted a request for personal time off which is not approved and the employee misses work anyway, the employee will be subject to disciplinary action, up to and including termination. If you fail to report to work for 3 consecutive scheduled workdays without properly notifying a supervisor or the General Manager, BBID will consider you to have voluntarily resigned from your job.

Absenteeism, tardiness, failing to comply with your obligations as stated herein if you need to miss work, arrive late or leave early, and/or failing to provide documentation as required by this Policy will lead to disciplinary action, up to and including termination.

SECTION 2.8 – PERSONNEL FILES

BBID maintains personnel files and records for each employee, as well as separate files for medical information obtained from employees. All personnel files and records are confidential and access to the files is limited to only those designated employees who are specifically authorized to have access. BBID will not release any confidential employee information to any third party without obtaining the employee's written consent, unless compelled to do so by a valid court order, subpoena or other lawful process. Employees have the right to inspect and receive a copy of their personnel and wage records in accordance with applicable State and Federal laws. If you want to inspect or receive a copy of your personnel file or wage records, please notify the General Manager, or his/her designee. No employee is permitted to take or modify any document in his/her personnel file.

SECTION 2.9 – CHANGES IN EMPLOYEE PERSONAL INFORMATION

Each employee must provide BBID with current information regarding his/her legal name, address, telephone numbers, emergency contact, marital status and dependents and dependents ages claimed for payroll purposes, driving record or status of driver's license if you are required to drive as part of your job duties, etc. BBID may request that this information be updated at least annually. You must notify the Human Resources/Payroll Department in writing of any changes to your personal information. It is your responsibility to make sure BBID is informed of any changes to any of this information.

SECTION 2.10 – REFERENCE CHECKS/VERIFICATION OF EMPLOYMENT

All requests made from outside the District for reference checks or verification of employment concerning any current or former employee must be referred to the General Manager or designated representative. Information will be released only if the employee signs an Authorization for Release of Employment Information form. Without such authorization, the following limited information will be provided: dates of employment and salary or wages upon departure.

SECTION 2.11 – EMPLOYMENT OF RELATIVES

The District's primary policy is to hire the best qualified person available for all vacancies. Hiring of qualified relatives of present employees will be allowed only under the following circumstances: (1) employees cannot supervise or be supervised by anyone to whom they are related and (2) employees cannot audit the work of a relative nor be audited by a relative.

Relatives are defined as immediate family members including: spouse or registered domestic partner, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, son, daughter or son-in-law, daughter-in-law. Relatives include those whose relationship is similar to that of persons related by blood or marriage.

Current employees who marry other current employees, or who become romantically involved with other current employees, will be allowed to continue employment but not in a supervisor/subordinate role or in the same division. For purposes of this provision, "romantically involved" will be interpreted broadly. The District reserves the right to take necessary and appropriate action to resolve any potential conflict of interest arising out of a familial relationship or the romantic involvement among employees. Depending on the facts of the situation, such action may include reassignment or termination of one or both of the employees involved.

SECTION 2.12 – LACTATION ACCOMODATION

BBID provides lactating employees a reasonable amount of break time to accommodate an employee desiring to express breast milk for an infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any rest period already provided to the employee. Any break time provided to express breast milk that does not run concurrently with rest periods already provided to the employee shall be unpaid.

BBID will provide lactating employees with the use of a room or other suitable location for the employee to express milk in private, which is in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk. Employees with private offices will be required to use their offices to express breast milk. Employees who work in the fields, away from the District Office may be provided with an alternate location to express milk, including an air-conditioned cab of a truck or tractor, in accordance with applicable law. BBID will also provide the employee with access to a sink with running water and a refrigerator or other cooling device suitable for storing milk.

Employees who desire lactation accommodations should notify the General Manager or designated representative, who will promptly provide a response to the employee's request confirming the designated location for the employee to express milk and the refrigerator or other cooling mechanism that will be made available for the employee. BBID will not discriminate or retaliate against any employee for requesting lactation accommodation. Employees who believe there has been a violation of this Policy shall immediately notify the General Manager or a Board Member so the District will have an opportunity to address the alleged violation. Employees also have the right to file a complaint with the California Labor Commissioner for a violation of this Policy.

SECTION 2.13 – TRAINING AND EDUCATIONAL COURSES

The costs associated with employee training, educational courses, professional development, seminars or business meetings will be paid or reimbursed by the District **only** when the employee has obtained advance written approval. Requests for approval will be in the format prescribed by the District but should include registration forms or other written information regarding the activity. Approval will be based on a determination that the requested training enhances the employee's value and/or supports career development goals established between the employee and supervisor. The General Manager will determine the necessity for training courses and the appropriate funding sources.

The District will pay or reimburse employees for all necessary expenses incurred while attending approved training and educational courses described above. Payment of transportation costs will be in accordance with applicable District policies.

SECTION 2.14 – EMPLOYEES WHO DRIVE FOR DISTRICT BUSINESS

Employees who are required to drive a District Vehicle or their own vehicle on District business will be required to show proof of a current, valid driver's license. If using their own vehicle, they will also need to provide proof of current effective automobile insurance coverage or proof of insurability under BBID's policy. BBID will make every effort to have an appropriate motor pool vehicle available for employee use as this is the preferred method of transportation for District business. Employees who are required to drive their own vehicles on District business will be reimbursed at the standard mileage rate issued by the Internal Revenue Service in effect at the time the expense is incurred. Mileage reimbursement requests must be submitted to the General Manager, or designee, within sixty (60) of travel.

If an employee's driver's license is suspended or revoked, or if the employee's insurance policy terminates, the employee shall immediately notify BBID and the employee shall no longer be permitted to drive for District business. The District reserves the right to transfer, suspend or terminate an employee required to drive as part of his/her job duties if the employee's driver's license is suspended or revoked, if the employee fails to maintain personal automobile insurance coverage (when required), if the employee is uninsurable under the District's policy or if the employee's driving record is unacceptable to the District.

Only District employees are allowed to drive District vehicles. At all times while driving for BBID business, employees shall use the vehicle in a safe, effective and efficient manner and shall comply with all applicable federal, state and local laws, rules and regulations. Employees shall use the most direct and efficient route of travel when driving to any destination on BBID business. At no time shall any employee drive for BBID business if the employee is under the influence of drugs (including marijuana), alcohol, any controlled substance, or any medication (prescription or over the counter) that may impair the employee's ability to drive safely.

Employees shall not utilize cell phones while driving for BBID business, unless they do so safely and in compliance with the law, which requires the use of a blue tooth device or other hands-free mechanism. Employees must always be aware that use of a cell phone or other personal data device while driving is extremely dangerous and distracting, and impairs the employee's ability to devote his/her full attention to the duty of safely operating a vehicle. These rules also apply and prohibit employees from engaging in any other distracting activity while driving, including, but not limited to, texting, e-mailing, reading, writing, searching the internet, etc.

SECTION 2.15 – TRAVEL AND OTHER BUSINESS EXPENSES

From time to time, an employee may expend his/her own money for a BBID expense. In accordance with California law, BBID will reimburse employees for all necessary expenditures incurred as a direct consequence of discharging the employee's duties. All such expenditures must be authorized by the General Manager or designated representative prior to the expenditure being made. If an approved expenditure is made, the employee must submit a receipt for the expenditure to the District Office within 5 days of making the expenditure. BBID will reimburse the employee within thirty (30) days of receiving a receipt for an approved expenditure.

CHAPTER 3 – Categories of Employment

SECTION 3.1 – INTRODUCTORY PERIOD

All newly hired employees must serve an Introductory Period (Probationary Period) of one (1) year. Throughout the Introductory Period, BBID will closely review and evaluate your performance and competency by examining factors including, but not limited to, your ability to perform required tasks, work as a team and exhibit leadership skills, your skill set, attendance, attitude, and commitment. BBID will determine whether you meet the requirements of the position for which you have been hired, whether to continue your employment. If you are absent for more than twenty (20) workdays during your Introductory Period, the length of the absence will automatically extend the Introductory Period by the number of workdays missed. Employment is not guaranteed for the entire Introductory Period and may be terminated at any time, for any reason, with or without cause, and with or without prior notice or warning. Satisfactory completion of the Introductory Period does not entitle you to employment for any specific term or otherwise alter the at-will nature of your employment.

Employees who are rehired following a break in employment with the District of more than sixty (60) days, other than an approved leave of absence, must complete another Introductory Period of one (1) year and are considered new employees from the effective date of their re-employment for all purposes, including benefits, unless otherwise required by law.

