

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

THERE WILL BE A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JUNE LAKE PUBLIC UTILITY DISTRICT ON WEDNESDAY, APRIL 9, 2025, AT 5:30PM AT 2380 Hwy 158, JUNE LAKE, CA. AND 75 PRINGLE WAY, SUITE 107, RENO, NEVADA, FOR THE FOLLOWING AGENDA:

OPEN MEETING

Pledge of Allegiance

ADDITIONS TO AGENDA

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

PUBLIC COMMENT

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

CONSENT CALENDAR

Check Register for MARCH 2025

ESCB – Checking Balance – \$ 127,717.79

A/R Past Due - (120 Days) – \$ 9,689.04

King Statements – FEB. 2025 / LAIF – MARCH 2025

Revenue Budget vs Actual Report – MARCH 2025

Expenditure Budget vs Actual Report – MARCH 2025

ESCB Credit Card Statements – FEBRUARY 2025

APPROVAL OF MINUTES

Minutes from the Regular Meetings of January 8, 2025, and March 12, 2025.

OLD BUSINESS

1. Discuss/Adopt Video Surveillance Policy (2024)
2. Discuss/Review Field Operation responsibilities
3. Adopt/Approve Resolution 2025-01 CalPERS/Social Security
4. Adopt/Approve Application and Agreement Regarding CalPERS/Social Security
5. Adopt/Approve Vactor truck finance options -approve 6-year lease, 7-year lease, lease or cash purchase.

NEW BUSINESS

1. Discuss/Adopt Performance Evaluation, Policy Number: 3130
2. Discuss/Adopt Employee Records, Policy Number:3114

ONGOING UPDATE'S

1. Rate Study

DIRECTOR'S/COMMITTEE MEMBER REPORT

O&M SUPERINTENDENT'S REPORT

MANAGER'S REPORT

EXECUTIVE (Closed) SESSION]

1. Public Employee, Performance Evaluation

Pursuant to Government Code Section 54954.5(e)

Position: General Manager

ADJOURNMENT

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

4/4/2025

CONSENT CALENDAR

CHECK REGISTER – MARCH 2025

ESCB CHECKING ACCOUNT BALANCE – \$127,717.79

PAST DUE A/R (120 DAYS) - \$9,689.04

LAIF-MARCH 2025 / KING STATEMENT – FEBRUARY 2025

REVENUE BUDGET vs ACTUALS (water/sewer) – MARCH 2025

EXPENDITURE BUDGET vs ACTUAL REPORT (Water/Sewer) – MARCH 2025

ESCB VISA CARD STATEMENTS – FEBRUARY 2025

JUNE LAKE PUD
 COMBINED CHECK REGISTER
 FOR ACCT'ING PERIOD 3/2025

Check #	Type	Vendor/Employee/Payee Number	Check Amount	Period	Date Issued
-99826	E	USPS-JUNE LAKE POST OFFICE	206.64	3/25	03/03/25
4199	SC	DO IT CENTER-Small tools/supplies	184.92	3/25	03/03/25
4200	SC	EIDE BAILLY LLP-Auditor	7901.34	3/25	03/03/25
4201	SC	GENERAL STORE-Small tools/supplies	72.31	3/25	03/03/25
4202	SC	JUNE LAKE FIRE PROTECTION DISTRICT-Rent	700.00	3/25	03/03/25
4203	SC	SOUTHERN CALIFORNIA EDISON-Utilities	1145.96	3/25	03/03/25
4204	SC	ELDRIDGE ELECTRIC & SON-Install trsf switches-genera	189978.59	3/25	03/03/25
4205	SC	VERIZON WIRELESS-Communications	1209.27	3/25	03/03/25
4206	SC	STREAMLINE-Website	374.00	3/25	03/03/25
4207	SC	SWRCB/DWOCP-WWTP Grade III exam fee-J.Conrad	399.00	3/25	03/03/25
4208	C	VOID	0.00	3/25	03/07/25
4209	SC	Visa-TK-GM Charges	1781.66	3/25	03/07/25
4210	SC	VISA-Office Charges	1189.84	3/25	03/07/25
4211	SC	Employee-Dental	220.00	3/25	03/07/25
4212	SC	NAPA OF BISHOP-Auto parts/supplies	245.97	3/25	03/07/25
4213	SC	CTR WATER INC-Chief Plant Operator	3125.00	3/25	03/07/25
4214	SC	SOUTHERN CALIFORNIA EDISON-Utilities	4693.34	3/25	03/07/25
4215	SC	DO IT CENTER-Small tools/supplies	10.37	3/25	03/07/25
4216	P	Employee-payroll	1618.43	3/25	03/13/25
4217	P	Employee-payroll	2179.92	3/25	03/13/25
4218	P	Director Fee's	91.25	3/25	03/13/25
4219	P	Employee-payroll	2171.09	3/25	03/13/25
4220	SC	CONSPEC INC.-177 Dream Mtn. water line repair	6271.35	3/25	03/10/25
4221	SC	Employee-Vision	2915.60	3/25	03/10/25
4222	SC	BEST, BEST & KRIEGER-Professional Services	349.46	3/25	03/10/25
4223	P	HEALTH SDRMA	13846.26	3/25	03/11/25
4224	P	IUOE, LOCAL 12	176.00	3/25	03/11/25
4225	SC	CHANNEL UNION 76-Fuel/Auto maint.	1766.17	3/25	03/17/25
4226	SC	FRONTIER COMMUNICATIONS-Communications	1315.18	3/25	03/17/25
4227	SC	IT MEDIC-IT Support	451.25	3/25	03/17/25
4228	SC	MAMMOTH COMM. WATER DISTRICT-Lab samples	576.00	3/25	03/17/25
4229	SC	OPTIMUM BUSINESS-Communications	170.00	3/25	03/17/25
4230	SC	USA BLUE BOOK-pH Pocket Tester	177.13	3/25	03/17/25
4231	SC	WAGNER & BONSIGNORE-Professional Services	236.25	3/25	03/17/25
4232	SC	AMERICAN BUSINESS MACHINES-Copy machine	246.92	3/25	03/21/25
4233	SC	FORT DEARBORN LIFE INSURANCE-Life Ins.	515.29	3/25	03/21/25
4234	SC	CARB/PERP-Temp. registration	805.00	3/25	03/21/25
4235	SC	SOUTHERN CALIFORNIA EDISON-Utilities	5719.50	3/25	03/21/25
4236	SC	RICHARD ORLOFF-Water Dist. Renewal	245.10	3/25	03/21/25
4237	P	Employee-payroll	1618.43	3/25	03/27/25
4238	P	Employee-payroll	2074.27	3/25	03/27/25
4239	P	Employee-payroll	2339.35	3/25	03/27/25
4240	SC	QUEST UCCS-Quarterly phone service	125.46	3/25	03/26/25
4241	SC	LINDE GAS & EQUIPMENT INC.-Small tools supplies	76.12	3/25	03/26/25
4242	SC	USA BLUE BOOK-battery	310.84	3/25	03/26/25
4243	SC	HACH-Free chlorine w/standpipe	3826.80	3/25	03/26/25
4244	P	IUOE, LOCAL 12	176.00	3/25	03/27/25
4245	SC	STANDARD INSURANCE-Disability Ins.	427.98	3/25	03/28/25
4246	SC	CALIFORNIA DEPT OF HEALTH & HUMAN-Vector-J.Conrad	82.00	3/25	03/28/25
-88668	P	CALPERS-MISC CALPERS	4524.46	3/25	03/27/25
-88669	P	FIT EFTPS	3145.93	3/25	03/27/25
-88670	P	Employee deduction	400.00	3/25	03/27/25
-88671	P	Employee-payroll	1483.81	3/25	03/27/25
-88672	P	Employee-payroll	3193.13	3/25	03/27/25
-88673	P	Employee-payroll	1452.76	3/25	03/27/25
-88674	P	Employee-payroll	1952.80	3/25	03/27/25
-88675	P	Employee-payroll	2596.02	3/25	03/27/25
-88676	P	Employee-payroll	2083.71	3/25	03/27/25
-88677	P	FIT EFTPS	3172.99	3/25	03/13/25
-88678	P	LINCOLN 457K LINCOLN 457	400.00	3/25	03/12/25
-88679	P	CALPERS-MISC CALPERS	4524.46	3/25	03/12/25
-88680	P	CALPERS-MISC CALPERS	4524.46	3/25	03/12/25
-88681	P	Employee-payroll	1483.80	3/25	03/13/25
-88682	P	Employee-payroll	3246.78	3/25	03/13/25
-88683	P	Employee-payroll	1539.98	3/25	03/13/25
-88684	P	Director Fee's	91.25	3/25	03/13/25
-88685	P	Employee-payroll	1991.70	3/25	03/13/25
-88686	P	Employee-payroll	2596.02	3/25	03/13/25
-88687	P	Employee-payroll	2083.71	3/25	03/13/25

TOTAL \$ 312,826.38

PAYROLL \$ 72,778.77

CLAIMS \$ 240,047.61

\$ 312,826.38

California State Treasurer
Fiona Ma, CPA



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

April 02, 2025

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

JUNE LAKE PUBLIC UTILITY DISTRICT

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

Tran Type Definitions

Account Number: 85-26-001

March 2025 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/7/2025	3/7/2025	RW	1769329	1729898	TODD KIDWELL	-200,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,855,244.15
Total Withdrawal:	-200,000.00	Ending Balance:	2,655,244.15

Statement for the Period February 1, 2025 to February 28, 2025

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



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

Account Overview

CHANGE IN ACCOUNT VALUE	Current Period	Year-to-Date
BEGINNING VALUE	\$1,260,212.70	\$1,262,082.52
Additions and Withdrawals	\$0.00	\$0.00
Misc. & Corporate Actions	\$0.00	\$0.00
Income	\$1,059.93	\$3,540.13
Taxes, Fees and Expenses	\$0.00	(\$1.00)
Change in Value	\$139.78	(\$4,209.24)
ENDING VALUE (AS OF 02/28/25)	\$1,261,412.41	\$1,261,412.41
Total Accrued Interest	\$11,649.97	
Ending Value with Accrued Interest	\$1,273,062.38	

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

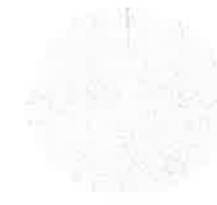
INCOME	Current Period	Year-to-Date
TAXABLE		
Taxable Dividends	\$2.54	\$5.36
Taxable Interest	\$1,057.39	\$3,534.77
TOTAL TAXABLE	\$1,059.93	\$3,540.13
TOTAL INCOME	\$1,059.93	\$3,540.13

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

TAXES, FEES AND EXPENSES	Current Period	Year-to-Date
Account Fees	\$0.00	(\$1.00)
TOTAL TAXES, FEES AND EXPENSES	\$0.00	(\$1.00)

ACCOUNT ALLOCATION

Bank Deposits 0.6%



CDs 99.4%

	Percent	Prior Period	Current Period
Money Markets	0.0 %	\$818.18	\$820.72
Bank Deposits	0.6	\$5,962.35	\$7,019.74
CDs	99.4	\$1,253,432.17	\$1,253,571.95
TOTAL	100.0 %	\$1,260,212.70	\$1,261,412.41

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

Account carried with National Financial Services LLC, Member NYSE, SIPC

JUNE LAKE PUBLIC UTILITY DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 3 / 25

