

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

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PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

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POLICY TITLE: Purpose of Board Policies

POLICY NUMBER: 1000

1000.10 It is the intent of the Board of Directors of the Plumas Eureka Community Services District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.20 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the Plumas Eureka Community Services District, said rules, regulations or legislation shall prevail.

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POLICY TITLE: Adoption/Amendment of Policies

POLICY NUMBER: 1010

1010.10 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

1010.20 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/5 affirmative vote of the entire Board of Directors.

1010.30 Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least two (2) days prior to any meeting of consideration.

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POLICY TITLE: Conflict of Interest

POLICY NUMBER: 1020

1020.10 The Political Reform Act, Government Code §81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Plumas Eureka Community Services District.

1020.20 Designated employees shall file statements of economic interests with the Clerk of the County of Plumas.

APPENDIX A

PART I - DESIGNATED EMPLOYEES

<u>Position Category</u>	<u>Disclosure</u>
Board Members	1
General Manager	1

PART II - DISCLOSURE CATEGORIES

1. Interests in real property.

Investments and business positions in any business entity or income from any source if the business entity or source of income manufactures or sells supplies, machinery or equipment of the type utilized by the District.

Investments and business positions in any business entity or income from any source if the business entity or source of income is a contractor or subcontractor engaged in the performance of work or services of the type utilized by the District.

2. Consultants shall disclose all sources of income, interests in real property and investments and business positions in business entities.

The General Manager of the District may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

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POLICY TITLE: Public Complaints

POLICY NUMBER: 1030

1030.10 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.20 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute of which the individual has been adversely affected.

1030.30 The method of resolving complaints shall be as follows:

1030.31 The individual with a complaint shall first discuss the matter with the Office Manager [or other responsible employee] with the objective of resolving the matter informally.

1030.32 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Office Manager [or other responsible employee], the complaint may be filed with the General Manager [or other responsible managing employee]. Within a reasonable time, the General Manager [or other responsible managing employee] shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager [or other responsible managing employee], he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the General Manager [or other responsible managing employee] may be requested by the individual filing the complaint.

1030.33 If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager [or other responsible managing employee], a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's [or other responsible managing employee] decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. A written decision from the Board may be requested by the individual filing the complaint.

1030.40 This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Executive Officer

POLICY NUMBER: 2000

2000.10 The General Manager shall be the Executive Officer of the Plumas Eureka Community Services District and for the Board of Directors.

2000.20 The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors. The agreement of employment shall be for the period of time as specified therein.

2000.30 Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Hours of Work and Overtime

POLICY NUMBER: 2010

2010.10 This policy shall apply to all employees.

2010.20 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2010.30 The work week shall consist of seven (7) consecutive days from 12:01 o'clock A.M. Sunday, through midnight Saturday.

2010.40 Overtime is define as:

2010.41 Time worked in excess of forty (40) hours in a work week;

2010.42 Time worked in excess of eight (8) hours on a scheduled workday if a five (5) day, eight (8) hour per day workweek is in effect; or,

2010.43 Time worked in excess of ten (10) hours on a scheduled workday if a four (4) day, ten (10) hour per day workweek is in effect; or,

2010.44 Time worked on a designated holiday.

2010.50 Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.

2010.51 A schedule shall be maintained by the General Manager whereby maintenance employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays and other times not considered regular hours of work for District employees.

2010.52 When an employee is on-call, he/she shall be provided a pager which will provide notification in the event of an emergency repair/maintenance work need. Said pager shall be kept in the on-call employee's possession during the entire on-call period of time. A cell phone may be substituted at the discretion of the employee with authorization of the General Manager. (Note: Only where cell phones are capable of receiving transmission). Notification of an emergency repair/maintenance work need may also be given verbally, in person or telephonically, by the General Manager.

2010.53 When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general Plumas Eureka Community Services District area, going no farther than 60 minutes travel time away from any District facility.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Vacation
POLICY NUMBER: 2020

Updated 7/14/2010

2020.10 This policy shall apply to all employees in all classifications working 12 months per year as per agreed work schedule.

2020.20 Paid vacation hours shall be credited to an employees account July 1st of each fiscal year according to the following schedule:

2020.21	After 1 year of service	1 week;
2020.22	2 through 5 years of service,	2 weeks;
2020.23	6 through 9 years of service,	3 weeks;
2020.24	After 10 years of service,	4 weeks

2020.30 Employees hired during a fiscal year shall receive a pro-rated amount of annual vacation hours starting July 1st of the next fiscal year, equal to 0.08 weeks multiplied by the number of calendar months worked in the fiscal year in which they were hired.

2020.40 The number of hours in “1 week” of vacation shall equal the number of hours typically worked by the affected employee in a normal work week.

2020.50 Employees who have completed 1 year of service may take their vacation time all at once or gradually with approval of the General Manager. Vacation time may be taken in hourly increments. No vacation may be taken until the employee has completed 1 year of service.

2020.60 Vacation time may be accumulated to a maximum of 160 hours. Credited vacation hours above the 160 hour maximum will be paid to the employee on the first payroll date in December. Employee’s will receive a maximum of 80 hours of compensation at a rate equal to their previous fiscal years straight time hourly rate multiplied by the number of hours over the 160 hour maximum.

2020.65 Upon written request and approval of the General Manager, employees may be paid for vacation credited hours prior to the first payroll in December.

2020.70 At termination of employment for any reason, the District shall compensate an employee, not on probationary status, for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.80 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

2020.90 If a holiday falls on a workday during an employee's vacation period, that day shall be considered a paid holiday.

2020.100 Vacations may be scheduled at any time during the year upon approval of the General Manager.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Holidays

POLICY NUMBER: 2030

2030.10 This policy shall apply to all employees.

2030.20 The following days shall be recognized and observed as paid holidays:

New Years Day;
President's Day;
Memorial Day;
Independence Day;
Labor Day;
Thanksgiving Day;
Day After Thanksgiving
Christmas Day.
(1) Floating Holiday

2030.30 Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

2030.40 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall be considered an observed paid holiday.

2030.50 The District may, at its discretion, require an employee to work on any of the holidays listed above. If an employee works on any of the holidays listed above, he/she shall be paid for all hours worked at the rate of double time (2) his/her regular rate of pay.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Sick Leave

POLICY NUMBER: 2040

2040.10 This policy shall apply, after 1 year of service, to all employees in all classifications as per agreed work schedule.

2040.20 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments shall be subject to sick leave provided prior notice is given to the General Manager.

2040.30 Employees shall earn sick leave at the rate of twelve (12) days per year and are allowed to accumulate to a maximum of 24 days. There will be no compensation for these days upon the employee leaving the employment of the District. The number of hours in "1 day" of sick leave shall equal the number of hours typically worked by the affected employee in a normal work day.

2040.40 Sick leave is not a privilege which an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

2040.41 The definition of "immediate family" shall be the same as specified in Section 2050.30 of the Bereavement Leave policy (#2050).

2040.50 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical. Sick Leave may be taken in hourly increments.

2040.60 If absence from duty by reason of illness occurs, satisfactory evidence of a doctor's release may be required by the General Manager.

2040.70 The District acknowledges the existence of the Federally established Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave Act, and District employees shall be entitled to applicable leave per the language of said Act.

2040.80 Each employee may be paid for 25% of any unused sick leave time accrued during the previous fiscal year on the first pay date in December. Employee's will be compensated at a rate equal to their previous fiscal years straight time hourly rate multiplied by the number of hours available for payment. This incentive program would encourage employees not to use sick leave unnecessarily.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Bereavement Leave

POLICY NUMBER: 2050

2050.10 This policy shall apply to all employees in all classifications.

2050.20 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed three (3) days. This is in addition to regular sick leave and vacation time. Certification may be required by the General Manager.

2050.30 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Jury Duty

POLICY NUMBER: 2060

2060.10 This policy shall apply to all employees in all classifications.

2060.20 An employee summoned for jury duty will immediately notify the General Manager. While serving on a jury, he/she will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. Employees may keep any stipend paid by the Court to offset mileage costs.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Uniforms and Protective Clothing

POLICY NUMBER: 2090

2090.10 The cost of such uniforms and/or protective clothing, shoes, etc., that employees are required to wear shall be borne by the District.

2090.20 The District has the option of authorizing reimbursements to qualifying employees upon proof of purchase; or, of arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements, and bill the District for the total cost of all products purchased.

2090.30 When an employee is terminated for any reason prior to completing three (3) continuous months of service after said purchase(s), the employee shall return all uniforms, clothing, shoes, safety gear, etc., that was purchased by the District for the employee.

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Policy Handbook

POLICY TITLE: Vehicle Cost and Business Expense Reimbursement
POLICY NUMBER: 2100

2100.00 Reimbursements for actual vehicle costs and business expenses are made in accordance with IRS requirements for an "Accountable Plan." An Accountable Plan limits reimbursement to business-related expenses substantiated by receipts or other verification. Any excess payments made to the employee must be returned to the District in a timely manner.

2100.10 When an employee is authorized by the General Manager to use his/her personal vehicle or incur other expenses in the performance of District work, he/she shall be reimbursed for the cost of said use and expenses.

2100.11 All requests for reimbursements for mileage and other business expenses shall be submitted on a form authorized by the General Manager and be accompanied by receipts, invoices or other proof of payment.

2100.20 Reimbursement for the use of a personal vehicle will be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

2100.21 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

2100.22 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

2100.23 Proof of adequate insurance covering collision, personal injury and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Health and Welfare Benefits

POLICY NUMBER: 2110

2110.10 Medical Expense Insurance. Doctor visit, prescription and hospital insurance to cover non-occupational injuries and sickness for full-time employees in all job classifications, and their dependents, shall be provided by the District. The scope of coverage and the payment of premiums will be subject to periodic review and revision by the Board of Directors.

2110.20 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.30 Retirement Plan. Upon achieving full-time employee status, employees shall be enrolled in the District's employee retirement plan.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Educational Assistance

POLICY NUMBER: 2120

2120.10 Employees of the District are encouraged to pursue educational opportunities which are related to their present work, and will prepare them for future career advancement.

2120.20 The District will reimburse full-time employees for approved courses of study on the following criteria:

2120.21 A refund of the entire cost of tuition and required class materials will be made if the employee receives a passing grade for the class.

2120.22 The total amount of reimbursement which will be paid to an employee is limited to \$1000 in any calendar year.

2120.30 To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the General Manager or the Board of Directors. Requests for reimbursement should be submitted using the tuition reimbursement form. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement which are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

2120.40 Upon completion of the class(es) the employee is responsible for sending copies of the grade slip(s) and expense receipt(s) to the General Manager.

2120.50 Two types of classes are generally eligible for reimbursement per this policy:

2120.51 Classes which are related to the employee's present work assignment or which may prepare him or her for future career advancement. Such classes may be taken individually and need not be directed toward a degree or certificate.

2120.52 Classes which are taken as part of the requirement for an advanced certificate.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Pay Periods (Revised 7/12/2017)
POLICY NUMBER: 2130

2130.10 The salaries and wages of all District employees shall be paid bi-weekly, being the Wednesday following the end of the payroll period.

2130.20 In the event a pay day falls on a District recognized holiday the immediately previous working day shall become the pay day.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Compensation

POLICY NUMBER: 2150

2150.10 This policy shall apply to all District employees.

2150.20 Compensation at Hiring.

2150.21 New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

2150.22 Advanced Step Hiring. If the General Manager finds that qualified applicants cannot be successfully recruited at the first step of the salary range, he/she may request the Board of Directors to authorize an appointment at an advanced step of the salary range. Whenever advanced step hiring is approved an employee being paid at a lower salary step in the same range may be advanced to the step at which the new employee is appointed.

2150.23 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.30 Merit Advancement Within Range.

2150.31 Performance Evaluation Required. The General Manager shall authorize a merit advancement only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2150.32 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

2150.321 New Employees. A person hired as a new employee shall have a performance evaluation date which is six (6) months following the appointment date.

2150.322 Promotion or Demotion. An employee who is promoted or demoted shall have a new performance evaluation date which shall be one (1) year from the date of promotion or demotion.

2150.33 Effective Date. An employee's merit increase shall take place on the first day of the pay period in which his/her performance evaluation date falls. The General Manager may delay authorizing the merit advancement up to ninety (90) days beyond the employee's performance evaluation date without affecting the normal performance evaluation date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the General Manager's authorization. If authorization for merit advancement is delayed beyond ninety (90) days from the employee's performance evaluation date, the employee shall not be eligible for a merit increase until his/her next normal performance evaluation date.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Authorized Leave

POLICY NUMBER: 2160

2160.10 With the approval of the General Manager or the Board of Directors, an employee may request a leave of absence without pay for a period of up to six (6) months.

2160.20 Such a leave of absence may be taken in conjunction with, and at the conclusion of, an authorized use of vacation.

2160.30 At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

2160.40 If the employee is disabled or otherwise injured or unable to work, such period of time when the employee is on disability and/or receiving benefits under the District's Workers' Compensation program, shall be considered a period of authorized leave without pay and no other accrual of vacation, holiday, sick leave, shall be allowed during such periods of time.

2160.50 Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond six (6) months. Employees returning from a leave of absence will be reinstated with the first available job classification for which they are qualified.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

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POLICY TITLE: Unauthorized Voluntary Absence
POLICY NUMBER: 2165

2165.10 Voluntary absence from work without permission for five (5) consecutive working days shall be considered an automatic resignation.

2165.11 After three (3) consecutive days of voluntary absence from work without permission, the employee shall be notified in writing that the absence will be considered as resignation if it continues consecutively through the fifth working day. Said notice shall provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before a neutral fact finder.

2165.111 Constructive resignation shall not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at an informal hearing before a neutral fact finder.

2165.112 The informal fact finding hearing shall be held within ten (10) days after the end of the five consecutive days of unauthorized voluntary absence.

2165.113 The neutral fact finder, who shall be assigned by either the General Manager or the Board Chair, shall be an impartial and disinterested decision maker.