SECTION 3.2 – EMPLOYEE CLASSIFICATIONS

Each employee is classified based upon the number of hours the employee is regularly scheduled to work and whether the employee is exempt from overtime requirements pursuant to applicable Federal and State laws. An employee will not change his/her classification unless specifically informed of the change in writing by the District. An employee's classification does not guarantee employment for any specific length of time since all employees are hired for an indefinite and unspecified duration. All employees will be placed into one of the following classifications based upon the number of hours each employee is scheduled to work:

- A. **Introductory Employee** – An employee who has not yet satisfactorily completed the Introductory Period.
- B. **Regular Full-Time Employee** – An employee who is scheduled to work at least forty 40 hours per week on a regular and continuous basis. Regular Full-Time Employees may be classified as exempt or non-exempt.
- C. **Regular Part-Time Employees** – An employee who is scheduled to work at least twenty (20) hours per week, but no more than thirty-five (35) hours per week on a regular and continuous basis. Part-time employees may, from time to time, be asked to work in excess of thirty-five (35) hours per week and doing so does not change the employee's

classification as a part-time employee. Part-Time Employees are classified as non-exempt and are compensated on an hourly basis. Regular, Part-Time Employees may be eligible for vacation, sick leave, retirement, and holiday benefits as described later in this Handbook.

- D. **Temporary, Seasonal or Extra-help Employees** – An employee whose services are anticipated to be of limited duration of six (6) months or less and not exceed nine hundred and sixty (960) work hours during the fiscal year. Temporary Employees are not considered “Regular” employees regardless of the number of hours they are scheduled to work, the length of their employment or the number of seasons worked. Temporary Employees may be classified as exempt or non-exempt. Temporary Employees are not eligible for employee benefits, except those required by law or policy.

All employees will be classified as exempt or non-exempt according to the following definitions:

- E. **Exempt Employees** – Employees who are paid a salary and whose positions qualify as exempt from overtime pay according to applicable Federal and State laws. An Exempt Employee is required to work the hours necessary to fulfill his/her job duties and responsibilities, without the payment of overtime in addition to the Exempt Employee’s salary.
- F. **Non-Exempt Employees** – Employees who are paid on an hourly basis for each hour of work performed and who are entitled to overtime pay according to applicable Federal and State laws.

If you are uncertain as to your status, please contact the General Manager or designated representative.

SECTION 3.3 – MODIFICATION OF TERMS AND CONDITIONS OF EMPLOYMENT

BBID reserves the right, at any time, for any reason, with or without prior notice or cause, to modify any and all District Policies, procedures and rules as well as any employee's compensation, benefits, work schedule, position, job title, job duties and/or responsibilities, working conditions, production standards, work location, and any other terms and conditions of employment, in the District’s sole and absolute discretion, unless otherwise prohibited by law. BBID will provide affected employees with written notice of any such modifications in advance of the effective date. BBID also reserves the right to ask employees to work on special projects or assignments. Employees are expected to cooperate with such requests. Any questions about this Policy may be discussed with the General Manager.

CHAPTER 4 – Compensation

SECTION 4.1 – SALARY UPON APPOINTMENT

4.1.1 New Employees. All new employees are generally compensated at the entry rate of the salary range for the class in which the appointment is made. The General Manager may appoint an employee at any rate within the salary range if he/she determines that the employee's qualifications and experience so warrant.

4.1.2 Re-employment of Temporary Employees. The General Manager may authorize compensation at any rate within the salary range for persons re-employed for temporary service.

SECTION 4.2 – STEP INCREASES

Salary step increases within a range are neither automatic nor based solely upon continuity of service with the District. Salary step increases are to reward employees for acquiring and using the skills and experience needed to accomplish the District's work. Salary step increases occur upon the General Manager's approval. If an employee is not granted a step increase when eligible and is not satisfied with the supervisor's written explanation, the employee may request review of the decision to the General Manager for a final determination.

4.2.1 New Employees or Newly Promoted Employees. Upon the completion of the Introductory Period and following one (1) year of satisfactory employment as evidenced in writing by a performance appraisal, new or newly promoted employees will become eligible to advance to the next higher salary step. An employee initially hired or promoted above the entry level step will not advance to the next step until completion of one year of satisfactory service; the employee will, however, be appointed to regular status.

4.2.2 Full-Time Employees. A full-time employee is eligible for a step increase upon completion of one (1) year of continuous satisfactory employment at the employee's present step level. The employee's elevation to a higher step will be based upon the employee's annual evaluation.

4.2.3 Temporary, Seasonal or Extra-help Employees. Temporary, Seasonal or Extra-help employees will not be eligible for step increases within the salary range unless the General Manager approves such increase in compensation.

SECTION 4.3 – SALARY OR WAGE UPON PROMOTION/DEMOTION

An employee promoted to a position in a class with a higher salary or wage range will be compensated at the entry step of the higher salary range, or at the step within the higher salary

or wage range which would provide approximately a five percent (5%) increase in salary or wage.

An employee demoted voluntarily or involuntarily to a position in a class with a lower salary or wage range will have his/her salary reduced to any rate in the lower salary or wage range that does not constitute an increase in salary. The General Manager will determine the appropriate salary or wage rate.

SECTION 4.4 – SALARY OR WAGE UPON POSITION RECLASSIFICATION

The General Manager will determine the salary or wage rate of an employee in a reclassified position as follows:

4.4.1 Class with Same Salary or Wage Range. If the position is reclassified to a class with the same salary or wage range as the previous class and the incumbent is appointed to the reclassified position, the salary rate of the employee shall not change. This provision also applies to a change of class title, provided the job duties are of similar value to the District.

4.4.2 Class with Higher Salary or Wage Range. If the position is reclassified to a class with a higher salary or wage range than the previous class and the incumbent is appointed to the reclassified position, the incumbent shall be compensated at the greater of the first step in the higher salary or wage range, or at the step within the higher salary or wage range which would provide approximately a five-percent (5%) increase in salary or wage.

4.4.3 Class with Lower Salary or Wage Range. If the position is reclassified to a class with a lower salary or wage range than the previous class and the incumbent is appointed to the reclassified position, the incumbent's salary or wage rate shall not change and be Y-rated. If his/her salary or wage is greater than the maximum rate of the lower salary range, his/her salary shall not change during continuous service until the new range exceeds the employee's Y-rated salary or wage.

SECTION 4.5 – SALARY OR WAGE DURING ACTING ASSIGNMENT

The General Manager may determine at his/her sole discretion to temporarily fill a permanent position while an employee is on sick leave, vacation, suspension, or leave of absence, or a vacant position exists. When such assignments are for periods of 10 or more working days, the employee so assigned will be paid at the greater of step A in the new positions salary or wage range or 5% above their regular rate of pay during the acting assignment. Employees who perform duties of a higher class for less than 10 consecutive days will not receive additional compensation, but rather the assignment will be considered a career development opportunity.

When the employee returns to his/her normal duties, his/her pay shall revert back to the pay scale existing prior to working out-of-class.

SECTION 4.6 – SPECIAL PAY

4.6.1 Longevity Pay. Individuals employed with the District for an extended period of time are an extremely valuable asset. To acknowledge the value of these employees, the District will compensate these employees with additional pay as follows:

5 to 10 years	\$ 25.00 bi-weekly.
10 to 15 years	\$ 40.00 bi-weekly.
15 to 20 years	\$60.00 bi-weekly.
20 years & up	\$80.00 bi-weekly.

District shall pay for only the highest number of years of longevity by the above categories obtained and the amounts indicated above are not cumulative.

4.6.2 Certification Incentive Pay. The District may at its sole discretion establish a Certification Incentive Pay program for those employees who obtain the following certifications. Unless modified by the Board, the proposed certification incentive pay will be based upon the following amounts and such compensation will be in addition to regular bi-weekly pay.

- A. Pesticide Qualified Applicator Certificate or license: \$10.00 bi-weekly.
- B. California Water Distribution Operator Certification:
 - Distribution Operator 1 \$10.00 bi-weekly.
 - Distribution Operator 2 \$25.00 bi-weekly.
 - Distribution Operator 3 or higher \$50.00 bi-weekly.
- C. CWEA Collection System Maintenance Certificate:
 - Collection System Maintenance Grade 1 \$10.00 bi-weekly.
 - Collection System Maintenance Grade 2 \$25.00 bi-weekly.
 - Collection System Maintenance Grade 3 or higher \$50.00 bi-weekly.
- D. Any other Certificate or License that the General Manager and the Board agree provides direct benefit to the District: \$10.00 to \$50.00 biweekly as determined by the General Manager.

District shall pay for only the highest certificate obtained and the amounts are not cumulative. Upon an employee's attainment of an approved license or certification, the District will reimburse employee for the reasonable cost of tuition, continuing education, and required course materials, provided the employee has requested reimbursement and received written District approval in advance of enrolling in the certification course. The Board may, at its discretion, adopt changes in the Certification Incentive Pay at any time.

4.6.3 Night Shift Pay. During the water season, it is necessary for the District to schedule two shifts a day. The District will compensate, in addition to regular monthly pay, those employees

scheduled to work the night shift (5 p.m. to 3 a.m.) an additional one dollar (\$1.00) for each hour worked.

4.6.4 Call Back Pay. An employee being called back to work after leaving the job for the day, shall be guaranteed a minimum of two (2) hours at the rate of pay for the specific job the employee has been called back to do. If the job results in an employee working in excess of 40 hours per week the time will be paid as overtime.