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
10 SEWER						
4100 TAXES						
	4110 Property Tax & Assmt Cur Secured	0.00	288,447.72	451,735.00	163,287.28	64 %
	4120 Property Tax & Assmt Cur Unsecured	0.00	34,959.82	57,159.00	22,199.18	61 %
	4135 Property Tax & Assmt Interest	0.00	214.31	0.00	-214.31	%
	Account Group Total:	0.00	323,621.85	508,894.00	185,272.15	64 %
4300 CHARGES FOR SERVICES						
	4310 User Service Charge	41,353.32	402,661.73	504,748.00	102,086.27	80 %
	4330 Delinquent User Chgs	440.25	4,346.93	6,035.00	1,688.07	72 %
	4332 Other Serv Chgs	118.03	6,065.47	13,620.00	7,554.53	45 %
	Account Group Total:	41,911.60	413,074.13	524,403.00	111,328.87	79 %
4600 LEASES, INTEREST and LATE CHARGES						
	4610 Interest From Investments	0.00	29,104.28	42,652.00	13,547.72	68 %
	4611 Interest Gain/Loss from Market Value	0.00	5,390.48	23,124.00	17,733.52	23 %
	4620 Cell Tower Lease SBA	0.00	8,470.00	12,803.00	4,333.00	66 %
	Account Group Total:	0.00	42,964.76	78,579.00	35,614.24	55 %
4700 FEES						
	4705 Returned Check Fee	17.50	105.00	123.00	18.00	85 %
	4710 Inspection Fees	144.00	144.00	432.00	288.00	33 %
	4720 Connection Fees	8,928.00	17,856.00	28,709.00	10,853.00	62 %
	4730 Tapping Fee	584.00	584.00	2,036.00	1,452.00	29 %
	Account Group Total:	9,673.50	18,689.00	31,300.00	12,611.00	60 %
	Fund Total:	51,585.10	798,349.74	1,143,176.00	344,826.26	70 %
20 WATER						
4100 TAXES						
	4110 Property Tax & Assmt Cur Secured	0.00	288,447.73	451,735.00	163,287.27	64 %
	4120 Property Tax & Assmt Cur Unsecured	0.00	34,959.83	57,159.00	22,199.17	61 %
	4135 Property Tax & Assmt Interest	0.00	214.31	0.00	-214.31	%
	Account Group Total:	0.00	323,621.87	508,894.00	185,272.13	64 %
4300 CHARGES FOR SERVICES						
	4310 User Service Charge	35,316.55	389,456.01	469,731.00	80,274.99	83 %
	4315 Water Sales - Other	0.00	0.00	14,730.00	14,730.00	0 %
	4332 Other Serv Chgs	0.00	2,488.12	3,110.00	621.88	80 %
	Account Group Total:	35,316.55	391,944.13	487,571.00	95,626.87	80 %
4600 LEASES, INTEREST and LATE CHARGES						
	4610 Interest From Investments	0.00	33.21	10,112.00	10,078.79	0 %
	Account Group Total:	0.00	33.21	10,112.00	10,078.79	0 %
4700 FEES						
	4705 Returned Check Fee	17.50	105.00	123.00	18.00	85 %
	4710 Inspection Fees	142.00	142.00	430.00	288.00	33 %
	4720 Connection Fees	9,470.00	9,470.00	14,205.00	4,735.00	67 %

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JUNE LAKE PUBLIC UTILITY DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 3 / 25

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Report ID: B110C

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20	WATER					
4730	Tapping Fee	1,138.00	1,138.00	3,158.00	2,020.00	36 %
4735	Reconnection Fee	0.00	200.00	300.00	100.00	67 %
4740	Other Oper Revenues	0.00	0.00	625.00	625.00	0 %
4750	Fixture Costs	418.00	1,045.00	1,584.00	539.00	66 %
	Account Group Total:	11,185.50	12,100.00	20,425.00	8,325.00	59 %
	Fund Total:	46,502.05	727,699.21	1,027,002.00	299,302.79	71 %
	Grand Total:	98,087.15	1,526,048.95	2,170,178.00	644,129.05	70 %

JUNE LAKE PUBLIC UTILITY DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 25

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10	SEWER						
5300	SEWER						
5310	Sewer Collection						
110	Salaries	0.00	36,423.58	70,000.00	70,000.00	33,576.42	52%
210	Supplies	593.37	58,692.09	8,000.00	8,000.00	-50,692.09	734%
310	Contractual Services	0.00	91,429.08	170,000.00	112,700.00	21,270.92	81%
320	Utilities	2,956.79	31,162.23	30,000.00	30,000.00	-1,162.23	104%
	Account Total:	3,550.16	217,706.98	278,000.00	220,700.00	2,993.02	99%
5330	Sewer Treatment						
110	Salaries	0.00	42,772.70	75,200.00	75,200.00	32,427.30	57%
210	Supplies	700.79	16,391.75	10,500.00	10,500.00	-5,891.75	156%
310	Contractual Services	60.00	32,523.13	5,000.00	5,000.00	-27,523.13	650%
320	Utilities	4,693.34	40,579.84	65,000.00	65,000.00	24,420.16	62%
	Account Total:	5,454.13	132,267.42	155,700.00	155,700.00	23,432.58	85%
5340	Mosquito Abatement						
110	Salaries	0.00	2,562.05	7,700.00	7,700.00	5,137.95	33%
210	Supplies	0.00	7,121.54	1,000.00	8,000.00	878.46	89%
310	Contractual Services	0.00	250.00	1,700.00	300.00	50.00	83%
	Account Total:	0.00	9,933.59	10,400.00	16,000.00	6,066.41	62%
	Account Group Total:	9,004.29	359,907.99	444,100.00	392,400.00	32,492.01	92%
6100	Administrative and General						
6100	Administrative and General						
110	Salaries	0.00	103,338.13	134,457.00	134,457.00	31,118.87	77%
111	Directors Fees	0.00	1,650.00	2,200.00	2,200.00	550.00	75%
112	Vac/Hol/SL	0.00	74,585.72	61,000.00	68,000.00	-6,585.72	110%
113	Travel, Meetings & Mileage	399.00	685.68	3,700.00	700.00	14.32	98%
120	PERS Emplr Contribution	0.00	25,739.41	30,000.00	30,000.00	4,260.59	86%
121	CalPers Unfunded Liability	0.00	47,953.65	37,000.00	48,000.00	46.35	100%
130	Health Insurance	0.00	51,284.29	60,000.00	60,000.00	8,715.71	85%
131	Dental/Vision Insurance	1,567.80	7,136.78	1,500.00	5,600.00	-1,536.78	127%
132	LTD & Life Ins	471.64	2,405.83	3,000.00	3,000.00	594.17	80%
140	State Compensation	0.00	21,747.98	20,700.00	21,750.00	2.02	100%
150	Employer Social Security	0.00	102.30	600.00	600.00	497.70	17%
151	Employer Medicare	0.00	3,851.09	4,700.00	4,700.00	848.91	82%
210	Supplies	0.00	16.62	0.00	0.00	-16.62	0%
220	Gas, Oil & Fuel	759.74	10,032.92	12,000.00	12,000.00	1,967.08	84%
225	Maintenance, Vehicle & Contractual	246.32	2,101.95	3,305.00	3,305.00	1,203.05	64%
240	Office Expenses	399.19	4,378.00	6,300.00	6,300.00	1,922.00	69%
250	Communication	1,267.96	10,645.12	13,600.00	11,600.00	954.88	92%
270	Sm Tools & Supplies	181.99	3,270.91	2,400.00	3,100.00	-170.91	106%
310	Contractual Services	2,149.09	16,178.22	5,000.00	13,900.00	-2,278.22	116%
320	Utilities	0.00	156.43	480.00	480.00	323.57	33%
330	Publication & Notices	525.00	787.50	0.00	0.00	-787.50	0%
340	Dues, Subsc & Fees	499.75	40,811.29	39,000.00	40,500.00	-311.29	101%
350	Professional Svcs	4,125.40	36,341.91	40,000.00	40,000.00	3,658.09	91%
355	Propterty Tax Admin Fee	0.00	0.00	8,600.00	2,350.00	2,350.00	0%
360	Gen'l Insurance	0.00	21,959.78	18,000.00	22,000.00	40.22	100%
380	Rents & Leases	350.00	3,150.00	3,800.00	3,800.00	650.00	83%

JUNE LAKE PUBLIC UTILITY DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 25

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 SEWER							
	705 Capital Equipment - Vehicles	0.00	0.00	30,000.00	30,000.00	30,000.00	0%
	Account Total:	12,942.88	490,311.51	541,342.00	568,342.00	78,030.49	86%
	Account Group Total:	12,942.88	490,311.51	541,342.00	568,342.00	78,030.49	86%
6200	Unallocated Payroll						
	6250 Grant Funded Projects						
	706 Capital Equipment - Other	189,978.59	189,978.59	0.00	0.00	-189,978.59	0%
	Account Total:	189,978.59	189,978.59	0.00	0.00	-189,978.59	0%
	Account Group Total:	189,978.59	189,978.59	0.00	0.00	-189,978.59	0%
6300	USFS						
	6310 USFS MAINT						
	110 Salaries	0.00	3,991.42	3,700.00	4,200.00	208.58	95%
	Account Total:	0.00	3,991.42	3,700.00	4,200.00	208.58	95%
	Account Group Total:	0.00	3,991.42	3,700.00	4,200.00	208.58	95%
	Fund Total:	211,925.76	1,044,189.51	989,142.00	964,942.00	-79,247.51	108%
20 WATER							
5300 SEWER							
	5330 Sewer Treatment						
	310 Contractual Services	0.00	2,337.80	0.00	0.00	-2,337.80	0%
	320 Utilities	0.00	38.48	0.00	0.00	-38.48	0%
	Account Total:	0.00	2,376.28	0.00	0.00	-2,376.28	0%
	Account Group Total:	0.00	2,376.28	0.00	0.00	-2,376.28	0%
5400 WATER							
	5420 Pumping						
	320 Utilities	1,687.06	10,269.27	33,000.00	33,000.00	22,730.73	31%
	Account Total:	1,687.06	10,269.27	33,000.00	33,000.00	22,730.73	31%
	5430 Water Treatment						
	110 Salaries	0.00	69,964.23	100,500.00	100,500.00	30,535.77	70%
	210 Supplies	3,989.22	31,990.82	30,000.00	30,000.00	-1,990.82	107%
	310 Contractual Services	516.00	22,326.72	20,000.00	22,000.00	-326.72	101%
	320 Utilities	2,221.61	18,382.40	25,538.00	25,538.00	7,155.60	72%
	Account Total:	6,726.83	142,664.17	176,038.00	178,038.00	35,373.83	80%
5440 Transmission and Distribution							
	110 Salaries	0.00	22,710.83	29,000.00	29,000.00	6,289.17	78%
	210 Supplies	805.48	5,287.30	8,000.00	8,000.00	2,712.70	66%
	310 Contractual Services	6,271.35	36,719.58	20,000.00	20,000.00	-16,719.58	184%
	706 Capital Equipment - Other	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
	Account Total:	7,076.83	64,717.71	63,000.00	63,000.00	-1,717.71	103%

JUNE LAKE PUBLIC UTILITY DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 25

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 WATER							
5450	Meter						
	110 Salaries	0.00	10,585.93	10,000.00	10,500.00	-85.93	101%
	210 Supplies	0.00	44,372.85	40,000.00	44,500.00	127.15	100%
	Account Total:	0.00	54,958.78	50,000.00	55,000.00	41.22	100%
	Account Group Total:	15,490.72	272,609.93	322,038.00	329,038.00	56,428.07	83%
6100	Administrative and General						
6100	Administrative and General						
	110 Salaries	0.00	92,923.93	120,000.00	120,000.00	27,076.07	77%
	111 Directors Fees	0.00	1,650.00	2,100.00	2,100.00	450.00	79%
	112 Vac/Hol/SL	0.00	12,402.98	13,000.00	13,000.00	597.02	95%
	113 Travel, Meetings & Mileage	245.10	535.67	4,300.00	4,300.00	3,764.33	12%
	120 PERS Emplr Contribution	0.00	19,001.44	21,830.00	21,830.00	2,828.56	87%
	121 CalPers Unfunded Liability	0.00	47,953.71	60,000.00	60,000.00	12,046.29	80%
	130 Health Insurance	0.00	44,183.81	45,000.00	45,000.00	816.19	98%
	131 Dental/Vision Insurance	1,567.80	6,352.86	4,000.00	4,800.00	-1,552.86	132%
	132 LTD & Life Ins	471.63	2,405.79	2,900.00	2,900.00	494.21	83%
	140 State Compensation	0.00	21,747.97	21,000.00	21,800.00	52.03	100%
	150 Employer Social Security	0.00	102.30	3,000.00	3,000.00	2,897.70	3%
	151 Employer Medicare	0.00	3,052.75	3,800.00	3,800.00	747.25	80%
	210 Supplies	26.43	43.05	0.00	0.00	-43.05	0%
	220 Gas, Oil & Fuel	759.75	10,032.90	11,500.00	11,500.00	1,467.10	87%
	225 Maintenance, Vehicle & Contractual	246.33	2,101.92	4,000.00	4,000.00	1,898.08	53%
	240 Office Expenses	389.56	4,368.27	6,500.00	6,500.00	2,131.73	67%
	250 Communication	1,426.49	12,003.91	15,000.00	15,000.00	2,996.09	80%
	270 Sm Tools & Supplies	93.11	3,165.72	3,500.00	3,500.00	334.28	90%
	310 Contractual Services	2,149.08	6,164.18	20,000.00	20,000.00	13,835.82	31%
	320 Utilities	0.00	156.43	354.00	354.00	197.57	44%
	330 Publication & Notices	0.00	262.50	0.00	0.00	-262.50	0%
	340 Dues, Subsc & Fees	519.74	25,240.85	25,000.00	25,000.00	-240.85	101%
	350 Professional Svcs	4,361.65	38,358.14	20,000.00	34,000.00	-4,358.14	113%
	355 Property Tax Admin Fee	0.00	0.00	9,000.00	9,000.00	9,000.00	0%
	360 Gen'l Insurance	0.00	18,755.45	18,000.00	18,800.00	44.55	100%
	380 Rents & Leases	350.00	3,150.00	4,000.00	4,000.00	850.00	79%
	705 Capital Equipment - Vehicles	0.00	0.00	30,000.00	30,000.00	30,000.00	0%
	Account Total:	12,606.67	376,116.53	467,784.00	484,184.00	108,067.47	78%
	Account Group Total:	12,606.67	376,116.53	467,784.00	484,184.00	108,067.47	78%
	Fund Total:	28,097.39	651,102.74	789,822.00	813,222.00	162,119.26	80%
	Grand Total:	240,023.15	1,695,292.25	1,778,964.00	1,778,164.00	82,871.75	95%



