



# Irish Beach Water District Policy Handbook

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## **Irish Beach Water District Policy Handbook**

**POLICY TITLE: Purpose of Board Policies**

**POLICY NUMBER: 1000**

**ADOPTED: Circa 2002**

- 1000.1** It is the intent of the Board of Directors of the Irish Beach Water District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.
- 1000.2** If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over Irish Beach Water District, said rules, regulations or legislation shall prevail.



## **Irish Beach Water District Policy Handbook**

**POLICY TITLE: Adoption/Amendment of Policies**

**POLICY NUMBER: 1010**

**ADOPTED: June 4, 2022**

- 1010.1** Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, General Manager or Treasurer. The proposed adoption or amendment shall be initiated by a Director, General Manager or Treasurer by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of either the next appropriate regular meeting of the Board of Directors, or if necessary by a special meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the General Manager or Treasurer at a meeting of the Board. The General Manager or Treasurer will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.
- 1010.2** Adoption of a new policy or amendment of an existing policy shall be accomplished at a meeting of the Board of Directors, either regular or special, in accordance with the District's state statutes regarding the constitution of a majority vote.
- 1010.3** Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.



## Irish Beach Water District Policy Handbook

**POLICY TITLE:** Conflict of Interest

**POLICY NUMBER:** 1020

**ADOPTED:** Circa 2002

- 1020.1** The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A (See Note below) in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Irish Beach Water District.
- 1020.2** Designated employees shall file statements of economic interests with the Clerk of the County of Mendocino.

**Note:** *This appendix is taken from the appendix of IBWD Resolution No. 97-3 adopted September 13, 1997 and Resolution 98-1 adopted March 14, 1998 which modified and replaced disclosure category 3 of Appendix A of the Resolution 97-3.*



## APPENDIX A DESIGNATED POSITIONS

Under the provisions of this Code, designated officials and employees shall file statements of economic interests. The following are designated officials and employees because their positions involve the making or participating in the making of decisions which could affect private financial interests materially. The financial effect of a government decision is material if the decision will have a significant effect on a person's or business entity's real property or source of income in question. Any investments, interests in real property (if required as a disclosure category) and sources of income held by the designated official's or employee's spouse or dependent children must be reported as though held by the designated official or employee, personally.

Consultants to this District hold designated positions under this Conflict of Interest Code and are required to comply with the disclosure requirements described below. However, the General Manager may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Nothing herein shall excuse any such consultant from any other provision of this Conflict of Interest Code.

<u>Designated Positions</u>	<u>Disclosure Category</u>
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Directors:	1, 2,
General Manager:	1, 2,
Consultants:	1, 2,
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### **Disclosure Categories:**

1. **Investments** in any business entity which, within the last two years, has contracted, or in the future may foreseeably contract, with this District to provide services, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103, 87206.
2. **Income** from any source which, within the last 12 months, has contracted, or in the future foreseeably may contract, with the District to provide services, supplies, materials, machinery or equipment to the District. See Government Code Sections 82030, 8710, 87207.
3. **Interest in Real Property** located in whole or in part either within the boundaries of the District or located without the District to which the District supplies its surplus water, including any leasehold, beneficial, or ownership interest or option to acquire such interest in real property.

**Note:** This appendix is taken from the appendix of IBWD Resolution No. 97-3 adopted September 13, 1997 and Resolution 98-1 adopted March 14, 1998 which modified and replaced disclosure category 3 of Appendix A of the Resolution 97-3.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Public / Policy Complaints**

**POLICY NUMBER: 1030**

**ADOPTED: Circa 2002**

- 1030.2** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.
- 1030.1** The Board of Directors of the Irish Beach Water District desires that the method for resolution of public/Policy complaints be logical and systematic.
- 1030.3** The method of resolving complaints shall be as follows:
- 1030.3.1** The citizen with a complaint shall send to the Office Manager a letter or other writing setting forth in detail and with specificity the nature of the complaint.
  - 1030.3.2** The Office Manager shall discuss the complaint with the Board President and the two shall determine whether or not the Office Manager should attempt to resolve the matter informally with the citizen or whether the complaint needs to be reviewed by the Board before further response.
    - 1030.3.2.1** If it is determined that the matter shall be addressed informally, the Office Manager shall contact the citizen to attempt to resolve the issue within 14 days of receipt of the complaint.
    - 1030.3.2.2** If the citizen registering the complaint is not satisfied with the disposition of the matter by the Office Manager, the complaint shall be filed with the Board President (or other Board member as may be designated) and the Board President (or designated Board member) may, at his/her option, make a further attempt to resolve the matter informally, or shall refer the matter to the full Board for review and consideration of further action within 30 days.
  - 1030.3.3** If it is determined that the matter should be referred to the full board, the Board President shall be notified and the issue will be added to the agenda of the next regularly scheduled meeting or a special meeting may be called.
  - 1030.3.4** If the matter comes before the Board for review, the Board may, at its option, refer the matter to an *ad hoc* committee to meet with the complainant and attempt further informal resolution of the complaint.
  - 1030.3.5** If the citizen is not satisfied with the disposition of the matter by the *ad hoc* committee, the Board may consider the matter at the next regular meeting or call a special meeting.
  - 1030.3.6** If the Board considers the matter, it will expeditiously resolve the matter within a maximum of 2 months and, as such, it will be implemented as if it were the official action of the Board. In making the final decisions, the Board may conduct conferences, hear testimony as well as utilize the transcripts of written documentation. The citizen filing the complaint may be heard at the meeting, but his/her presence is not necessary for the disposition of the matter. The citizen may request a continuance of the matter to a date at which the citizen can attend a public meeting. The Board shall notify the complainant in writing of the disposition of the matter.



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**1030.3.7** Failure of the individual to respond to attempts to resolve the issue or communications from the Irish Beach Water District within 90 days will result in the issue being dropped from further consideration unless the citizen resubmits the complaint.

**1030.4** This policy in no way prohibits or is intended to deter a member of the community or staff from appearing before the Board at any regular meeting to verbally present a complaint or statement in regard to action of the Board, District program and services, or impending considerations of the Board.





## Irish Beach Water District Policy Handbook

**POLICY TITLE: Code of Conduct & Values**

**POLICY NUMBER: 1035**

**ADOPTED: January 13, 2023**

- 1035.1** The purpose of the Irish Beach Water District (IBWD) Code of Conduct & Values (the “Code”) to provide clear statements regarding the personal and professional conduct that reflects the core values of the District and the communities it serves. The Code includes practical strategies for addressing questions and concerns, as well as a useful framework for decision-making and managing the day-to-day operations of the District. The Code was developed to reflect the issues and concerns of today's complex and diverse society.
- 1035.1.1** The proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. The IBWD has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District's government.
- 1035.1.2** All Officials, and others, who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.
- 1035.1.3** The Goals of the code of conduct & values is to make IBWD a better District built on mutual respect and trust; and to promote and maintain the highest standards of personal and professional conduct among all involved in District government.
- 1035.2** This Code shall apply to all members of the District's Board of Directors, District staff, and volunteers. All directors, employees, and members of advisory committees of the District, herein called “Officials” for the purposes of this policy. The Code is a touchstone for members of the Board of Directors and staff in fulfilling their roles and responsibilities.
- 1035.3** As participatory Officials in the District's government, we subscribe to the following code of conduct and values:
- 1035.3.1** As a representative of IBWD, I will be ethical. In practice, this value looks like:
- 1035.3.1.1** I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.
- 1035.3.1.2** I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
- 1035.3.1.3** I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- 1035.3.1.4** I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
- 1035.3.1.5** I show respect for persons, confidences, and information designated as "confidential."
- 1035.3.1.6** I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
- 1035.3.1.7** I will avoid actions that might cause the public or others to question my independent judgment.



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- 1035.3.1.8** I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.
- 1035.3.2** As a representative of IBWD, I will be professional. In practice, this value looks like:
- 1035.3.2.1** I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
  - 1035.3.2.2** I approach my job and work-related relationships with a positive, collaborative attitude.
  - 1035.3.2.3** I keep my professional education, knowledge, and skills current and growing.
- 1035.3.3** As a Representative of IBWD, I will be service-oriented. In practice, this value looks like:
- 1035.3.3.1** I provide friendly, receptive, courteous service to everyone.
  - 1035.3.3.2** I attune to and care about the needs and issues of citizens, and District Officials.
  - 1035.3.3.3** In my interactions with constituents, I am interested, engaged and responsive.
- 1035.3.4** As a representative of IBWD, I will be fiscally responsible. In practice, this value looks like:
- 1035.3.4.1** I make decisions after prudent consideration of their fiscal impact, considering the long-term financial needs of the District, especially its financial stability.
  - 1035.3.4.2** I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
  - 1035.3.4.3** I exhibit a creative approach to setting goals and conducting the District's business.
  - 1035.3.4.4** I make good financial decisions that seek to preserve services for District residents.
  - 1035.3.4.5** I have knowledge of and adhere to the District's purchasing and contracting policies.
- 1035.3.5** As a representative of IBWD, I will be organized. In practice, this value looks like:
- 1035.3.5.1** I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short- and long-term goals.
  - 1035.3.5.2** I follow through in a responsible way, keeping others informed and responding in a timely fashion.
- 1035.3.6** As a representative of IBWD, I will be communicative. In practice, this value looks like:
- 1035.3.6.1** I positively convey the District's care for and commitment to its citizens.
  - 1035.3.6.2** I communicate in numerous ways, that I am approachable, open-minded, and willing to participate in dialog.
  - 1035.3.6.3** I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.
- 1035.3.7** As a representative of IBWD, I will be collaborative. In practice, this value looks like:
- 1035.3.7.1** I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.