2165.10 The General Manager may, prior to the informal fact finding hearing, reinstate the employee who has been voluntarily absent without leave for five (5) consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation to cover the period of absence.

2165.20 If the neutral fact finder determines, as a result of the evidence presented at the informal hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee shall not be entitled to a post severance evidentiary hearing and the employee's resignation shall be considered to be effective at the end of the fifth consecutive day of his/ her unauthorized voluntary absence.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Performance Evaluation

POLICY NUMBER: 2170

2170.10 This policy shall apply to all employees.

2170.20 The General Manager or his/her designated representative shall conduct a scheduled performance evaluation of each employee prior to the merit advancement date.

2170.30 Performance evaluations shall be in writing on forms prescribed by the General Manager. Said performance evaluation shall provide recognition for effective performance and also identify areas which need improvement.

2170.40 The performance evaluation shall be discussed with the employee and signed by both the evaluator and the employee.

2170.50 Unscheduled performance evaluations may be made at the discretion of the General Manager or his/her designated representative.

2170.60 If an employee disagrees with the performance evaluation, the employee has the right to appeal the evaluation to the Personnel Committee within a three (3) month period from the date of said evaluation. Any recommended increase or decrease in pay rate shall be suspended until the Personnel Committee has rendered its decision on the appeal.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Grievance Procedure

POLICY NUMBER: 2180

2180.10 This policy shall apply to all employees in all classifications.

2180.20 The purpose of this policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction.

2180.30 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; District Board of Directors resolutions, ordinances or minutes, including decisions regarding wages, hours and terms and conditions of employment.

2180.40 Grievance Procedure Steps.

2180.41 Level I, Preliminary Informal Resolution. Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within five (5) working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold documented discussions with the employee and shall attempt to resolve the matter within three (3) working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

2180.42 Level II, General Manager. If the grievance has not been resolved at Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within ten (10) working days after the occurrence of the act or omission giving rise to the grievance. Said "personal conference" shall be documented and signed by both the supervisor and the employee

2180.421 The statement shall include the following:

- a. A concise statement of the grievance including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted;
- b. The circumstances involved;
- c. The decision rendered by the immediate supervisor at Level I;
- d. The specific remedy sought.

2180.422 The General Manager shall communicate his/her decision within five (5) working days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of written decision by the General Manager. Within the above time limits either party may request a personal conference with the other.

2180.43 Level III, Personnel Committee. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Personnel Committee within five (5) working days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Level III.

2180.44 Level IV, Board of Directors. In the event the grievant is not satisfied with the decision at Level III, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Directors within five (5) working days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager and the Personnel Committee; and a clear, concise statement of the reasons for the appeal to Level IV.

2180.431 The Board of Directors, as soon as possible at a regular monthly meeting of the Board, shall schedule a hearing to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. At the next regularly scheduled Board Meeting, the Board of Directors shall issue a final written decision.

2180.50 Basic Rules.

2180.51 If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

2180.52 By agreement in writing, the parties may extend any and all time limitations of the grievance procedure.

2180.53 The General Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

2180.54 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

Appendix "A"

EMPLOYEE GRIEVANCE FORM
PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Received by:

Date received:

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Drug and Alcohol Abuse

POLICY NUMBER: 2190

2190.10 It is the desire of the Board of Directors that all work environments of District Employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

2190.20 The use (except as prescribed by a physician), sale, possession, purchase or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited. Since prescribed medications pose their own set of problems (ie - warnings of side affects) an employee must inform the General Manager that they are taking a medication that could impair their ability to perform any assigned work.

2190.201 When District property or work sites are used by other organizations or groups for social events, the use of alcohol by District employees or officers is permitted, provided the District employee or officer is not on official District business.

2190.21 Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work. This shall also apply to an employee who is on Stand by or Pager Duty.

2190.22 Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

2190.23 For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

2190.30 The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the General Manager [or other authorized administrator] pending said employee's attempt at rehabilitation. The General Manager [or other responsible managing employee] has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

2190.31 Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

2190.311 Successfully complete an approved rehabilitation program;

2190.312 Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

2190.313 Be subject to periodic testing without further reasonable cause.

2190.32 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program.

2190.33 Discipline or termination should not be taken until a thorough investigation has been completed.

2190.40 To assure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

2190.41 Presence of such substances will result in disciplinary action up to and including termination, as described above.

2190.42 An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

2190.50 If a qualified physician, as a part of the examination specified in Section 2190.40 above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

2190.60 Immediately prior to reporting for drug/alcohol testing, all employees shall complete a Consent and Release form to be kept on file in the District office which shall conform to the general format, as shown on Appendix A.

2190.70 District employees are required to notify the General Manager in writing of any criminal drug or alcohol statute of which they are convicted for a violation occurring no later than five (5) calendar days after such conviction.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Use of Tobacco Products Within the District
POLICY NUMBER: 2195

2195.10 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within District buildings or confined spaces, or in District vehicles.

2195.11 The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

2195.20 All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking.

2195.21 Members of the public who refuse to comply with this policy may be directed by the General Manager to leave District property.

2195.30 District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Personal Use of District Property
POLICY NUMBER: 2205

Adopted 4-13-2011

2205.00 It is the policy of the Plumas Eureka Community Services District to allow personal use of District property by District employees on a limited basis. The General Manager, or his/her delegate, shall make the determination of "limited basis" at the time of personal use of district property.

2205.10 Office Equipment

Office Equipment, including telephones, computers, copiers, fax machines, voice mail and email are to be used for Plumas Eureka CSD business. Although limited personal use of such equipment is permitted, excessive personal use and/or abuse of the equipment will lead to discipline up to and including termination. Such equipment is at all times the property of Plumas Eureka CSD, and Plumas Eureka CSD reserves the right to enter and inspect such equipment and its contents at any time without prior notice. The District may also impose a fee to cover the cost of supplies used (paper, toner, ink, etc...) at a rate which will be determined by the General Manager.

2205.20 Vehicles

For the purpose of this policy, a "vehicle" is defined as a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks. (Section 670, CA vehicle code).

2205.21 Vehicles are to be driven only by those employees who are specifically trained and authorized to do so. Unauthorized use of a company vehicle will result in strict disciplinary action, up to and including immediate termination.

2205.22 Any employee who is authorized to drive a district vehicle, and allows any other unauthorized use of the vehicle will be subject to discipline, up to and including termination.

2205.23 Plumas Eureka CSD vehicles are for district business only and are not to be used for transporting family members or anyone not associated with Plumas Eureka CSD business.

2205.30 Use of District Equipment

Except as otherwise permitted in this policy, Plumas Eureka CSD tools and equipment shall only be used for public purposes and in furtherance of official Plumas Eureka CSD business. For purposes of this section, the use of Plumas Eureka CSD tools, equipment, and vehicles to ensure Plumas Eureka CSD may provide services to its ratepayers and the public is permissible notwithstanding any incidental private benefit. Specifically, whenever in the General Manager's

reasonable discretion, inclement weather or other emergency necessitates the use of Plumas Eureka CSD tools, equipment and staff time to ensure Plumas Eureka CSD is able to provide public safety services, the use of any Plumas Eureka CSD resources to plow, salt or otherwise clear private driveways, roadways or other property is permissible. Notwithstanding any incidental private benefit, these uses are necessary to protect the public and ensure uninterrupted Plumas Eureka CSD service.

2205.40 Public Use of Tables, Chairs, District Property

Plumas Eureka CSD recognizes the need for community groups (as defined in this section) to use Plumas Eureka CSD property from time to time. Allowing these groups to use Plumas Eureka CSD tables, chairs and facilities furthers Plumas Eureka CSD's interest in supporting community involvement, participation and engagement. The use of tables, chairs and district facilities ("Facilities") shall be subject to General Manager, or his/her delegate, authorization. Unless Facilities are needed for Plumas Eureka CSD purposes, the General Manager shall permit community groups, which is defined as non-profit and civic organizations, for-profit organizations, schools and governmental organizations, to use the Facilities for meetings, programs, or activities of educational, cultural or community interest on a first come, first served basis. Community groups wishing to use Facilities shall submit an application to do so and shall execute a use agreement in the form prescribed by the General Manager. Permission to use the Facilities may be denied or revoked by the General Manager in the event that (1) the use will not comply with this policy or (2) the community group violates the terms of its use agreement, Plumas Eureka CSD rules and regulations or applicable law. In addition, Facilities shall not be used for (1) any use not otherwise permitted by law, (2) by schools for instructional purposes as a regular part of the curriculum or (3) for religious services. In light of the foregoing, the General Manager shall not refuse a community group's application based on the identity of the group or its stated purpose for using the Facilities, as long as the group is an eligible one and the use is consistent with the policy.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Sexual Harassment

POLICY NUMBER: 2210

2210.10 Purpose. It is legally mandated by State and Federal laws that employees have a right to work in an environment that is free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of discrimination that is prohibited by Title VII of the Civil Rights Act of 1964 and California Government Code Section 12940. Sexual harassment is a costly form of discrimination that can result in expensive litigation that may result in back pay or punitive damage awards, withdrawal of Federal support funds and/or other adverse actions. District employees have a grave responsibility for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the District's business and the maintenance of confidence of the people it serves. It is, therefore, the policy of the Plumas Eureka Community Services District that sexual harassment is unacceptable and will not be tolerated.

2210.20 Definition. Sexual harassment is generally defined as unsolicited and unwelcome sexual advances of a severe and/or pervasive nature, be they written, verbal, physical and/or visual, that usually occur when:

2210.21 Submission to that conduct or communication is made either explicitly or implicitly a term or condition of employment;

2210.22 Submission to or rejection of that conduct or communication by an employee is used as a basis for employment decisions affecting the employee; or,

2210.23 Such conduct or communication has the potential to affect an employee's work performance negatively and/or create an intimidating, hostile or otherwise offensive work environment.

2210.30 Definition Examples. Sexual harassment manifests itself in many forms. The following are a few examples of sexual harassment:

2210.31 Written: sexually suggestive or obscene letters, notes or invitations.

2210.32 Verbal: sexually derogatory comments, slurs, jokes, remarks or epithets.

2210.33 Visual: leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons or posters.

2210.34 Physical: assault, attempted rape, impeding or blocking movement, or touching.

2210.35 Other:

2210.351 Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).

2210.352 Women in nontraditional work environments who are subjected to hazing (this may include being dared or asked to perform unsafe work practices, having tools and equipment stolen, etc.) if requests for sexual favors are not met.

2210.353 Employment benefits affected in exchange for sexual favors (may include situations where an individual is treated less favorably because others have acquiesced to sexual advances).

2210.354 Implying or actually withholding support for appointment, promotion, transfer or change of assignment; or initiating a rejection on probation or adverse action; or suggesting that a poor performance report will be prepared if requests for sexual favors are not met.

2210.355 Reprisals or threats after negative response to sexual advances.

2210.40 Policy Publicizing. All employees shall be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

2210.41 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the General Manager or his/her designated representative.

2210.42 An annual bulletin shall be prepared and distributed to all employees re-informing them of the District's sexual harassment policy. Said bulletin shall also include summaries of cases involving sexual harassment, including examples of back pay, punitive damages and personal financial liability of supervisors.

2210.50 Complaint Process. Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2210.51 An informal complaint is made verbally by the employee to the General Manager.

2210.52 A formal complaint is made in writing, using the "Employee Grievance Form," attached hereto as "Appendix A", and made a part hereof. Said form should be submitted by the employee to the General Manager. Although submitting the formal complaint to the General Manager is preferred, the employee is free to submit his/her formal complaint with the Personnel Committee or Chairperson of the Board of Directors if the General Manager is unavailable or personally involved in said complaint.

2210.60 Complaint Response Process. **Level I, Preliminary Informal Resolution.** Any employee who believes he/she has a sexual harassment complaint shall present the evidence thereof orally to his/her immediate supervisor within five (5) working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged harassment. The immediate supervisor shall hold documented discussions with the employee and shall attempt to resolve the matter within three (3) working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

2210.61 **Level II, General Manager.** If the harassment has not been resolved at Level I, the employee must present his/her complaint in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within ten (10) working days after the occurrence of the act or omission giving rise to the harassment. Said "personal conference" shall be documented and signed by both the supervisor and the employee.

2210.62 The statement shall include the following:

- a. A concise statement of the grievance including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted;
- b. The circumstances involved;
- c. The decision rendered by the immediate supervisor at Level I;
- d. The specific remedy sought.

2210.63 **Level III, Personnel Committee.** In the event the employee is not satisfied with the decision at Level II, the employee may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Personnel Committee within five (5) working days. The statement shall include a copy of the original complaint; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Level III.

2210.64 **Level IV, Board of Directors.** In the event the employee is not satisfied with the decision at Level III, the employee may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Directors within five (5) working days. The statement shall include a copy of the original complaint; a copy

of the written decision by the General Manager and the Personnel Committee; and a clear, concise statement of the reasons for the appeal to Level IV.

2210.641 The Board of Directors, as soon as possible at a regular monthly meeting of the Board, shall schedule a hearing to formally receive the written complaint and the answers thereto at each step and to hear evidence regarding the harassment issue or issues. At the next regularly scheduled Board Meeting, the Board of Directors shall issue a final written decision.

2210.65 All discussions resulting from said investigation shall be kept confidential.

2210.66 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.

2210.70 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager or Personnel Committee against the harasser where sexual harassment is found. Whatever punishment is meted out to the harasser shall be made known to the victim of the harassment.

2210.71 Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion, etc.

2210.72 Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims.

2210.73 Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or personal retaliation.