CHAPTER 5 – Health Insurance & Benefits

SECTION 5.1 – OVERVIEW

The District provides a comprehensive group of benefits, insurance, and retirement programs to its employees. Generally, benefitted employees are full-time employees in budgeted positions.

This summary is intended to give you a brief overview of benefits. Complete details of your health and welfare benefits are contained in each plan document. If there is a difference between the information contained in this Handbook and the individual plan documents, the plan documents will govern. Any questions relating to benefits and eligibility should be directed to the General Manager or designated representative.

Participation in any of the compensation or benefit plans or programs is not a guarantee of continued employment, nor is anything contained in this manual intended to guarantee that benefit or compensation plans and programs will remain unchanged in future years. The District reserves the right to amend or terminate benefits programs, including choice of carriers, terms of coverage, premiums and co-pays, at any time in accordance with applicable laws and regulations. Employees will be notified in advance of any changes affecting them.

SECTION 5.2 – GROUP INSURANCE

5.2.1 Health Insurance. A District sponsored health plan is offered to all full-time regular employees, effective on the first (1st) of the month following appointment. Currently, the District pays the employee's portion of the premium and 50% of the health plan premium for covered employees' dependents. Enrollment in a health plan will be subject to the health care provider's rules and regulations.

5.2.2 Dental Insurance. A District sponsored dental plan is available for eligible employees. The District pays the premium for full-time regular employees effective on the first (1st) of the month following appointment. Employees may include eligible dependents and must pay the full premium for dependents. Enrollment in a dental plan will be subject to the dental care provider's rules and regulations.

5.2.3 Vision Care. A District sponsored vision care plan is provided for full-time regular employees and their eligible dependents effective on the first (1st) of the month following appointment. The premiums for employees and eligible dependents are paid by the District. Enrollment in a vision plan will be subject to the vision care provider's rules and regulations.

SECTION 5.3 – COBRA CONTINUING HEALTH COVERAGE

Federal and state laws and regulations provide benefit-eligible employees who terminate employment or have a status change that results in the loss of group health benefits with the opportunity to continue certain group health benefits at full group premium costs plus a reasonable administrative fee, where applicable. Such continued coverage is generally available for 18 months depending on events. In some cases, benefit-eligible employees may be eligible to extend COBRA benefits longer. For more specific information on COBRA and California COBRA continuation coverage, refer to the health plan summary plan description or contact the General Manager or designated representative.

SECTION 5.4 – RETIREMENT

5.4.1 California Public Employees' Retirement System (CalPERS). Regular full-time employees and regular part-time employees working half-time or more will become members of the California Public Employees' Retirement System (CalPERS).

Regular eligible employees with prior qualifying CalPERS service making them "Classic Members" shall be enrolled as members of the California Public Employment Retirement System and eligible for the "2.0% @ 60 Miscellaneous Retirement Benefit." Final compensation is calculated by utilizing the average pay rate of the employee's 3 highest consecutive years. All other employees shall be enrolled as "PEPRA Members" for the "2.0% at @ 62 Miscellaneous Retirement Benefit." Final compensation is calculated by utilizing the average pay rate of the employee's 3 highest consecutive years. Employees can contact CalPERS at 1-888-CAL-PERS or via its website at www.CalPERS.ca.gov for more information.

Both the District and participating employee are required to make contributions to CalPERS. Current PERS regulations require the employee to pay their own share, generally 7%.

CalPERS provides a variety of options related to purchase of service credits, military service, reciprocity with other California public retirement systems, and other features. Employees should contact CalPERS directly regarding their individual eligibility.

Only regular employees working a standard schedule of at least an average of 20 hours per week, or more than 125 days or 1,000 hours in a fiscal year are eligible to enroll in CalPERS (temporary employees are not eligible for CalPERS benefits, unless otherwise provided by contract between CalPERS and the District). Please contact CalPERS at 1-888-CAL-PERS or www.CalPERS.ca.gov for more information.

Retirement contributions shall continue for any employee on leave of absence with pay. Retirement contributions shall be suspended for any employee on leave of absence without pay.

5.4.2 Social Security/Medicare. This District participates in Social Security and Medicare. The District and employees make contributions for Social Security and Medicare. Detailed information about your benefits can be obtained from the Social Security Administration.

5.4.3 Deferred Compensation Program – 457 Plan. The District also offers employees the opportunity to contribute to a Section 457 Deferred Compensation program. Details are available from the payroll department.

SECTION 5.5 – WORKERS COMPENSATION

The District, in accordance with state law, provides insurance coverage for employees in case of work-related injury or illness. Workers Compensation provides weekly benefits for work-related injuries or illnesses. The program pays for lost wages after three (3) calendar days of a disability that prevents an employee from performing his or her job duties. Employees may use leave time during the waiting period or to make up the difference between Workers Compensation and an employee's regular base salary. Workers Compensation also pays for medical expenses related to these work-related disabilities.

To ensure that employees will receive the workers' compensation benefits, to which they may be entitled, including medical care, temporary disability benefits and rehabilitation, employees will need to:

- Immediately report any work-related injury to his/her supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form and return it to the payroll department; and
- Provide the District with documentation from health care providers regarding the need for workers' compensation disability leave, as well medical certification of his/her eventual ability to return to work from the leave.

SECTION 5.6 – SHORT TERM DISABILITY (CaSDI)

All employees are required by state law to participate in the California State Disability Insurance Program (known as CaSDI). CaSDI is a partial wage-replacement program which provides weekly benefits for workers during a leave of absence for non-work-related disabilities. Employees are required by law to have a small percentage of their pay withheld for purposes of funding the mandatory benefit. Employees may use accumulated leave benefits to make up the difference between CaSDI and their regular base salary. This state sponsored insurance program requires that employees make direct application with the Employment Development Department (EDD) for benefits determination. For more information, contact EDD directly.

SECTION 5.7 – PAID FAMILY LEAVE

All employees are eligible under state law to participate in Paid Family Leave (PFL). Senate Bill 1661 extends disability compensation to individuals who take time off work to care for a seriously ill child, spouse, parent, registered domestic partner, or to bond with a new minor child. PFL is a component of the CaSDI program and, thus, those workers covered by CaSDI are also covered for this benefit. The state sponsored insurance program requires that employees make direct application with EDD for benefits determination.

Employees who pay into CaSDI are required by law to have a small percentage of their pay withheld for purposes of funding the mandatory benefit. Benefit payments are approximately 55% of the employee's regular wages and may be used for a maximum of six weeks in a 12-month period. Employees may use leave balances to make up the difference between the benefit and the employee's regular pay. For more information, contact EDD directly.

SECTION 5.8 – LIFE INSURANCE

Full-time regular employees are eligible for an employer paid life insurance benefit. The basic employee life insurance coverage is effective at the same time health insurance coverage is effective. Contact the payroll department for plan details.

SECTION 5.9 – UNIFORMS

District uniforms are provided for field personnel designated by the General Manager while on duty. Employees shall not wear District uniforms while off duty. If employees are on personal business on the way to or from work, employees shall cover the uniform. The District will also provide one pair of Cal/OSHA approved steel-toed safety boots. For safety, the District provides uniform service for staff working in the field or in the shop. Uniform shirts and pants are required to be worn during work hours. Employees are responsible for the cost of replacement uniforms beyond normal wear and tear. Subject to change based on current circumstances, BBID will provide seven (7) shirts and seven (7) pants and will replace worn or damaged uniforms when the defective uniform is returned for uniform cleaning, subject to field staff being responsible for care, maintenance, and timely turning in uniforms for uniform cleaning services. BBID also provides an annual boot allowance and requires employees to purchase these items themselves.

CHAPTER 6 – Leaves of Absence & Holidays

SECTION 6.1 – OVERVIEW

The District recognizes the need of employees to be absent from their scheduled position for various reasons. Leaves of absence with pay and without pay have been developed to accommodate this needed time off. Requests for leaves of absence should be in writing, submitted to, and approved by the employee's supervisor at least 10 working days in advance. The General Manager reserves the right to limit vacation time off during certain times of the year, limit the number of employees taking vacation at the same time, and establish a system to resolve conflicts in scheduling vacations.

SECTION 6.2 – VACATION

All full-time employees accumulate vacation based on the schedule below. Vacation hours accumulated during any particular year shall be held as time accrued, but will not be available to take as time off until the end of the year in which it accrued.

Years of Service	Vacation Hours Accrued	
	Per Bi-weekly	Per Year
Date of hire thru 12 months	1.539 hours	40 hours
Beginning of the 13th month thru 59 th month	3.077 hours	80 hours
Beginning of the 60th month thru the 179 th month	4.616 hours	120 hours
Beginning of the 180 th month and each year thereafter	6.154 hours	160 hours

Vacation time is important for a balanced work-life balance. As a result, the expectation is that annual accrued vacation is used each year. However, due to work priorities, vacation may carry over from one year to the next, subject to a 240-hours maximum.