Rewards	Bonus Points Available 47,976
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Account Summary		
Billing Cycle		03/02/2025
Days In Billing Cycle		28
Previous Balance		\$7,672.54
Purchases	+	\$1,781.66
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$7,672.54
Other Charges	+	\$0.00
Finance Charges	+	\$0.00
NEW BALANCE		\$1,781.66

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

Credit Summary	
Total Credit Line	\$12,500.00
Available Credit Line	\$10,718.34
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Payment Summary	
NEW BALANCE	\$1,781.66
MINIMUM PAYMENT	\$1,781.66
PAYMENT DUE DATE	03/26/2025

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

Cardholder Account Summary						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
02/03	02/04	PBUS01		AMAZON RETA* Z MAZON CO WA	\$7.50	
02/03	02/04	PBUS01		AMAZON MKTPL* Amzn.com/bill WA	\$26.43	
02/10	02/11	PBUS01		DK HARDWARE SUPPLY LLC 888-881-2011 FL	\$1,186.74	
02/19	02/20	PBUS01		WWW.VGEDSERVICES.COM VGEDSERVICES. CA	\$20.00	
02/24	02/24			PAYMENT - THANK YOU	\$7,672.54	
02/27	02/28	PBUS01		ZOOM.COM ZOOM.US CA	\$15.99	
02/27	02/28	PBUS01		DODGE CONSTRUCTION NET CONSTRUCTION MA	\$525.00	

Additional Information About Your Account
THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR WAS \$0.00.

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

TCM BANK NA
PO BOX 105666
ATLANTA GA 30348-5666

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

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

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
03/02/25	\$1,781.66	\$1,781.66	03/26/25

AMOUNT OF PAYMENT ENCLOSED

\$

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



MAKE CHECK PAYABLE TO:

VISA
PO BOX 6818
CAROL STREAM IL 60197-6818



Rewards

Bonus Points Available
 89,541

Account Summary

Billing Cycle		03/02/2025
Days In Billing Cycle		28
Previous Balance		\$834.26
Purchases	+	\$1,189.84
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$834.26
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$1,189.84

Credit Summary

Total Credit Line	\$12,500.00
Available Credit Line	\$11,310.16
Available Cash	\$1,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

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

Payment Summary

NEW BALANCE	\$1,189.84
MINIMUM PAYMENT	\$1,189.84
PAYMENT DUE DATE	03/26/2025

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

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/02	02/03	PBUS01		AMAZON RETA* K... WWW AMAZON CO WA	\$257.39
02/05	02/06	PBUS01		ADOBE *ADOBE ... CA	\$19.99
02/06	02/07	PBUS01		AMZN Mktp US ... Amzn.com/bill WA	\$38.69
02/06	02/07	PBUS01		AMAZON MKTP... Amzn.com/bill WA	\$174.76
02/10	02/11	PBUS01		AMAZON M... Amzn.com/bill WA	\$124.36
02/15	02/17	PBUS01		Staples Inc staples.com MA	\$255.13
02/17	02/18	PBUS01		MSFT *... MSBILL.INFO WA	\$12.50
02/17	02/18	PBUS01		MSFT *... MSBILL.INFO WA	\$64.00
02/24	02/24			PAYMENT - THANK YOU	\$834.26-
02/24	02/25	PBUS01		AMAZON MKTPL*... mzn.com/bill WA	\$173.42
02/27	02/28	PBUS01		AMAZON RETA*... WWW AMAZON CO WA	\$9.62
02/27	02/28	PBUS01		ADOBE *ADOBE ... CA	\$19.99
03/01	03/02	PBUS01		ADOBE *ADOBE ... CA	\$19.99

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

TCM BANK NA
 PO BOX 105666
 ATLANTA GA 30348-5666

Account Number

####-####-####-

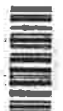
Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
03/02/25	\$1,189.84	\$1,189.84	03/26/25

\$

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



26790

MAKE CHECK PAYABLE TO:



VISA
 PO BOX 6818
 CAROL STREAM IL 60197-6818

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

Director Hallum called the regular meeting of January 8, 2025, of the Board of Directors of the June Lake Public Utility District (JLPUD) to order at 5:32 p.m.

Pledge of Allegiance

A. ROLL CALL

Directors Present: Fogg, Taylor, Hallum
Present by Phone:
Directors Absent: Logan, Hunt
Staff Present: General Manager Kidwell, Secretary Morgan, Superintendent Blaisdell
Staff absent:

B. ADDITIONS TO AGENDA – None

C. PUBLIC COMMENT

Dustin Fenstermacher, JLPUD Field Staff employee and local resident, spoke saying he is voicing his concerns with the direction the JLPUD is heading. Employees without proper certifications are allowed to operator the Districts water plant and wastewater plant, they are allowed to take standby and work solo. This is a violation of state law. The District has no plan or policy for maintaining or gaining, or incentivizing certifications. We have experienced losses of certifications. The chain of command is broken. The CPO (Superintendent) and PUD lack leadership, structure and accountability on all levels. It is frustrating to have to come here and explain it, I care about the District. This is solvable, and we need to work on it.

D. CONSENT CALENDAR

Board action: Accept Consent Calendar as written.

Motion by: Director Fogg

Seconded by: Director Taylor

Motion: passed unanimously

Director Taylor is concerned with the expense of the Southern California Edison (SCE) cost had want to move forward on solar. GM Kidwell says we are still moving forward.

E. APPROVAL OF MINUTES

Regular Minutes from December 11, 2024, not available. Minutes will be attached to the February 12, 2025, board meeting agenda.

F. OLD BUSINESS

1. Board action: Tabled the discussion/adoption of Board Policies and Procedures to the February Board Meeting.

GM Kidwell needs to speak with Director Hunt about where to start and if he wants him to take the lead.

2. Board action: Tabled the discussion/adoption of Video Surveillance Policy (2024)

GM Kidwell has spoken with our IT support, Mr. Lewey will be attending the February meeting.

Some concerns from the Directors were the cost, information access, location and Union approval. GM Kidwell says he will get answers to these questions for the next board meeting.

G. NEW BUSINESS - None

H. ONGOING PROJECT UPDATES

1. Rate Study: GM Kidwell says that some information on commercial accounts were requested. He is providing this information and that the rate study is moving forward.

I. DIRECTOR'S/COMMITTEE REPORT

Finance Committee: None
Personnel Committee: None
Treasurer: None

Director Hallum has requested hire dates and employee evaluations and is still waiting for this information from GM Kidwell. GM Kidwell says he has sent Director Hallum the hire dates. GM Kidwell says he will provide him with employee evaluations ASAP. Director Hallum says his PUD email does not work and to send information to his personal email address.

Director Taylor is unsure of the Treasurer's role as the PUD has a Finance Committee. She has suggested a Sewer/Water/Mosquito committee, as seen in other districts. This committee would be involved with projects that are planned, and where details are reviewed in more detail. Director Hallum says let's discuss this new committee in the next board meeting and place it on the agenda as New Business, to be voted on.

J. O&M SUPERINTENDENT REPORT

1. Safety

- a. Provided safety gear to employees. -Respirators were given
- b. Took truck with tailgate to Mr. K's in Bishop for an alignment. Picked up same day.
- c. Three (3) work trucks to Shelly's in Lee Vining for oil changes.

GM Kidwell says a shipment of gas detectors has just arrived. He is also checking where CPR classes are available.

Director Hallum asked that at the next meeting, Superintendent Blaisdell bring a list of safety meetings w/ the topics and who attended these meetings. Director Hallum says the PUD is very delinquent doing the safety meetings.

2. Operations

a. Water System

- * Clark is running within regulation
- * Water sampling done twice a month.
- * 3-year sampling being done.
- * Walk to all the water plants, due to snow.
- * Completed and submitted monthly reporting to state.
- * Dug up and repaired water main break in 4-inch line running through June Lake Campground. Hand dug due to location. GM Kidwell stayed in the office

to field expected calls from customers due to water being shut off for emergency repair. The water service was restored at 11:30pm.

* Located and exposed shut off valve for Nevada Street (backside of Silver Lake). Shut off water for winter, drained water line and cla-vals.

* Replaced gate valve in June Lake Water Plant to shut off water properly to backwash well.

Director Hallum asked if we have a spread sheet of all the cla-vals and are they being exercised regularly? Superintendent Blaisdell said yes, we have a spreadsheet but no they are not being exercised regularly. Once the weather improves (hopefully before "Opener of Fishing") we will work on exercising the cla-vals.

Discussion on our GIS was brought up for location finding. Per Superintendent Blaisdell there is a receiver that needs to be purchased to use GIS. Director Hallum says another option would be to use your iPad and drop a pin and label it.

b. Distribution and Collection System

* Annual totals are: 3 main breaks, 3 confirmed leaks, and 0 SSO

* Plowed and shoveled snow at all collection system points.

* Transfer switches installed at "OH" Ridge #1, Boulder Lodge, and Nevada Street lift stations. Wiring completed by Boulder Lodge and Nevada Street lift station.

* Repaired power failure problem at Boulder Lodge, due to town wide power glitch.

A concern about the location of transfer switches was brought up by (public) Richard Orloff, a JLPUD employee and a resident. His concern was the location of the transfer switch at Boulder Lodge, and it being wired directly below where water drips onto the panel. This is where something would be plugged in (generator). Mr. Orloff suggested that the PUD should have to had a job walk with employees for group discussion of locations. GM Kidwell says he will get Eldridge Electric back out to go over locations.

c. Wastewater System

* WWTP is currently operating normally. A2 is being used in the racetrack, running the brushes, as above freezing weather and non-windy days allow.

* Burned milk crates for bar grate (rag/stick removal) at WWTP.

* Finished wastewater quarterly sampling and monthly sampling.

* Plowed and shoveled snow at Main Stations 1,2, and wastewater plant.

* New trailered backup generator was picked up in Mammoth and delivered/stored at WWTP. Hooked up rear brake lights and verified all lights work.

Superintendent says that we might need to get installed in a truck for easier use. Generator only has 50 ft of cord. Currently it is on a trailer.

* Started installing new PH/DO probe in effluent well. Had to drill through a cinder block wall. Installed control unit in lab. This will provide for a constant read when installed.

* High well level at Gull Lake #2. Found pump #1 not operating. Manually pumped well down before starting repairs. Tested and replaced capacitors for pump #2, then put in service.

Per Superintendent Blaisdell said Gull Lake #1 has not been working for three (3) months but was repaired after pump #2 went out. Now pump #2 is still not working. There was no sewage spill at site.

* Continue pulling weeds at WWTP.

K. MANAGER REPORT

1. Held a meeting with SanBell, Area West, California State Waterboard to receive updates on the progress of our Petersen Plant Rehabilitation Project (state funded). We will meet each month to address questions, progress and challenges. Continuing to provide them with information surrounding the Clark Well, Petersen production numbers, testing results and information surrounding Fern Creek petition to the state. Compiling "As Builds".

2. We have completed the installation of Transfer Switch Stations at 4 locations to use in conjunction with our grant-funded portable generator (tailored). The trailered portable generator has been delivered to us.

3. Continued working with contractor on the WWTP Solar Project. We are working to meet deadlines for incentives and begin engineering work. GM Kidwell said not a lot done during December due to the holidays.