Appendix "A"

EMPLOYEE SEXUAL HARASSMENT FORM
PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Employee's Name: _____ Date: _____

Statement of complaint, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Received by:

Date Received:

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Affirmative Action

POLICY NUMBER: 2220

2220.10 It is the policy of the Plumas Eureka Community Services District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

2220.20 This policy contains two major commitments:

2220.21 To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

2220.22 To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

2220.30 Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure," as described in Policy #2180, or complaints to regulatory agencies.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Nepotism

POLICY NUMBER: 2230

2230.10 It is the policy of the Plumas Eureka Community Services District to seek for its staff the best possible candidates through appropriate search procedures. There shall be no bars to appointment of close relatives in any staff category in the same or different departments so long as the following standard is met:

2231.11 No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

2231.111 For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, brother, nieces, nephews, step children, in laws, step parents, cousins, etc.

2230.20 When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Outside Employment

POLICY NUMBER: 2240

2240.10 No District employee shall be permitted to accept employment in addition to or outside of District service if:

2240.11 The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

2240.12 The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

2240.13 The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

2240.20 No District employee shall be permitted to accept outside employment without the permission of the General Manager or the Board of Directors if it is the General Manager who is requesting permission.

2240.30 An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities or other District resources in connection with said employment.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Separation from District Employment

POLICY NUMBER: 2250

2250.10 Resignation. To leave District service in good standing, an employee must file a written notice of termination with the General Manager at least two (2) weeks before the effective date. The General Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the General Manager's approval.

2250.20 Layoffs. Whenever, in the judgement of the District Board, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Directors may abolish any position of employment, and the employee holding such position may be laid off or demoted.

2250.21 Employees to be laid off shall be given at least fourteen (14) calendar days prior notice.

2250.22 Except as otherwise provided, whenever there is a reduction in the work force, the General Manager shall first demote to a vacancy, if any, in a lower position for which the employee who is the latest to be laid off (in accordance with ¶2250.20 of this policy) is qualified.

2250.23 An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

2250.24 In order to retreat to a former or lower position, an employee must request displacement action in writing to the General Manager within five (5) working days of receipt of the layoff notice.

2250.241 Employees retreating to a lower position shall be placed at the salary step representing the least lost of pay. In no case shall the salary be increased above that received in the position from which the employee was laid off.

2250.25 If two positions have the same job description, then employees shall be laid off according to employment status in the following order: temporary, provisional, probationary, and tenured. Temporary, provisional, and probationary employees shall be laid off

according to the needs of the service as determined by the General Manager. In cases where there are two or more tenured positions with the same job description from which the layoff is to be made, such employees shall be laid off on the basis of the last evaluation rating in the position, providing such rating has been filled at least 60 days prior to layoff as follows:

- 2250.251 First, all employees having ratings of "Unsatisfactory;"
 - 2250.252 Second, all employees having ratings of "Marginal;"
 - 2250.253 Third, all employees having ratings of "Less Than Satisfactory;"
 - 2250.254 Fourth, all employees having ratings of "Satisfactory;"
 - 2250.255 Fifth, all employees having ratings of "Commendable;"
 - 2250.256 Sixth, all employees having ratings of "Superior;" and,
 - 2250.257 Seventh, all employees having ratings of "Exceptional."
- 2250.258 Employees within each of the rating categories shall be laid off in order of least seniority first.

2250.26 The names of persons laid off or demoted in accordance with this policy shall be entered upon a re-employment list. The re-employment list shall be used by the General Manager when a vacancy arises in the same or lower position before certification is made from an eligibility list.

2250.27 Names of persons laid off shall be carried on the re-employment list for one year, except that persons appointed to tenured positions of the same level as that from which they were laid off, shall upon such appointment, be removed from the list. Persons who refuse re-employment shall be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, shall be continued on the list for the higher position for one year. At the discretion of the General Manager, the list may be extended for an additional year.

2250.30 **Dismissal of Tenured Employees.** A tenured employee may be dismissed at any time by the General Manager for cause, and after consulting with District Counsel.

2250.31 The following shall constitute sufficient cause for dismissal:

- 2250.311 Conviction of a felony;
- 2250.312 Fraud in securing employment;
- 2250.313 Misappropriation of District funds or property;
- 2250.314 Intentional or gross misconduct; and,
- 2250.315 Failure to respond or improve regarding an item specified in ¶2260.20, "Grounds for Discipline," of Policy No.2260, "Disciplinary Action," after an evaluation or corrective action plan has failed to produce an improvement to performance.

2250.316 Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.

2250.317 Severe physical or mental disability.

2250.32 A probationary employee may be dismissed at any time during a probationary period without right of appeal or hearing. In case of such dismissal, the General Manager shall notify the dismissed probationary employee in writing that he/she is being separated from District service.

2250.33 Dismissal of the General Manager shall be as outlined in the employment agreement between the General Manager and the District.

2250.40 Notice of Dismissal. All employees shall be provided with a notice of dismissal. This notice shall be prepared by the General Manager after consultation with District Counsel and shall contain the following:

2250.41 A description of the proposed action and its effective date or dates, and in the case of a tenured employee, the ordinance, regulation or rule violated;

2250.42 A statement of the acts or omissions upon which the action is based;

2250.43 A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

2250.44 In the case of a tenured employee, a statement advising the employee of the right to file an appeal as provided in ¶2250.50 of this policy.

2250.50 Procedures for Disciplinary Action and Dismissal of Tenured Employees.

2250.51 A tenured employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the General Manager within five (5) working days of the date of the notification. The General Manager shall then schedule an informal hearing at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format shall be available upon request. The General Manager shall issue his/her opinion and decision within ten (10) working days of the hearing and may, if the General Manager finds that the dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Disciplinary Action

POLICY NUMBER: 2260

2260.10 The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The General Manager may discipline any employee for cause.

2260.20 Grounds for Discipline.

2260.201 Discourteous treatment of the public or fellow employees.

2260.202 Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

2260.203 Habitual absence or tardiness.

2260.204 Abuse of sick leave.

2260.205 Disorderly conduct.

2260.206 Incompetency or inefficiency.

2260.207 Being wasteful of material, property, or working time.

2260.208 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

2260.209 Neglect of duty.

2260.210 Dishonesty.

2260.211 Misuse of District property.

2260.212 Willful disobedience.

2260.213 Conduct unbecoming a District employee.

2260.30 All acts of discipline will be accompanied by a letter of warning to the

employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

2260.40 All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the General Manager in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred.

2260.50 Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five (5) working days before the proposed effective date or dates. This notice shall be prepared by the General Manager after consultation with the District Counsel and shall contain the following:

2260.51 A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

2260.52 A statement of the acts or omissions upon which the action is based;

2260.53 A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

2260.54 A statement advising the employee of the right to request a hearing as provided in ¶2250.50 of Policy #2250, "Separation from District Service;"

2260.55 A date by which time the employee must respond in writing if he/she wishes to contest the action.

2260.60 All notices of proposed action shall be personally served or be mailed by certified mail, return receipt requested, to the last known address of the employee.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Job Description - General Manager
POLICY NUMBER: 2300

2300.10 Description. The General Manager is the Executive Officer of the District and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

2300.11 He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

2300.12 He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Directors. He/she shall delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

2300.13 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.

2300.14 He/she seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, facilitating constructive and harmonious Board relations. He/she shall translate the goals and objectives of the Board to the community.

2300.15 He/she shall prepare and manage the District budget, conducting studies, making oral and written presentations.

POLICY TITLE: Job Description - General Manager
POLICY NUMBER: 2300 (continued)

2300.20 Required Qualifications. He/she shall have the ability to efficiently prepare annual budgets and long-term revenue/outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and have five (5) years experience in an increasingly responsible public agency management position. He/she shall possess the skills necessary to efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication. He/she shall possess and maintain the following licenses and certificates:

- 1) State of California Drivers License

2300.30 Desirable Qualifications: possession of a bachelors or masters degree in public administration or a related field and seven (7) years experience in an increasingly responsible public agency management position. It is desirable for the incumbent to possess and maintain the following licenses and certificates:

- 1) State Water Resources Control Board (SWRCB) Grade III, Grade IV or Grade V Wastewater Treatment Plant Operator certificate
- 2) State Water Resources Control Board (SWRCB) D2, D3, D4, or D5 Distribution Operator certificate
- 3) State Water Resources Control Board (SWRCB) T2, T3, T4, or T5 Water Treatment Plant Operator certificate

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Job Description – Interim General Manager
POLICY NUMBER: 2301

2300.10 Description. The General Manager is the Executive Officer of the District and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

2300.11 He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

2300.12 He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Directors. He/she shall delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

2300.13 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.

2300.14 He/she seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, facilitating constructive and harmonious Board relations. He/she shall translate the goals and objectives of the Board to the community.

2300.15 He/she shall prepare and manage the District budget, conducting studies, making oral and written presentations.

POLICY TITLE: Job Description – Interim General Manager
POLICY NUMBER: 2300 (continued)

2300.20 Required Qualifications. He/she shall have the ability to efficiently prepare annual budgets and long-term revenue/outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and have five (5) years experience in an increasingly responsible public agency management position. He/she shall possess the skills necessary to efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication. He/she shall possess and maintain the following licenses and certificates:

- 1) State of California Drivers License

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Job Description – Operations and Maintenance Manager
POLICY NUMBER: 2310

2310.10 Description. Under supervision of the General Manager, the Operations and Maintenance Manager assists the General Manager in: overseeing Water and Wastewater construction, repair and maintenance; trains new employees in methods, equipment and practices used in said construction, repair and maintenance; oversees construction projects and street repair; operates backhoe, snow removal equipment and specialized water and wastewater equipment; assists in the construction and maintenance of District property and infrastructure; consults with the General Manager on general priorities, plans and policies; recommends and submits projects to the General Manager for inclusion in the annual budget; insures that operations, plans and personnel are sufficient to meet day-to-day as well as emergency situations; meets customers and resolves complaints and problems; assists in the evaluation of subordinates work performance; conducts training programs; completes requisitions for parts and supplies; shares standby and emergency responsibilities with other field personnel; and, may be assigned to assume the responsibilities of the General Manager in his/her absence.

2310.20 Required Qualifications. He/she must have sufficient formal or informal education to assure the ability to read and write and perform math calculations at a level required for successful job performance. He/she shall possess the skills necessary to efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication. He/she shall possess and maintain the following licenses and certificates:

- 1) State of California Drivers License
- 2) State Water Resources Control Board (SWRCB) Grade II Wastewater Treatment Plant Operator certificate
- 3) Department of Health Services (DHS) D2 Distribution Operator certificate
- 4) Department of Health Services (DHS) T2 Water Treatment Plant Operator certificate

2310.30 Desirable Qualifications. He/she should have advanced knowledge of the operation and use of a variety of light and moderately heavy motorized and power construction equipment, the methods and materials used in advanced water and wastewater treatment facilities, possess a valid S.W.R.C.B. Grade III Wastewater Treatment Plant Operator certificate, a D.H.S. T3 Water Treatment Operator certificate, a D.H.S. D3 Distribution Operator certificate and, have three years of supervisory experience in the Water or Wastewater fields.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Job Description – Facilities Operator

POLICY NUMBER: 2330

2330.10 Description. Under supervision of the General Manager and/or the Operations and Maintenance Manager, the Facilities Operator: operates backhoes, snow removal equipment, and performs a variety of unskilled and semi-skilled tasks in facility construction, maintenance, operation and repair; assists in equipment maintenance and repair, and in general yard and shop work; assists in construction and maintenance of District property and infrastructure; and, shares standby and emergency responsibilities with other field personnel.

2330.20 Required Qualifications. He/she must have sufficient formal or informal education to assure the ability to read and write and perform math calculations at a level required for successful job performance. He/she shall possess the skills necessary to efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication. At the time of appointment, he/she shall possess and maintain the following licenses and certificates:

- 1) State of California Drivers License
- 2) State Water Resources Control Board (SWRCB) Grade I Wastewater Treatment Plant Operator certificate
- 3) Department of Health Services (DHS) D1 Distribution Operator certificate
- 4) Department of Health Services (DHS) T1 Water Treatment Plant Operator certificate

2330.30 Desirable Qualifications. He/she should have knowledge of: operation and use of a variety of light and moderately heavy motorized and power construction equipment; and, methods and materials used in water and wastewater facilities construction, maintenance and repair. He/she should have the ability to: skillfully use a backhoe and other equipment in the construction, maintenance and repair of water and wastewater facilities; perform a variety of semiskilled work in general construction and maintenance; perform strenuous manual labor, often in inclement weather; possess a valid S.W.R.C.B. Grade II Wastewater Treatment Plant Operator certificate, a D.H.S. Grade D2 Distribution Operator certificate, and a D.H.S. T2 Water Treatment Plant Operator certificate.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Job Description – Laborer

POLICY NUMBER: 2350

2350.10 Description. Under supervision of the General Manager and/or Operations and Maintenance Manager, the Laborer: assists in the construction and repair of water and wastewater facilities; assists stocking of trucks; drives service trucks and snow removal equipment; operates hand equipment as necessary and/or as directed; assists in digging, backfilling and repairing roads and pavement; assists in the construction, maintenance and repair of District property and infrastructure; and, assists in general yard and shop work.

2350.20 Required Qualifications. He/she must have sufficient formal or informal education to assure the ability to read and write and perform math calculations at a level required for successful job performance. He/she shall possess a High school diploma or GED and a valid California driver's license.

2350.30 Desirable Qualifications. He/she should have knowledge of: tools and equipment used in the construction, maintenance and repair of water and wastewater facilities, or similar facilities. He/she should have the ability to: use tools with skill and safety; understand and follow oral and written directions; perform strenuous manual labor, often in inclement weather; learn the skills necessary to efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication; and learn and follow District policies and procedures.

2350.40 Special Requirements. This position is an entry level position to the Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment fields. On the job training is provided and the incumbent is expected to obtain water treatment, water distribution, and wastewater treatment certificates, within 24 months from the date of hire. The incumbent may then be reclassified into the “Facilities Operator” classification. Incumbents in this classification are afforded the rights in PECSD Policy #2150 “Compensation”, however the incumbent may be terminated at the end of the twenty four (24) month period if the appropriate water and wastewater certificates have not been obtained.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Job Description - Administrative Manager I/II
POLICY NUMBER: 2360

2360.10 Description. Under supervision of the General Manager: is responsible for managing the day-to-day operation of the District office, acts as Clerk to the Board of Directors, and performs other duties as assigned. Administrative Manager has two classifications within the job description. Administrative Manager I entry level for this position with advancement to Administrative Manager II with experience and education beyond that of Administrative Manger I classification.