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**1035.3.7.2** I work towards consensus building and gain value from diverse opinions.

**1035.3.7.3** I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.

**1035.3.7.4** I display a style that maintains consistent standards; but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.

**1035.4** Officials and members of the public who believe that the code of conduct has been violated should report the offensive behavior to the General Manager or the President of the Board of Directors.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Claims Against the District**

**POLICY NUMBER: 1040**

**ADOPTED: Circa 2002**

(Note: See Resolutions 97-1 & 97-2)

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

### 1040.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations – [maintenance / repair to water mains, service lines, valves, hydrants, etc.] – damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the appropriate systems manager/office manager. The Systems Manager, or his/her designee, shall investigate the property owner's allegations.

If the owner of damaged property informs a member of the Board of Directors, the information will be given to the Systems Manager. Directors should not independently investigate claims, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the Systems Manager and Board of Directors.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees that the proposed repairs are appropriate and adequate;
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work;
- (c) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;
- (d) Repair work can be accomplished within a reasonable amount of time; and,
- (e) Cost of material for the repairs will not exceed \$500.

If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner will be asked to submit their claim in writing on a District claim form [attached hereto as Appendix A].

The Systems Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize



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the work if the cost of material for the repairs will not exceed \$1,500. A report shall be submitted to the Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

If the cost of material for repairs is stated by claimant or estimated to exceed \$1,500, the claim will be submitted to the Board of Directors. The Board will consider the claim during a closed session [qualifies as “anticipated litigation” under the Brown Act] of a regular or special meeting. Action to accept or reject the claim shall be taken in open session. The claimant shall be notified of the Board’s action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

The Board will not consider a claim of an amount in excess of the insurance deductible, including the cost of investigation, without prior written approval of the District’s insurance company.

Claims in excess of the District’s insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District’s insurance company.

### 1040.2 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the Board of Directors. The Board shall review the damage claim and the requested restitution. If the Board determines that the damage is the District’s responsibility, it may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the District Office Manager describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$1,500.

### 1040.3 Property Damage Claims On District Form

Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- (a) The name and post office address of the claimant.
- (b) The post office address to which the person presenting the claim desires notices to be sent.
- (c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be



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included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his/her behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2 or the time requirements of California Government Code §911.2, then a letter shall be sent to the claimant informing them of this/these facts.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

### 1040.4 Account Adjustment Requests

The District will respond to a customer's complaint regarding high usage charge, and investigate the possibility of a faulty meter. However, absent such faulty meter, the District shall not adjust usage billing when excess usage is caused by broken lines or faulty equipment on the customer's side of the water meter.

- 1040.4.1 The District will not adjust a customer's water service account when their bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or when faucets are turned on in the owner's absence, etc. [or other type of abnormal account cost].
- 1040.4.2 If the customer objects to their usage charge, they may petition the District's Office Manager who shall respond to the customer in writing within 10 days of receipt of the request for review. Except in the case of extenuating circumstances, the Office Manager will not adjust the account.
- 1040.4.3 If the customer is not satisfied with the disposition of the complaint by the Office Manager, the customer may file a complaint with the District by requesting the account adjustment in writing explaining the reasoning for the request. The matter shall be referred to the appropriate designated Director who shall respond to the customer in writing within 10 days of receipt of the complaint.
- 1040.4.4 If the customer is still not satisfied with the disposition of the matter, the issue shall be added to the agenda of the next regular meeting of the Board of Directors. The decision of the Board is final. The customer will be sent a written decision of the Board.



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**IRISH BEACH WATER DISTRICT  
Claim Form**

**Name:** \_\_\_\_\_

**Post office address:** \_\_\_\_\_

**Date of occurrence:** \_\_\_\_\_

**Location of occurrence:** \_\_\_\_\_

**Circumstances which gave rise to the claim:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General description of the indebtedness, obligation, injury, damage or loss incurred:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name(s) of employee(s) causing the injury, damage, or loss, if known:** \_\_\_\_\_

\_\_\_\_\_

**Amount claimed:** \_\_\_\_\_

**Signature of claimant:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Irish Beach Water District Policy Handbook

**POLICY TITLE:** Copying Public Documents

**POLICY NUMBER:** 1050

**ADOPTED:** Circa 2002

**1050.1** Individuals requesting copies of public documents shall be charged fifty cents (50 cents) per sheet copied to defray expenses associated with the copying process.

**1050.2** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged fifty cents (50 cents) per sheet. The copy charge will be levied at Board meeting for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.





## Irish Beach Water District Policy Handbook

**POLICY TITLE: District Employment: Recruitment, Hiring, and Promotions**

**POLICY NUMBER: 2000**

**ADOPTED: December 9, 2022**

**2000.1** The purpose of this policy is to provide guidelines regarding Irish Beach Water District (District) employment and does not apply to selection of independent contractors or consultants. The District reserves the right to modify this policy for any reason which the District deems to be necessary.

**2000.1.1** The General Manager has the authority to hire, promote, discipline, and separate of all regular and regular part-time personnel subject to review and approval of the Board of Directors. Within the approved budget for temporary and part-time temporary employees, the General manager may exercise the authority to hire, promote, discipline, and separate all temporary and temporary part-time personnel without the review and approval of the Board of Directors.

**2000.1.2** All employees of the District are at-will, meaning that there is no specified duration of employment, and the employment of any employee can be terminated at any time, with or without cause. An employee may also resign his or her employment at any time.

**2000.1.3** This policy is not a contract of employment, and none of the provisions herein will be deemed to change or eliminate the at-will status of the employees of the District. The District may enter into written contracts of employment with some employees. If the terms and conditions of those written contracts differ from this policy, the terms and conditions of the written contract will control.

**2000.2** The District's policy is to hire and promote employees based on individual merit.

**2000.2.1** The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, training, compensation, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

**2000.2.1.1** Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

**2000.2.2** The employment related provisions of the Fair Employment and Housing Act ("FEHA") and the Americans with Disabilities Act ("ADA") apply to all employees and job applicants seeking employment with the District. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

**2000.2.2.1** The District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result, in accordance with federal or state law. An applicant or employee who requires accommodation to perform the essential functions of the job should inform the General Manager to request an evaluation of such an accommodation. The District will participate in the interactive process with the employee to determine whether a reasonable accommodation, which does not present undue hardship to the District, exists.



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**2000.2.3** No member of the Board of Directors or District staff shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of an immediate family member. For this policy, "immediate family member" means spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).

**2000.2.3.1** When an individual is considered for appointment in a branch (Administration or Operations) in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the branch.

**2000.2.3.2** When an individual is considered for appointment in a branch where a close relative has supervisory responsibility, the appointment will not be allowed.

**2000.3** The duties, key responsibilities, supervisory status, qualifications, and physical working conditions of all positions shall be set forth in writing. Each job description established by the District will include a designation indicating the employment status of individuals hired to fill the position (regular / regular part-time or temporary / temporary part-time) as well as identification as exempt or non-exempt from overtime. Each employee shall be entitled to have a copy of his or her job description.

**2000.3.1** All "regular" and "regular part-time" positions of the District shall be established by the General Manager, subject to the review and approval of the Board of Directors.

**2000.3.1.1** A "Regular Full-Time" employee is one who has been hired to fill a regular position in any job description, are not temporary employees, and who have successfully completed the probationary period. A "Regular Part-Time" employee is one who is hired to work within any job description but whose position is less than forty (40) hours per week.

**2000.3.1.2** A "Probationary" employee is one who has been hired to fill a regular (full-time or part-time) position in any job description and has less than six (6) continuous months of service with the District. Upon completion of six (6) months of continuous service with the District in said job description, and upon the General Manager's decision to retain said employee, said employee shall be granted regular employee status.

**2000.3.1.2.1** A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, vacation pay, or items of a similar nature, as he or she becomes eligible. A probationary employee will not be eligible for a leave of absence.

**2000.3.1.3** An "Exempt" employee is an employee who is exempt from the minimum wage and overtime requirements of the Federal Fair Labor and Standard Act ("FLSA"). To be considered "exempt," an employee must work in a bona fide administrative or professional capacity and be paid on a salary basis as required by the FLSA. These positions shall be so designated in the job description.