4. Began working on annual reports – CCR (Consumer Confidence Report), EAR Reports (Electronic Annual Reporting), Annual, Quarterly and Monthly water/sewer reports to the state. As well as the new Appropriation Limit and schedule. GM Kidwell said he needs to get numbers from Mono County for the Appropriations Limit.

Director Taylor asked that the Solar project (report) be added to the agenda in February. She also asked that the CCR be posted on the JLPUD website.

5. Began compiling Standard Operating Procedures for field crew. A binder of SOP's will be maintained at the office as well provided to the field crew by way of their iPad and binders.

6. Worked with CPA/Auditors to complete 2024 audit. This will put the District completely caught up on its audits. GM Kidwell hopes to have the 2024 audit within the next week and then will give to the Directors to vote, in February's board meeting.

7. Worked with BMS (an accounting software firm) to put in place a more robust online payment portal that will better tie the online payment process into our accounting software. As well the new solution will allow customers access to view all their billing information and eventually usage data. This will streamline the online payment process in real time as well reduce billing questions/inquires.

8. Complete the 218-agreement election process for employees to opt into contributing to Social Security in conjunction with CalPERS. Those that have chosen to opt in will begin making contributions as of January 1, 2025.

Director Hallum asked if we are paying CalPERS Unfunded, by approximately \$40,000 per year that the Board had been approved. GM Kidwell says "No", but he will put it in the next

years budget. GM will recalculate the CalPERS Unfunded presentation from last year and bring it to next month's meeting.

9. Completed work on the Oh Ridge Overwatch equipment installed there. All the bugs have been worked out so far and the lift station there is fully functional and operating as intended. I am working to include better alarming notification there and possibly integrating that station into our SCADA. It will be the first lift station to be included in our SCADA. GM Kidwell will bring to board for budget approval progress gets closer.

L. Closed Open Session at pm 6:31 (Director Fogg, Director Taylor)

M. Open Executive Session at 6:35 pm (Director Fogg, Director Taylor)

N. Close Executive Session at 7:32 pm (Director Fogg, Director Taylor)

O. Opened Open Session at 7:32 pm (Director Fogg, Director Taylor)

P. Executive Session report:

Discussion only.

Next meeting scheduled for Wednesday, February 12, 2025, at 5:30 pm.

Q. ADJOURNMENT

There being no further business, it was moved, seconded, and unanimously passed to adjourn at 7:37 pm (Director Taylor, Director Fogg).

Respectfully Submitted,

Heather Morgan
Ex-Officio Secretary

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

Director Fogg called the regular meeting of March 12, 2025, of the Board of Directors of the June Lake Public Utility District (JLPUD) to order at 5:31 p.m.

Pledge of Allegiance

A. ROLL CALL

Directors Present: Fogg, Logan (left after resignation), Hunt (call in) and Taylor

Directors absent: Hallum,

Staff Present: Manager Kidwell and Secretary Baldwin

Staff Absent: Superintendent Blaisdell

B. ADDITIONS TO AGENDA - None

C. PUBLIC COMMENT

Richard Orloff – Concerns about what is “going on” at the PUD. Not all staff has the required certifications they need to perform their job duties. He stated, “we have lost our structure” and stated we need a plan to get them certified.

Travis Wallentine – stated he is concerned about the infrastructure needs and that he is here to learn and if he can help out in the future.

Director Bruce Logan – Director Logan stated he is resigning as Director of the PUD, he thanked the Board and stated it is a time issue and feels he can no longer perform his duties. The Board thank Director Logan for his time on the Board. This resignation is effective immediately.

Richard Orloff – Asked who his Superintendent is, and who is the CPO and who is liable for the District. Director Fogg made a motion to continue this discussion and place this on the April 2025 Agenda, seconded by Director Taylor.

D. CONSENT CALENDAR

Board action: to accept Consent Calendar as written.

Motion by: Director Fogg

Seconded by: Director Taylor

Motion: passed unanimously

E. APPROVAL OF MINUTES

1. Board action: to approve Regular Minutes from December 11, 2024, as written.

Motion by: Director Taylor

Seconded by: Director Fogg

Motion: passed unanimously

F. OLD BUSINESS

1. Board action: Table Video Surveillance Policy to next month.

Motion by: Director Fogg

Seconded by: Director Hunt

Motion: passed unanimously

2. Board action: Tabled Board policies and procedures to next month.

Motion by: Director Hunt

Seconded by: Director Fogg

Motion: passed unanimously

G. NEW BUSINESS

1. Board action: Table Resolution 2025-01 CalPERS/Social Security until next month

Motion by: Director Fogg

Seconded by: Director Taylor

Motion: passed unanimously

2. Board action: Table Application and Agreement with CalPERS/Social Security

Motion by: Director Fogg

Seconded by: Director Taylor

Motion: passed unanimously

3. Board action: Deny the proposed June Mountain Water Tank Project

Motion by: Director Fogg

Seconded by: Director Taylor

Motion: passed unanimously

4. Board action: Adopt Resolution 2025-02, Establishing the Appropriations Limit of the District as written

Motion by: Director Taylor

Seconded by: Director Hunt

Motion: passed unanimously

5. Board action: Table new Vector truck finance options

Motion by: Director Fogg

Seconded by: Director Hunt

Motion: passed unanimously

6. Board action: Directors would like to see a written timeline for employees to acquire the necessary certification required for field staff/treatment operators, would like regular employee reviews and written goals for employees. They would like to see a list of "barriers" so the Board can help get through the certification process. Have updates on the timeline progress and have further discussion. Director Hunt amended the motion to include expiration dates on the "List of Certifications Per Employee" that was provided in the packet.

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

H. ONGOING PROJECT UPDATES

1. Rate Study: GM Kidwell stated the rate study is driven by capital improvements. The Board would like more discussion on the capital improvement plan. Director Taylor requested a copy of the capital improvement plan. The Board would like to review the District's Capital Improvement Plan (CIP) and discuss the CIP first (in April) then review the Rate Study. Motion by Director Taylor, Seconded by Director Hunt and unanimously passed.

I. **DIRECTOR'S/COMMITTEE REPORT** - None

J. **O&M SUPERINTENDENT REPORT**

1. SAFETY

- a. Provided safety gear to employees.
- b. Ordered and received ice crampons for everyone
- c. Weekly safety meeting held. **The Board requested the documents for these meetings.**

2. Operations

a. Water System

- a. Clark is running within regulation.
- b. Water sampling is completed twice a month.
- c. 3-year sampling being done
- d. Walking to all water plants now due to snow.
- e. Completed and submitted monthly reports to the State.
- f. Shoveled off generator at Snowcreek WTP after power outage and tested.
- g. Reset settings at water plants after power outage.
- h. Rebuilt CL 17 at June Lake WTP
- i. Replaced and tested water pumps at Snowcreek diversion.

b. Distribution and Collection System

- a. Annual totals are: 3 main breaks, 3 confirmed leaks, and 0 SSO's.
- b. Plowed and shoveled snow at all collection system points.
- c. Rebuild JL 1 pump panel after power outage, found bad transformers, replaced and tested.
- d. Repaired pump panel at Silver Lake #2, found bad start capacitor, magnetic coil, and fuse. Replaced and tested.
- e. Repaired pump panel at Silver Lake #5 after power outage, found bad capacitor, replaced and tested.
- f. Checked diesel at main station 1 & 2, ordered and had both tanks filled.

c. Wastewater System

- a. WWTP is operating normally.
- b. Burned milk crates for bar gate (rag/stick removal) at WWTP

- c. Finished wastewater quarterly sampling and monthly sampling
- d. Plowed and shoveled snow at Main Stations 1 & 2 and WWTP
- e. Started the process of cleaning out vactor garage building in prep for new truck.
Removed old equipment and reorganized.
- f. Replaced the battery in the small dump truck.
- g. Started loading the dump truck with metal trash (old panels)

K. MANAGER REPORT – For March 2025

1. Held a meeting with Sanbell, Area West and California State Waterboard to receive updates on the progress of our Petersen Plant Rehabilitation Project (state funded). We will meet each month to address questions, progress and challenges. Continuing to provide them with information surrounding the Clark Well, Petersen production numbers, testing results, as-builds and information surrounding Fern Creek petition to the State. Provided them with additional information, as they requested. Setting up a meeting with USFS around the end of the month or 1st of April. Director Hunt has requested in the past to be included in these emails on this project and stated that he has not received any of the meeting notices or agendas. He again requested that he be CC'd on these emails
2. The WWTP Solar Project has a setback as the \$3000,000 incentive we will not qualify for. Our utility usage is under the \$100,00 threshold by enough to keep us from qualifying at the time. We are searching for additional incentives. The 30% ITC incentive will likely end 4th quarter of this year. With the 30% ITC incentive still available, but without the end 4th quarter of this year. With the 30% ITC incentive still available, but without the 300k incentive, we would have a final cost to the District of \$311,082. Director Taylor asked GM Kidwell if the Consultants are looking for the 30% incentives? GM Kidwell asked about that as well.
3. Continued working on annual reports -CCR (Consumer Confidence Report), EAR Reports (Electronic Annual Reporting), Annual Quarterly and Monthly water/sewer reports to the state. As well the new Appropriations Limit and schedule.
4. We created 3 Standard Operating Procedures (SOP's) for field crew. A binder of SOP's will be maintained at the office as well as provided to the field crew by way of their iPad and binders. Will continue to develop these.
5. Worked with CPA/Auditors to complete our Financial Transaction Report (FTR) 2024 for the state controllers office. We have begun working on the 2023-24 audit. This will bring us current on audits. We are putting in place updated internal controls and procedures.
6. I Spoke with CalPERS, to arrange making an additional payment of \$40,000 towards our Unfunded CalPERS liability (pre-approved by the board). This will allow us to achieve an early payoff that should yield us approximately \$218,642 in interest savings, with an early payoff estimated at 6-30-2036 instead of 6-30-2044. I recommend this additional amount continue to be paid if the budget for that year allows.
7. Grant funded Portable Generator Project: I am working to close out the grant for the Portable Generator w/transfer station Project. We have received the portable generator and transfer stations have been completed. So far we have received \$100,750.00 of the grant funds (total project cost \$189,978.59) We should receive reimbursement for the remaining amount in a few months once the grant is closed out. The generator has been added to our insurance. We have registered the portable generator with CARB.
8. Worked on Social Security in conjunction with CalPERS, they presented to us the final resolution and agreement to allow us to begin contributions to social security. Back

owed contributions to January 01, 2025, will be applied and contributions moving forward will be applied. Dw

9. Regarding our Water operations, I asked our CPO (contracted-Chief Plant Operator) if we were operating legally and in compliance with the state. Our CPO stated he feels we are. I contacted the State Water Resource Control Board (SWRCB) to obtain additional confirmation that we are operating legally and compliant with regard to our field workers and our water systems. I received confirmation from the state that for some duties, we can allow trainees/non-certified/lower certificate workers to perform certain duties as long as the direction and decisions are made by our contracted CPO or adequately certified operator. I was told that the CPO or adequately certified operator does not have to be present/next to the worker when performing some of these duties. Distribution and Treatment operations have overlapping duties. However, our Treatment plants should include close oversight from our CPO or properly certified operator(s). Most of the work performed at our water treatment plants is to be conducted by a properly certified operator (except for reporting, and some minor maintenance, i.e. changing a bulb in a turbidimeter). I was told that our CPO or adequately certified operator must be reachable by phone within 1 hour. In some cases the adequately certified operator must be onsite. To assure we remain compliant I have asked the CPO to be involved in any gray areas (notification of scheduling, on call, callouts, and repairs of all kinds to our water system).

Regarding our Wastewater operations. Our CPA has stated that we are operating legally and compliant with our wastewater operations but I am contacting the State and obtaining confirmation from them on this as well. The CPO has confirmed that all field workers have obtained their Operator in Training certifications (OIT) or hold a wastewater certification.

10. Safety: In the past documented safety meetings were not part of the work routine here. I have now implemented mandatory safety meetings. Safety meetings are to be held at least once per week and the employees sign off on the safety meeting topic and attendance. Although OSHA does not specify, these sign off sheets will be maintained for a minimum of 6 months. The sign off sheets can be provided to the Board if requested. I have included the CPO in executing reminders and follow up of the meetings. I have confirmed that safety meetings are being held at least 1 x per week and scheduled for 2 x per week. Safety binders have been provided to the field crew to keep in their trucks. The Safety binders include SOP's, and other safety related information and can be updated as needed.

Note: All workers have had online training for confined spaces and I have received their certificates. New safety harnesses and gas detectors have been purchased and provided.