2360.11 Reporting directly to the General Manager, the Administrative Manager serves as secretary to the General Manager and District Fire Chief; attends to administrative detail on matters assigned by the General Manager and the District Fire Chief; composes correspondence on own initiative on matters not requiring personal attention of the General Manager or District department heads; writes reports and letters; and, acts as office manager in the absence of the General Manager.

2360.12 The Administrative Manager prepares agendas and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers and the general public regarding District matters; and, prepares correspondence and maintains files on official actions of the Board, General Manager, and the Fire Chief.

2360.13 The Administrative Manager acts as the District Bookkeeper, being responsible for District utility billing, depositing, withdrawing, transferring and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, maintains cash flow for needed liquidity; and arranges for the procurement of District goods and supplies.

2360.14 The Administrative manager is the webmaster for the District's website responsible for the format and content of the website and ensures that the website complies with state laws, provides the public access to Board agendas, minutes, reports, publications, other material relevant to the Board's activities, along with information about the district, emergency preparations, and important events.

2360.20 Required Qualifications. He/she shall possess a High school diploma or GED and a valid California driver's license.

2360.21 He/she shall have knowledge of modern office methods, practices and equipment; and techniques of business letter and report writing. He/she shall possess the skills necessary to efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, utilize email communication, and use specialized accounting software.

2360.22 He/she shall have the ability to perform responsible clerical and secretarial duties and independently take care of administrative detail; compose correspondence independently or from general directions; take, transcribe and edit Board material and minutes quickly and accurately; and, maintain cooperative relationships with those contacted in the course of work.

2360.23 He/she must possess two (2) years of increasingly responsible clerical and secretarial experience, and in keeping or reviewing accounting or fiscal records (nine (9) semester units of accounting may be substituted for one year of experience up to a maximum of one (1) year).

2360.24 He/she must have two years of responsible accounting experience, preferably in the public sector.

2360.25 He/she shall have equivalent to an Associate's Degree (AA or AS) from an accredited college or university with major course work in accounting or business administration.

2360.26 He/she must have knowledge of generally accepted accounting principles and practices, presentation of mathematical and statistical data.

2360.27 He/she must be able to perform essential accounting duties including the following: posting, balancing, and reconciling the general ledger and subsidiary accounts; prepare bank reconciliations; preparation of annual financial statements and State Controller's Report, prepare schedules for the annual audit; monitor and reconcile customer accounts; maintain debt service funds; input journal entries into the general ledger for assigned funds; provide analysis of various funds; perform comprehensive financial activities study; maintain and monitor District fixed assets; participate in budget process and activity

2360.30 Administrative Manager II. Under limited direction, perform accounting work including the primary responsibility of the generation of financial statements and reports; analysis requiring understanding and interpretation of generally accepted accounting practices (GAAP) and a variety of work assignments. Employees within this class are distinguished from the Administrative Manager I by the performance of the full range of duties as assigned including those requiring thorough knowledge of governmental accounting procedures and systems. This classification is flexibly staffed and normally filled by the advancement of the Administrative Manager I level or when filled from the outside, requires prior professional accounting experience.

2360.31 Required Qualifications. He/she shall have a combination of experience and education that would likely provide the required knowledge and abilities. Four years

responsible governmental accounting experience comparable to the Administrative Manager I position; equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or business administration.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Job Description – Fire Chief

POLICY NUMBER: 2370

2370.10 Description. This is a volunteer, part time, non benefited position. The duties and responsibilities are to plan, organize, direct and review the activities and operations of the Fire Department including fire suppression, hazardous material mitigation, fire and safety code compliance, fire prevention, emergency medical services, rescue operations, training, and administrative services; to provide leadership to the Department; to coordinate assigned activities with other District departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

2370.11 Position reports directly to the District General Manager and provides direct supervision over volunteer firefighters.

2370.12 Duties may include, but are not limited to the following:

- Develop, plan, and implement Departmental goals and objectives; recommend and administer policies and procedures; Establish and maintain volunteer recruitment and retention programs;
- Coordinate Department activities with those of other departments and outside agencies and organizations;
- Prepare and present reports to the General Manager;
- Monitor and participate in the development of the Department’s budget;
- Prepare technical reports and maintain Departmental records and reports;
- Attend District Board meetings, professional meetings, conferences, and workshops when available;
- Supervise safety and emergency preparedness activities;
- Direct the selection, supervision and work evaluation of department personnel;
- Provide staff development and training programs;
- Build and maintain positive working relationships with District staff and the general public;
- Respond to all emergency calls and act as Incident Commander to all incidents within the District when available.

2370.13 Knowledge of the following:

- Principals and methods of public administration, particularly in the areas of fire protection, fire suppression, fire prevention and emergency medical services;
- Operation, maintenance and uses of firefighting apparatus and equipment;
- Principles and practices of leadership, motivation, team building and conflict resolution;
- Principles and techniques of budget development and administration;
- Applicable laws, rules, regulations, ordinances, and codes pertaining to public government administration, fire prevention, inspection, and suppression.

POLICY TITLE: Job Description – Fire Chief
POLICY NUMBER: 2370 (continued)

2370.14 He/she will have the ability to:

- Plan, prioritize, assign and direct work of Fire Department personnel;
- Develop, administer, and enforce District and Departmental policies and procedures;
- Participate in the development of the Department budget;
- Plan, direct and organize fire prevention, suppression and support activities;
- Properly interpret and make decisions in accordance with existing Federal, State, County, and District law, regulation, policy, or procedure;
- Properly interpret and implement any new Federal, State, County, or District law, regulation, policy, or procedure.
- As required, implement changes in Fire Department operations, to comply with any changes in all Federal, State, County, and District law, regulation, policy, or procedure.
- Meet the physical requirements necessary to safely and effectively perform assigned duties;
- Communicate clearly and concisely, both orally and in writing;
- Select, supervise, train, and evaluate Fire Department personnel;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

2370.15 Required Qualifications:

He/she must have sufficient formal or informal education to assure the ability to read and write at a level required for successful job performance. He/she shall possess the skills necessary to efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication. He/she shall possess and maintain the following licenses and certificates:

- Possession of a valid California Class B or Firefighter Endorsed driver's license;
- Current EMT-1 or higher certification;
- Certification as a HAZMAT First Responder Operational (FRO);
- California Firefighter I & II;
- Certifications in the following: ICS-100, ICS-200, ICS-300, ICS-400, ICS-700 and ICS-800

Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Five years of command experience involving supervisory and administrative work in an organized fire department;
- Equivalent to an AA Degree or higher from an accredited college or university with major course work in the fire science, public administration, or closely related field.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Job Description – Systems Operator

POLICY NUMBER: 2380

2380.10 Description. The Systems Operator is the District’s senior level operational employee and is expected to independently perform duties both in the field and in an office. Under the general direction of the General Manager and in cooperation with another Systems Operator, the Systems Operator is a lead operator responsible for the legal compliance and proper operation and maintenance one or more systems and properties owned by the District that provide water, wastewater, road, and recreation services.

2380.20 Duties. The Systems Operator operates and maintains wastewater treatment plants, sewage lift stations, wastewater collection and transmission lines, manholes and cleanouts, and leach fields; serves as a Chief Plant Operator as defined by California Code of Regulations, Title 23, Division 3, Chapter 26, Section 367 for one or both of the District Sewer Plants; operates and maintains water wells, water treatment facilities, water transmission lines, water storage facilities, water distribution lines and connections; inspects all systems and system components; collects and analyzes waste water and water samples; prepares samples for testing; maintains records; writes reports; develops and maintains spreadsheets; corresponds with regulatory agencies; operates equipment that includes a backhoe, snow removal equipment, power tools, and specialized equipment related to water and wastewater operations; plans, manages, and constructs small projects; advises the General Manager on large projects, recommends budgets, projects, and schedules related to the District systems and properties; maintains or ensures the maintenance of Greenbelts; manages contracts, trains and supervises Facilities Operators and Laborers; provides excellent customer service and helps resolve complaints; completes requisitions for parts and supplies; shares standby and emergency responsibilities with other Operators; works cooperatively with the Administrative Manager, develops recommendations for improving service and reducing costs, may be assigned to assume the responsibilities of the General Manager in his/her absence.

2380.30 Working Conditions. The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. The employee must be able to:

- Carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds;
- Stoop, kneel, crouch, crawl, and climb during plant maintenance and repair work;
- Stand, walk, and sit for extended time periods;
- Work in an environment with exposure to extreme weather, significant temperature variation, rain, snow, ice, raw domestic sewage, chemicals, dust, dirt, and confined spaces
- See and hear within normal ranges
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for

communication.

- Communicate in writing, regularly write reports and recommendations including reports to regulatory agencies.
- Inspect all components of the District's systems, read electronic monitors and meters, read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform detailed work under changing deadlines, and interact with all levels of District management, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for limited time periods; look at computer monitor for limited time periods.
- Travel by vehicle while conducting company business.

2380.40 Required Qualifications. The Systems Operator position salary has five ranges, A through E. An incumbent must have a Wastewater Treatment Plant Operator Grade III certification to be classified in Range C or higher. The incumbent shall possess and maintain the following licenses and certificates:

- 1) State of a valid Class C California Drivers License
- 2) SWRCB D2 Water Distribution Operator Certificate
- 3) SWRCB T2 Water Treatment Plant Operator Certificate
- 4) SWRCB Grade II Wastewater Treatment Plant Operator certificate for Range A and B.
- 5) SWRCB Grade III Wastewater Treatment Plant Operator certificate for Range A through E.

Further the incumbent must have sufficient formal or informal education to assure the ability to read and write and perform math calculations at a level required for successful job performance. The incumbent shall possess the skills necessary to efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication.

2380.50 Desirable Qualifications. The incumbent should have advanced knowledge of the operation and use of a variety of light and moderately heavy motorized and power construction equipment, the methods and materials used in advanced water and wastewater treatment facilities, possess a valid SWRCB Grade IV or Grade V Wastewater Treatment Plant Operator certificate, a SWRCB T3 Water Treatment Operator certificate, a SWRCB D3 Distribution Operator certificate and, have three years of supervisory experience in the Water or Wastewater fields, knowledge of budgeting, analytical methods to help determine system performance, advanced customer service skills, an advanced understanding of the federal, state, and local statutes and regulations that govern the operation of water and wastewater systems, and a general understanding of the statutes, regulations and operations of special districts and special district boards.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Credit Card

POLICY NUMBER: 3005

3005 Credit Cards. All goods and services purchased by the District should be acquired through credit extended by the District's vendors or banks to the District whenever possible and paid by approved invoice within the agreed credit terms of the vendor or bank. The use of a credit card is a purchasing method that benefits the District by lowering the cost of procurement, providing a convenience to authorized employees and volunteers, and improving financial record-keeping. The Board of Directors may authorize the General Manager to enter into agreements with vendors or banking institutions for the use of credit cards.

3005.1 Ownership and Cancellation of the Credit Card Agreement The credit card is the property of the District. It is not to be transferred to, assigned to, or used by anyone other than an authorized employee of the District. The General Manager may cancel a credit card agreement with a vendor or a bank.

3005.2 Authorization The General Manager is authorized to allow employees to use District credit cards for purchasing materials and services costing less than \$1000. The General Manager or the vendor or bank that issued the card may suspend or cancel user privileges at any time for any reason. The employee will surrender the credit card upon request to the General Manager or other authorized agent designated by the District Board of Directors.

3005.3 Authorized Employees To be authorized by the General Manager to use a credit card, employees must read the Credit Card Policy and sign a form attesting to the fact that the employee has read and understood the policies. The credit card may be used only by authorized employees who have authority to buy goods and services on behalf of the District. Each employee is responsible for protecting the credit card information. The employees that use the credit cards are accountable for the activity that involved using the card.

3005.4 Oversight. The Administrative Manager will maintain a list of employees that includes the signed policy recognition forms. Additions or deletions to this authorized list will require approval of the General Manager. The Administrative Manager shall review credit card purchases and notify the General Manager of any suspicious uses or security risks associated with any District credit cards or credit card numbers. The District shall keep statement data and proof of reconciliation, including receipts packing slips, on file for a period consistent with the record retention requirements of the

law.

3005.5 Responsibility of Credit Card Users Authorized employees must use the credit cards responsibly and in accordance with this policy and only purchase items for District business use only and that have received prior authorization from the General Manager.

3005.6 Receipts It is the responsibility of each authorized employee to obtain transaction receipts from the merchant each time the credit card is used, including telephone and internet charges. These are to be immediately forwarded to the Administrative Manager for review and ensure eligibility for payment.

3005.7 Disputed Items It is each user's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

3005.8 Safeguarding an Issued Credit Card An issued credit card or card account number shall be kept in a secure location and protected from misuse by unauthorized users. The use of the credit card for internet purchases, shall only be used on internet sites that utilize industry recognized encryption transmission tools.

3005.9 Lost or Stolen Credit Cards The General Manager and the Administrative Manager shall be contacted when a credit card is lost or stolen,. The Administrative Manager will contact the credit card issuer and take the appropriate steps to protect the account from unauthorized purchases.