**2000.3.1.4** A "Non-Exempt" employee is an employee who is not a bona fide administrative or professional employee as defined by the FLSA. At the option of the District, non-



## Irish Beach Water District Policy Handbook

exempt employees will receive either overtime pay or compensatory time off for work performed in excess of forty (40) hours per week in compliance with the FLSA.

**2000.3.2** All temporary / temporary part-time positions of the District may be established by the General Manager or the Board of Directors.

**2000.3.2.1** A “temporary” employee is one who is hired to work within any job description, but whose duration is planned to be less than six months. A temporary employee shall not work more than five hundred (500) hours in a fiscal year.

**2000.3.2.1.1** A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, vacation pay, or items of a similar nature. A temporary employee may take time off without pay with the approval of the General Manager.

**2000.3.2.1.2** If a temporary employee is reclassified to probationary or regular employment status, he or she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him or her in his or her new status.

**2000.3.2.2** Use of serial “temporary” appointments will not be permitted to avoid the District’s policy to establish positions with “regular” and “regular part-time” employment status. However, the Board of Directors may approve the General Manager’s requests for the extension of temporary or temporary part-time appointments upon demonstration of need.

**2000.4** Recruitment shall be conducted for all regular and regular part-time vacancies within the District. Recruiting shall be publicized to ensure that the community is aware of the job opportunity. At a minimum, job opportunities will be announced via the District’s website, the District’s social media sites, the California Special Districts Association Career Center, the Irish Beach social media page, the Mendocino County Fifth District social media page, and the Irish Beach kiosks. As an alternative, job opportunities may be advertised via the District’s website, the District’s social media sites, as well as advertisements in two local newspapers. The General Manager may identify additional opportunities to announce job opportunities. Announcements shall specify the title and compensation of the position; the nature of the work to be performed delineating the key responsibilities of the position; the minimum qualifications; the manner of making application; the final date for submission of applications; and other pertinent information.

The General Manager will determine the methods used to recruit candidates for temporary and temporary part-time positions.

**2000.4.1** Every applicant regular and regular part-time shall file an application or resume setting forth their qualifications for employment. Application forms shall require information covering training, experience, and other pertinent information as required by the General Manager.

**2000.4.2** Evaluations for employment regular and regular part-time shall be competitive and determine the qualifications, fitness, and ability of applicants to perform the key responsibilities of the position for which they seek appointment. The General Manager may adopt and implement objective standards to initially screen applications to reduce the number of applicants to a manageable size.



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**2000.4.2.1** The evaluation may include an investigation of character, education, experience, background, as well as tests of capacity, technical knowledge, manual skill, or job-related physical fitness that the General Manager deems appropriate.

**2000.4.2.1.1** The District's goal is to hire and promote the most highly qualified candidates. Background checks are an integral part of the hiring processes. When the District needs to conduct a background check to make hiring and other employment decisions, the background check will be conducted and the information revealed will be used in compliance with all relevant local, state, and federal laws.

**2000.4.2.2** Any employee who is required to drive a District-owned vehicle during his or her work shall have a valid California Driver's license. Driving records will be considered and may be a factor in obtaining or continuing employment with the District.

**2000.4.2.3** Any employee who handles District funds shall be bondable and will be required to obtain a fidelity bond, at District expense.

**2000.4.3** At any point in the recruitment and selection process, the General Manager may disqualify any applicant who:

- Has failed to provide proof for any of the requirements established in the announcement for the classification for which he or she applied;
- Has a history of dismissal from any position in public or private service for any cause which would be a cause for dismissal from District employment;
- Has practiced or attempted to practice any deception or fraud in his or her application or evaluation;
- Is otherwise not qualified for employment with the District.

**2000.5** All persons considered for employment with the District shall be qualified to perform the duties of the position for which they are employed.

**2000.5.1** Before reporting for their first day of work, employees may be required to undergo a medical examination, which confirms their ability to perform the essential functions of the job.

**2000.5.2** All employees must provide necessary documentation to verify eligibility for employment in the United States in accordance with Federal and State laws. Failure to provide such documentation will result in disqualification from selection or immediate termination.

**2000.5.3** The purpose of the probationary period is to give the District and the new employee the opportunity to determine whether employment relationship suits both parties. During the probationary period, the District evaluates the employee's job performance, and it is expected that the employee will use this time to determine whether the District employment is satisfactory to him or her. Employee evaluations may be performed at three (3) months after the date of hire and shall be performed at the end of the six (6) month probationary period; however, a performance evaluation to ascertain the advisability of continued employment at any time during the probationary period if determined to be necessary by the General Manager.

**2000.5.3.1** Regardless of whether the General Manager completes a performance evaluation, probationary employees are at-will, and the District retains the right to terminate



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employment with or without cause, during the probationary period, in accordance with California law. Similarly, the probationary employee can end his or her employment at any time with at least two (2) weeks' written notice.

**2000.5.3.2** The General Manager may extend the probationary period for up to three months if it is determined that such an extension is appropriate. The status of regular employment following the probationary period shall only occur after a successful evaluation has taken place and confirmed in writing.

**2000.6** An employee may be promoted only if the employee has the qualifications for the higher-level position. Qualifications shall be ascertained using the evaluation criteria as those for an initial appointment in accordance with the job description.

**2000.6.1** A promoted employee shall be required to successfully complete a six (6) month probation period, as outlined in Policy 2000.5.3. If a promoted employee is unable to perform the required duties of the new higher-level position and has not successfully completed the probation period, the employee may be restored to the position from which he or she was promoted, if the position is available, or be required to successfully complete an additional six (6) month probationary period.



## Irish Beach Water District Policy Handbook

**POLICY TITLE:** Health and Welfare Benefits

**POLICY NUMBER:** 2110

**ADOPTED:** Circa 2002

**2110.1 Medical Expense Insurance.** A Pre-Tax Premium Plan, pursuant to Section 125 of the Internal Revenue Code shall be provided to all employees working 26 or more hours per month for a 12 consecutive month period. This will allow certain employees of the District to reduce their taxable compensation to pay for their portion of the costs of the designated employer sponsored benefit plan.

**2110.2 Workers' Compensation Insurance.** All District employees will be insured against injuries received while on the job as required by State law.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Drug and Alcohol-Free Workplace**

**POLICY NUMBER: 2190**

**ADOPTED: July 9, 2022**

- 2190.1** It is the desire of the Board of Directors that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances in accordance with California Government Code 8355. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.
- 2190.2** The unlawful manufacture, distribution, dispensation, possession, or use (unless prescribed by a physician) of a controlled substances are prohibited by any District employee or officer on District property or work sites or while said employee or officer is on District business.
- 2190.2.1** Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.
- 2190.2.2** Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.
- 2190.2.3** For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.
- 2190.3** The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the General Manager pending said employee's attempt at rehabilitation. The General Manager has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.
- 2190.3.1** Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:
- 2190.3.1.1** Successfully complete an approved rehabilitation program;
- 2190.3.1.2** Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,
- 2190.3.1.3** Be subject to periodic testing without further reasonable cause.
- 2190.3.2** Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program.
- 2190.3.3** Discipline or termination should not be taken until a thorough investigation has been completed.
- 2190.4** To assure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct,





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appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

**2190.4.1** Presence of such substances will result in disciplinary action up to and including termination, as described above.

**2190.4.2** An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

**2190.5** If a qualified physician, as a part of the examination specified in Section 2190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

**2190.6** Immediately prior to reporting for drug/alcohol testing, all employees shall complete a Consent and Release form to be kept on file in the District office which shall conform to the general format, as shown on Appendix A.

**2190.7** District employees are required to notify the General Manager in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.





## Irish Beach Water District Policy Handbook

### Appendix "A" CONSENT AND RELEASE FORM DRUG/ALCOHOL TESTING

I hereby authorize [DISTRICT NAME], and any laboratories or medical facilities designated by [DISTRICT NAME], to perform a urinalysis and/or blood test to detect the presence of illicit drugs and/or alcohol in my body. I further authorize the reporting of the results of such test(s) to [DISTRICT NAME] and its authorized personnel. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with [DISTRICT NAME].

Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may use one or more tests for adulteration.