Regular employees scheduled for 20 hours or more per week but less than 40 hours per week shall accumulate vacation on a prorated basis in accordance with the schedule above. For non-exempt employees, the minimum increment of vacation use is 15 minutes.

Employees are eligible to sell accrued vacation once per year subject to a forty (40) hour minimum balance. Pay for vacation leave shall be at the payroll rate currently paid the employee at the time the request for vacation payout is taken.

SECTION 6.3 – HOLIDAYS

District paid holidays for all regular full-time and regular part-time employees are as follows:

New Years Eve and New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day and Day after Thanksgiving
Christmas Eve and Christmas Day

For holidays falling on a Saturday the Friday before shall be recognized as the holiday. For holidays falling on a Sunday the Monday after shall be recognized as the holiday. When New Year's Eve or Christmas Eve falls on a Sunday, the Friday before shall be recognized as the holiday. When New Year's Day or Christmas Day falls on a Saturday the Thursday before shall be recognized as the holiday. For operations and maintenance employees, holidays falling during the irrigation season shall be taken after the irrigation season ends (October 31).

Each employee shall be entitled to holiday time off and/or compensation, if eligible, for each designated District holiday. Holiday time off for Regular full-time employees is for 8 hours regardless of the work schedule. Regular Part-time Employees shall receive Holiday Pay on a prorated basis based on their normal work schedule. If a District designated holiday falls within an employee's normal workweek and the employee is required to work, or if an employee is called back to work on a regularly scheduled holiday, the employee may schedule an alternative day off with pay.

Any employee on leave of absence without pay during a designated holiday date shall not receive compensation for said holiday. To be eligible for holiday pay, an employee must work or be on a pre-approved paid absence the working day preceding and the working day following the holiday on which the District Office is closed. The supervisor shall report to the payroll department any employee not eligible for holiday pay.

SECTION 6.4 – SICK LEAVE

All employees who work 30 or more days annually in the state of California are eligible for paid sick leave. The amount of sick leave available to an employee depends on his or her job classification and the employee's regular work schedule.

- Full-time Regular Employees shall accrue sick leave at the rate of 1 eight (8) hour day per month (3.693 hours bi-weekly). At the end of each fiscal year (December 31), employees with accumulated sick leave balances over 288 hours will be compensated for all hours over 288 at 50% of regular pay.
- Regular Part-time Employees shall accrue Sick Leave on a prorated basis based on their normal work schedule.

- Temporary, Seasonal or Extra-help Employees shall accrue one hour of sick leave for every thirty (30) hours worked up to a maximum of 3 eight (8) hour days (24 hours).

Sick leave may be used to care for a health condition of or to seek preventative care for an employee or the employee's family member. For purposes of this policy, "family member" is defined as an employee's spouse, registered domestic partner, child, parent, grandparent, grandchild, or sibling, or the child or parent of the employee's spouse or registered domestic partner/partner in a civil union. "Family member" also includes a "designated person" which means a person identified by the employee at the time the employee requests paid sick days. Employees are limited to one designated person per 12-month period. An employee may also use sick leave to seek assistance for issues related to domestic violence, sexual assault or stalking. Sick leave may not be used for any purpose other than those outlined in this policy. Non-exempt employees may use sick leave in increments of 30 minutes. Exempt employees may, but are not required to, report use of sick leave for partial days (i.e., partial days off for reasons under this policy are paid and will not reduce exempt employees' sick leave balance). Instead, such employees may choose to report only full days of absence due to illness.

An employee who is unable to report to work due to illness, injury, or is required to quarantine due to infection must notify his or her supervisor at least one hour before his or her scheduled start time, if possible. The employee must also notify his or her supervisor on each additional day of absence. If an employee does not provide the appropriate notice, the employee may be subject to discipline. An employee who is absent for three or more consecutive days must provide a physician's note certifying the employee's illness and subsequent ability to return to work. If the employee has a foreseeable need for sick leave, the employee must provide reasonable advance notice to his or her supervisor.

SECTION 6.5 – FAMILY & MEDICAL LEAVE

Employees who have been employed with BBID at least 12 months and who have worked at least 1,250 hours in the previous 12 months, are eligible to take a family care and medical leave of absence under CFRA of up to 12 workweeks in a 12-month period (CFRA leave).

Eligible employees may take CFRA leave for any one of the following reasons:

- For the birth of a child, the placement of a child with the employee via adoption or foster care or the serious health condition of a child of the employee.
- To care for a child (including an adult child over 18 years of age), parent, grandparent, grandchild, sibling, spouse or domestic partner who has a serious health condition.

- For an employee's own serious health condition, except for leave taken for disability on account of pregnancy, childbirth or related medical conditions.
- In the case of a "qualified exigency" related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the United States Armed Services.
- Any qualifying exigency arising out of the fact that a spouse, domestic partner, child or parent of the employee is a covered military member on active duty or has been notified of an impending call or order to active duty in the United States Armed Services.

The employee should give BBID reasonable advance notice of the leave where the need for the leave is foreseeable. If the CFRA leave is needed for a planned medical treatment or supervision, BBID and the employee will work together to schedule the treatment or supervision so as to avoid disruption to BBID operations, subject to the approval of the employee's health care provider.

The request for leave must be supported by a written certification from the employee's health care provider. Recertification may be required if additional leave is required.

Where the request for leave is to care for a child, parent, grandparent, grandchild, sibling, spouse or domestic partners who has a serious health condition, the certification must be issued by the health care provider of the individual requiring care and include all of the following:

- The date on which the serious health condition commenced.
- The probable duration of the condition.
- An estimate of the amount of time that the health care provider believes the employee need to care for the individual requiring care.
- A statement that the serious health condition warrants the participation of a family member to provide care.

Where the request for leave is for the employee's own serious health condition, the certification must be issued by the employee's health care provider and include all of the following:

- The date on which the serious health condition commenced.
- The probable duration of the condition.
- A statement that the employee is unable to perform the function of his/her position due to the serious health condition.

CFRA leave is unpaid. However, the employee must first use sick leave, vacation leave, and then any other accrued paid time off during the leave. Sick leave and vacation leave do not accrue while an employee is on unpaid CFRA leave. Eligibility for holiday pay shall only take place while the employee is still using sick leave and/or vacation leave and/or any other accrued leave. Employees are ineligible for holiday pay when on unpaid leave.

If the employee participates in BBID's group health plan, BBID will maintain coverage during the employee's CFRA leave on the same terms as if the employee had continued to work. BBID may recover premiums paid to maintain the employee's health coverage while on CFRA leave, if the employee does not return to work following his or her CFRA leave and the employee's failure to return is for a reason other than the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond the control of the employee.

An employee is entitled, upon return from leave, to be reinstated to the position he or she held before the CFRA leave, or to be placed in a comparable position with comparable benefits, pay, and terms and conditions of employment. When an employee is ready to return to work after CFRA leave for the employee's own serious health condition, the employee must provide certification from the employee's health care provider that he or she is able to safely perform all of the essential functions of his or her position with or without reasonable accommodation. An employee taking CFRA leave is to retain his or her status and the CFRA leave will not constitute a break in service for purposes of longevity or seniority under any employee benefit program. An employee returning from leave shall have no less seniority than he or she had when the leave commenced for purposes of layoff, recall, promotion, job assignment, and seniority-related benefits such as vacation.

Employees with any further questions about their eligibility for Family & Medical Leave should contact their supervisor, the Human Resources/Payroll Department, or the General Manager.

SECTION 6.6 – BEREAVEMENT LEAVE

At such time as there is a death in an employee's immediate family, an employee may take up to 3 days of Bereavement Leave. The General Manager is authorized to grant up to a maximum of 3 days Bereavement Leave with pay. The employee may use vacation and/or compensatory time off and/or administrative leave to extend their bereavement leave if approved by the General Manager. The employee must submit a request for Bereavement Leave in writing. The written request shall contain the following information:

- Name of deceased
- Relationship to employee
- Date of employee's return to work

All Bereavement Leaves must have prior approval of the General Manager. An employee is eligible for Bereavement Leave for abortion or miscarriage. Immediate family is defined as: spouse, common law spouse, registered domestic partner, child, parent, brother, sister, grandparents (including step- or in-law), mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, or any other family member physically living in the employee's home. Paid Bereavement leave of up to 3 days, if approved, is not to be charged against an employee's

accrued time off. Bereavement Leave may be used intermittently but must be used within three months of the death of the family member.

SECTION 6.7 – JURY DUTY & WITNESS SERVICE

If you receive a summons for jury duty or a subpoena to serve as a witness, you must immediately notify your supervisor and provide a copy of the summons or subpoena to the payroll department. BBID will permit you to take the required time off of work to comply with your legal obligations. Employees who are required to be on “telephone stand-by” for jury duty or witness service are expected to report to work during the stand-by time and they will be excused from work if called to report. An employee who misses all or part of a workday will be required to provide written verification from the Court Clerk or Court Reporter confirming the employee’s attendance at jury duty or witness service. If an employee is only required to serve jury duty or witness service for part of the employee’s scheduled workday, he/she is expected to return to work for the remainder of the scheduled workday.