3005.10 Prohibited Uses: The following uses of District credit cards are prohibited:

- a. Purchase of items for personal use
- b. Purchase of items in violation of the District's travel policy
- c. Cash advances
- d. Exceeding the credit card account credit line limit
- e. Splitting up a purchase into more than one transaction to exceed the \$1000 limit
- f. Failure to return the credit card when card user is reassigned, terminated or up request
- g. Failure to turn in packing slips, receipts or other back up documentation to the District Finance Department within three (3) business days of the purchase
- h. Sharing the credit card or card account number with unauthorized users

3005.11 Compliance, Violations and Consequences Purchases made under this credit card policy and agreement shall comply with the District Purchasing Policy. Any suspected card user violations of this agreement or of any policy regarding the purchase of goods or services will be investigated. The General Manager or agent designated by the Board of Directors shall determine whether a violation of purchasing or credit card policy has occurred and determine action deemed most. Violations of this Policy are subject to Policy 2260, Disciplinary Actions.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Illness and Injury Prevention Program
POLICY NUMBER: 3010

Program Goal and Outline. The goal of the District is to provide safe and healthful working conditions for all of its employees. Therefore, the District will maintain a safety and health program conforming to the best practices of agencies of this type. The District's safety and health program will include:

Providing mechanical and physical safeguards to the maximum extent possible.

Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards and law for every job.

Training all employees in good safety and health practices.

Providing necessary personal protective equipment, and instructions for use and care.

Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.

Investigating promptly and thoroughly, every accident to determine its cause and correct the problem so it will not happen again.

Developing a system of recognition and awards for outstanding safety service and/or performance.

Program Responsibility. Although the District recognizes that the responsibility for safety and health is shared, the General Manager shall be responsible and have full authority for implementing this policy and the District's Injury and Illness Prevention Program. The General Manager may assign routine program duties to other PECSD personnel.

The District accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.

Supervisory personnel are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

No employee will be required to work at a job he/she knows is not safe or healthful. Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program -including compliance with all rules and regulations - and for continuously practicing safety while performing their duties. Any employee found not practicing safety while performing their duties will be subject to correctional training or appropriate discipline.

Injury and Illness Records. The District's record keeping system for its Injury and Illness Prevention Program shall conform to Cal/OSHA standards. Records shall be used to measure and evaluate the success of said program.

A report shall be obtained on every injury or illness requiring medical treatment.

Each injury or illness shall be recorded on the "Cal/OSHA Log and Summary of Occupational Injuries and Illnesses," Cal/OSHA Form 300, according to its instructions.

A supplementary record of the occupational injuries and illnesses shall be prepared on OSHA Form 5020, "Employer's Report of Injury or Illness," with the same information as in 3010.32, above.

Annually, the summary Cal/OSHA Form 300-A shall be prepared and posted no later than February 1 in a place easily observable by employees. Said form shall remain posted until April 30.

All records specified in this section shall be maintained in the District's files for a minimum of five (5) years after their preparation.

Documentation of Activities. Records shall be maintained of steps taken to establish and maintain the District's Injury and Illness Prevention Program. They shall include:

Records of scheduled and periodic inspections as required by Cal/OSHA [California Code of Regulations, Title 8, Chapter 7] to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe

conditions and work practices. The records are to be maintained for at least *one year*.

Documentation of safety and health training required by Cal/OSHA [California Code of Regulations, Title 8, Chapter 7] for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training and the name of the training provider. These records must also be kept for at least one year.

Program Communication System. Readily understandable communication shall be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the worksite without fear of reprisal. Communications with employees shall include meetings, training programs, posted written information, and a system of anonymous notification by employees about hazards.

Written communications to employees shall be in a language they can understand. If an employee cannot read in any language, said communication shall be made orally in a language he/she can readily understand.

The District's Code of Safe Practices, shall be posted at a conspicuous location in the District's maintenance office, and shall be provided to each supervisory employee who shall keep it readily available.

Periodic meetings (at least one per quarter) of supervisory employees shall be held under the direction of the General Manager for the discussion of safety problems and accidents that have occurred. Documentation of these meetings shall be maintained for three (3) years.

Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crew(s) at least every 10 working days to emphasize safety. Documentation of these meetings shall be maintained for three (3) years.

General employee meetings shall be conducted (at least one per quarter) at which safety is freely and openly discussed by those present. Such meetings should be regular, scheduled, and announced to all employees so that maximum employee attendance can be achieved. Documentation of these meeting shall be maintained for three (3) years. Discussions at these meetings should concentrate on:

3010.551 Occupational accident and injury history within the District, with possible comparisons to other similar agencies.

3010.552 Feedback from employees.

3010.553 Guest speakers from the District's workers' compensation insurance carrier or other agencies concerned with safety.

3010.554 Brief audio-visual materials that relate to the District's operations.

Training programs shall be conducted when new equipment, machinery or tools are purchased. Employees shall be instructed in the safe operation of said equipment, machinery or tools. Documentation of training programs shall be maintained for three (3) years.

3010.561 New employees shall be trained by their supervisor in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of new employee training shall be maintained for three (3) years.

Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at a conspicuous location in the District's maintenance office.

News articles and publications devoted to safety shall be distributed to employees. This policy shall also be distributed to all employees upon its adoption, to all new employees at the time of their hiring, and annually thereafter.

Hazard Assessment and Control. Periodic safety inspections shall be conducted to identify existing hazards in the workplace, or conditions, equipment and procedures which could be potentially hazardous. The inspections shall be conducted by personnel who, through experience or training, are able to identify actual and potential hazards and who understand safe work practices.

Safety inspectors will observe if safe work practices are being followed and will ensure that unsafe conditions or procedures are identified and corrected properly.

Safety inspections will be conducted at least annually. The frequency of the inspections will depend on the operations involved, the magnitude of the hazards, the proficiency of employees, changes in equipment or work processes, and the history of workplace injuries and illnesses.

A written assessment shall be prepared after said inspections which will document identified hazards and prescribe procedures for the elimination of same, and measures that can be taken to prevent their recurrence.

The General Manager [or other designated program manager] will review written inspection reports and/or assessments and will assist in prioritizing actions and verify completion of previous corrective actions. He/she shall also review the overall inspection program to determine trends.

Accident Investigation. All accidents shall be thoroughly and properly investigated by the General Manager, with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence. A written report of said investigation shall be prepared which adequately identifies the cause(s) of the accident or near-miss occurrence.

The investigation must obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident or near miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.

The accident investigator must determine which aspects of the operation or process require additional attention (what type of constructive action can eliminate the cause(s) of the accident or near-miss).

Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed.

Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.

Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near-miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.

3010.80 Code of Safe Practices.

GENERAL

All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the Operations and Maintenance Manager, Administrative Manager, Fire Chief or General Manager.

Supervising employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as necessary to obtain observance.

Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition, and will be subject to the discipline specified in Policy #2190.

Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

No one shall knowingly be permitted or required to work while the

employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.

Employees shall not enter manholes, underground vaults, chambers or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.

Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the O&M Manager, Fire Chief, or General Manager

Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from the Operations and Maintenance Manager, Fire Chief or General Manager.

All injuries shall be reported promptly to the Operations and Maintenance Manager, Administrative Manager, Fire Chief or General Manager, so that arrangements can be made for medical or first aid treatment.

When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

Employees shall cleanse thoroughly after handling hazardous or unhealthy substances, and follow special instructions from authorized sources.

Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.

Gasoline shall not be used for cleaning purposes.

No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the Operations and Maintenance Manager, *Fire Chief* or General Manager.

Any damage to scaffolds, falsework, shoring or other supporting structures shall be immediately reported to the Operations and Maintenance Manager, Administrative Manager, Fire Chief or General Manager.

USE OF TOOLS AND EQUIPMENT

All tools and equipment shall be maintained in good condition.

Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."

Pipe or Stillson wrenches shall not be used as substitute for other wrenches.

Only appropriate tools shall be used for the job.

Wrenches shall not be altered by the addition of "cheaters." handle-extensions or

Files shall be equipped with handles and not used to punch or pry.

Screw drivers shall not be used as chisels.

Wheelbarrows shall not be used with handles in an upright position.

Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used for this purpose.

In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

MACHINERY AND VEHICLES

Only authorized persons shall operate machinery or equipment.

Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.

Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

Where appropriate, lock-out procedures shall be used.

Employees shall not work under vehicles supported by jacks or chain

All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.

Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.

Tractors, backhoes and other similar equipment shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

EDITOR'S NOTE:

An Injury and Illness Prevention Program, which will conform to the requirements of SB 198 and the Standards promulgated in response thereto by the California Occupational Safety and Health Standards Board, will require more than just the implementation of a policy similar to the foregoing sample. Full compliance will require an indepth and individualized assessment of an agency's current workplace conditions, practices and problems. Said assessment must be documented and include a safety and health survey, workplace assessment, evaluation of assessment information, development of an action plan, implementation of said plan, and ongoing maintenance of the program. C.S.D.A. encourages its members to take full advantage of Cal/OSHA's Consultation Service. In addition to suggesting both governmental and private sources for information, Cal/OSHA has a publication entitled, "Guide to Developing Your Workplace Injury & Illness Prevention Program With Checklists for Self-Inspection." This document and other information can be obtained from the Cal/OSHA Consultation Service Offices listed below.

SAN FERNANDO VALLEY

6150 Van Nuys Blvd. Ste. 307
Van Nuys, CA 91401
(818) 901-5754

SAN BERNARDINO

464 W. 4th Street Ste. 339
San Bernardino, CA 92401
(909) 383-4567

CENTRAL VALLEY

1901 North Gateway Blvd., Suite 102
Fresno, CA 93727
(559)454-1295

SAN DIEGO

7575 Metropolitan Dr. Ste. 204
San Diego, CA 92108
(619) 767-2060

NORTHERN CALIFORNIA

2424 Arden Way, Suite 410
Sacramento, CA 95825
(916) 263-0704

SAN FRANCISCO BAY AREA

1515 Clay Street Ste. 1103
Oakland, CA 94612
(510) 622-2891

LOS ANGELES, ORANGE

1 Centerpointe Dr. Ste. 150
La Palma, CA 96023
(714) 562-5525

Cal/OSHA CONSULTATION SERVICE HEADQUARTERS

395 Oyster Point Blvd., Room 325
South San Francisco, CA 94080
(415) 737-2843

**Plumas Eureka Community Services District
Accident Report Form**

Accident Date: _____

Time of Accident: _____

Person(s) involved:

Body Part(s) Affected: _____

Location of Accident: _____

Cause of Accident:

Equipment Involved _____

Employees qualified to perform functions involved? _____

Employees properly trained? _____

Proper operating procedures established? _____

Procedures followed? (If not, why?)

Corrective Action Taken:

Other locations situation may exist:

Investigated By: _____

Date: _____

Title: _____

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Budget Preparation

POLICY NUMBER: 3020

3020.10 An annual budget proposal shall be prepared by the General Manager.

3020.20 Prior to final approval by the Board of Directors, the Board will meet with the Budget/Finance Committee for review and input on budget drafts.

3020.30 The proposed annual budget as reviewed by the Budget/Finance Committee and shall be approved by the Board at its regular meeting in June.

3020.40 The approved Budget goes into effect on July 1st.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Retained Earnings and Fund Reserves

POLICY NUMBER: 3021

3021.10 Establishing Reserves. In its annual preliminary and final budget, the Board of Directors may allocate any retained earnings in each of its Governmental Funds and Enterprise Funds to one or more established reserves in each such fund. There are two different types of reserves in each of the District's funds: 1) designated reserves; and 2) restricted reserves.

3021.20 Designated Reserves. Designated reserves are net funds that are set aside based on Board policy or tentative plans for financial resource utilization in a future period, such as for general contingencies, operating shortages, or for equipment or infrastructure replacement. Such designated reserves reflect tentative managerial plans or intent which are subject to change and which funds may never be legally authorized or result in expenditures. Examples of such designated reserves are the designated reserve for capital improvements, and the designated reserve for operating shortages and other contingencies in each of the District's funds.

3021.40 Restricted Reserves. Restricted reserves are defined as that portion of retained earnings in any of the Governmental Funds or Enterprise Funds maintained by the District, or bond proceeds received by the District, which are set aside in a separate reserve in such fund, the expenditure of which are limited by legal or contractual requirements. The District also maintains restricted debt service reserves funded by a component of the District's sewer rates and water rates as specified in Section 404.3.C below.

3021.50 Categories of Reserves

Designated reserves and restricted reserves established by the Board of Directors in each Governmental Fund and Enterprise Fund of the District shall be defined as follows:

a. Designated Reserve for Capital Improvements

Funds allocated to this reserve in each Governmental Fund or Enterprise Fund of the District represent funds available to finance planned future expenditures for construction of improvements, purchase of supplies and equipment, and repair or replacement of all or a portion of the District's water, wastewater, fire protection and other infrastructure, including but not limited to water distribution and treatment facilities and equipment, sewer collection, treatment and disposal equipment or facilities, fire suppression equipment, open space, roads, and any other District owned buildings and structures. Appropriate expenditures of the designated reserve for capital improvements in each fund includes the costs of site acquisition, site development, including CEQA compliance, architectural services, inspection services, engineering services, construction, reconstruction, alterations, repair and replacement, and related legal services.

b. Designated Reserve for Operating and Other Contingencies

Funds allocated to this reserve in each Governmental Fund or Enterprise Fund of the District represent funds allocated for the purpose of paying the costs and expenses associated with unanticipated events including but not limited to temporary cash flow shortages in each fund, repair and/or replacement of facilities, equipment, supplies or infrastructure in each fund resulting from a catastrophic event, or expenditures in each fund required to respond to an emergency which threatens public health and safety. Funds allocated to the designated contingency reserve in each fund may also be used to pay damage claims against the District which are not covered by insurance provided by that fund. The Board of Directors may authorize expenditure of the funds allocated to the designated reserve for operating and other contingencies in each fund on any expenses that may be incurred during the fiscal year in each such fund for which no specific appropriation has previously been made.

c. Restricted Debt Service Reserve

The debt service charge component of the District's sewer rates and the debt service charge component of the District's water rates, as established by the Board of Directors from time to time, shall be deposited into the restricted debt service reserve established in the Water Fund and the Sewer Fund. The purpose of the reserve in each such Fund is to provide sufficient revenue to pay annual debt service on any and all bonds, including certificates of participation, or other forms of indebtedness issued by the District in each such fund to finance the construction, rehabilitation and/or improvement of the District's water, wastewater and sewer capital facilities; to provide upgraded, safe and dependable water and sewer management and to remain in compliance with existing and future state and federal regulations. This restricted debt service reserve in the Water Fund and the Sewer Fund may be divided into sub-accounts representing the annual debt service to be paid on each individual issuance of bonds, certificates of participation, or other forms of indebtedness issued by the District to finance such capital improvements in each such fund. The Board of Directors may at any time deposit any sources of retained earnings in each fund into the restricted debt service reserve for that fund.