A confined space hands on training will be made in spring/summer, using our tripod, safety gear and equipment. We will continue to provide PPE/safety equipment as might be needed. Working with Mammoth Fire Dept to have fit testing done on respirators.

Admin Asst Baldwin stated that the District could get credit for the Safety meetings on our workers comp insurance with SDRMA. We have a binder in the office with the safety meeting sign in sheets that dates to 2005. She also suggested that the District keep the sign in sheets longer than 6 months.

11. Fern Creek Diversion petition to the state: I conferenced with Paula Whealen of Wagner & Bonsignore and Brian Hastings from Advanced Hydrologic. Requested we continue to push forward on the Fern Creek petition to the state for our water rights to avoid the petition from going stale. It has been 10 years with no movement from the

state. I am meeting with Brian Hastings to inspect our monitoring equipment. The diversion flow data is being recorded and stored.

12. Still looking at starting up the BMS Pay (accounting software firm). We have additional questions that we want to address. Again, this is to put in place a more robust online payment portal that will better tie the online payment process into our accounting software. As well the new solution will allow customers access to view all of their billing information and eventually usage of their data. This will streamline the online payment process in real time as well reduce billing questions/inquiries. While we have grown our online payments to just over 10% (from a few years ago) we want to weigh the cost fully. We may put this on hold until we have grown the online payments to a higher %, through our existing portal.

13. Had discussions with FCON3 (they did our Main Station 1 and Oh Ridge rehab work) regarding our (9) lift stations and our Main Station 2 rehab. FCON3 is able to do the work and finance the entire project for us. Since we no longer qualify for grant funding (due to adjustment to census information-median household income values increased for June Lake), it is an alternate option. \$1,073,000.00 over a negotiable 5-year term. I am plotting varied actuarial scenarios and will bring to the board for consideration at a future meeting. This could be a good opportunity to address the failing lift stations along Silver Lake and upgrade our Main Station 2 lift station.

14. I had a discussion with Juli Brown of June Mountain Ski Resort with regard to a proposed project they are working on. It may allow for a water storage tank the JLPUD could use during off winter season for fire preparedness/resiliency during a wildfire. I am going to try to work on the water storage tank into the County Disaster Mitigation Plan for possible FEMA pre-disaster funding. This is a longer-term project that would likely happen in 3-5 years. I will continue to have discussions with June Mountain Ski Resort and see if there is a joint use possibility. They could use the water to create snow and we could use the stored water for firefighting.

MANAGER REPORT – February 2025

1. Held meeting with Sanbell. Area West, California State Waterboard to receive updates on the progress of our Peterson Plant Rehabilitation Project (state funded). We will meet each month to address questions, progress and challenges. Continuing to provide them with information surrounding Clark Well, Persen production numbers, testing results, as-builds and information surrounding Fern Creek petition to the state. Provided them with additional information as requested.
2. Worked with Hacher Company to arrange delivery of the new Vactor truck. It should be arriving this month.
3. The WWTP Solar Project has a setback as the \$300,00. incentive we will not qualify for. Our utility usage is under the \$100,000. threshold by enough to keep us from qualifying currently. We are searching for additional incentives. The 30% ITC incentive will likely end 4th quarter of this year. With the 30% ITC incentive still available, but without the 300k incentive, we would have a final cost to the District of \$311,082.
4. Continued working on annual reports CCR (Consumer Confidence Report), EAR Reports (Electronic Annual Reporting), Annual, Quarterly and Monthly water/sewer reports to the state. As well as the new Appropriations Limit and schedule.
5. Created 3 Standard Operating Procedures (SOP's) for field crew. A binder of SOP's will be maintained at the office as well provided to the field crew by way of their iPad and binders. Will continue to develop these.
6. Worked with CPA/Auditors to complete our Financial Transaction Report (FTR) 2024 for the state controller's office. We have begun working on the 2023-24 audit.

7. I spoke with CalPERS to arrange to make an additional payment towards our Unfunded CalPERS liability of \$40,000 (pre-approved by the board). This will keep us on track to an early payoff that should yield us approximately \$218,642 in interest savings, with an early payoff estimated at 6-30-36 instead of 6-30-2044.
8. Still looking at starting up the BMS Pay (Accounting software firm). We have additional questions that we want to address. Again, this is to put in place a more robust online payment portal that will better tie the online payment process into our accounting software. As well the new solution will allow customs access to view all of their billing information and eventually usage data. This will streamline the online payment process in real time as well reduce billing questions/inquires. While we have grown our online payment to just over 10% (from a few years ago) we want to weigh the cost fully. We may put this on hold until we have grown the online payments to a higher % through our existing portal.
9. Worked with Social Security in conjunction with CalPERS, to create the final resolution to allow us to begin contributions to social security.
10. Regarding our Water operations. I asked our CPO if we were operating legally and in compliance with the state. Our CPO stated he feels we are. I contacted the state water board to obtain confirmation that we are operating legally and compliant with regard to our field workers and our water systems. I received confirmation from the state that we can allow trainees/non cert./lower certificate workers to perform duties as long as the direction and decisions are made by our contracted CPO or adequately certified operator. I was told that the CPO or adequately certified operator does not have to be present/next to the worker performing the duties. I was told that our CPO or adequately certified operator must be reachable by phone within 1 hour but does not have to be on site. To assure we remain compliant I have asked the CPO to be involved in any gray areas (notifications of scheduling, on call, callouts and repairs of all kinds to our water system).

Regarding our Wastewater operations.: My understanding with our CPO is that we are operating legally and compliant in our wastewater operations, but I am contacting the state and obtaining confirmation from them on this as well. Currently all field workers have obtained their Operator in Training certifications (OIT), or hold a wastewater certification.

11. In the past documented safety meetings were not part of the work routine here. I have now implemented mandatory safety meetings. Safety meetings are to be held at least once per week and the employees sign off on the safety meeting topic and attendance. Although OSHA does not specify, these sign off sheets will be maintained for a minimum of 6 months. The sign-off sheets can be provided to the board if requested. I have included the CPO in executing reminders and follow up of the meetings. I have confirmed that safety meetings are being held at least 1x per week and scheduled for 2x per week. Safety binders have been provided to the field crew to keep in their trucks. The Safety binders include SOP's and other safety related information and can be updated as needed.

Note: All workers have had online training for confined spaces, and I have received their certificates. New safety harnesses and gas detectors have been purchased and provided. A hands-on training will be made in spring/summer, using our tripod safety gear and equipment. We will continue to provide PPE/safety equipment as might be needed.

L. Closed Open Session at 7:42 pm (Director Fogg, Director Taylor)

- M. Open Executive Session at 7:45 pm (Director Fogg, Director Taylor)
- N. Close Executive Session at 8:33 pm (Director Fogg, Director Hunt)
- O. Opened Open Session at 8:33 pm (Director Fogg, Director Hunt)
- P. Executive Session report: Discussion only.
Next meeting scheduled for Wednesday April 9, 2025, at 5:30 pm

Q. ADJOURNMENT

There being no further business, it was moved, seconded, and unanimously passed to adjourn at 8:34 pm (Director Fogg, Director Hunt).

Respectfully Submitted,

Juli Baldwin
Ex-Officio Secretary

June Lake Public Utility

Video Surveillance Policy (2024)

Use of Video Monitoring

The June Lake Public Utility District recognizes that maintaining the safety and security of staff and district property is best implemented with a multifaceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the District. Video surveillance may be utilized in and around District property. Video surveillance shall be in accordance with applicable laws pertaining to such use. The District also shall comply with applicable law related to maintaining video recordings. Video and monitoring are not permitted in areas where there is an expectation of privacy (bathrooms, dressing areas, office space, etc.).

Basic System Information

Cameras are currently installed around the water plants and our wastewater treatment plant within the June Lake Public Utility District. In the future additional cameras may be added to other spaces in the District. Prior to the additional installation of cameras, the District shall consult with the Union, and depending on location, mutually agree with the Union on location of such installations.

Signage may be posted in or near areas of surveillance to inform visitors that they may be recorded.

The system is not actively monitored. However, the General Manager or his designee may monitor the feed from time to time and has the ability to control some of the cameras. The staff should be aware that no person is watching the cameras most of the time and they should not have the expectation that they are under continuous surveillance when they are within range of a camera. They should not expect someone necessarily to come to their rescue because they are in front of a camera, and they should always call 911 in the event of an emergency.

The system is managed by the District and its contractors, from time to time as necessary.

General Principles and Policies

The purpose of video surveillance and monitoring under this policy is to deter crime, assist in protecting the safety and property of the District, and apprehending persons who have committed criminal activities.

The video surveillance and monitoring will be conducted in a professional, ethical, and legal manner.

Video surveillance and monitoring will be conducted in a manner that does not violate privacy as defined by law.

Cameras shall not capture and record audio data in any manner.

Discipline

The district shall not use the video data for discipline.

Except in cases of theft, or other suspected/alleged unlawful activity, the district shall not use data collected to initiate discipline.

Use of Video Monitoring Placement and Notification

1. Video surveillance equipment may be installed in and around water plants, district buildings where there is a legitimate need for video surveillance, as approved by the superintendent and General Manager.
2. Video surveillance equipment will not be used or installed in areas where the public, or staff have a reasonable expectation of privacy, such as locker rooms and restrooms.
3. Video surveillance equipment may be in operation 24 hours per day on a year-round basis at any and all times.
4. Video monitors shall not be located in an area that enables public viewing.
5. Conduct in these areas may be recorded by video devices.
6. The district shall continue to notify staff that Video surveillance systems are present. Such notification will be included in staff and student handbooks and signs may be prominently displayed in appropriate locations throughout the district.
7. Specific notification may not be provided when a video recording device has been installed or is being utilized in or around a District building.
8. The use of video surveillance equipment on District property shall be supervised and controlled by the District and/or its General Manager or designated contractor. The name of the designated contractor, contact information, and duration of contract, shall be disclosed to the Union and updated whenever a change has occurred.
9. Staff are prohibited from unauthorized use, tampering with, or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable Board policies, any MOU or regulations and may include, but is not limited to, written reprimand, suspension, demotion or dismissal for staff. All such policies, MOU or regulations shall be given to the Union as they are implemented.
10. Video recordings may be used as evidence in the event of unlawful activity, as well as suspected or alleged unlawful activity.

Storage/Security

- 1. The district shall provide reasonable safeguards including, but not limited to password protection, well-managed firewalls and controlled physical access to protect the video surveillance system from hackers, unauthorized users, and unauthorized use.
- 2. Video recordings will be stored for a minimum of 60 business days after the initial recording. If the District knows no reason for continued storage, such recordings may be erased. The District will keep and store all video recordings that are/were used in any legal/punitive/grievance proceedings throughout the completion of any such proceedings.
- 3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies, or retained in accordance with applicable law.
- 4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in the District Office. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to authorized security personnel.

Union Access

Upon request of the UNION, the District shall provide a Union Representative with copies of the collected data in accordance with the rights afforded labor organizations under the Meyers-Milias-Brown Act (MMBA).

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

**JUNE LAKE PUBLIC
UTILITY DISTRICT**

Adopted on _____, 2024
by the Board of Directors

David K, Sikorski Business Manager

Board President

Director

It is understood that this Policy is of no force and effect whatsoever until the District Board of Directors adopts the Policy.

Resolution: 2025-01

WHEREAS, a division of the California Public Employees' Retirement System with respect to eligible employees of the June Lake Public Utility District, hereinafter referred to as "Public Agency", who are members of and in positions covered by said retirement system, has been conducted in accordance with Federal and State Laws and State regulations for the purposes of coverage under the insurance system established by the Federal Social Security Act and a deemed retirement system, hereinafter referred to as Group B of the California Public Employees' Retirement System has been established thereby as provided in Section 218(d)(6) of the Federal Social Security Act, composed of positions of members of such retirement system who desire coverage under the said insurance system; and

WHEREAS, the Public Agency desires to file an application with the State and to enter into an agreement with the State to extend coverage under the said insurance system on behalf of the Public Agency to services performed by individuals as employees of the Public Agency as members of a coverage group, as defined in Section 218(d)(4) of the Federal Social Security Act, of the said Group B of the California Public Employees' Retirement System and

WHEREAS, official form "Application and Agreement" containing the terms and conditions under which the State will affect such inclusion has been examined by this body;

NOW, THEREFORE, BE IT RESOLVED, that said Application and Agreement on said official form be executed on behalf of the Public Agency and submitted to the State to provide coverage under the California State Social Security Agreement of March 9, 1951, of all services performed by individuals as employees of the Public Agency as members of a coverage group (as defined in Section 218(d)(4) of the Social Security Act) of said Group B California Public Employees' Retirement System, except the following:

1. All services excluded from coverage under the agreement by Section 218 of the Social Security Act; and
2. Services excluded by option of the Applicant as indicated in Resolution No. 2024-02 adopted at a meeting of the Board on July 13, 2024:

None

Effective date of coverage of services under said agreement to be January 1, 2025; and

BE IT FURTHER RESOLVED, that Todd Kidwell, General Manager, 2380 HWY 158, CA 93529, is hereby authorized and directed to execute said Application and Agreement on behalf of and as Authorized Agent of the Public Agency and to forward same to the State for acceptance and further action; and

BE IT FURTHER RESOLVED, that authority hereafter to act as Authorized Agent, and so to conduct all negotiations, conclude all arrangements, submit all reports, and sign all agreements and instruments which may be necessary to carry out the letter and intent of the aforesaid application and agreement, in conformity with all applicable Federal and State laws, rules and regulations, is vested in the position of General Manager.