BBID employees will not be paid for time off to serve as a witness. Exempt and Non-Exempt employees who have completed their Introductory Periods will be paid their regular wages (less amounts received by the employee for jury duty pay) while serving on jury duty up to a maximum of 10 working days each calendar year. Employees may use vacation and/or compensatory time off and/or administrative leave for jury duty or to serve as a witness and retain any witness fees and/or jury duty pay.

SECTION 6.8 – MILITARY LEAVE

The District is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the District’s policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person’s membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights to take a leave of absence to accommodate service in the Armed Forces, Military Reserves or National Guard. The specific terms of the absence and of rights to reinstatement, seniority, benefits, and compensation after a military-related leave are governed by law. Requests for Military Leave must be submitted to the General Manager at the earliest possible opportunity and appropriate documentation provided.

SECTION 6.9 – VOLUNTEER CIVIL SERVICE LEAVE

Employees who serve as volunteer firefighters, reserve peace officers, emergency rescue personnel or disaster medical response teams sponsored or requested by the State, may take

leave for up to 14 days per calendar year for the purpose of engaging in fire, law enforcement or emergency rescue training. Employees who need to take leave for any of the foregoing reasons shall provide the General Manager with a written statement from the head of the relevant agency verifying the time, date, and duration of the training. Leave pursuant to this Policy shall be unpaid except to the extent that an employee has accrued vacation, and/or compensatory time off, and/or administrative leave, which shall be charged for the duration of the leave. Exempt Employees will be paid their full salary for any workweek in which leave is taken if the employee performs work during that workweek. BBID will not retaliate or discriminate against you for requesting time off consistent with the law.

SECTION 6.10 – SCHOOL LEAVE

An employee who is the parent or guardian of a child suspended from school or otherwise requested to participate in a parent-teacher conference is entitled to take time off to attend a portion of the school day in the child's classroom. Any employee who needs to take leave for this reason shall notify his/her supervisory and the General Manager as soon as possible after learning of the need to take leave. BBID may request documentation from the school to confirm the need for leave.

Leave for this purpose is unpaid unless the employee has accrued vacation time, and/or compensatory time off, and/or administrative leave, which will be charged for the duration of the time off. If more than 1 parent of a child is employed by BBID, leave shall only be granted to the first parent to request leave, unless leave for multiple parents is requested and approved by the General Manager.

SECTION 6.11 – VOTING LEAVE

In accordance with California State law, if your scheduled work hours do not allow sufficient time off to vote in a Statewide election, BBID will permit you to take up to 2 hours of paid time off to vote. Paid time off to vote must be taken at the beginning or end of your shift, whichever will minimize the time off. If you believe you need paid time off to vote, you must notify your supervisor or the General Manager in writing at least 2 days before the election. When you return from voting, you must present the voters' receipt to your supervisor.

SECTION 6.12 – DOMESTIC VIOLENCE OR SEXUAL ASSAULT VICTIM LEAVE

The District will grant employees leave from work if they have been the victim of domestic violence or a sexual assault for the following reasons:

- To obtain any relief in court including, but not limited to, temporary restraining orders, restraining orders, or other injunctive relief, for the purpose of ensuring the health, safety, or welfare of the victim or his/ her child;
- To seek medical attention for injuries caused by the domestic violence or sexual assault;

- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence or sexual assault;
- To obtain psychological counseling related to an experience of domestic violence or sexual assault; or
- To participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

As a condition for taking time off for any of the above reasons, employees must provide the District with reasonable advance notice of the employee's intention to take time off, if feasible. Employees may use vacation, sick leave, administrative leave, or compensatory time off that is otherwise available to the employee prior to taking any leave under this section as unpaid leave.

SECTION 6.13 – VICTIMS OF CRIME LEAVE

The District will grant employees leave from work if they, their spouse, child or stepchild, sibling or stepsibling, parent or stepparent, or domestic partner have been the victim of a violent or serious felony, theft or embezzlement, to attend any court or judicial proceedings related to that crime. As a condition for taking time off for any of the above reasons, employees must provide the District with reasonable advance notice of the employee's intention to take time off, if feasible. Employees may use vacation, sick leave, administrative leave, or compensatory time off that is otherwise available to the employee prior to taking any leave under this section as unpaid leave.

SECTION 6.14 – PREGNANCY DISABILITY LEAVE & ACCOMMODATIONS

In accordance with California law, BBID will permit female employees to take unpaid leave for a maximum of 4 months if they become disabled by pregnancy, childbirth or related medical conditions, as determined by the relevant employee's health care provider. The actual number of hours of Pregnancy Disability Leave ("PDL") that an employee is entitled to take depends upon the number of hours the employee typically works in a workweek. PDL may be taken intermittently or pursuant to a reduced work schedule, as determined by the employee's health care provider. PDL may be taken in addition to leave for bonding purposes under the CFRA, if the employee is eligible for both PDL and leave under the CFRA.

PDL shall be unpaid except to the extent that an employee has accrued paid sick leave, and/or vacation leave, and/or administrative leave, and/or compensatory time off. An employee with accrued paid sick leave shall use her accrued time while on PDL, and she may elect to also use other accrued leave to receive compensation during the leave. Employees are encouraged to contact the EDD to determine if they are eligible for compensation during PDL from a State program (e.g., disability or paid family leave).

BBID will continue to provide the same level of health care benefits to eligible employees as if the employees were working and employees on protected leave will continue to accrue seniority, as required by law. Employees are required to timely pay their portion of the premiums and all deductibles for the health insurance coverage. If an employee does not return to work within 30 days of the end of the leave period (unless the employee cannot return to work because of a serious health condition or other circumstances beyond his/her control) the employee will be required to reimburse BBID for the cost of the premiums the District paid for maintaining coverage during the employee's unpaid PDL leave. All requests for and questions about PDL or accommodation shall be directed to the General Manager.

CHAPTER 7 – Employee Conduct & Standards

7.1 CODE OF CONDUCT

The purpose of this section is to highlight key expectations of employees regarding their behavior and conduct for the mutual protection of both the BBID and employee. District employees must use common sense and reasonable judgment to guide their behavior. Further, District employees are to provide efficient and courteous service to the public. Since District policy is to give such service impartially to all, the District prohibits acceptance of gifts, money or other gratuities from any person or organization when it calls into question the employee's or District's impartiality.

The District is committed to creating a rewarding relationship with its employees, and desires a working environment that reflects the following behaviors:

- A. Act with integrity and honesty.
- B. Exhibit respect and fairness.
- C. Be courteous and professional in manner and appearance.
- D. Wear neat, clean, and tasteful clothing appropriate for the nature of District business and type of work performed.
- E. Create and maintain a sense of teamwork.
- F. Willingly give and receive performance and behavior feedback—both positive and critical.
- G. Immediately report to management any suspicious, unethical or illegal conduct by coworkers, customers, or suppliers.
- H. Maintain confidentiality and trade secrets or methods.
- I. Conduct yourself in a manner that maintains a safe, professional, and non-hostile work environment, free from harassment.
- J. Act in accordance with the District's best interests, thus contributing to the District's success.
- K. Cooperate with District investigations.
- L. Be punctual and regular in attendance.
- M. Attend scheduled employee meetings.
- N. Follow all policies, guidelines, and procedures established by the District.

7.2 PROHIBITED CONDUCT

The District prohibits and will not tolerate the following conduct. Such conduct will result in disciplinary action up to and including termination. This list of prohibited conduct is illustrative only. District policy may prohibit additional types of conduct injurious to security, personal safety, District employees, the public welfare or District operations.

- A. Violation of any federal, state or local law that directly affects the employee's fitness for employment.
- B. Using, possessing, dealing, distributing, or being under the influence of intoxicating beverages or unprescribed narcotic drugs while on duty, at work locations, when reporting to work or while operating District vehicles or equipment.
- C. Failure or refusal to comply with a lawful order or accept a reasonable and proper assignment from authorized District management.
- D. Inefficiency, incompetence, carelessness or negligence in performance of duties or inexcusable neglect of duty.
- E. Sexual harassment or other unlawful harassment of another employee.
- F. Chronic or excessive absenteeism (excused or unexcused) or inconsistent attendance or tardiness.
- G. Rude or discourteous treatment of other employees or the public.
- H. Dishonesty.
- I. Using the District position for financial gain; solicitation of work through District position for a private business or for a personal acquaintance.
- J. Insubordination and/or willful disobedience.
- K. Inattention to duty, tardiness, carelessness, or negligence in the care and handling of District property.
- L. Loss, misappropriation, or misuse of District funds.
- M. Improper or unauthorized use of District vehicles or equipment, misappropriation of supplies, theft, or willful abuse of District or private property.
- N. Furnishing false information to secure an appointment or falsification of time records or other records and reports.
- O. Absence from duty without authorized leave or failure to report after leave of absence has expired or been disapproved, revoked or canceled.
- P. Leaving the confines of the District boundaries during work hours without management's prior knowledge and permission.
- Q. Violation of the provisions of this Handbook or any other written policies or rules the District may prescribe.
- R. Acceptance by an employee of any bribe, gratuity, kickback, or other item of value when given in the hope or expectation of receiving preferential treatment.
- S. Outside work that creates a conflict of interest with District work or detracts from the efficiency of the employee in the effective performance of District functions.
- T. Failure to obtain or maintain the necessary qualification, certificate, or license (including a California driver's license) required as a condition of employment.
- U. Possession of an unsafe driving record for employees required to operate District vehicles or driving any District vehicle in a reckless or unsafe manner with willful or wanton disregard for the safety of person or property.
- V. Conduct that discredits the District or District personnel.