The only drugs, medicine or mind-altering substances, including drugs prescribed by a physician and over-the-counter medications, by brand name if possible (e.g., Extra Strength Tylenol™, Robitussin-DM™, Allerest™, Mediprin™, etc.), that I have used in the last 45 days are as follows:

<u>DRUG/MEDICINE</u>	<u>WHEN USED</u>	<u>ISSUED BY:</u> <u>(IF PRESCRIPTION)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF EMPLOYEE: \_\_\_\_\_

FACILITY PERFORMING TEST: \_\_\_\_\_

DATE OF TEST: \_\_\_\_\_

SIGNATURE OF APPLICANT/EMPLOYEE \_\_\_\_\_  
(Signature) (Date)

SUPERVISOR REQUESTING TEST: \_\_\_\_\_  
(Signature) (Date)



## Irish Beach Water District Policy Handbook

**POLICY TITLE: District Compensation and Work Schedule**

**POLICY NUMBER: 2300**

**ADOPTED: October 5, 2024**

- 2300** Compensation: The purpose of this policy is to provide guidelines regarding Irish Beach Water District (District) employment and does not apply to selection of independent contractors or consultants. The District reserves the right to modify this policy for any reason which the District deems to be necessary.
- 2300.1** All District employees will be compensated according to the Board Approved Pay Range Chart which is included as Attachment A. The Pay Range Chart will be reviewed periodically as part of the annual budget approval process.
- 2300.2** Except for the Water System Manager (Operator Level 2) and the General Manager, all District employees will be considered exclusively hourly employees.
- 2301** Compensation
- 2301.1** Compensation at Hiring. All newly appointed employees will be paid at the beginning of the pay range for the position to which the employee is appointed based on licensure/certification level.
- 2301.2** Compensation for Current Employees. Individuals currently holding a regular position with the District will be appointed to the job description that most closely aligns with current duties, and compensated at the higher of (a) the rate of pay on 10/1/2024 or (b) the beginning of the pay range for the position to which the employee is appointed.
- 2302** Changes in Compensation
- 2302.1** COLA (Cost Of Living Adjustment) increases will be considered using the US Dept. of Labor, Bureau of Labor Statistics, CPI (Consumer Price Index) for the San Francisco Area, 12-month average percentage change, ending in April, not to exceed 4%. COLA increases will be considered by the Board of Directors as part of the annual budget approval process for the next fiscal year (FY).
- 2302.2** Annual merit bonuses for employees in regular and regular part-time positions will be considered based on Water System Manager and General Manager recommendations in conjunction with performance reviews and annual budget approval. Subject to District budget constraints, employees with an overall rating of exceeds expectations will be eligible for a bonus of up to 7% of annual pay for the previous year, while employees with an overall rating of meets expectations will be eligible for a bonus of up to 5% of annual pay for the previous year. Employees in temporary and temporary part-time positions are not eligible for merit bonuses.
- 2302.2.1** Disbursement of the annual merit bonuses will be made in January of each year.
- 2302.2.2** Longevity increases of three percent (3%) of rate of pay for employees in regular and regular part-time positions will be considered at five (5), ten (10), fifteen (15), twenty (20), and twenty-five (25) years of continuous District employment commencing in FY 2024-2025. Subject to District budget constraints, longevity pay increases will be effective the January following the employee's employment anniversary date, or October 1, 2024, whichever is later (i.e., the first longevity pay increases will be in FY 2029-2030).



## Irish Beach Water District Policy Handbook

- 2302.2.3** Advancement within the pay range will for employees in regular and regular part-time positions who obtain higher level licensure/certification level will be considered based on Water System Manager and General Manager recommendations conjunction with performance reviews and annual budget approval.
- 2303** Reimbursement for work-related expenses. Per IBWD policy 3040, when District employees incur "out-of-pocket" expenses for items or services appropriately relating to District business, said expenses will be reimbursed from District funds.
- 2303.1** District employees will be reimbursed for mileage necessary to conduct District business. Mileage reimbursement does not apply to the routine commute from home to the District office; however, use of personal vehicles for transportation from the District office to project sites, training, suppliers, meter reading locations, the post office, etc. will be reimbursed at the standard mileage rates set by the Internal Revenue Service (IRS) for business use.
- 2304** General Pay Information: The pay period starts on the first day of the month and includes all work performed through the last day of the month.
- 2304.1** Certain deductions will be made in accordance with federal and state laws.
- 2304.2** Pay Schedule: Employees will be paid on the 5<sup>th</sup> of the month following the close of the pay period. If the 5<sup>th</sup> of the month falls on a weekend, payments will be made the following Monday.
- 2305** Work Schedules: Every employee is expected to report to work as scheduled.
- 2305.1** Work Week for the Operations Department: All District employees are approved to work a fixed number of hours per week as part of the annual budget approval process, not to exceed 40 hours in a workweek (12:01am on Monday through midnight on Sunday). The work week for regular and regular part-time Operations employees will consist of two workdays: Tuesday and Friday of each week, commencing at 9:30am and concluding at 11:30am at the water treatment plant office, subject to modification by the Water System Manager.
- 2305.1.1** The work week for temporary Operations Department employees and contractors will be scheduled by the Water System Manager on an as needed basis.
- 2305.1.2** The work week for the Water System Manager will be extended by two (2) hours before or after the regular workday each Tuesday and Friday for a total of four (4) additional hours each week, subject to modification by the Water System Manager in consultation with General Manager.
- 2305.2** Work Week for the Administration Department: All District employees are approved to work a fixed number of hours per week as part of the annual budget approval process, not to exceed 40 hours in a workweek (12:01am on Monday through midnight on Sunday). The work week for regular and regular part-time Administration employees will consist of two workdays: Monday and Thursday of each week, commencing at 9:30am and concluding at 1:30pm at the District office, subject to modification by the General Manager.
- 2305.2.1** The work week for temporary Administration Department employees and contractors will be scheduled by the General Manager on an as needed basis.
- 2305.3** Work Week for the Water System Manager and General Manager: In addition to the work week for



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their respective Departments, the management team will work four (4) hours on Wednesdays commencing at 9:30am and concluding at 1:30pm, subject to modification by the General Manager.

**2305.4** Employees who are unable to report to work as scheduled must contact their supervisor as far in advance as possible.

**2305.5** On-Call Requirements: Due to the critical nature of the services provided by the District and the need for employees to respond to an emergency, critical employees (defined as: General Manager, Water System Manager, Operator 1 – Treatment, and Operator 1 – Distribution) may be asked to work overtime on weekends or holidays or additional hours during the regular workweek and are expected to comply with such requests.

**2305.5.1** Overtime is defined as: Time worked more than eight (8) hours on a scheduled workday or forty (40) hours in one work week will be compensated at the overtime rate of pay at one- and one-half times (1 ½) the regular rate of pay.

**2305.5.1.1** Other than regular hours of work between 8:00am and 5:00pm, Monday through Friday, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District will be compensated at the overtime rate of pay.

**2305.5.1.2** Any critical employee called in to work will be compensated for a minimum of two hours pay at the appropriate rate.

**2306** Time Records: All non-exempt employees must keep accurate time records by completing timesheets.

**2306.1** For payroll purposes, time is rounded to the nearest ¼ of an hour.

**2306.2** All timecards must be submitted electronically to the Staff Assistant no later than the last day of the month.



## Irish Beach Water District Policy Handbook

### Attachment A – Pay Range Chart

Irish Beach Water District Pay Range								
	No Certification	T1	T2	D1	D2	T1 & D1	T2 & D1	T2 & D2
Operator II - Water System Manager	N/A	N/A	N/A	N/A	N/A	N/A	\$35.76 - \$41.46	\$39.34 - \$45.61
Operator I - Treatment	N/A	\$26.87 - \$30.35	\$29.56 - \$33.60	N/A	N/A	N/A	N/A	N/A
Operator I - Distribution	N/A	N/A	N/A	\$26.87 - \$30.35	\$29.56 - \$33.60	N/A	N/A	N/A
Operator I - Treatment & Distribution	N/A	N/A	N/A	N/A	N/A	\$29.56 - \$34.26	\$32.51 - \$37.69	\$35.76 - \$41.46
Temporary Maintenance Worker	\$24.18	N/A	N/A	N/A	N/A	N/A	N/A	N/A
General Manager	\$39.34 - \$45.61	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Staff Assistant	\$26.87 - \$31.15	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Special Assistant to the Board	\$26.87 - \$31.15	N/A	N/A	N/A	N/A	N/A	N/A	N/A

\*Merit Bonuses for regular positions based on Water System Manager & General Manager recommendations in conjunction with performance reviews and annual budget approval. Overall rating of Exceeds Expectations = 7% of annual pay; Overall rating of Meets Expectations = 5% of annual pay.

\*\*Hourly pay increases of 3% at 5, 10, 15, 20, and 25 years of longevity with the District commencing in FY 2024-2025.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Performance Evaluations**

**POLICY NUMBER: 2400**

**ADOPTED: November 9, 2024**

- 2400** The purpose of this policy is to provide guidelines regarding Irish Beach Water District (District) employment and does not apply to evaluation of independent contractors or consultants. The District reserves the right to modify this policy for any reason which is deemed to be necessary.
- 2400.1** Supervisors and employees are encouraged to discuss job performance and goals informally at any time.
- 2400.2** Formal performance evaluations will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted annually.
- 2401** All regular (permanent) District employees will receive an annual performance evaluation during the first quarter of the fiscal year (October – December). Unscheduled performance evaluations may be made at the discretion of the General Manager, Water System Manager, or his/her/their designated representative. Temporary employees are not subject to a performance evaluation.
- 2401.1** The Water System Manager (Operator – Level 2) will conduct performance evaluations for employees of the Operations Department.
- 2401.2** The General Manager will conduct performance evaluations for employees of the Administration Department and for the Water System Manager.
- The Board of Directors will conduct the performance evaluation for the General Manager and the Special Assistant to the Board. The performance evaluation will be conducted by the Board of Directors in a closed session. The closed session will be posted on the agenda and will comply with the requirements of California Government code 54957.
- 2401.3** A performance evaluation will be conducted for all probationary employees at the end of the six (6) month probationary period.
- 2402** Performance evaluations will be in writing in the format included in Attachment A – Employee Performance Evaluation Form.
- 2402.1** Both the evaluator and the employee will sign evaluations to acknowledge the discussion. Employees will receive a copy of the signed performance evaluation, if requested.
- 2402.2** All performance evaluations become a permanent part of the employee's records.