June Lake Public Utility District

Presiding Officer

General Manager

Date

APPLICATION AND AGREEMENT

For the purposes of this application and agreement, any reference made herein to any State or Federal statute or statutes, or regulations, or part thereof, applies to all amendments thereto now or hereafter made.

For the purposes of this application and agreement, "Federal System" means Old-Age, Survivors, and Disability and Health Insurance system established by the Federal Social Security Act, "Federal agency" means the Commissioner of Social Security, or successor in function to such officer, "Board" means the Board of Administration of the Public Employees' Retirement System, acting on behalf of the State of California.

The June Lake Public Utility District, a public agency as defined in Section 22009 of the Government Code* hereinafter called Applicant, hereby makes application to the Board to execute a modification to the California State Social Security Agreement extending thereunder the Federal System to all services performed by individuals as employees of the Applicant in a coverage group (as defined in Section 218(d)(4) of the Social Security Act*) of the Group B of the California Public Employees' Retirement System, a deemed retirement system established by division of a retirement system pursuant to Section 218(d)(6) of the Social Security Act, composed of positions of members desiring coverage under said insurance system, except the following:

1. Those services mandatorily excluded from said agreement by Section 218 of the Social Security Act. *

2. The following services excluded by option of the Applicant pursuant to Resolution No. 2024-02, adopted on July 13, 2024:

None

*See Attachment

In order to carry into effect the common governmental duties under such statutes and in consideration of the mutual promises hereinafter made, the Applicant and the Board agree as follows:

1. The Board will execute a modification to the California State Social Security Agreement to extend thereunder the Federal System to the services of employees of Applicant as hereinbefore applied for.
2. Applicant will comply promptly and completely, throughout the term of this application and agreement, with the letter and intent of all statutes of the State of California, and Section 218 of the Federal Social Security Act, and applicable Federal and State regulations adopted pursuant thereto.
3. Applicant shall pay to the Federal Government amounts equivalent to the sum of taxes (employer-employee contributions) imposed under the Federal Insurance Contributions Act if the services of employees covered by the application and agreement constituted employment as defined in such Act. Applicant shall keep or cause to be kept accurate records of all remuneration for such services, said records to be maintained as required by Federal or State regulations, and said records shall be available for inspection or audit by the Board or its designated representative.

4. Applicant will prepare and submit such wage reports as may be required.
5. Applicant shall pay and reimburse the State at such times as may be determined by the State:
 - (a) Any sums of money that the State may be obligated to pay or forfeit to the Federal Government by reason of any failure of the Applicant, for any cause or reason, to pay the contributions, penalties, or interest required by the agreement between the Federal agency and the State at such time or in such amounts as required by the said agreement and any State or Federal regulations adopted pursuant thereto.
 - (b) In such amounts as may be determined by the State, its proportionate share of any and all costs incurred by the State in the administration of the Federal System as it affects the Applicant and its employees.
 - (c) In such amounts as may be determined by the State, the cost of any and all work and services relating to any division for the purposes of coverage under the Federal System held with respect to the coverage group for which coverage under the Federal System is requested herein.
 - (d) In such amounts as may be determined by the State, the costs of any audits of the books and records of the Applicant made by the State or its designated representatives pursuant to Section 22559 of the Government Code.
6. The coverage herein provided for shall be effective January 1, 2025.

7. That, subject to the aforesaid provisions and applicable law, this application and agreement may be amended by the mutual consent of the parties in writing.
8. After the filing of this application and agreement, its acceptance and execution by the State shall constitute it a binding agreement between the Applicant and the State of California with respect to the matters herein set forth.

June Lake Public Utility District

Signed by:

Authorized Agent

And by:

Witness

Title

Date

ACCEPTED: _____
STATE OF CALIFORNIA

BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
Liza Lopez
State Social Security Administrator
State Social Security Administrator Program

ATTACHMENT

Section 22009, Government Code:

"Public Agency" means the State, any city, county, city and county, district, municipal or public corporation or any instrumentality thereof, or boards and committees established under Chapter 10 of Division 6 of the Agricultural Code, Chapter 754 of Statutes of 1933, as amended, or Chapter 307 of the Statutes of 1935, as amended, the employees of which constitute one or more coverage groups or retirement system coverage groups.

Section 218(d)(4):

For the purposes of subsection (c) of this section, the following employees shall be deemed to be a separate coverage group:

- (A) all employees in positions which were covered by the same retirement system on the date the agreement was made applicable to such system (other than employees to whose services the agreement already applied on such date);
- (B) all employees in positions which became covered by such system at any time after such date; and
- (C) all employees in positions which were covered by such system at any time before such date and to whose services the insurance system established by this title has not been extended before such date because the positions were covered by such retirement system - including employees to whose services the agreement was not applicable on such date because such services were excluded pursuant to subsection (c)(3)(B).

The following services are mandatorily excluded:

- (a) service performed in a policeman's or fireman's position, covered by a retirement system at the time coverage is extended to the Public Agency;
- (b) service performed by an individual who is employed to relieve him from unemployment;
- (c) service performed in a hospital, home, or other institution by a patient or inmate thereof;
- (d) covered transportation service (as defined in Section 210(k) of the Social Security Act, as amended);
- (e) service (other than agricultural labor or service performed by a student) which is excluded from employment by any provision of Section 210(a) of the Social

Security Act, other than paragraph 7 of such section, or service the remuneration for which is excluded from wages by paragraph (2) of Section 209(h);

- (f) service performed by an individual as an employee on a temporary basis in case of fire, storm, snow, earthquake, or similar emergency;
- (g) services performed by election officials or election workers for each calendar year in which the remuneration paid for such service is less than the threshold amount mandated by law.



JULES AND ASSOCIATES
Equipment Finance Specialists



Equipment Lease Proposal for

June Lake Public Utilities District
February 13th, 2025

EQUIPMENT LEASE SUMMARY

LESSEE: June Lake Public Utilities District

LESSOR: Jules and Associates, Inc.

EQUIPMENT LEASE OPTIONS

EQUIPMENT: TYPE

EQUIPMENT COST:	See Offer Summary
TERM:	See Offer Summary
MONTHLY PAYMENT:	See Offer Summary
LEASE RATE FACTOR:	See Offer Summary
PURCHASE OPTION:	
END OF LEASE TERM:	\$1.00 Buyout

LOCATION: CA

RATE INDEX: Upon lease schedule commencement(s), the applicable rate is fixed for the life of the lease term. The payments quoted herein are based on current money market conditions and are subject to adjustment based on an increase in the like term SOFR swap rates between now and lease schedule commencement(s). The base rates for comparison shall be 4.19% (7 years) on February 13th, 2025.

DEPOSIT: Jules and Associates, Inc **does not require a deposit** upon signing this lease proposal. Upon your execution of the Final Lease Documents, the first monthly billing lease payment will be due. In consideration of Lessor's time and effort in reviewing and working on the offer, Lessee agrees that its offer shall be irrevocable for a period of fifteen (15) business days after Jules and Associates, Inc. has received all credit information from Lessee.

BANK QUALIFIED: The terms quoted herein assumes that the interest component of the Lease Payment Amount is exempt from federal income tax and as "bank-qualified" pursuant to Section 265(b) of the Code.

DOCUMENTATION FEE: \$675.00

PAYMENTS: Due annually, in advance.

EXPENSES: Considering that we will be using net leases, you will be responsible for all expenses related to the equipment and leases, including costs of maintenance, operation, insurance, sales, use and personal property taxes, and for other costs, terms and conditions described under the Final Documentation.

LATEST MONEY TAKEDOWN: March 15th, 2025

ADDITIONAL TERMS:

You authorize Jules and Associates to file financing statements in any jurisdiction deemed necessary or desirable to carry out the terms of any lease schedule and to perfect or maintain perfected its interests in the equipment, proceeds thereof, and deposits. You are responsible for any purchase orders issued by us on your behalf.

Final terms and conditions will be contained in the final master lease agreement and lease schedule (and all addenda, amendments, and documents related thereto) (collectively, "Final Documentation") entered into between us, which will supersede the terms and conditions of this proposal.

This proposal is not a commitment and remains subject to review and approval from Jules and Associates' finance committee. We reserve the right to reject all, part, or none of the proposed transaction for any reason. Jules and Associates will provide lease financing only after approval of final terms and execution of mutually acceptable Final Documentation.

ACCEPTANCE

We appreciate the opportunity to provide you lease financing and to be a part of your business. Your confirmation of the terms and conditions being proposed by you as outlined herein will be indicated by signing this Proposal and returning it to us along with the Deposit. *This Proposal will expire on February 20th, 2025, unless previously accepted.*

We look forward to working with you on this and future transactions.

Sincerely,

Jules and Associates, Inc.

AGREED TO AND ACCEPTED BY:

June Lake Public Utility District

By: _____

Name: _____

Title: _____

Date: _____

OFFER SUMMARY - CLOSED-END FINANCING

Funding Provided	\$446,653.35*	<p>This is how much funding Jules and Associates, Inc. will provide. Due to deductions or payments to others, the total funds that will be provided to you directly is \$0.00. For more information on what amounts will be deducted, please review that attached document "Itemization of Amount Financed."</p> <p>*This and the disclosures herein are estimates and may change based upon the final cost we pay the suppliers of the equipment and/or services being financed. We have used this estimate to determine the Annual Percentage Rate (APR), Finance Charge, Total Payment Amount and Payment. All estimates assume you timely comply with all of your obligations.</p>
Annual Percentage Rate (APR)	7.18%*	<p>APR is the cost of your financing expressed as a yearly rate. APR includes the amount and timing of the funding you receive, interest and fees you pay and the payments you make.</p> <p>Your APR is not an interest rate. Your interest rate is 7.11%</p> <p>Your APR may be higher than your interest rate because APR incorporates interest costs and other finance charges.</p>
Finance Charge	\$83,452.45*	<p>This is the dollar cost of your financing. Estimated Interest: \$82,777.45 Administration/Documentation fee: \$675.00 Broker fee: \$0.00</p> <p>The interest under your contract may adjust due to delays in delivery and/or changes in market conditions prior to consummation. Because the funding date may not be known, this disclosure is provided based upon a funding date on or about the date this Offer Summary has been provided.</p>
Total Payment Amount	\$529,430.80*	This is the total dollar amount of payments you will make during the term of the contract.
Payment	Documentation Fee: \$675.00 Annual Payment Amount \$88,238.30	These are the amounts you will pay during the term of the contract.
Term	6 Years	
Prepayment	<p>If you pay off the financing early, you will still need to pay all or portion of the finance charge, up to \$83,452.45</p> <p>If you pay off the financing early you must also pay the following additional fees: 3% prepayment fee (based on the principle balance remaining at the time of prepayment).</p>	
Collateral Requirements	You will grant financier a first priority perfected security interest in the property you acquire with the proceeds of the financing.	

Avoidable Fees and
Charges

The following fees and charges can be avoided: late payment fees, late payment interest, returned payment fees, charges arising from a failure to maintain insurance, charges arising from a failure to pay taxes, default interest, and collection costs.

Applicable law requires this information to be provided to you to help you make an informed decision. By signing below, you are confirming that you received this information.

June Lake Public Utilities District

Recipient Signature: _____

Date: _____

ITEMIZATION OF AMOUNT FINANCED

1. Amount Given Directly to You	\$0.00
2. Amount Paid on Your Account with Us Documentation Fee: \$675.00 Total: \$675.00	\$675.00
3. Amounts Paid to Other Persons- Dealership/Vendor: \$446,653.35 Total: \$446,653.35	\$446,653.35
4. Amount Provided to You or on Your Behalf (1+2+3)	\$447,328.35
5. Prepaid Finance Charge: Doc Prep Fee	\$675.00
6. Amount Financed (4 minus 5)	\$446,653.35

Applicable law requires this information to be provided to you to help you make an informed decision.