- W. Unlawful possession of any firearms or other weapons while on duty.
- X. Vandalism.
- Y. Fishing on or off duty along the State Water Project Intake Channel, Delta Mendota Canal, or in or near District canals, pump stations, and facilities.

7.3 OUTSIDE EMPLOYMENT & OFF-DUTY CONDUCT

Although BBID does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect BBID's or their own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the legitimate business interests of BBID or the employee's ability to perform their job will not be tolerated.

An employee may hold outside jobs and may engage in educational, recreational, social or athletic activity that is not part of the employee's work-related duties while off duty as long as he/she continues to satisfactorily meet BBID's performance standards, the employee's work schedule is not affected, and the outside employment or activity is not incompatible with the employee's position at BBID and does not create an actual or potential conflict of interest. All employees will be judged by the same performance standards and will be subject to BBID's scheduling demands, regardless of any outside employment or activities. An employee who holds outside employment must notify the General Manager. If BBID determines that an employee's outside work or other recreational, social or athletic activity interferes with the employee's job performance or the ability to satisfactorily meet the District's requirements, is incompatible with the employee's position, or creates an actual or potential conflict of interest, the employee may be asked to terminate the outside employment or activity if he/she wishes to remain employed with BBID.

Employees may not perform work for other employers or for their own personal business ventures, or engage in any outside activity, on District time. BBID shall not be responsible for any outside activity or work conducted by an employee while he/she is working for the other entity or working on the employee's own personal business venture, and BBID shall not provide workers' compensation coverage for such conduct.

7.4 CONFLICTS OF INTEREST & POLITICAL ACTIVITIES

Pursuant to the Political Reform Act (Government Code, § 81000, et seq.) BBID has adopted and maintains a Conflict-of-Interest Code. The District's Conflict-of-Interest Code is available in the General Manager's office, and designated employees shall be notified regarding their obligations under the code at time of hire, annually, and at termination as described in the Government Code.

The political activities of District employees are restricted by certain state and federal laws. Employees of the District shall obey all such applicable laws. Employees are specifically prohibited from engaging in political activities at any time while on duty, while wearing a District uniform, or while on District premises provided, however, that an employee may participate in public political meetings on District property. District employees may not use District funds or equipment for the purpose of providing support or opposition to a candidate or a ballot measure. District employees may not solicit political contributions from other District employees nor from persons on eligible lists for District jobs, except that they may solicit contributions from employees in connection with ballot issues affecting his or her wages, hours, and working conditions. Employees may make appeals to the public generally, even though this includes District employees. Nothing stated herein shall be construed as limiting any employee's right to vote, or freedom of reasonable expression or right of association, nor the exercise of any rights protected by the Constitution of the United States of America and the State of California.

7.5 SOLICITATION AND DISTRIBUTION OF LITERATURE

To ensure efficient operation of the District's activities and prevent annoyance of employees, it is necessary to control solicitations and distributions of literature on District property.

- No employee shall solicit or promote support for any cause or organization during his/her working time or the working time of the employee(s) at whom such activities are directed.
- No employee shall distribute or circulate any written or printed material in work areas at any time, during his/her working time, or during the working time of the employee(s) at whom such activity is directed.
- Under no circumstances shall non-employees be permitted to solicit or distribute written material for any purpose on District property.
- Exceptions to this policy may be approved by the General Manager at his/her sole discretion when such solicitations and distributions are determined to be in the best interests of the District.

7.6 USE AND INSPECTION OF DISTRICT PROPERTY

Employees are permitted to use BBID property and equipment including, but not limited to, supplies, credit cards, documents, physical and electronic files, furniture, telephones, cell phones, voicemail systems, computers, e-mail, laptops, tablets, computer software/hardware, computer servers, etc., for purposes of performing their job duties, provided such use complies with all District rules, Policies, procedures, the specific instructions and authorization granted by BBID and the law. Proper use of BBID property and equipment can make operations and communication more efficient, while improper use can put the District and its employees at risk. At all times, BBID retains ownership of its property and equipment.

BBID's property and equipment shall not be misused, used without authorization, used for any employee's personal use, or used by any non-employee. Employees may not copy or use any District property or equipment in any manner that may violate any District Policy, rule or procedure, in a manner that is discriminatory, harassing, abusive, obscene, illegal, or which is not in the best interest of BBID. Additionally, BBID property and equipment shall not be used for any reason other than performing assigned job duties without the express written consent of the General Manager. Use of BBID property and equipment for personal use or any other non-work-related purpose is strictly prohibited.

Employees must exercise reasonable care to prevent loss or damage to BBID property and equipment and employees shall notify their supervisor or the General Manager if any District property or equipment appears to be in need of cleaning, maintenance or repair, or if it has been damaged, lost or stolen. Accessing, using, removing, changing, deleting, erasing or otherwise damaging any BBID property, equipment or information without first obtaining specific authorization to do so from a supervisor or the General Manager is strictly prohibited. Any employee who loses, damages, steals or misuses any BBID property may be personally liable for the cost of replacing or repairing the property, in addition to appropriate disciplinary action.

Employees have **no expectation of privacy** with respect to any District property or equipment. The District reserves the right to search, inspect, review and monitor all District property, equipment, documents, physical and electronic files, telephone conversations, voicemail messages, e-mail messages, text messages, internet use, digital archives, etc. at any time, with or without notice and with or without any employee being present. BBID also has the right to question and inspect or search any employee or other individual entering or leaving any District premises in accordance with the law to enforce the terms of its Policies. Any employee who refuses to consent to any of the foregoing, who impedes BBID's efforts, or who otherwise violates this Policy will be subject to disciplinary action, up to and including termination.

7.7 INTERNET, E-MAIL, AND ELECTRONIC COMMUNICATIONS POLICY

The District believes that employee access to and use of the internet, email, and other electronic communications resources, benefits the District and makes it a more successful local public agency. However, the misuse of these resources has the potential to harm the District's short and long-term success. Employees should have no expectation of privacy in work-related emails or internet usage while using District computers.

Employees may only access, review and/or use the documents, programs and systems on the District's computers and other electronic devices in accordance with the specific authority granted by BBID and in compliance with the District's instructions. Employees are prohibited from installing, deleting, modifying or upgrading any computer software program or equipment without prior approval from the General Manager. Employees shall not use any BBID property or equipment in a manner that may interfere with the District's normal business operations or which may corrupt or slow down any of the District's systems. Employees are

prohibited from downloading any software or application or transferring data or programs onto the District's computer system without prior authorization from the General Manager. E-mail messages from unknown sources must not be opened. If you have a question about whether you should open a message, please contact your supervisor. Employees are also advised that e-mail and use of the internet may not be entirely secure. All employees shall take reasonable steps to safeguard BBID's confidential information.

Employees shall not place any passwords or other restrictions on any document, computer, software program or any other District property or equipment without prior authorization from the General Manager. Employees are also prohibited from accessing any other employee's e-mail accounts, voicemails, log-ins or passwords without prior authorization from a supervisor or the General Manager.

Employees must recognize that although many forms of electronic communication, including text messages, emails and voicemail may seem informal, they create permanent records, which are binding and may be subject to disclosure under the California Public Records Act (CPRA) or admissible in court or administrative proceedings. Employees should keep in mind that even if they delete an e-mail, voicemail, text message or other communication, a copy may be archived and retrieved at a later date. All employees must be extremely cautious about what they say and write in performing their job duties and ensure that all communications comply with all District Policies and is reflective of BBID's morals and standards. BBID's e-mail and computer system must be used only for business purposes. Employees are prohibited from using social media during working time or through use of any District property or equipment. Employees may use social media on their own time and with their own electronic devices, including during meal and rest periods, in non-working areas. At no time shall any District e-mail be used to register on any social network, blog or other online tool for any employee's personal use.

Employees must respect and comply with laws governing trade secrets, confidential, and proprietary information and copyrights when using District computers and programs and when obtaining and disseminating information by any medium. Employees shall not copy or distribute any confidential or protected material, documents or information unless authorized to do so by the General Manager

7.8 DISPUTE RESOLUTION

Disputes interfere with productivity and the successful operation of BBID's business. In the event that you have a dispute with or have any concern or complaint about, any employee, customer, vendor, supplier or any other person while at work, including while on a rest or meal period, at any District function, and/or while conducting business-related activities off District premises, immediately notify a supervisor or the General Manager. Although your report need not take any particular form, generally, your report should include details of the incident, the names of the people involved and the names of any witnesses. You may make your report anonymously.