## Irish Beach Water District Policy Handbook

### Attachment A – Employee Performance Evaluation Form

#### Instructions:

1. The evaluation is comprised of three categories. In each category, evaluators will consider the employee's performance over the entire evaluation period, whether that is 6 months or 12 months.
2. After determining which rating corresponds with the employee's performance in each category, provide at least one example that explains the rating. Thinking about examples should help to validate the evaluation or indicate the need for reconsideration of the assessment.
3. Use the ratings in each of the three categories to guide completion of the overall rating. If Improvement Needed is checked, the reviewer should set specific performance goals and criteria to be met, then schedule a three to six (3 to 6) month review of the employee's progress.
4. Make note of developmental plans and performance goals (i.e., training plans and long-term projects to be completed) for the upcoming review period.
5. Meet with the employee. It may be helpful to give the employee a copy of the evaluation form prior to this meeting and encourage him/her/them to complete an optional self-assessment to provide a starting point for the discussion and prepare the employee for what to expect.

#### Rating Guidelines:

Quality of Work: Work is performed accurately and timely. Work products are consistent and complete.

3	Exceeds Expectations	Highest quality possible; final product is exceptional and above what is required and on time (where deadline is controllable).
2	Meets Expectations	The quality is very satisfactory; usually produces work on time (where deadline is controllable) and work product contains few to no errors.
1	Improvement Needed	Room for improvement; frequent errors requiring review and revision, or frequently untimely.

Quantity of Work: Volume of work performed is appropriate for the assigned job function.

3	Exceeds Expectations	High volume producer always does more than is expected or required.
2	Meets Expectations	Produces a satisfactory volume of work, occasionally does more than is required.
1	Improvement Needed	Barely acceptable, low output, below average.

Job Knowledge: Knowledge of all duties related to the assigned position (i.e., products, policies, and procedures; or techniques, skills, equipment, procedures, and materials).

3	Exceeds Expectations	Has thorough grasp of all phases of the job, seldom requires assistance and instruction. Requires little to no oversight.
2	Meets Expectations	Satisfactory job knowledge. Understands and performs most phases of the job well, occasionally requires assistance or instruction.
1	Improvement Needed	Limited knowledge of the job, further training required, frequently requires assistance, oversight, or instruction.





## Irish Beach Water District Policy Handbook

<b>Employee Name</b>	
Job Description	
Date Entered the Position	
Evaluation Date	
Evaluator Name	

**Quality of Work:** Work is performed accurately and timely. Work products are consistent and complete.

<input type="checkbox"/>	3	Exceeds Expectations	
<input type="checkbox"/>	2	Meets Expectations	
<input type="checkbox"/>	1	Improvement Needed	

**Quantity of Work:** Volume of work performed on a weekly basis is appropriate for the assigned job function.

<input type="checkbox"/>	3	Exceeds Expectations	
<input type="checkbox"/>	2	Meets Expectations	
<input type="checkbox"/>	1	Improvement Needed	

**Job Knowledge:** Knowledge of all aspects of duties related to the assigned position (i.e., products, policies, and procedures; or techniques, skills, equipment, procedures, and materials).

<input type="checkbox"/>	3	Exceeds Expectations	
<input type="checkbox"/>	2	Meets Expectations	
<input type="checkbox"/>	1	Improvement Needed	

### Overall Rating:

<input type="checkbox"/>	3	Exceeds Expectations - Employee has been exceptional for the entire evaluation period requiring little or no guidance, accomplishing all assigned tasks, completing work at the highest quality standards, and demonstrating initiative by recommending process improvements or completing special projects typically assigned to employees in a more senior position. Consistently generates results above those expected of the position. Contributes in an above average manner to innovations both technical and functional.
<input type="checkbox"/>	2	Meets Expectations- Employee has accomplished the work that he/she/they are assigned at an acceptable level of quality. May on occasion generate results above those expected of the position.
<input type="checkbox"/>	1	Improvement needed- Employee has not completed assigned work to an acceptable level and has required guidance regarding completion of tasks to a degree that exceeds journey-person standards. Performance leaves room for improvement.

### Developmental Plans and Performance Goals:

<b>Employee Acknowledgement &amp; Date</b>	<b>Evaluator's Signature &amp; Date</b>





## Irish Beach Water District Policy Handbook

**POLICY TITLE: District Operator Trainee Program**

**POLICY NUMBER: 2800**

**ADOPTED: November 9, 2024**

**2800** The purpose of this policy is to provide guidelines regarding Irish Beach Water District (District) Trainee Program. The District reserves the right to modify this policy for any reason which is deemed to be necessary.

**2801** Trainee Qualifications: To qualify for a position in the District's Trainee Program, the applicant must meet the following criteria (See Attachment A for the full Job Description):

- High school diploma or the equivalent thereof.
- Six months of construction, maintenance, or trades installation experience.
- Possession of an appropriate, valid driver's license.
- Familiar with computer usage such as MS Excel, MS Word, browser and internet use, as well as email applications

**2802** Orientation and Training:

**2802.1** All individuals considered for employment with the District shall be qualified to perform the duties of the position for which they are employed and are subject to the District's pre-employment requirements as delineated in IBWD Policy 2000.5.

**2802.2** The Water System Manager will provide orientation within thirty (30) days of hire. Orientation will include:

- A tour of the District's Water System infrastructure.
- A review of the District's history, bylaws, and service area through review of pages 2-1 through 2-11; 2-18 through 2-22; and 3-1 through 3-11 of the 2024 Mendocino County LAFCo Municipal Service Review.
- An introduction to all District staff and the Board of Directors (at the next meeting).
- A review of pertinent District policies:

Policy #	Policy Section
1035	Code of Conduct & Values
2190	Drug & Alcohol-Free Workplace
2300	District Compensation & Work Schedule
2400	District Performance Evaluations
2800	District Training Program
3010	Safety Meetings, Health & Welfare Policy
3040	Expense Authorization
3050	Credit Card Use
3080	Purchasing
3081	Selection of Contractors and Consultants
3085	Surplus Property
3090	Records Retention
3095	Communications
3096	Customer Communications and Social Media

- A review of job duties and expectations for licensure.
- A review of District timekeeping and expense reimbursement procedures.

**2802.3** Operator Trainees are required to enroll in a training program for individuals interested in the



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operation and maintenance of drinking water and wastewater facilities, such as the [Sacramento State Water Program](#), or the California Rural Water Association's [Water Treatment Certification Review Course](#).

**2802.4** The Water System Manager will schedule learning opportunities throughout the 15-month period to ensure that Trainees acquire the system and regulatory knowledge delineated in the job description included in Attachment A.

**2803** Board Approval of Trainee Appointments: Prior to appointing an Operator Trainee, the Board of Directors must approve the appointment through the budgeting process. Once included in the annual budget, the Water System Manager in consultation with the General Manager, may appoint an Operator Trainee as required by operational needs.

**2804** Employee Status and Duration of Appointment:

**2804.1** Operator Trainees are classified as probationary employees.

**2804.2** Operator Trainee appointments are for fifteen (15) months. The Water System Manager may extend the appointment upon demonstration of need.

**2804.3** Operator Trainees will take the state Water Treatment Operator's certification exam for Grade 1, or higher certification within nine (9) months of appointment, and take the state Water Distribution Operator's certification exam for Grade 1, or higher certification within fifteen (15) months of appointment.

**2804.4** Upon receipt of Water Treatment Operators certification, the Trainee may request to be reassigned to the Treatment Operator – Level 1 job description. The incumbent's hourly pay rate will be adjusted in accordance with the District's pay scale; however, the District will not reimburse for training and exam costs for the Distribution license.

**2805** The District may reimburse Operator Trainees for approved courses of study and testing fees.

**2805.1** To be eligible for reimbursement of online or in-person course costs, the employee must receive advance approval for the class(es) from the Water System Manager.

**2805.2** Reimbursement for the entire cost of tuition, required class materials, and exam fees will be made if the employee applies to take the State Water Resources Control Board Treatment certification exam and passes within nine (9) months of the date of hire, and applies to take the State Water Resources Control Board Distribution certification exam and passes within fifteen (15) months of the date of hire.