3021.60 Funding of Reserves At any time after the establishment of a designated reserve or restricted reserve in any Governmental Fund or Enterprise Fund of the District, the Board of Directors may transfer any retained earnings in any such fund to such designated or restricted reserve in such fund. The Board of Directors shall declare the exclusive purposes for which the funds in each reserve in each fund may be spent on establishing such reserves in such fund. The funds deposited into each designated reserve and/or restricted reserve in each fund shall only be spent for the exclusive purposes for which the Board has established such a designated reserve or restricted reserve in each fund. The Board of Directors may transfer any revenue in any Governmental or Enterprise Fund to any restricted or designated reserve in such fund at any time after establishment of that reserve. All such reserves shall be maintained according to generally accepted accounting principles.

3021.70 Discontinuance of Reserves If the Board of Directors finds that the funds in a designated reserve or a restricted reserve in any Governmental Fund or Enterprise Fund of the District are no longer required for the purposes for which such designated or restricted reserve in such fund was established, the Board of Directors may, by a 4/5 vote of the total membership of the

Board of Directors, discontinue a designated or restricted reserve in any such fund of the District and transfer any funds that are no longer required from a designated reserve or restricted reserve in any fund of the District to any other reserve in such fund, or to the District's operating account.

3021.80 Use of Reserves in an Emergency In a state of emergency or in a local emergency as defined by Government Code Section 8558, the Board of Directors may temporarily transfer funds from a designated reserve for capital improvements, or a designated reserve for Operating or other contingencies in any Governmental Fund or Enterprise Fund of the District to the District's general fund to fund those costs necessary to respond to such emergencies. The Board of Directors shall restore any such funds to the designated reserve from which such funds were drawn as soon as feasible pursuant to the requirements of Government Code Section 61112.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Fixed Asset Accounting Control

POLICY NUMBER: 3030

3030.10 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3030.20 An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the General Manager shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

3030.30 Applicable purchases for inclusion in said accounting shall be the following:

3030.31 Equipment, tools, and vehicles that individually have an original total cost of more than \$500;

3030.32 All land and building acquisitions regardless of price; and,

3030.33 Additions or major improvements to the District's service infrastructure.

3030.40 Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3030.50 Information to be maintained in said inventory records shall include at least the following:

3030.51 Asset number;

3030.52 Description;

3030.53 Manufacturer's serial number;

3030.54 Storage location;

3030.55 Original cost;

3030.56 Acquisition date;

3030.57 Life expectancy; and,

3030.58 Classification code (e.g., office equipment, vehicle, etc.).

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Expense Authorization

POLICY NUMBER: 3040

3040.10 All purchases made for the District by staff shall be authorized by the General Manager, and shall be in conformance with the approved District budget.

3040.20 Any commitment of District funds for a purchase or expense greater than \$2500.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

3040.30 A "petty cash" fund shall be maintained in the District office having a balance on hand maximum of \$200.00.

3040.31 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Administrative Manager District, and any remaining advanced funds shall be returned.

3040.32 No personal checks shall be cashed in the petty cash fund.

3040.33 The petty cash fund shall be included in the District's annual independent accounting audit.

3040.40 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager prior to remuneration.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Goods and Services Procurement

POLICY NUMBER: 3045

3045.10 This policy is to provide fair, competitive, and ethical purchases of goods and services for the District.

3045.20 Procurement of all needed goods and services shall be at the lowest total end-use cost, maintaining the highest quality standards, in a manner that ensures full and open competition among all qualified parties.

3045.21 “Piggybacking” with other agencies to procure goods and services will be allowed when it is demonstrated that a substantial savings will be obtained.

3045.30 Competitive written bids shall be solicited for any goods or services with a threshold value in an amount of \$25,000 or higher.

3045.31 The District shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition.

3045.32 Supplier bids, quotations, and proposal information is generally considered confidential and should not be disclosed or discussed with other suppliers without permission from the submitting supplier.

3045.33 Purchases of goods and services shall be in accordance with District Policy #3040 “Expense Authorization”.

3045.40 When the District seeks to purchase items that require competitive bids, the District shall obtain bids in accordance with the State of California acquisition guidelines.

3045.41 The bids shall be presented to the CSD board for their consideration and approval at an open meeting that has been noticed and the procurement on the agenda.

3045.42 The District Board of Directors will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

3045.50 For grants supported by Federal funds, retention of all required records shall be maintained for three years after grantees make final payments and all other pending matters are closed.

3045.51 The District will maintain records sufficient to detail the significant history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

3045.52 The District shall ensure that the goods and/or services provided by the supplier are those specified in the bid and meet all requirements established by the District.

3045.60 The District shall maintain the following code of conduct governing the performance of their employees engaged in the award and administration of contracts:

3045.61 No employee, officer, or agent of the District shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: (a) The employee, officer, or agent, (b) Any member of his immediate family, (c) his or her partner, or (d) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for the award.

3045.62 District officers, employees, or agents will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. The District may accept items of nominal value (under \$25.00) or unsolicited items of nominal intrinsic value.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

Policy Title: Disposal of Surplus Supplies or Equipment

Policy Number: 3046

3046.10 This policy is for the purpose of disposition of District surplus supplies and equipment.

3046.20 The General Manager is authorized, in his/her sole discretion, to determine the manner and method of disposal of District property that has been determined by the Board of Directors to be surplus to the needs of the District. Disposal methods may include negotiated sale, auction, consignment, scrap or salvage, or donation to non-profit charitable or government entities. Disposal must be done to maximize the overall dollar return to the District if a buyer can be found. If no buyer can be found, the list of items to be donated should be brought for Board approval. In the event the General Manager determines there is no salvage value, no buyers, or no beneficiaries, the surplus items can be discarded. Documentation of disposal shall be made in order to drop accountability of District property.

3046.21 The General Manager, at his/her discretion, may dispose of surplus property valued under \$500, without Board approval.

3046.22 Any item valued over \$500 shall have Board approval before disposition.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Easement Abandonment

POLICY NUMBER: 3050

3050.10 Abandonment by the District of its interest in public utility easements and other easements dedicated to the District for installation, maintenance, repair, etc., of facilities, shall require approval of the Board of Directors.

3050.20 Commitments to abandon easements or assurances that easements will be abandoned may be provided by staff only after approval of same by the Board of Directors.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Easement Acceptance

POLICY NUMBER: 3060

3060.10 Acceptance by the District of any interest in public utility easements and other easements dedicated to the District for installation, maintenance, repair, etc., of facilities, shall require approval of the Board of Directors.

3060.20 Commitments to accept easements or assurances that easements will be accepted may be provided by staff only after approval of same by the Board of Directors.

3060.21 Acceptance of easements shall be accomplished by the Board of Directors by adoption of a resolution. Said resolution shall be in the following format:

RESOLUTION NO.
[DISTRICT NAME]

ACCEPTING [SPECIFY TYPE OF SERVICE] EASEMENT

WHEREAS, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing [specify type of service] facilities for the parcel listed below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Plumas Eureka Community Services District that the District shall accept the easements offered to it by the owners of the parcels hereinafter listed:

Assessor's Parcel No.'s

Property Owner

BE IT FURTHER RESOLVED that the Secretary of the Board cause a copy of this Resolution certified by the Secretary of the Board of Directors to be filed for record in the office of the Recorder of the County of Plumas, State of California.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: RECORDS RETENTION
POLICY NUMBER: 3070

3070 Retention Period

The Retention Period is defined as a reasonable period of time after the end of the income year in which the specific document or the accounting records originated.

3070.10 Guide and Retention Period

Financial Statements	Permanent
General Ledger	Permanent
Bank Statements	2 Years
Bank Reconciliation	2 Years
Checks	2 Years
Deposit Books	2 Years
Cash Receipts Journal	4 Years
Accounts Receivable Sales Journal	2 Years
Property & Equipment Records	Permanent
Property/Equipment, after disposal	3Years
Accounts Payable Invoices	4 Years
Vendor Contracts	3 Years
Employee Earnings Records	6 Years
Payroll Registers	3 Years
Payroll Tax Reports	4 Years
Retirement Plan Records	10 Years

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

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Time Sheets	2 Years
Accident Reports	4 Years
Employee File, after termination	4 Years
Group Insurance Records, after Termination	4 Years
Employee Contracts, after termination	6 Years
CSD Formation Documents	Permanent
Wastewater Collection, Treatment & Discharge Records	3 Years
Water Well Flows & Distribution	3 Years
Copies of Water/Wastewater Monthly Reports	Permanent

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Debt Management
POLICY NUMBER: 3080 through 3087

3080 Adoption. This Debt Management Policy (the “Debt Policy”) of the Plumas-Eureka Community Services District (the “PECSD”) was approved by the Board of Directors on November 14, 2018. The Debt Policy may be amended by the Board of Directors as it deems appropriate from time to time in the prudent management of the debt of the PECSD.

3080.1 Policy Purpose. The Debt Policy has been developed to provide guidance in the issuance and management of debt by the PECSD or its related entities and is intended to comply with Government Code Section 8855(i), effective on January 1, 2017. The main objectives are to establish conditions for the use of debt; to ensure that debt capacity and affordability are adequately considered; to minimize the PECSD’s interest and issuance costs; to maintain the highest possible credit rating; to provide complete financial disclosure and reporting; and to maintain financial flexibility for the PECSD.

3080.2 Debt. Debt, properly issued and managed, is a critical element in any financial management program. It assists in the PECSD’s effort to allocate limited resources to provide the highest quality of service to the public. The PECSD understands that poor debt management can have ripple effects that hurt other areas of the PECSD. On the other hand, a properly managed debt program promotes economic growth and enhances the vitality of the PECSD for its departments.

3080.3 Findings. This Debt Policy shall govern all debt undertaken by the PECSD and its related entities. The PECSD hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the PECSD’s sound financial position.
- Ensure the PECSD has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the PECSD’s credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the PECSD and its departments.
- Ensure that the PECSD’s debt is consistent with the PECSD’s planning goals and objectives and capital improvement program or budget, as applicable.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

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- Encourage those that benefit from a facility/improvement to pay the cost of that facility/improvement without the need for the expenditure of other limited resources.

3081 Purposes for Which Debt May Be Issued. The PECSD will consider the use of debt financing primarily for capital improvement projects (CIP) when the project's useful life will equal or exceed the term of the financing and when resources are identified sufficient to fund the debt service requirements. An exception to this CIP driven focus is the issuance of short-term instruments such as tax and revenue anticipation notes, which are to be used for prudent cash management purposes and conduit financing, as described below. Bonded debt should not be issued for projects with minimal public benefit or support, or to finance normal operating expenses.

3081.1 Identifying Uses. It is the responsibility of the General Manager to identify projects needed by the District. For each project, the General Manager will identify the general scope, estimated cost, and probable schedule for the project and determine if there is a need to finance the project. The General Manager will expeditiously provide the Board of Directors with reasonable construction cost estimates, including specific revenue accounts that will provide payment for the debt service. This will allow an analysis of the project's potential impact on the PECSD's debt capacity and limitations. The General Manager shall also provide an estimate of any incremental operating and/or additional maintenance costs associated with the project and identify sources of revenue, if any, to pay for such incremental costs.

3081.2 Uses of Long-Term Debt. Long-term debt may be issued to finance or refinance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and/or operated by the PECSD.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the PECSD and its departments (and their taxpayers and ratepayers).
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

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(c) The PECSD may use long-term debt financings subject to the following conditions:

- The project to be financed has been or will be approved by the Board of Directors.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed, unless specific conditions exist that would mitigate the extension of time to repay the debt and it would not cause the PECSD to violate any covenants to maintain the tax-exempt status of such debt, if applicable.
- The PECSD estimates that sufficient income or revenues will be available to service the debt through its maturity.
- The PECSD determines that the issuance of the debt will comply with the applicable requirements of state and federal law.
- The PECSD considers the improvement/facility to be of vital, time-sensitive need of the community and there are no plausible alternative financing sources.

(d) Periodic reviews of outstanding long-term debt will be undertaken to identify refunding opportunities. Refunding will be considered (within federal tax law constraints, if applicable) if and when there is a net economic benefit of the refunding. Refundings which are non-economic may be undertaken to achieve PECSD objectives relating to changes in covenants, call provisions, operational flexibility, tax status of the issuer, or the debt service profile.

(e) In general, refundings which produce a net present value savings of at least four (4) percent of the refunded debt will be considered economically viable. Refundings which produce a net present value savings of less than four (4) percent or negative savings will be considered on a case-by-case basis and are subject to Board of Directors approval as to that point.

3081.3 Uses of Short-term debt. Short-term borrowing may be issued to generate funding for cash flow needs in the form of Tax and Revenue Anticipation Notes (TRAN).

Short-term borrowing, such as commercial paper, and lines of credit, will be considered as an interim source of funding in anticipation of long-term borrowing. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and other financing-related costs. Prior to issuance of the short-term debt, a reliable revenue source shall be identified to secure

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repayment of the debt. The final maturity of the debt issued to finance the project shall be consistent with the economic or useful life of the project and, unless the Board of Directors determines that extraordinary circumstances exist, must not exceed seven (7) years.

Short-term debt may also be used to finance short-lived capital projects; for example, the PECSD may undertake lease-purchase financing for equipment.

3081.4 Other Uses: Financings on Behalf of Other Entities. The PECSD may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of PECSD. In such cases, the PECSD shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein. In no event will the PECSD incur any liability or assume responsibility for payment of debt service on such debt.