It is BBID's goal to resolve all issues in a prompt and amicable fashion, to the extent reasonably possible. If appropriate, BBID will ensure that a fair, impartial, timely, and thorough investigation of the complaint is conducted by qualified personnel, which will provide all parties with appropriate due process, and will reach a reasonable conclusion based on the evidence collected. All complaints will be documented and tracked to ensure reasonable progress and timely resolution. If BBID determines that unacceptable conduct has occurred, BBID will take effective corrective and/or disciplinary action appropriate for the severity of the offense, up to and including termination, and will take action to deter future instances of prohibited conduct. BBID will also take action to remedy loss to its employees resulting from the unacceptable conduct.

All information related to disputes and complaints shall remain confidential to the extent possible. BBID strictly prohibits retaliation against any employee who reports a dispute or complaint or who participates in any investigation. Retaliation means any adverse employment action taken against an employee for, or any action which may deter an employee from, making a complaint or participating in the investigation of a complaint. Retaliation will result in discipline, up to and including termination.

7.9 CONFIDENTIALITY

Individuals, who have access to confidential information or decisions and decision-making processes that concern any matter regarding employer-employee relations or pending legal matters and disclose that information, are subject to discipline up to and including termination.

7.10 BULLETIN BOARDS

The District will post materials on District bulletin boards including important information for employees, such as posters that explain state and federal law, employee rights and benefits, updates on District policies/procedures, notices of meetings, etc. Employees should check bulletin boards regularly and read posted materials. Employees may not post, remove or alter materials.

The District may, at its sole discretion, provide bulletin boards for use by employees for personal announcements and other information. The District reserves the exclusive right to monitor and determine whether materials posted are inappropriate, in which case the District will have the material removed.

CHAPTER 8 – Workplace Safety

SECTION 8.1 INJURY AND ILLNESS PREVENTION PROGRAM

The District has implemented an Injury and Illness Prevention Program (IIPP) and will make every effort to maintain working conditions which afford employees a reasonable degree of comfort, protect employees from injury or illness, and assure orderly and efficient performance of employee duties.

Employees are expected to work safely, observe safety regulations, report unsafe conditions and wear appropriate safety equipment. Field Personnel are required to wear Cal/OSHA approved steel-toed safety boots.

Any accident, of which an employee might become aware, no matter how slight, is to be reported immediately to a supervisor. A written accident report is to be filled out by the employee and his supervisor. Attendance of Field Personnel at safety meetings is required.

The IIPP is provided separately, however listed below is a list of Safety Programs that are included in the IIPP:

- A. District Policy Statement
- B. The Program
- C. The Safety Committee
- D. Code of Safe Practices
- E. Disciplinary Action Guidelines
- F. Substance Abuse Policy
- G. Trenching & Excavation
- H. Confined Space Entry
- I. Lock-out/Tag-out Procedures
- J. Emergency Electrical Outrage Procedure
- K. Traffic Control
- L. Hearing Conservation Program
- M. Respiratory Training
- N. DMV/Occupational Physical
- O. Hazard Communications
- P. Crane Safety
- Q. Code of Safe Practices - Office
- R. Training Verification
- S. Accident Investigation
- T. Job Safety Analysis

SECTION 8.2 – DRUG AND ALCOHOL-FREE WORKPLACE

8.2.1 Drug and Alcohol Policy. BBID is dedicated to providing employees with a workplace that is free of drugs and alcohol. The District discourages drug and alcohol abuse by its employees. The District has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at BBID. Employees who have any detectible amounts of drugs or alcohol while on the job compromise the District's interests, endanger the employee's own health and safety and the health and safety of others. Any identified usage of drugs or alcohol, of any detectible amount during working hours will be grounds for discipline, up to and including termination. The District has a zero-tolerance policy regarding drugs and alcohol.

Any employee found to use, sell, possess or distribute any illegal drugs under state, federal or local laws, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on District premises, performing District-related duties or while operating any District vehicle or equipment, is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

8.2.2 – Prohibited Substances. Prohibited substances addressed by this policy include illegal drugs and alcohol. For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law and an employee improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is or could be criminally prosecuted and/or convicted for the conduct. Although use of certain cannabinoids (marijuana) is lawful under California law, use and possession is still unlawful under federal law. Therefore, BBID considers such cannabinoids to be "illegal drugs" within the meaning of this policy.

Alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.

8.2.3 – Prescription & Non-Prescription Substances. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform his or her job, or affect the safety or well-being of others, must notify a supervisor and/or the General Manager of such use immediately before starting or resuming work. Consistent with California law, BBID is not required to permit utilization of medical marijuana, even when prescribed by a physician.

If the District has a concern that an employee may not be fit for duty, the District may require the employee to undergo a fitness for duty exam with a health care provider of the District's choosing. The District shall pay for the cost of the exam and for the employee's time to take the exam. Violation of this policy will result in disciplinary action, up to and including termination.

8.2.4 – Prohibited Conduct. The following rules and standards of conduct apply to all employees while on District property or during the workday (including meals and rest periods). The following are strictly prohibited by the District:

- No employee will report to any work site or will work impaired by any illegal drugs or alcohol.
- No employee at any work site will use or possess any quantity of any illegal drugs or alcohol, except as specifically authorized in this Policy.
- No employee at any work site shall manufacture, dispense, distribute or sell any illegal drugs or alcohol.
- No employee may perform or continue to perform security-sensitive or safety-sensitive functions if the employee is using illegal drugs or alcohol.
- No employee shall consume alcohol for 8 hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.

In order to enforce this policy, the District reserves the right to conduct searches of District property or employee's personal property and to implement other measures necessary to deter and detect abuse of this policy. Employees have **no expectation of privacy** in any District property or on District premises.

8.2.5 – Notification of Criminal Conviction. All employees must, as a condition of employment, abide by the terms of this Policy and report any conviction for drug or alcohol use. Any employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition, the District must keep people who sell or possess controlled substances off District premises in order to keep the controlled substances themselves off the premises. Any disciplinary action resulting from this policy will be addressed on a case-by-case basis depending on the severity.

8.2.6 – Drug Testing. BBID's drug testing program includes: pre-employment or return to duty screening, reasonable suspicion testing, random testing for safety sensitive positions, and post-accident testing. Suspicion will be based on objective symptoms, such as factors related to the employee's appearance, behavior, and speech. A reasonable basis may also exist if an employee is found to be in possession of drugs, alcohol or paraphernalia connected with the use of drugs.

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity

for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

The testing will be conducted, without cost to the employee, while the employee is on District-paid time. The District will provide transportation to and from the testing facility. After the test, the District will place the employee on an immediate suspension from work until it receives the test results. An employee who tests positive may request a second test to be performed by a reliable drug testing agency at the employee's expense.

8.2.7 – Refusal to Submit. Any employee who refuses to submit to a drug or alcohol test immediately when requested by a supervisor or law enforcement personnel will be treated in the same manner as an employee who has failed an alcohol or drug test, as defined in this policy. Attempts to alter or substitute the specimen provided will be deemed a refusal to take the drug test when required.

8.2.8 – Disciplinary Consequences. An employee who violates the District's policy regarding Drugs and Alcohol is subject to termination.

SECTION 8.3 – SMOKING, VAPING & CHEWING TOBACCO

BBID regulates smoking, vaping, and the use of chewing tobacco on District premises and in District vehicles and equipment for health and safety reasons and in accordance with California law. Smoking, vaping, and the use of chewing tobacco of any kind is prohibited inside District premises and inside District vehicles and equipment. All smoking, vaping, and chewing tobacco products must be properly and safely discarded in the appropriate receptacles and must not be discarded on the ground. This Policy applies to all smoking and vaping devices, including, but not limited to, the use of electronic smoking devices, such as electronic cigarettes, pipes, and hookahs. Employees who do not comply with this Policy will be subject to disciplinary action, up to and including termination.

SECTION 8.4 – SECURITY/IDENTIFICATION BADGES

All, Regular Full-time, Regular Part-time, Extra-help, Seasonal and Temporary Employees, as well as contractors and consultants working on District projects may be required to complete security information and be issued a badge that is to be shown at all times and gives individuals specific access to certain parts of District facilities. Any such requirement shall be at the sole discretion of the General Manager. Failure to provide the required security information will result in termination of the employee, consultant, or contractor. If a security badge is lost or stolen it should be immediately reported to the General Manager or designee. Should an employee, contractor, or consultant lose an issued badge the District may charge them for the replacement in an amount determined by the District.