**2805.3** Reimbursement for one half (1/2) of the cost of tuition, required class materials, and exam fees will be made if the employee applies to take the State Water Resources Control Board Treatment certification exam and does not pass. The District will reimburse the remaining one half (1/2) of the cost of tuition, materials, and exam fees upon successful retesting.

**2805.4** Upon completion of the class(es) and certification exam, the employee is responsible for sending copies of expense receipt(s) to the Water System Manager using the District's reimbursement form.



## Irish Beach Water District Policy Handbook

### **Attachment A: Operator Trainee Job Description**

#### **Job Description:**

Under the supervision of the Water System Manager or senior Grade 1 Operator, the Trainee will apply to take the State Water Treatment Operator's certification exam for Grade 1, or higher certification within nine (9) months of appointment to the position. Additionally, the Trainee will apply to take the Grade 1, or higher Distribution certification exam within six (6) months of obtaining the water Treatment license.

#### **Hours Allotted**

The Trainee will work up to 8 hours per week helping with district operations while learning all aspects of the Irish Beach Water District system. The Trainee will provide additional labor (beyond the budgeted hours per week) on Assessment funded long-term infrastructure projects and will make themselves available to respond to system emergencies when called out.

#### **System knowledge**

Study of all system components will include helping to document an Operations Plan specific to the following Irish Beach Water District infrastructure and water sources:

1. Irish Gulch Upper Diversion and Tank "0"
2. Irish Gulch Lower Diversion pumping and control system.
3. Irish Gulch Water Treatment Plant operations.
  - a. Treatment
  - b. Filtration
  - c. Disinfection
  - d. Controls
4. Tank 5 Well pumping, control, and disinfection.
5. Unit 9 Well pumping, control, and disinfection.
6. Tanks 1, 2, 3, 4 and 5 operation and maintenance.
7. Distribution system. Review mapping, valve locations and operations.
8. Operations and maintenance of Pump Stations A and B
9. System Cross Connection Control and Backflow Prevention

#### **Regulatory knowledge:**

Operator Trainees will acquire an understanding of State regulatory controls and required reporting including:

1. Monthly Reports.
2. Annual reports on both operations and water rights.
3. Bacteria testing and reporting.
4. Chemical testing compliance.
5. Annual Consumer Confidence Reports
6. Review and update of Watershed Sanitary Surveys.



## Irish Beach Water District Policy Handbook

### **Qualifications**

- High school diploma or the equivalent thereof.
- Six months of construction, maintenance, or trades installation experience.
- Possession of an appropriate, valid driver's license.
- Familiar with computer usage such as MS Excel, MS Word, browser and internet use, as well as email applications

### **Physical Demands and Working Environment:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the key responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.*

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, climb, reach, and grasp in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Environment:** Work is performed primarily in an outdoor field environment; exposure to noise, dust, fumes, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency calls after hours.

**Supervisory Status:** Non-supervisory

**Employment Status:** Regular or Regular Part-time Probationary

**FLSA:** Non-Exempt



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Occupational Safety, Health, Illness and Injury Prevention Program.**

**POLICY NUMBER: 3010**

**ADOPTED: Circa 2002**

**3010.1 Safety and Health.** The goal of the District is to provide safe and healthy working conditions for all of its employees. Therefore, the District will maintain a safety and health program based upon the requirements of the Occupational Safety and Health Act of 1970 "Cal/OSHA" standards associated with the needs of an agency of this type. The District's safety, health and injury program shall consist of the following:

**3010.1.1** The safety committee shall consist of all members of the staff and a member of the Board of Directors of the Irish Beach Water District who will act as the Chair.

**3010.1.2** The safety committee will meet monthly. The Chair will prepare the minutes of each meeting for inclusion in the agenda package for the next meeting of the Board of Directors.

**3010.1.3** Any member of the Board of Directors may act as the Chair of the safety committee.

**3010.1.4** A member of the staff shall act as Discussion Leader and will be responsible for leading the discussion at each meeting of the safety committee.

**3010.1.5** The District shall provide necessary personal protective equipment (PPE) designed to protect against workplace hazards and the District shall provide instructions for use and care of PPE.

**3010.1.6** Safety inspections shall be conducted at least annually to identify hazards in the workplace, or conditions, equipment and procedures that could be potentially hazardous.

**3010.1.7** District shall maintain accurate and easily accessible Material Safety Data Sheets Reports (MSDS).

### **3010.2. Equipment and Tool Use:**

**3010.2.1** Training programs shall be conducted when new equipment, machinery or tools are purchased. Employees shall be instructed on the safe operation of said equipment, machinery or tools.

**3010.2.2** Employees shall be instructed to ensure that all protective equipment and devices are in good working condition and shall report deficiencies promptly.

**3010.2.3** All tools and equipment shall be maintained in good condition.

**3010.2.4** Where appropriate, lock-out tag-out procedures shall be used.

### **3010.3 Injury and Illness Records.**

**3010.3.1** A report shall be obtained for every injury or illness requiring medical treatment and recorded on the "Cal/OSHA Log and Summary of Occupational Injuries and Illnesses," according to its instructions and standards.

**3010.3.2** Posters and bulletins relating to Health and Safety practices, and Labor Laws shall be posted at conspicuous locations in the District's maintenance and plant offices.



## **Irish Beach Water District Policy Handbook**

**POLICY TITLE: Budget Preparation**

**POLICY NUMBER: 3020**

**ADOPTED: Circa 2002**

- 3020.1** An annual budget proposal shall be prepared by the Board Treasurer.
- 3020.2** Prior to review by the Board of Directors, the Board's Budget Committee shall meet and review his/her annual budget proposal.
- 3020.3** The proposed annual budget as reviewed and amended by the Budget Committee shall be reviewed by the Board at its regular meeting in July.
- 3020.4** The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in September.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Fixed-Asset Accounting**

**POLICY NUMBER: 3030**

**ADOPTED: Circa 2002**

- 3030.1** The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.
- 3030.2** An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the Operations Manager / Office Manager shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.
- 3030.3** Applicable purchases for inclusion in said accounting shall be the following:
- 3030.3.1** Equipment, tools, and vehicles that individually have an original total cost of more than \$500;
  - 3030.3.2** All land and building acquisitions regardless of price; and,
  - 3030.3.3** Additions or major improvements to the District's service infrastructure.
- 3030.5** Permanent inventory records shall be maintained in either a paper file or electronic (computer database) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Investment of District Funds**

**POLICY NUMBER: 3035**

**ADOPTED: Circa 2002**

**3035.1 PREMISE:** The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1); and,

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)).

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the Irish Beach Water District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Irish Beach Water District funds.

**3035.2 SCOPE:** This investment policy applies to all financial assets of Irish Beach Water District. These funds are accounted for in the Independent Annual Financial Report and include:

Demand Account:	Investments:
General Fund	Local Agency Investment Fund
Secretary Revolving Fund	[others]
Operation and Maintenance Fund	
Enterprise Funds	
[others]	

**3035.3 PRUDENCE:** Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC §53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**3035.4 OBJECTIVES:** As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

**3035.4.1 Safety:** Safety of principal is the foremost objective of the investment program. Investments of Irish Beach Water District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**3035.4.2 Liquidity:** The investment portfolio will remain sufficiently liquid to enable Irish Beach Water District to





## Irish Beach Water District Policy Handbook

meet all operating requirements which might be reasonably anticipated.

**3035.4.3 Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

**3035.5 DELEGATION OF AUTHORITY:** Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code §53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

**3035.6 ETHICS AND CONFLICTS OF INTEREST:** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**3035.7 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS:** For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form attached hereto as Exhibit A. This form shall attest that the individual responsible for the Irish Beach Water District account with the firm has reviewed Irish Beach Water District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to Irish Beach Water District that are appropriate under the terms and conditions of the Investment Policy.

**3035.8 AUTHORIZED AND SUITABLE INVESTMENTS:** The Irish Beach Water District is empowered by California Government Code §53601, et seq., to invest in the following:

**3035.8.1** Bonds issued by the Irish Beach Water District.

**3035.8.2** United State Treasury Bills, Notes & Bonds.

**3035.8.3** Registered state warrants or treasury notes or bonds issued by the State of California.

**3035.8.4** Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies.

**3035.8.5** Obligations issued by agencies or instrumentalities of the United States Government.

**3035.8.6** Bankers' acceptances with a term not to exceed 270 days. Not more than 40% of surplus funds can be invested in bankers' acceptances and no more than 30% of surplus funds can be invested in the bankers' acceptances of any single commercial bank.