3082 Types of Debt. In order to maximize the financial options available to benefit the public, it is the policy of the PECSD to allow for the consideration of issuing all generally accepted types of debt, including, but not exclusive to the following:

3082.2 Long-Term Debt

- a. General Obligation (GO) Bonds: General Obligation Bonds are suitable for use in the construction or acquisition of improvements to real property that benefit the public at large. Examples of projects include libraries, parks, and public safety facilities. All GO bonds shall be authorized by the requisite number of voters in order to pass.
- b. Revenue Bonds: Revenue Bonds are limited-liability obligations tied to a specific enterprise or special fund revenue stream where the projects financed clearly benefit or relate to the enterprise or are otherwise permissible uses of the special revenue. An example of projects that would be financed by a Revenue Bond would be improvements to a water system, which would be paid back with money raised from the rates and charges to water users. Generally, no voter approval is required to issue this type of obligation but in some cases, the PECSD must comply with proposition 218 regarding rate adjustments.
- c. Lease-Backed Debt/Certificates of Participation (COP/Lease Revenue Bonds): Issuance of Lease-backed debt is a commonly used form of debt that allows a community services district to finance projects where the debt service is secured via a lease agreement and where the payments are budgeted in the annual budget appropriation by the PECSD from the general fund. Lease-Backed debt does not constitute indebtedness under

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the state or the PECSD's constitutional debt limit and does not require voter approval.

- d. Special Assessment/Community Facilities District Debt: The PECSD will consider requests from developers for the use of debt financing secured by property based assessments or special taxes in order to provide for necessary infrastructure for new development only under strict guidelines adopted by the Board of Directors of the PECSD, which may include minimum value-to-lien ratios and maximum tax burdens. Examples of this type of debt are Assessment Districts (AD) and Community Facilities Districts (CFD) or more commonly known as Mello-Roos Districts. In order to protect bondholders as well as the PECSD's credit rating, the PECSD will also comply with all State guidelines regarding the issuance of special district or special assessment debt, as well as any policy required to be adopted under Government Code Section 53312.7.
- e. Special Financing: Special financing programs or structures offered by the federal or state government, or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs.

3082.2 Short-Term Debt

- a. A Tax and Revenue Anticipation Notes (TRANs): Short-term debt, such as TRANs, when necessary to allow the PECSD to meet its cash flow requirements.
- b. Bond Anticipation Notes (BANs): Bond anticipation notes to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds, special assessments, or special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 or other funding sources that are reasonably available to meet the PECSD's repayment requirements.
- c. Grant Anticipation Notes (GANs): Grant anticipation notes to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the PECSD.
- d. Lease financing and Installment Sale Agreements, including certificates of participation (COPs) and Lease Revenue Bonds (LRBs)

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- To fund priority capital equipment purchases when pay-as-you-go financing is not desirable.
- To fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not practical or unavailable.

e. Temporary Borrowing: temporary borrowing from other sources.

3082.3 Other Debt. The PECSD may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt, including TRANS, without an amendment of this Debt Policy.

3082.4 Rates of Interest. To maintain a predictable debt service burden, the PECSD will give preference in the future to debt that carries a fixed interest rate. An alternative to the use of fixed rate debt is variable rate debt. The PECSD may choose in the future to issue securities that pay a rate of interest that varies according to a pre-determined formula or results from a periodic remarketing of securities. When making the determination to issue bonds in a variable rate mode in the future, consideration will be given in regards to the useful life of the project or facility being financed or the term of the project requiring the funding, market conditions, credit risk and third party risk analysis, and the overall debt portfolio structure when issuing variable rate debt for any purpose.

3083 Relationship of Debt to Capital Improvement Program and Budget. The PECSD intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the PECSD's capital budget and the capital improvement plan.

3083.1 The PECSD shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues.

3083.2 The PECSD shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the PECSD's public purposes.

3083.3 The PECSD shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from other funds.

3084 Policy Goals Related to Planning Goals and Objectives. The PECSD is committed to financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The PECSD

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intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the PECSD's annual operating budget.

3084.1 It is a policy goal of the PECSD to protect its departments, taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

3084.2 The PECSD will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

3084.3 Except as described in Section 3083.2 (d)., when refinancing debt, it shall be the policy goal of the PECSD to realize, whenever possible, and subject to any overriding non-financial policy considerations minimum net present value debt service savings equal to or greater than 4% of the refunded principal amount.

3085 Internal Control Procedures. When issuing debt, in addition to complying with the terms of this Debt Policy, the PECSD shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

3085.1 The PECSD will periodically review the requirements of and will remain in compliance with the following:

- any continuing disclosure undertakings under SEC Rule 15c2-12,
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- the PECSD's investment policies as they relate to the investment of bond proceeds.

3085.2 The PECSD shall be vigilant in using bond proceeds in accordance with the stated purpose at the time that such debt was issued. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the PECSD will submit written requisitions for such proceeds. The PECSD will submit a requisition only after obtaining approval from the Board of Directors.

3086 Waivers of Debt Policy. There will be circumstances from time to time when strict adherence to a provision of this Debt Policy is not possible or not in the best interest of the PECSD.

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3086.1 If the PECSD staff has determined that a waiver of one or more provisions of this Debt Policy should be considered by the Board of Directors, it will prepare an analysis for the Board of Directors describing the rationale for the waiver and the impact of the waiver on the proposed debt issuance and on taxpayers, if applicable.

3086.2 Upon a majority vote of the Board of Directors, one or more provisions of this Debt Policy may be waived for a debt financing.

3086.3 The failure of a debt financing to comply with one or more provisions of this Debt Policy shall in no way affect the validity of any debt issued by the PECSD in accordance with applicable laws.

3087 Debt Records and Reports. No later than 30 days prior to the sale of any debt issue, the PECSD shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (“CDIAC”). The report of the proposed debt issuance shall include a certification by the PECSD that it has adopted local debt policies concerning the use of debt and that the contemplated debt issuance is consistent with those local debt policies.

3087.1 No later than 21 days after the sale of the debt, the PECSD shall submit a report of final sale to the CDIAC. A copy of the final official statement for the issue shall accompany the report of final sale. If there is no official statement, the PECSD shall provide each of the following documents, if they exist, along with the report of final sale:

- Other disclosure document.
- Indenture Installment sales agreement.
- Loan agreement
- Promissory note
- Bond purchase contract
- Bond purchase contract
- Resolution authorizing the issue
- Bond specimen

3087.2 The PECSD shall submit an annual report for any issue of debt for which it has submitted a report of final sale on or after January 21, 2017. The annual report shall cover a reporting period from July 1 to June 30, inclusive, and shall be submitted to CDIAC no later than seven months after the end of the reporting period. The annual report shall consist of the following information:

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3087.3 Debt authorized during the reporting period, which shall include the following: (1) Debt authorized at the beginning of the reporting period; (2) Debt authorized and issued during the reporting period; (3) Debt authorized but not issued at the end of the reporting period; and (4) Debt authority that has lapsed during the reporting period.

3087.4 Debt outstanding during the reporting period, which shall include the following: (1) Principal balance at the beginning of the reporting period; (2) Principal paid during the reporting period; and (3) Principal outstanding at the end of the reporting period.

3087.5 The use of proceeds of issued debt during the reporting period, which shall include the following: (1) Debt proceeds available at the beginning of the reporting period; (2) Proceeds spent during the reporting period and the purposes for which is was spent; and (3) Debt proceeds remaining at the end of the reporting period.

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POLICY TITLE: Code of Ethics

POLICY NUMBER: 4010

4010.10 The Board of Directors of the Plumas Eureka Community Services is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

4010.11 The dignity, style, values and opinions of each Director shall be respected.

4010.12 Responsiveness and attentive listening in communication is encouraged.

4010.13 The needs of the District's constituents should be the priority of the Board of Directors.

4010.14 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.15 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.16 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.17 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

4010.18 Directors should practice the following procedures:

4010.181 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision making.

4010.182 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

4010.183 In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.184 In presenting items for discussion at Board meetings, see Policy #5020.

4010.185 In seeking clarification for policy related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.

4010.19 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

4010.20 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.21 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.22 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.23 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.24 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

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POLICY TITLE: Attendance at Meetings

POLICY NUMBER: 4020

4020.10 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

4020.20 A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except as authorized by the Board of Directors.

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POLICY TITLE: Remuneration and Reimbursement

POLICY NUMBER: 4030

4030.10 If initiated by the Board, members of the Board of Directors shall receive a monthly "Director's Fee," the amount of which shall be annually established by the Board at its regular meeting in July.

4030.20 Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4090. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

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POLICY TITLE: Board Chairperson

POLICY NUMBER: 4040

4040.10 The Chair of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.20 In the absence of the Chair, the Vice Chair of the Board of Directors shall serve as chairperson over all meetings of the Board. If the Chair and Vice Chair of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

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POLICY TITLE: Members of the Board of Directors

POLICY NUMBER: 4050

4050.10 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

4050.11 Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

4050.20 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

4050.30 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.40 Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting at which that item is discussed (including, if desired, a position on abstention or dissenting vote).

4050.50 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision making responsibilities.

4050.60 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

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POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4060 (Revised December 11, 2019)

4060.10 The Board Chair shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.20 The following shall be standing committees of the Board:

- 4060.21** Budget/Finance Committee
- 4060.22** Personnel and Benefits Committee
- 4060.23** Safety and Emergency Services Committee
- 4060.24** Water and Wastewater Services Committee
- 4060.25** Administrative Services Committee

4060.30 The Board Chair shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

4060.40 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board Chair, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.50 The Board's standing Budget, Finance and Insurance Committee shall be concerned with the financial and risk management of the District,

4060.60 The Board's standing Personnel and Benefits Committee shall be concerned with the functions, activities, compensation and welfare of District staff.

4060.70 The Board's standing Emergency Services and Community Safety Committee shall be concerned with the services provided by the District and safety issues, programs and projects that could affect the District.

4060.80 The Board's Water and Wastewater Services Committee shall be concerned with the provision of water and wastewater services to the District.

4060.90 The Board's Administrative Services and Property Management Committee shall be concerned with the administrative services performed by the District and the use of real property owned by the District.

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POLICY TITLE: Basis of Authority

POLICY NUMBER: 4070

4070.10 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

4070.20 Directors do not represent any fractional segment of the community, but are, rather, a part of the body which represents and acts for the community as a whole.

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POLICY TITLE: Membership in Associations

POLICY NUMBER: 4080

4080.10 The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

4080.20 The Board of Directors shall maintain membership in the following Associations and shall insure that annual dues are paid when due:

- California Special Districts Association (CSDA)
- National Fire Protection Association (NFPA)
- California State Firefighters Association (CSFA)
- California Rural Water Association (CRWA)
- Water Environment Federation (WEF)
- American Water Works Association (AWWA)
- California Water Environment Association (CWEA)
- Plumas County Special Districts Association (PCSDA)

4080.30 At the regular Board meeting in January, a member of the Board shall be selected to represent the District in order to attend conferences and/or seminars that are applicable to the operation of the District. Another member of the Board or staff shall, at the same time, be selected to serve as an alternate for said representation.

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POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4090

4090.10 It is the policy of the Plumas Eureka Community Services District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4090.20 District administrative staff shall be responsible for making arrangements for per diem, travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by Directors, together with validated receipts.

4090.30 Attendance by Directors of seminars, workshops and conferences shall be approved by the Board Chairman prior to incurring any reimbursable costs.

4090.40 Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

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POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

5010.10 Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 0900 hours in the Plumas Eureka Fire House, 200 Lundy Lane, Blairsden California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

5010.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board Chair.

5010.21 When ever possible, all Directors, the General Manager and the Clerk to the Board shall be notified of the special Board meeting and the purpose or purposes for which it is called.

5010.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

5010.23 An agenda shall be prepared for regular Board meetings as specified in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

5010.24 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.30 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board Chair, Vice Chair, or any other Board member in the Chairperson's absence.

5010.31 Newspapers of general circulation in the District, radio stations and

television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

5010.32 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

5010.40 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.22 above.

5010.50 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a Chair and Vice Chair from among its members to serve during the coming calendar year.

5010.60 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.70 The Chairperson and the General Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

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POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

5020.10 The Administrative Manager, in cooperation with the Board Chair and the General Manager, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 9:00 o'clock A.M. on the seventh day prior to the meeting date.

5020.20 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.21 The request must be in writing and be submitted to the General Manager, a Board Member or the Administrative Manager together with supporting documents and information, if any, no later than 9:00 o'clock A.M. on the seventh day prior to the meeting date;

5020.22 The General Manager or a Board Member shall be the judge of whether the public request is or is not a "matter directly related to District business."

5020.23 No matter which is a subject for consideration by the Board in closed session will be accepted under this policy;

5020.24 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.30 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.40 At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.

5020.41 The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.

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POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 5030

5030.10 Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. The latest edition of Rosenberg's Rules of Order shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Rosenberg's Rules of Order.

5030.20 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.30 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.31 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.32 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.40 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

5030.41 No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.42 No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030.

5030.50 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

5030.51 In such an event, only matters appearing on the agenda may be considered in such a session.

5030.52 After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

5030.53 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

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POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 5040

5040.10 Actions by the Board of Directors include but are not limited to the following:

5040.11 Adoption or rejection of regulations or policies;

5040.12 Adoption or rejection of a resolution;

5040.13 Adoption or rejection of an ordinance;

5040.14 Approval or rejection of any contract or expenditure;

5040.15 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.16 Approval or disapproval of matters which require or may require the District or its employees to take action and/or provide services.

5040.20 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).

5040.21 A member abstaining in a vote is considered as absent for that vote.

5040.211 Example. If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.212 Example. If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action can not be approved because 4 of the 5 Directors would have to vote in favor of the action.

5040.213 Example. If a vacancy exists on the Board and a vote is taken to

appoint an individual to fill said vacancy, 3 Directors must vote in favor of the appointment for it to be approved. If 2 of the 4 Directors present abstain, the appointment is not approved.