JULES AND ASSOCIATES
Equipment Finance Specialists



Equipment Lease Proposal for

June Lake Public Utilities District

February 13th, 2025

EQUIPMENT LEASE SUMMARY

LESSEE: June Lake Public Utilities District
LESSOR: Jules and Associates, Inc.

EQUIPMENT LEASE OPTIONS

EQUIPMENT:	TYPE
EQUIPMENT COST:	See Offer Summary
TERM:	See Offer Summary
PAYMENT:	See Offer Summary
LEASE RATE FACTOR:	See Offer Summary
PURCHASE OPTION:	
END OF LEASE TERM:	\$1.00 Buyout

LOCATION: CA

RATE INDEX: Upon lease schedule commencement(s), the applicable rate is fixed for the life of the lease term. The payments quoted herein are based on current money market conditions and are subject to adjustment based on an increase in the like term SOFR swap rates between now and lease schedule commencement(s). The base rates for comparison shall be 4.19% (7 years) on February 13th, 2025.

DEPOSIT: Jules and Associates, Inc **does not require a deposit** upon signing this lease proposal. Upon your execution of the Final Lease Documents, the first monthly billing lease payment will be due. In consideration of Lessor's time and effort in reviewing and working on the offer, Lessee agrees that its offer shall be irrevocable for a period of fifteen (15) business days after Jules and Associates, Inc. has received all credit information from Lessee.

BANK QUALIFIED: The terms quoted herein assumes that the interest component of the Lease Payment Amount is exempt from federal income tax and as "bank-qualified" pursuant to Section 265(b) of the Code.

DOCUMENTATION FEE: \$675.00

PAYMENTS: Due annually, in advance.

EXPENSES: Considering that we will be using net leases, you will be responsible for all expenses related to the equipment and leases, including costs of maintenance, operation, insurance, sales, use and personal property taxes, and for other costs, terms and conditions described under the Final Documentation.

LATEST MONEY TAKEDOWN: March 15th, 2025

ADDITIONAL TERMS:

You authorize Jules and Associates to file financing statements in any jurisdiction deemed necessary or desirable to carry out the terms of any lease schedule and to perfect or maintain perfected its interests in the equipment, proceeds thereof, and deposits. You are responsible for any purchase orders issued by us on your behalf.

Final terms and conditions will be contained in the final master lease agreement and lease schedule (and all addenda, amendments, and documents related thereto) (collectively, "Final Documentation") entered into between us, which will supersede the terms and conditions of this proposal.

This proposal is not a commitment and remains subject to review and approval from Jules and Associates' finance committee. We reserve the right to reject all, part, or none of the proposed transaction for any reason. Jules and Associates will provide lease financing only after approval of final terms and execution of mutually acceptable Final Documentation.

ACCEPTANCE

We appreciate the opportunity to provide you lease financing and to be a part of your business. Your confirmation of the terms and conditions being proposed by you as outlined herein will be indicated by signing this Proposal and returning it to us along with the Deposit. *This Proposal will expire on February 20th, 2025 unless previously accepted.*

We look forward to working with you on this and future transactions.

Sincerely,

Jules and Associates, Inc.

AGREED TO AND ACCEPTED BY:

June Lake Public Utilities District

By: _____

Name: _____

Title: _____

Date: _____

OFFER SUMMARY - CLOSED-END FINANCING

Funding Provided	\$446,653.35*	<p>This is how much funding Jules and Associates, Inc. will provide. Due to deductions or payments to others, the total funds that will be provided to you directly is \$0.00. For more information on what amounts will be deducted, please review that attached document "Itemization of Amount Financed."</p> <p>*This and the disclosures herein are estimates and may change based upon the final cost we pay the suppliers of the equipment and/or services being financed. We have used this estimate to determine the Annual Percentage Rate (APR), Finance Charge, Total Payment Amount and Payment. All estimates assume you timely comply with all of your obligations.</p>
Annual Percentage Rate (APR)	7.46%*	<p>APR is the cost of your financing expressed as a yearly rate. APR includes the amount and timing of the funding you receive, interest and fees you pay and the payments you make.</p> <p>Your APR is not an interest rate. Your interest rate is 7.40%</p> <p>Your APR may be higher than your interest rate because APR incorporates interest costs and other finance charges.</p>
Finance Charge	\$105,422.94*	<p>This is the dollar cost of your financing. Estimated Interest: \$104,747.94 Administration/Documentation fee: \$675.00 Broker fee: \$0.00</p> <p>The interest under your contract may adjust due to delays in delivery and/or changes in market conditions prior to consummation. Because the funding date may not be known, this disclosure is provided based upon a funding date on or about the date this Offer Summary has been provided.</p>
Total Payment Amount	\$551,401.29*	This is the total dollar amount of payments you will make during the term of the contract.
Payment	Documentation Fee: \$675.00 Annual Payment Amount \$78,771.47	These are the amounts you will pay during the term of the contract.
Term	7 Years	
Prepayment	<p>If you pay off the financing early, you will still need to pay all or portion of the finance charge, up to \$105,422.94</p> <p>If you pay off the financing early you must also pay the following additional fees: 3% prepayment fee (based on the principle balance remaining at the time of prepayment).</p>	
Collateral Requirements	You will grant financier a first priority perfected security interest in the property you acquire with the proceeds of the financing.	

Avoidable Fees and
Charges

The following fees and charges can be avoided: late payment fees, late payment interest, returned payment fees, charges arising from a failure to maintain insurance, charges arising from a failure to pay taxes, default interest, and collection costs.

Applicable law requires this information to be provided to you to help you make an informed decision. By signing below, you are confirming that you received this information.

June Lake Public Utilities District

Recipient Signature: _____

Date: _____



POLICY TITLE: Performance Evaluation
POLICY NUMBER: 3130

3130.1 This policy shall apply to all employees.

3130.2 In order to provide employees with information concerning their employment progress and to identify areas to improve job performance, the employee's supervisor and General Manager will conduct formal written employee evaluations at least once per year, preferably using the employee's hire date anniversary is desired for an annual evaluation.

Generally, employee evaluations may be performed at three (3) months and/or six (6) months after date of hire and shall be performed near the end of the twelve (12) month probationary period. At the end of the 12-month probationary period, the District may extend the probationary employee's probation period in order to provide the employee additional time to improve his or her job performance and/or to provide the District additional time to observe the probationary employee's work performance.

In the event than an employee's supervisor or the General Manager determines that a regular part-time or regular full-time employee's job performance has not improved after receiving a written performance evaluation, the supervisor or the General Manager may elect to establish a performance improvement plan ("PIP"), also known as a performance action plan to provide an employee the opportunity to succeed while still being held accountable for past performance. A PIP shall be used to address either failures to meet specific job performance-related or behavior-related issues. A PIP format and content shall conform to the guidelines provided in Exhibit "A" attached to this Policy Manual.

3130.3 Ratings: Performance evaluations shall be in writing on forms prescribed by the General Manager or his or her designee. The evaluation shall provide recognition for effective performance and also identify areas that need improvement. All evaluations will have an overall evaluation of Unsatisfactory, Improvement Needed, Satisfactory, Above Satisfactory, or Outstanding.

- Unsatisfactory Work is well below the standard expected of a competent worker in that job position, a majority of the time. Unsatisfactory ratings must be substantiated in a written statement by the evaluator.
- Improvement needed performance is frequently less than the standard expected of a competent worker in that job position, and improvable with additional training, experience, or effort.
- Satisfactory Work performance consistently meets the standard expected of a competent worker in that job position.
- Above Satisfactory Work performance is generally above the standard expected of a competent worker in that job position, a majority of the time.
- Outstanding Work performance is consistently and distinctly well above the standard expected of a competent worker in that job position; performance is superior. Outstanding ratings must be substantiated in a written statement by the evaluator



3130.4 Evaluation Procedure: The performance evaluation must be signed by the evaluator, as well as the employee, and discussed with the employee. Unscheduled performance evaluations may be made at the discretion of the General Manager or his or her designee. An employee may respond to a performance evaluation in writing, which shall be attached to the performance evaluation. An employee shall speak with his or her evaluator regarding a performance evaluation in which he or she disagrees. If the employee is dissatisfied with his or her supervisor's response to a written response to a performance evaluation, the Employee may discuss the performance evaluation rating to the General Manager. The General Manager may only modify employee evaluations if there is a compelling reason to do so.

Example

Mammoth Community Water District Employee Performance Evaluation



Employee Name: Click or tap here to enter text. **Job Title:** Click or tap here to enter text.
Department/Division Name: Click or tap here to enter text.
Review Period Start: Click or tap here to enter text. **Review Period End:** Click or tap here to enter text.
Type of Evaluation: **Annual** **End of Probation** **Other (Specify)**

PERFORMANCE CATEGORY	PLACE MARK (X) IN THE APPROPRIATE RATING				
<i>ALL Improvement Required, In Development, and Exceeds Requirements RATINGS MUST BE EXPLAINED IN THE RATING SUMMARY SECTION</i>	Improvement Required	In Development	Meets Requirements	Achieves	Exceeds Requirements
Attendance: Meets attendance and punctuality guidelines. Absenteeism is within established guidelines and can be counted on to be on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication: Expresses ideas and thoughts verbally and in writing. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability & Responsiveness: Responds to requests for service and assistance. Follows and accepts instructions and management direction. Takes responsibility for own actions. Commits to doing the best job possible. Follows through with commitments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goals & Accomplishments Achieved: Achieved goals and objectives assigned during the last performance review and/or accomplishment of additional tasks assigned during the review period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative: Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities when appropriate. Asks for help when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal: Works well with subordinates, peers, supervisors, and the public. Establishes and maintains effective relations at all levels. Exhibits tact, consideration, positive outlook and pleasant manner. Offers assistance and support, works cooperatively in group situations, and works actively to resolve conflicts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Knowledge, Skills, & Abilities: Competent in required job skills, knowledge and demonstrates proficiency. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires appropriate level of supervision for the class. Displays understanding of how job relates to others. Follows established rules, regulations and policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment: Exhibits sound and accurate judgment. Displays willingness to make decisions. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

ALL <i>Improvement Required, In Development, and Exceeds Requirements</i> RATINGS MUST BE EXPLAINED IN THE RATING SUMMARY SECTION	Improvement Required	In Development	Meets Requirements	Achieves	Exceeds Requirements
Planning & Organization: Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving: Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety: Demonstrates general observance of safety practices including compliance with safety rules and use of appropriate safety gear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use & Care of Resources: Demonstrates required skills. Adapts to new technologies. Uses resources available to increase productivity. Keeps technical skills up to date. Exhibits respect for the maintenance and care of District equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL AREAS OF EVALUATION FOR SUPERVISORS & MANAGERS					
Financial Management: Works within approved budget. Conserves District resources. Develops and implements cost saving measures and strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership: Exhibits confidence in self and others. Inspires respect and trust from subordinates. Delegates, sets expectations, and monitors activities and outcomes. Reacts well under pressure. Motivates others to perform well. Matches the responsibility to the person. Gives authority to work independently. Provides recognition for results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PERFORMANCE EVALUATION OVERALL RATING SCORE					
TOTAL EACH COLUMN (Formula: Improvement Required = 1, In Development = 2, Meets Requirements = 3, Achieves = 4, Exceeds Requirements = 5)					
OVERALL RATING (Check box, corresponding to score) Add together and divide by 12 (or 14 for Supervisors and Managers) = Overall Rating	<input type="checkbox"/> Improvement Required (1 - 1.4)	<input type="checkbox"/> In Development (1.5 - 2.4)	<input type="checkbox"/> Meets Requirements (2.5 - 3.4)	<input type="checkbox"/> Achieves (3.5 - 4.4)	<input type="checkbox"/> Exceeds Requirements (4.5 - 5)

Rating Summary/Narrative: Click or tap here to enter text.

Rater/Reviewer Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

DEPARTMENT & GENERAL MANAGER SECTION
(Signatures to be obtained prior to giving review.)

Department Head/Manager Signature

Date

General Manager Signature

Date

Employee Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

EMPLOYEE SECTION

Employee Comments:

Employee Acknowledgment:

I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature

Date

SAMPLE

MAMMOTH COMMUNITY WATER DISTRICT
Performance Evaluations and Merit Guide Procedures

Adopted: April 1, 2023

I. REFERENCE/DISTRICT POLICY

Mammoth Community Water District Code, Chapter 4, Division I., Section 3., Division II., Section 17., and Division IV., Sections 5., 12., and 13.