SECTION 8.5 VIOLENCE & WEAPONS

Violence in the workplace is strictly prohibited. Workplace violence includes, but is not limited to, conduct or statements that cause an individual to reasonably fear for his/her personal safety or the safety of his/her family, friends and/or property so as to cause the employment conditions to be impacted and/or to create a threatening, hostile, abusive or intimidating work environment for one or more employees. Workplace violence may involve any threats or acts of violence involving an employee or BBID (in whole or part), which affect the business interests of the District, and/or which may lead to an incident of violence involving the District or any employee, regardless of whether the incident occurs on or off District premises, and regardless of the relationship between the District and the parties involved in the incident. This Policy applies to all employees, vendors, agents, volunteers, and visitors. Examples of workplace violence include but are not limited to:

- Threats or acts of violence, harm, fighting, danger, destruction, confrontation, aggression, or intimidation toward an individual and/or property.
- Surveillance, stalking (in person or virtually), monitoring and/or following a person and/or property without a legitimate non-violent purpose.
- Conduct resulting in conviction of a crime involving violent conduct or threats, or which otherwise adversely affects BBID's legitimate business interests.

Prohibited conduct may be physical or verbal and may be communicated by any means, including, but not limited to: physical contact, threatening or menacing gestures, verbal or written communication, electronic mail, text messages, social media, phone calls or any other form of communication. The District has zero tolerance for all forms of prohibited conduct and take all actual and threatened misconduct seriously, even those allegedly made in jest or as a joke to the extent a reasonable person may find the conduct threatening, hostile, abusive or intimidating.

In order to ensure a safe environment, BBID also prohibits the unlawful possession, wearing, transportation, storage, or presence of weapons including, but not limited to, knives, pistols, rifles, handguns, firearms of any sort, stun guns, tasers, explosives, ammunition and/or any other dangerous object or weapon while at work, including while on rest and meal periods on District premises, at any District function, and/or while conducting business-related activities off District premises. Additionally, any employee that receives a protective or restraining order that lists District property as a protected area is required to provide the General Manager or designee with a copy of the order.

All employees shall immediately report any behavior that may violate this Policy to a supervisor, the General Manager or Board Member, including any incident or event which you reasonably believe may be threatening to you or any other person. Reports should include details of the incident, the names of the people involved, and the names of any witnesses. Reports may be made anonymously. In the event of an emergency, employees should

immediately call 911. All reports of conduct which may violate this Policy will promptly be investigated and will be kept confidential to the extent permitted by law, or as otherwise appropriate. BBID will determine whether the circumstances warrant the immediate removal of any person and/or property to ensure a safe working environment and whether to require any person to remain off of work while the investigation is pending. If BBID determines that there has been a violation of this Policy, the District will take appropriate disciplinary action, up to and including termination.

CHAPTER 9 – Job Performance, Personal Progress, Discipline & Separation

SECTION 9.1 – PERFORMANCE EVALUATIONS & ADVANCEMENT

Decisions regarding each employee's professional advancement within BBID, responsibilities and compensation shall be based on factors such as merit, skills, training, education, experience, demonstrated ability, job performance, and aptitude for future improvement, as well as operational factors. Personal progress, compensation, and advancement within the District are not based merely upon the passage of time or length of service.

BBID regularly evaluates each employee's performance of his/her job duties to assess whether the employee is satisfactorily performing the required job duties and meeting the objectives of the position, the employee's knowledge of the tasks he/she is required to perform, the employee's dependability, attendance, quantity, and quality of work, adaptability and other relevant factors. The timing and frequency of each employee's evaluations is determined on an individual basis and depends on factors such as length of service, job position, past performance, changes in job duties, performance issues, etc. Additionally, BBID intends to conduct written performance evaluations for all employees on an annual basis. These formal and informal performance evaluations give BBID the opportunity to assess the employee's strengths and weaknesses, and determine whether promotions, wage adjustments and/or any other actions affecting employment are appropriate. If your performance evaluation is in writing, you will be provided with a copy of the written performance evaluation. You should carefully review any written evaluation you receive. A supervisor or the General Manager will discuss your written and unwritten performance evaluations with you and provide you with guidance regarding any suggested or required improvements. You are encouraged to discuss any questions that you may have. You will be asked to sign any written performance evaluation you receive. Signing the written evaluation does not mean you agree with everything, it simply confirms that you have received your written evaluation and have been given the opportunity to discuss the content with the District. Favorable performance evaluations do not guarantee an increase in compensation. Unfavorable evaluations require improvement, and the failure to improve will lead to disciplinary action, up to and including termination.

SECTION 9.2 – CORRECTIVE ACTION & DISCIPLINE

A high level of job performance is expected of each and every employee. In the event that an employee's job performance does not meet the standards established for the position, employees should seek assistance from their supervisor to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of BBID to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the District may select to

enhance job performance. BBID is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, discharge or in any combination of the above, if the Authority so elects. BBID reserves its right to determine the appropriate manner and form of discipline, at its sole discretion.

If employees violate established District procedures, policies, or guidelines or exhibit behavior that violates commonly accepted standards of honesty and integrity or fails to meet performance standards or otherwise engages in unacceptable conduct, BBID, at its sole discretion may elect to administer disciplinary action. Such disciplinary action may, but will not necessarily follow these steps:

- A. **Verbal Counseling** – Communication to the employee in a non-disciplinary fashion that the District perceives a problem and is available to help solve it. The employee has no right to appeal from verbal counseling.
- B. **Verbal Reprimand** – Communication to the employee that a repeat action may result in more serious discipline. The employee has no right to appeal from a verbal reprimand.
- C. **Written Reprimand** – Written communication to the employee that he/she committed the same or related offense. A written reprimand should specify the conduct at issue; the date and time of the event(s); what rule, policy, standard, or agreement provision the employee violated; and what the employee must do to improve. The District shall give a copy of this warning to the employee and file a copy in the employee's personnel file.
- D. **Suspension** – Removal of an employee from his/her duties for up to thirty (30) days without pay for misconduct. The General Manager or his/her designee may suspend employees on the spot when there is a clear threat to employee or public safety. The General Manager should be consulted prior to instituting an on-the-spot suspension if practical.
- E. **Demotion** – Reduction in pay step and/or class.
- F. **Dismissal** – The final step in the disciplinary process is termination of District employment.

BBID always maintains the right to determine what disciplinary action is appropriate based on the facts of each case. Exceptions and deviations from discipline procedures may occur whenever the General Manager determines it necessary. For example, some circumstances may warrant immediate termination without warning or suspension. Under no circumstances does this policy alter the at-will nature of your employment with BBID, nor require that employment may be terminated only for cause.

SECTION 9.3 – SEPARATION FROM EMPLOYMENT

An employee may separate from employment with the District for a number of reasons and circumstances. Employees that wish to resign are requested to provide a minimum of 2 weeks' written notice of their intent to resign, though it is not required. An employee's notice of

resignation to voluntarily terminate employment with the District should be submitted to his/her supervisor or the General Manager. An exit interview may be requested. In no way does this policy alter the "at-will" employment status of each employee.

If an employee fails to report to work for three (3) scheduled workdays without notice to, and approval by their supervisor or the General Manager, the employee shall be deemed to have voluntarily terminated or abandoned his/her employment with the District as of the end of the third missed day.

At the time that an employee's employment ends for any reason, the employee will be provided with the notice of termination required by applicable law and other separation documents issued by BBID. BBID will also issue a final paycheck for all wages earned through the last day of employment and any accrued vacation in accordance with the timeframes mandated by applicable law. When an employee leaves the employment of the District, the employee shall immediately return all District-owned property, including but not limited to keys, credit cards, vehicles, etc. Employees will be responsible for any lost or damaged items. Upon separation of employment, employees are to remove their personal possessions from the District premises. Failure to do so will result in the District collecting such personal property and delivering it to the employee's last known address, if practical, or disposing of such property if not collected within ten (10) days after termination.



J Comm, Inc.

SUMMARY REPORT

Byron-Bethany Irrigation District

April 2023

PROJECT: Manage BBID Website

- Updated website with updated information
- Performed site maintenance and updates

Project Status: Ongoing

PROJECT: News & Social Media

- Monitored social media accounts of water districts and media outlets
- Created BBID LinkedIn page

Project Status: Ongoing

PROJECT: BBID Legacy document

- Met with Aly to discuss project

Project Status: In Progress

PROJECT: BBID Recruitment

- Completed recruitment packet
- Posted on BBID website, ACWA, LinkedIn, CSDA, and Indeed (working to resolve technical issue on their end)

Project Status: In Progress



J Comm, Inc.

PROJECT: BBID Documentary

- Initial discussions on edits & event planning

Project Status: In Progress



PROJECT: ACWA Conference & Committee Meetings

- Attend Monday Morning Lobby Group, Agricultural Committee, and Communications Committee meetings as needed

Project Status: Ongoing

Report Submitted by: Nick Janes

Date: 5/1/23

 630.915.6493
 nick@jcomminc.com

 3031 Stanford Ranch Rd.
Ste. 2, #218
Rocklin, CA, 95765

www.jcomminc.com