5040.30 The Board may give directions which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

5040.31 The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.

5040.32 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

5040.33 Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board meeting during which said informal action is taken.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Review of Administrative Decisions

POLICY NUMBER: 5050

5050.10 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

5050.20 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.30 The purpose of this policy is to insure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

5060.10 The Clerk to the Board of Directors shall keep minutes of all regular and special meetings of the Board.

5060.11 Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.

5060.12 The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.

5060.20 A video and/or audio tape recording of any meeting of the Board of Directors, including closed sessions, may be made at the request of the Clerk, General Manager or any Director when such request is approved by a majority of the whole Board.

5060.21 The Chairperson will announce the fact that a recording is being made at the beginning of the meeting, and the recording device shall be placed in plain view of all present, so far as is possible.

5060.22 When deemed necessary by a majority vote of the Board all recordings, tapes, discs or other electronic data/information storage devices shall be kept in fire-resistant, locked cabinets or in a fire-proof, locked vault.

5060.30 Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.

5060.31 All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each fiscal year.

5060.40 The minutes of Board meetings shall be maintained as hereinafter outlined.

5060.41 Procedure:

5060.411 Date, place and type of each meeting;

5060.412 Directors present and absent by name;

- 5060.413** Call to order;
- 5060.414** Arrival of tardy Directors by name;
- 5060.415** Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;
- 5060.416** Adjournment of the meeting;
- 5060.417** Record of written notice of special meetings; and,
- 5060.418** Record of items to be considered at special meetings.

5060.42 Board Actions:

- 5060.421** Approval or amended approval of the minutes of preceding meetings;
- 5060.422** Complete information as to each subject of the Board's deliberation;
- 5060.423** Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
- 5060.424** All Board resolutions and ordinances in complete context, numbered serially for each fiscal year;
- 5060.425** A record of all contract entered into;
- 5060.426** All employments and resignations or terminations of employment within the District;
- 5060.427** A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;
- 5060.428** Adoption of the annual budget;
- 5060.429** A record of all important correspondence;
- 5060.430** A record of the General Manager's report to the Board;
- 5060.431** Approval of all policies and Board-adopted regulations; and,
- 5060.432** A record of all visitors and delegations appearing before the Board.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Development Improvement Standards

POLICY NUMBER: 6010

6010.10 In order to provide a uniform and consistent method of regulating and guiding the design and preparation of plans for construction of water and wastewater facilities; and, of insuring proper installation of all private works involving water & wastewater, Improvement Standards, including Standard Details, shall be maintained by the District.

6010.20 The purpose of the Improvement Standards is to provide standards to be applied to water and wastewater facilities improvements and private works to be dedicated to the public and accepted by the District for operation and maintenance. This is necessary in order to provide for coordinated development of required facilities to be used by the public.

6010.30 It is recognized that it is not humanly possible to anticipate all situations that may arise or to prescribe standards applicable to every situation. Therefore, any items or situations not included in the Improvement Standards shall be designed and/or constructed in accordance with accepted engineering practice, the State of California "Standard Specifications" and "Highway Design Manual" as required by the District Engineer and/or General Manager.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Annexation Procedures

POLICY NUMBER: 6030

6030.10 Property must be annexed to the District prior to receiving water, sewer and fire protection services. Furthermore, unconditional commitments to provide water, sewer and fire protection service to proposed developments will not be granted until said property is annexed to the District.

6030.11 Individual properties which contract with the Plumas Eureka Fire Department for fire protection services shall be exempt from the annexation requirements in 6030.10.

6030.20 In conformance with Policy #6040, District approval of residential, commercial, industrial or other types of development projects will not be granted by the Board of Directors until the entire site has been annexed to the District, or will be granted with the condition that the entire project site be successfully annexed to the District.

6030.30 Annexation Procedures.

6030.31 Determine suitability. Property owners or project developers desiring annexation to the District should first determine several factors regarding their property's suitability for water, sewer and fire protection services:

6030.311 Is the property presently not within the District's boundaries?

6030.312 Is the property within the sphere of influence established for the District by the Local Agency Formation Commission (LAFCo)?

6030.313 Where are the District's existing water, sewer and fire protection facilities relative to the property?

6030.314 Is the excess capacity in the District's existing facilities adequate for the property's proposed development density?

6030.315 Information regarding District annexation, sphere of influence, and the location of existing water, sewer and fire protection facilities and available excess capacity will be provided by District staff upon request. Determination of the property's suitability

for development and/or connection to the water and sewer facilities is the responsibility for the property owner, and his/her use of professional engineering and/or development consultants is required.

6030.32 Application to LAFCo. LAFCo has been established by the State Legislature to, among other duties, review and approve or disapprove proposals for annexation of territory to special districts. Approval by LAFCo of any annexation proposal is required before the District can approve the annexation and provide water, wastewater and fire protection services.

6030.321 To initiate the LAFCo application procedure, owners of the property proposed for annexation, or the registered voters residing within the area proposed for annexation, shall submit a petition (§56704, Ca. Gov. Code) to LAFCo. The contents of the petition, itemized below, shall conform to §56700 of the California Government Code.

6030.322 With the petition, annexation proponents shall submit to LAFCo a map and legal description of the proposal. The contents of the map and legal description, itemized below, shall conform to LAFCo and the State Board of Equalization requirements.

6030.323 Also with the petition, annexation proponents shall submit to LAFCo a completed application form and appropriate filing and environmental review fees.

6030.34 District Approval of Annexation. If LAFCo accepts the annexation proposal it will adopt a resolution and forward same to the District. After confirmation of LAFCo acceptance, and after the annexation proponent(s) tenders to the District applicable annexation fees (discussed below) and appropriate recording and State Board of Equalization fees, as determined by LAFCo, the District's Board of Directors, at a regularly scheduled meeting, will consider approval of the proposed annexation. Approval by the Board of the proposed annexation shall be formalized by the adoption of a resolution.

6030.341 Said resolution shall contain the following provisions:

a. That a description of the annexed lands shall be attached to said resolution;

b. The annexed land shall be subject to the District's policies, rules and regulations, charges made, and assessments levied pursuant to the provisions of the laws pertaining to special districts to pay for outstanding obligations of said district, and also shall be subject to all and any combination of assessments, tolls and charges as may exist at the adoption of the resolution and as thereafter may be established and/or levied by the County of Plumas and/or the District for any District purpose;

c. The District shall be under no obligation to install a water and sewer system or any facilities in connection with the subject annexation and the owners of the land to be annexed shall install, as and when water and sewer service is desired, without cost, charge or obligation to the District, a complete water and sewer system as may be specified by the District, in accordance with plans and specifications approved by the District Engineer and General Manager, in a manner meeting his/her approval, and shall convey, at no cost to the District, all of said water

and sewer system, including rights of way over all parts thereof, to the District; and,

d. The project developers and/or owners of the annexed property, and their heirs, successors and assigns shall agree to abide by all Board policies, rules and regulations of the District presently established and as shall be established by the Board in the future.

6030.342 After adoption of said resolution of approval by the Board of Directors, it shall be sent to LAFCo along with necessary fees, for processing of State filings, local recordings, and filing with the State Board of Equalization.

6030.35 Annexation Petition. In accordance with §56700 of the California Government Code, the petition proposing annexation of property to the District shall do all of the following:

6030.351 State that the proposal is made pursuant to said §56700;

6030.352 State the nature of the proposal (i.e., annexation of property to the Plumas Eureka Community Services District;

6030.353 Include a description of the boundaries of the affected territory accompanied by a map showing the boundaries;

6030.354 State any proposed terms and conditions;

6030.355 Explain the reason for the proposal (e.g., to receive water, sewer and fire protection services;

6030.356 State whether the petition is signed by registered voters or owners of land;

6030.357 Designate no more than three (3) persons as chief petitioners, including their names and mailing addresses;

6030.358 Request that proceedings be taken for the proposal pursuant to said §56700; and,

6030.359 State whether the proposal is consistent with the sphere of influence designated by LAFCo for the District.

6030.36 Descriptions and Maps. In accordance with State Board of Equalization and District requirements, annexation descriptions and maps shall conform to the following conditions:

6030.361 All documents must be capable of producing a readable photographic image;

6030.362 Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document, with references to deeds of record

used only as a secondary reference;

6030.363 When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary may be omitted, with the points of departure from the existing boundary clearly established;

6030.364 A specific parcel description in sectionalized land is permissible without a metes and bounds description of the perimeter boundary;

6030.365 A parcel description making reference only to a subdivision or a lot within a subdivision is not acceptable, unless all dimensions needed to plot the boundaries are given on an accompanying plat, and the relationship of lot lines with street rights of way must be clearly indicated;

6030.366 Every map must clearly indicate all existing streets, roads and highways within and adjacent to the lands to be annexed, together with the current names of these thoroughfares;

6030.367 Every map shall be a scale and a north point;

6030.368 The point of beginning of the legal description must be shown on the map;

6030.369 The boundaries of the lands to be annexed must be distinctively shown on the map without obliterating any essential geographic or political features;

6030.370 All maps must be professionally drawn or copied (rough sketches of maps or plats will not be accepted); and,

6030.371 All descriptions must be prepared by a surveyor or civil engineer licensed in the State of California, and his/her stamp and signature shall be affixed to said description.

6030.38 In addition to LAFCo filing, environmental review, State filing, recording, State Board of Equalization and any other applicable non-District fees, an annexation fee shall be paid to the District prior to adoption by the Board of Directors of the resolution approving any annexation.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Water Service Connection (*version 8/29/23*)

POLICY NUMBER: 6040

6040 The District shall provide reliable drinking water service to all properties within the District in accordance with the Plumas Eureka Community Services District Billing Policy Ordinance

6040.10 The District shall provide water service to a property as long as all charges for water service have been paid.

6040.20 To establish a new connection, property owner shall contact the District, complete and sign a water connection form, and pay the connection fee.

6040.21 If a property changes ownership, the new owner of the property shall notify the District and follow the procedure described in Section 6040.20.

6040.30 The District fee schedule will be displayed at the District administrative office and on the District website.

6040.40 The responsibility for providing a usable water service to a property is shared responsibility of the District and the property owner.

6040.41 For all water connections, the District shall provide a connecting service pipe from the main, a service shutoff valve and a service or meter box to house the service shutoff valve and, if required, a water meter. The box will be located in an accessible area next to a public road way either on a publicly owned right of way or on property to which the property owner grants access to the PECS D by accepting service from the District. The District is responsible for maintaining the water main, the service pipe to the shutoff valve, the shutoff valve and the water meter.

6040.42 The property owner shall be responsible for connecting a service pipe to the shutoff valve or the connection to the water meter. The property owner is also responsible for all subsequent service pipes, valves, faucets, irrigation systems, and appliances.

6040.50 Once a customer files and pays for a water connection, the District shall ensure that there is a service pipe, a service shutoff valve, and a service box in place. The District may also ensure there is a water meter in place. If there is no service or the service is inadequate, the District shall install or replace service by the following procedure.

6040.51 Prior to installation, the District shall notify the property owner and arrange a date for the connection to be installed.

6040.52 The customer shall be responsible for connecting to the District provided service pipe or shutoff valve.

6040.60 In maintaining, repairing, and replacing portions of the system including shutoff valves, pressure valves, pipes, fire hydrants, and other portions of the system, the repairs and replacements may require shutting off portions of the system. The repairs and maintenance may also require disconnecting or replacing portions of the customer owned pipes and connections.

6040.61 When there is a scheduled shutoff or disconnection the District shall notify the effected customers at least 24 hours before the shut off or disconnection unless there is an emergency need for an immediate shut off. If there is an emergency shutoff, the District will contact effected customers as soon as possible.

6040.62 If the customer-side service pipe is disconnected from the service shutoff valve, the customer is responsible for reconnecting to the service shutoff valve.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Water Conservation Policy

Stage 1 – Normal Conservation

- a. PECSD shall encourage water conservation by all residents and property owners in the Community by:
 - 1) Including articles in the PLUMAS PIPELINES dealing with the subject of water conservation.
 - 2) Securing a supply of water conservation information pamphlets to distribute at pancake breakfasts and other community functions.
 - 3) Posting on community bulletin boards and other appropriate places information dealing with water conservation.
 - 4) Developing an email address or phone number data base for customer contact and notification.
 - 5) Monitoring lawn and landscape watering which shall occur only between 6:00 PM and 8:00 AM. (Please water once a day only).
 - 6) Monitoring irrigation watering to insure excess irrigation water does not flow down streets or drainages.
 - 7) Contacting customers failing to comply with conservation efforts and stress compliance.

Stage 2 – Water Conservation Alert

(Notification will be via e mail or phone calls, hand flyers distribution, follow up flyers will be distributed and water patrols initiated)

- 1) All of Stage 1 efforts.
- 2) Washing down of driveways, parking lots or other similar areas using PECSD potable water will not be allowed.
- 3) Residences, businesses and properties with addresses ending in odd numbers will water on Monday, Wednesday and Friday.
- 4) Residences, businesses and properties with addresses ending in even numbers will water on Tuesday, Thursday and Saturday.
- 5) No watering will occur on Sunday.
- 6) PECSD potable water shall not be used for dust control.
- 7) No filling of swimming pools, ponds or reservoirs over 200 cubic feet (1500 gallons) with PECSD potable water except by special permission from the District.
- 8) PECSD will contact customers failing to comply with conservation efforts and stress compliance.

* Infrequent hand watering will be allowed to sustain landscaping.

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
Water Conservation Policy
(continued)

Stage 3 – Water Warning – Mandatory Requirements

(Notification will be via e mail or phone calls, hand flyers distribution, follow up flyers will be distributed and water patrols initiated)

- 1) All items described in Stage 2.
- 2) Customers without landscaping shall be allowed to use water for inside use only, not for the installation of new landscaping.
- 3) Lawn and landscape watering shall occur only between 8:00 PM and 8:00 AM.
- 4) No washing of vehicles with PECSD potable water.
- 5) PECSD will contact customers failing to comply with conservation efforts and stress compliance.