## Irish Beach Water District Policy Handbook

- 3035.8.7** Prime commercial paper of U.S. corporations with assets greater than \$500 million, with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service (Moody's) or Standard & Poor's Corporation (S&P). Commercial paper cannot exceed 15% of total surplus funds, provided that, if the average maturity of all commercial paper does not exceed 31 days, up to 30% of surplus funds can be invested in commercial paper.
- 3035.8.8** Negotiable certificates of deposit issued by federally or state chartered banks or associations. Not more than 30% of surplus funds can be invested in certificates of deposit.
- 3035.8.9** Repurchase/reverse repurchase agreements of any securities authorized by this section. Securities purchased under these agreements shall be no less than 102% of market value. (See special limits in CGC §53601.i.)
- 3035.8.10** Medium term notes (not to exceed 5 years) of U.S. corporations rated "A" or better by Moody's or S&P. Not more than 30% of surplus funds can be invested in medium term notes.
- 3035.8.11** Shares of beneficial interest issued by diversified management companies (money market mutual funds) investing in the securities and obligations authorized by this Section. Such funds must carry the highest rating of at least two of the three largest national rating agencies. Not more than 15% of surplus funds can be invested in money market mutual funds.
- 3035.8.12** Funds held under the terms of a trust indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements.
- 3035.8.13** Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.
- 3035.8.14** Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years. Securities in this category must be rated AA or better by a nationally recognized rating service. Not more than 30% of surplus funds may be invested in this category of securities.
- 3035.8.15** Any other investment security authorized under the provisions of CGC §5922 and §53601. (Also, see CGC §53601 for a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. CGC §53601 is included by reference in this investment policy.)
- 3035.8.15.1** Prohibited Investments. Under the provisions of CGC §53601.6 and §53631.5, the Irish Beach Water District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

- 3035.9 COLLATERALIZATION:** All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC §53601(i)(2).
- 3035.10 SAFEKEEPING AND CUSTODY:** All security transactions entered into by the Irish Beach Water District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to Irish Beach Water District by book entry, physical delivery or by third party custodial agreement as required by CGC §53601.



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**3035.11 DIVERSIFICATION:** Irish Beach Water District will diversify its investments by security type and institution. It is the policy of the Irish Beach Water District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

**3035.11.1** Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.

**3035.11.2** Maturities selected shall provide for stability of income and liquidity.

**3035.11.3** Disbursement and payroll dates shall be covered through maturities investments, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds.

**3035.12 REPORTING:** In accordance with CGC §53646(b)(1), the Treasurer shall submit to each member of the Board of Directors a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for the Irish Beach Water District by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC §53646 (e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy; and, (2) Irish Beach Water District will meet its expenditure obligations for the next six months as required by CGC §53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely record of all investment transactions.

**3035.13 INVESTMENT POLICY REVIEW:** This Investment Policy shall be reviewed on an annual basis, and the Board of Directors must approve modifications.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Customer Water Service Disconnection for Account Delinquency**

**POLICY NUMBER: 3036**

**ADOPTED: November 11, 2023**

**3036.1** All water service disconnections will meet the standards set by SB998 and Irish Beach Water District Resolution 2002-02, included in Attachment A.

**3036.1.1** No customer will be shut off for non-payment of less than 120 days. Customers who are delinquent by 90 days shall be issued a water service disconnection notice.

**3036.1.2** Each customer will be contacted via phone, notice, mail or in person regarding the shutoff no less than 30 days prior to the shutoff. If the address of record is not the service address, the District shall post an additional notice addressed to "Occupant," at the property where service is received.

**3036.1.2.1** The disconnection notice will include all the requirements listed in Health and Safety Code 116908. A sample notice included in Attachment B:

1. The customer's name and address.
2. The amount of the current charges and delinquency.
3. The date and time by which payment must be made to avoid disconnection of water service.
4. A description of the process to apply for an extension of time to pay the delinquent charges.
5. A description of the procedure by which the customer may initiate a complaint to appeal the service or charges.
6. A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent service charges, consistent with Policy 3037.
7. The District's telephone number and business address.

**3036.1.3** A customer may appeal the disconnection by submitting a customer complaint and appealing to the General Manager per District Policy 1030.

**3036.1.4** If the customer fails to contact the District by the thirty-first day after the date of the service disconnection notice, the water service will be disconnected.

**3036.2** To restore water service to customers who have been disconnected, all past due charges must be paid in full, or a payment agreement must be signed by the customer per Policy 3037. A reconnection fee will be charged to return water service to the customer's location.

**3036.2.1** Reconnection fees may be dismissed for those customers who demonstrate a household annual income that is 200% below the federal poverty level or a resident receives assistance from any of the following; CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children.



## Irish Beach Water District Policy Handbook

### Attachment A: Resolution 2002-2 Establishing a Standard Operating Procedure for Processing Delinquent Accounts

#### Resolution # 2002-02

#### Resolution of the Board of the Irish Beach Water District Establishing a Standard Procedure for Processing of Delinquent Accounts

WHEREAS, the Irish Beach Water District from time-to-time experiences delinquent water service accounts that are not paid by customers connected to the water system by the due date for such billings; and

WHEREAS, the Irish Beach Water District from time-to-time experiences difficulty collecting payment from customers of the water district, and

WHEREAS, the Irish Beach Water District resolves that all delinquent accounts will be consistently and fairly processed.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Irish Beach Water District, after a duly noticed public meeting held on this date, hereby adopts the following procedure for the processing of Delinquent Accounts. This resolution supersedes Resolution 91-2 and provides direction for implementation of Resolutions 98-2 and 98-3.

- Accounts not paid within 30 days of billing will be considered delinquent and be assessed a penalty of 10% of water, standby, facility, assessment and other charges which are delinquent (Water Code 35470.5).
- ~~Accounts not paid within 60 days of billing will be assessed a 1 & 1/2% per month interest charge on any unpaid delinquent balances (Water Code 35470.5).~~ Rescinded by Resolution 2007-4 on May 12, 2007.
- Customers with accounts not paid within 90 days of billing will be given a 30-day notice of disconnection. Such notices shall indicate that water service for accounts over 120 days old will be turned off and unpaid balances are subject to being turned over to the County for collection on the County Tax rolls (see Resolution 98-2). Such notices shall be provided by registered mail.
- Water service will be turned off to customers with accounts not paid within 120 days of initial billing and that have been provided a 30-day disconnection notice. All applicable charges shall continue to be assessed and billed to disconnected accounts.
- Houses that have had water service disconnected because of account delinquency will be reported to the County Health and Safety Officer for appropriate action.
- Customers who tamper with IBWD turned off water connections (as indicated by meter readings) will be charged a \$75 tampering fine and the IBWD will secure or remove the water meter to prevent further tampering.
- Accounts not paid within 120 days of initial billing and that have been provided a 30-day disconnection notice are subject to being turned over to the County for collection as part of the County Tax roll in accordance with the contract with the County (see Resolution 98-3).



## Irish Beach Water District Policy Handbook

- In a situation where an owner's account is delinquent, but the home is rented, and the tenant has maintained current water bills and is not delinquent, late penalties and interest charges shall be applied against the owner's overdue balances only. In such cases water service will not be disconnected, however such overdue accounts are subject to being turned over to the County for collection as part of the County Tax roll.
- In those situations where a tenant is responsible for payment of water bills, the Irish Beach Water District holds an owner ultimately responsible for payment of water bills. In cases where a tenant has become delinquent, all notices of late penalties, interest charges and disconnection, as outlined above, shall also be provided to the owner of the property.
- Prior to reconnection of any customer disconnected for delinquent charges, all past due charges (see above) must be paid, a \$100 delinquent account reconnection fee must be paid, and a \$200 (approximately 2 billing periods) security deposit must be paid. Security deposits shall be held by the District for a five-year period. If after five years a customer pays all billings on time and the account is not allowed to become delinquent, the security deposit shall be applied as a credit against future bills.

The foregoing Resolution No. 200202 was considered and adopted by the Directors of the Irish Beach Water District at their regular meeting held March 9, 2002 by the following vote:

Ayes: Poling, Burmania, Frame, Whitaker, Wolfe

Noes: None

Abstain: None

Absent: None

*March 9, 2002*

*Ronald E. Frame*  
Ron Frame, Chairman

*Stephen Whitaker*  
Secretary to the Board





## Irish Beach Water District Policy Handbook

### Attachment B – Sample Water Service Disconnection Notice

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Manchester, CA 95459

(Insert Customer Name)

(Insert Address of Record)

Insert Date

### Water Service Disconnection Notice

The Irish Beach Water District provides water service to parcels of real property located within its jurisdictional boundaries, including the real property owned by \_\_\_\_\_ (insert property owner name) located at \_\_\_\_\_ (insert property address), Manchester, CA 95459, represented as Irish Beach Water District Account Number \_\_\_\_\_ (insert account number).

The District's Ordinances, Resolutions, and Policies provide for payment of bi-monthly bills for water service within 30 days of issuance, and further state that if the bill is not paid and becomes delinquent, water service will be disconnected. When service is disconnected due to non-payment of bills, service shall not be resumed until payment of all charges and fees is received.

Account number \_\_\_\_\_ (insert account number) is in delinquent status. As of the date of this notice, the delinquent amount owed is: \$ \_\_\_\_\_ (insert delinquent amount). **If payment of the delinquent amount for water service is not received by \_\_\_\_\_ (insert date 30 days from notice date), water service will be disconnected.**

You may establish a plan for deferred payments, an alternative payment schedule, or appeal the bill per District Policy 3037 by contacting the District at (707) 882-2892 before \_\_\_\_\_ (insert date 30 days from notice date) to avoid disconnection of service due to non-payment.