II. PURPOSE

To establish the Mammoth Community Water District's ("District") guidelines for evaluating employee performance and recommending any associated merit increase and/or bonus.

The District's performance evaluation process is a tool for improving employee performance, rewarding good performance, and identifying performance that requires improvement early so corrective measures may be initiated. It can help to improve planning, communication, and lead to greater employee engagement. It allows for review, discussion and development of major work objectives, goals, performance measures and accomplishments. Accordingly, the performance evaluation should be conducted at the end of an employee's rating period. Additionally, an evaluation should not cover anything outside the rating period. To foster optimal employee engagement as part of initiating the review process, it is recommended that supervisors ask employees to prepare a self-evaluation, allowing them an opportunity to provide input on their accomplishments during the rating period along with any goals they would like to pursue in the next rating period. It is expected that Managers and Supervisors routinely meet with their staff throughout the rating period, so a performance evaluation does not contain any surprises for the employee. An employee who has received any formal disciplinary action during the rating period is not eligible for a merit increase or performance bonus. The result of an employee's performance evaluation rating, and any associated merit and/or bonus, are final and are not subject to any form of appeal process.

III. BASIC PERFORMANCE EXPECTATIONS AND RATING GUIDE

3.1 General

A good performance evaluation process benefits all employees as well as the District. Clear expectations and improved communication foster the ability to better achieve the District's mission. In section 3.2 below is a rating category guide that is applicable to most positions and performance categories.

3.2 Rating Category Guide

The Performance Evaluation Form contains five rating levels for each performance category. The rating levels are: Exceeds Requirements, Achieves, Meets Requirements, In Development, and Improvement Required. Rating levels reflect the degree to which an employee meets the performance expectations in each category.

- a. Exceeds Requirements – The employee frequently surpasses performance expectations and demonstrates unique understanding of work well beyond job requirements. Errors in judgment are rare and not repeated. The employee shows enthusiasm, initiative, demonstrates high achievement and has made clearly identifiable contributions to the success of the District.
- b. Achieves – The employee demonstrates solid performance that consistently fulfills expectations and at times may exceed expectations. The employee achieves the level of performance expected for the job classification and is reliable in attaining the expected results. Desired initiative and output have been achieved, and the employee is capable and knowledgeable in most aspects of the work.
- c. Meets Requirements – The employee's performance during the rating period is reliable, responsible, and consistent, with acceptable job standards. Occasionally demonstrates above average expectations.
- d. In Development – The employee is still developing this competency or is not consistently achieving expectations. Work results are at times inconsistent with minimum acceptable job standards. Continued performance improvement is required.
- e. Improvement Required – The employee's performance is consistently below expectations and/or the employee has failed to make reasonable progress toward previously identified area(s) for improvement. The employee does not demonstrate knowledge or ability to perform the majority of assigned duties. The employee requires excessive supervision, direction, and follow-up. The employee must show significant improvement.

3.3 Sample Application of Rating for the Attendance Category

- a. Degree of reliability, consistency, punctuality, and the knowledge that an employee can be counted on to be on the job. The employee follows current District leave policies.
 1. Exceeds Requirements – arrives each day on time fully prepared to perform the day's work, very reliable, has no attendance problems, always adheres to prescribed meal and break periods, follows

established standards for requesting and taking leave, manages leave balances wisely, ensures assignments are addressed or covered during periods of scheduled leave, rarely if ever engages in personal phone calls during the workday.

2. Achieves – arrives each day on time prepared to perform the day’s work, very reliable, seldom has attendance problems, normally adheres to prescribed meal and break periods, follows established standards for requesting and taking leave, manages leave balances wisely, ensures assignments are addressed or covered during periods of scheduled leave, rarely if ever engages in personal phone calls during the workday.
3. Meets Requirements – normally arrives on time and prepared to perform the day’s work, normally reliable, occasionally does not adhere to prescribed meal and break periods, strays occasionally from established standards for requesting and taking leave, maintains minimum but adequate leave balances, some assignments are addressed or covered during periods of scheduled leave, occasionally engages in personal phone calls during the workday.
4. In Development – often arrives late and is not prepared to perform the day’s work, needs to improve reliability, often does not adhere to prescribed meal and break periods by frequently extending them and does not make up the time, often does not follow established standards for requesting and taking leave, often has little to no leave balances to manage, often does not ensure assignments are addressed or covered during periods of scheduled leave, engages in many personal phone calls during the workday.
5. Improvement Required – constantly late and is not prepared to perform the day’s work, unreliable, does not adhere to prescribed meal and break periods by frequently extending them and does not make up the time, does not follow established standards for requesting and taking leave, has little to no leave balances to manage, does not ensure assignments are addressed or covered during periods of scheduled leave, engages in many personal phone calls during the workday.

3.4 Merit and Bonus Guide for Annual/12-month Review Period Overall Performance Rating

The following table serves as a guide for determining any merit and/or performance bonus to be recommended for an employee and is based on the overall performance rating. Performance bonus percentage is calculated on Employee’s existing annual hourly base wage. If an employee has reached the top of the pay range (“topped out”) for their

classification, they will receive a performance bonus equal to the merit percent increase based on their overall performance rating. Merit and performance bonus amounts exceeding the amounts in the guide require General Manager approval.

Overall Performance Rating		Merit %	Performance Bonus
Exceeds Requirements	4.5 - 5.0	5.0%	2.0% - 3.0%
Achieves	3.5 - 4.4	4.5% - 5.0%	1.0% - 2.0%
Meets Requirements	2.5 - 3.4	4.0%	0%
In Development	1.5 - 2.4	2.0% - 3.0%	0%
Improvement Required	1.0 - 1.4	0% - 1.0%	0%

3.5 Merit and Bonus Guide for Six-month Probationary Period

Successful completion of a six-month probationary period must be accompanied by an overall performance rating of no less than 2.5. Employees successfully completing the probationary period shall receive a 2.5% merit increase and, at their supervisor's discretion, up to a 1.0% performance bonus. Merit and performance bonus amounts exceeding the amounts in the guide require General Manager approval.

3.6 Merit Guide for Promotions

The following table serves as a guide for determining any merit and/or performance bonus to be recommended for a promotional employee and is based on the overall performance, experience, education, and certifications achieved which result in promotion. Flex promotion shall receive a 5.0% - 7.5% increase to base pay or the bottom of new wage range whichever is greater. Flex promotions coinciding with certification achievements may also include 2.5% for qualifying certifications. Promotion to a higher responsibility level receives a 10.0% increase to base pay or the bottom of new wage range whichever is greater. Performance bonuses are not generally awarded as a result of promotion. Merit and performance bonus amounts exceeding the amounts in the guide require General Manager approval.

Overall Performance Rating	Merit %	Performance Bonus
Flex Promotion	5.0% - 7.5%	N/A
Promotion Higher Level Class	10.0%	N/A

IV. APPROVED BY:



Mark Busby
General Manager



POLICY TITLE: Employee Records
POLICY NUMBER: 3114

3114.1 All personnel information and records are to be considered confidential to the extent allowed by federal or state law. The District policy is to require all personnel files to be maintained in a secure and private location and to have all employees manage personnel information in a safe and confidential manner.

The District retains personnel records concerning its employees. Such records ordinarily include applications, insurance forms, payroll deduction authorizations, performance appraisals, certain pay records, transfer and promotion forms, records of disciplinary action, training records, and any certificates or credentials required for an employee's job. Other information concerning employees may be kept as personnel records at the discretion of the District.

In order to keep personnel records current, the General Manager, or his or her designee, must be notified of any change in an employee's personal status and information, such as: changes of address, telephone number, marital status, military status, any birth or death in an employee's immediate family, any change in the name or telephone number of the person to be notified in case of emergency, any change in insurance beneficiary, or any other information needed to maintain accurate records. These changes shall be provided to the General Manager, or his or her designee, within thirty (30) days of the change in an employee's personal status.

Each employee is also responsible for providing the District with records concerning any licenses or certificates required in the performance of his or her job, as well as any documents showing that education or training relevant to employment has been completed.

3114.2 Release of Information: Personnel records are considered confidential. Employees may examine their own personnel records by contacting the General Manager or his or her designee and requesting to review. The District prefers, but not require, that such request be in writing. The employee shall have the right to inspect or copy their personnel file within twenty-one (21) calendar days of the request. If the District provides copies of the personnel file, the actual cost of reproduction may be charged. All information contained therein is District property and may not be removed by the employee but may only be copied.

MCWD Personnel Files are 6-part Files

Most Recent Date on Top (Documents listed below are "if applicable")

PART 1 - Pre-Employment and Employment

Employee Personal Data and Emergency Notification/Contacts (always on top for quick access)
Temporary Employment Agreement
New Hire Announcement
Employee Receipt/Return of MCWD Property
Oath of Allegiance
Employee Acknowledgement Receipt of New Hire Manual
Employee Acknowledgement Receipt of Personnel Policy Manual
Recreation Facility Waiver
Social Security Card / Passport (I-9 form filed separately, all employees in one PDF)
Pre-Employment Process Complete/Start Date Email
Background Report and Authorizations
Ee Acceptance of Conditional Offer
Supplemental Application (Conviction Disclosure)
Conditional Offer
Application (DMV Driver Record, Resume, etc.)

PART 2 - Payroll

Personnel Action Notice(s) (PANs)
Direct Deposit Form
Federal Tax W-4
State Tax EDD DE 4

PART 3 - Benefits

Medical Benefits Confirmation
Authorization for Electronic Receipt of Annual Open Enrollment Packet
Flexible Spending Account (FSA) or Health Savings Account (HSA) Benefits Plans
Oram & Kaylor Client ID (Retirement Plan)
Marriage Certificate, Dependents' Birth Certificates (for medical insurance)
COBRA New Employee General Notice

PART 4 - Disciplinary Actions and Grievances

Disciplinary documentation (Counseling Memos, Written Reprimands, etc.)
Grievances

PART 5 - Credentials and Training

Certificates (i.e., Water Operator, Water Distribution) or Licenses (i.e., Professional Engineer)
Driver License (Front and Back)
Medical Certificate (Commercial Driver)
Training Certificates

PART 6 - Evaluations and Kudos

Annual Evaluations
End of Probationary Evaluation
Kudos Received

SEPARATE FILE - MEDICAL FILE

Pre-Employment Physical Process and Report
Respiratory Protection Clearance

Superintendent Board Report

April 2025

SATETY/TRAINING

- Conducting 2x weekly safety meetings
- James Conrad helped with training Rider Kidwell with learning the procedure for reading customer meters, for monthly billing.
- Taught field staff how pump maintenance at June Lake #1, (on Forest Road) should be performed.
- Taught field staff how to repair pump panel at Silver Lake, #2.

OPERATIONS

Water System

- Noticed low chlorine residual at Snowcreek and Petersen. Acid cleaned both CL17's, chlorine residual is fine.
- Flushed dam at Snowcreek diversion.
- Replaced CL17 and Controller at June Lake Water Plant. I had to talk with Hach to properly calibrate unit to read on our system.
- Started the June Lake Water Plant to run a bleach CIP (clean in place) before putting the plant in service. (Plant is not yet in service).

Wastewater System

- Collected quarterly samples at WWTP
- Replaced uncapped 8-inch pvc line with new cap at WWTP. Had to jackhammer front corner of driveway at the vactor building to access line. Finished backfilling before snowstorm.
- Repaired pump panel at Silver Lake, #4.
- Filled lab water well with water from old vactor truck.

Managers Report April 2025

- 1) Held meeting with Sanbell, Area West, California State Waterboard to receive updates on the progress of our Peterson Plant Rehabilitation Project (state funded). We will meet each month to address questions, progress and challenges. Continuing to provide them with information. We are still working to set up a meeting with USFS. Met for a site visit to discuss equipment options for Petersen Plant.
- 2) Continued working on closing out the Grant for the Portable Generator Project.
- 3) Worked with Ken and James to adjust milliamp output to SCADA to show them and get them familiar with the process. This calibrates our controllers to match our SCADA.
- 4) Continued work on our EAR reports and CCR. Worked on monthly TCR, SWTR, Spill and drought reports.
- 5) Continued Work on our rate study. Have received a final draft. I should have it ready for presentation to the board at our next meeting. The goal is to have new rates start at new fiscal year. It may take longer if we need to conduct a 218 hearing with the public.
- 6) Continued work on our 2025/26 budget