I urge you to contact the District at (707) 882-2892 as soon as possible.

\_\_\_\_\_  
XXXXXX XXXXXXXXXXXX  
General Manager  
Irish Beach Water District



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Customer Payment Arrangements**

**POLICY NUMBER: 3037**

**ADOPTED November 11, 2023**

- 3037.1** Upon request, the General Manager may grant approval of special arrangements to be made for payment of the following fees when hardships meet the standards of SB998:
- 3037.1.1** Regular water service. Only if a hardship, or unique circumstances such as administrative error, can be demonstrated in writing to the General Manager.
  - 3037.1.2** Reasonable payment schedule following receipt of delinquency “disconnection” notice. The past due amount must be paid in full, or an installment payment agreement, not to exceed 12 months (without General Manager approval for a longer term), must be signed and adhered to as described in the agreement included in Attachment A.
- 3037.2** Upon notification that a property is in escrow, District staff will conduct a “final meter read” as close to the final escrow date as possible to prepare and distribute a final bill for water usage to the existing Customer of Record.
- 3037.2.1** The current owner must provide the District with evidence that the account balance will be paid in full as part of the close of escrow.
  - 3037.2.2** It is the responsibility of the new owner to contact the District office to provide account information, including the owner’s name, email address, mailing address and emergency contact information. Water services begin the day following the closing of escrow and costs will be prorated and billed in the subsequent regular billing cycle.





## **Irish Beach Water District Policy Handbook**

**POLICY TITLE: Expense Authorization**

**POLICY NUMBER: 3040**

**ADOPTED: June 4, 2022**

- 3040.1** All purchases made for the District by staff shall be reviewed by the General Manager for purchases made by operations staff, and reviewed by the Treasurer for purchases made by administrative staff, and shall be in conformance with the approved District budget.
- 3040.2** Any commitment of District funds for a purchase or expense greater than \$10,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.
- 3040.3** Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed from District funds. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager or Treasurer before remuneration.
- 3040.4** Requests for reimbursement to the District must have a good faith basis. Submission of a request for a reimbursement without such a basis shall subject the requestor to appropriate sanctions, up to and including termination of employment and referral to an appropriate law enforcement agency for prosecution.
- 3040.5** All expense payments by District checks will be reviewed after-the-fact by the Board of Directors at regularly scheduled Board Meetings and approved.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Credit Card Use**

**POLICY NUMBER: 3050**

**ADOPTED: June 4, 2022**

- 3050.1 Purpose:** The purpose of this policy is to prescribe the internal controls for management of District credit cards.
- 3050.2 Scope:** This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.
- 3050.3 Implementation:** A credit card shall be issued to the General Manager and Treasurer. Credit cards shall not be issued or used by members of the Board of Directors. Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement from the District.
- a) All credit card bills shall be paid timely to avoid late fees and finance charges. The District shall not reimburse requestors for late fees and finance charges.
  - b) Use of the credit card for District business may be delegated to District employees by the General Manager or Treasurer if required.
  - c) All credit card expenses shall be reasonable and necessary to the furtherance of District business and made in accordance with District policy. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.
  - d) All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.
  - e) The Treasurer shall review and approve credit card transactions by the General Manager. The General Manager shall review and approve credit-card transactions by the Treasurer.
  - f) All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are maintained consistently with the District's records management policy.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Easement Acceptance**

**POLICY NUMBER: 3060**

**ADOPTED: Circa 2002**

**3060.1** Acceptance by the District of any interest in public utility easements and other easements dedicated to the District for installation, maintenance, repair, etc., of facilities, shall require approval of the Board of Directors.

**3060.2** Commitments to accept easements or assurances that easements will be accepted may be provided by staff only after approval of same by the Board of Directors.

**3060.2.1** Acceptance of easements shall be accomplished by the Board of Directors by adoption of a resolution. Said resolution shall be in the following format:

RESOLUTION NO. \_\_\_\_\_  
Irish Beach Water District

### ACCEPTING [*SPECIFY TYPE OF SERVICE*] EASEMENT

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Irish Beach Water District that the District shall accept the easements offered to it by the owners of the parcels hereinafter listed:

Assessor's Parcel No.'s

Property Owner

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



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Encroachment Permits**

**POLICY NUMBER: 3070**

**ADOPTED: Circa 2002**

- 3070.1** Whenever a property owner desires to install or construct physical improvements - landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements - on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, they shall, prior to commencement of said installation or construction, apply for and receive an Encroachment Permit from the Operations Manager, or his/her designated representative.
- 3070.1.1** Plans for said structures or improvements may be required by the Operations Manager to ensure that the resulting installation adequately accommodates existing district facilities.
- 3070.1.2** A fee in the amount of \$200, together with actual county recording costs, shall be charged to cover district administrative and inspection costs, and the cost to record the Encroachment Permit with the County Recorder.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Purchasing**

**POLICY NUMBER: 3080**

**ADOPTED: June 4, 2022**

- 3080.1** To purchase small items — such as office supplies, repair parts, operation supplies, and other miscellaneous items costing less than \$1,000 — pricing and terms will be obtained by telephone, website or written/email quotation. Purchases are then made from those suppliers that provide the best price, discount, service or quality. Vendors where the District maintains an account shall have preference.
- 3080.2** To purchase items costing more than \$1,000 and up to \$10,000, quotations will be solicited from vendors and received by telephone or written (including email) quotation. Quotations will be solicited from at least two sources before selecting a supplier. The General Manager must approve all purchases and will verify budgetary compliance with the Treasurer prior to purchase.
- 3080.3** For items over \$10,000, the District will provide suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration and recommendation. District staff will then present written quotes and recommendation to the Board of Directors for acceptance of the purchase order. Items on the list will be purchased from the supplier quoting the lowest prices, appropriate quality and with an acceptable delivery date.
- 3080.4** Receipts/invoices for all items purchased shall be forwarded to the Bills Payable Clerk, indicating for which account the amount due should be charged to.
- 3080.5** This policy covers the purchase of goods, not services and not public project construction services. Those matters are addressed in other policies of the District: See Policy Number 3081, Selection of Contractors and Consultants.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Selection of Contractors and Consultants**

**POLICY NUMBER: 3081**

**ADOPTED: June 4, 2022**

**3081.1** For the purposes of this Policy, the following definitions apply:

**3081.1.1** Public project means any of the following: Construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, or painting involving any publicly owned, leased, or operated facility.

**3081.1.2** Facility means any plant, building, structure, ground facility, or water system.

**3081.1.3** Public project does not include maintenance work. Maintenance work includes the following:

- Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
- Minor repainting and landscape maintenance.
- Work performed to keep, operate, and maintain publicly owned water systems.

**3081.2** The District engages contractors or consultants for construction, engineering, planning, and environmental review projects, auditing, and other purposes approved by the Board of Directors. The District's procedure is as follows:

**3081.2.1** For services that are not defined as public projects, staff will provide requirements, scope and quote/bid due date to the District list of prior successful providers. In the event that there is one or fewer providers on the list, the same information and request for bid will be provided to other known or recommended entities in the field of expertise. Bid review and award is open to the public and will be made available at the next scheduled Board of Directors meeting.

**3081.2.2** For services that are defined as public projects, staff will comply with the procedures in section 3081.4 to the exclusion of the previous paragraph.

**3081.3** Consultants will be approved by the Board of Directors on the recommendation of the General Manager. The General Manager and/or Board of Directors will make their decision based on the consultant's experience and qualifications. The consultant will also be required to provide an explanation of scope of work, hours to complete, and applicable cost estimate for their services that will be used in their evaluation in the selection process. Per State law, consultants for engineering, architectural, and other professional services shall be evaluated based upon demonstrated competence and the professional qualifications necessary for the satisfactory performance of the required services and not on cost of services.

**3081.4** When IBWD engages contractors or consultants for public projects approved by the Board of Directors, the District's procedure is as follows:

**3081.4.1** Maintenance of Qualified Contractors List. IBWD shall maintain a list of qualified contractors identified according to category of work in accordance with the provisions of the California Uniform Public Construction Cost Accounting Commission.

**3081.4.1.1** All contractors on the list for the category of work being bid, or all construction trade journals specified in Public Contract Code Section 22036, or both all contractors on the list for the work being bid, and all construction trade journals specified in [Section 22036](#), shall



## Irish Beach Water District Policy Handbook

be notified of the opportunity to submit informal bids.

The District will accept [applications](#) for inclusion on the IBWD qualified contractors list. New contractors will be added at the beginning of each fiscal year in October.

- 3081.4.1.2** If the product or service is proprietary in nature or otherwise of such a specific design or construction such that it can be obtained only from certain contractors, the notice inviting bids may be sent exclusively to such contractors.

**3081.4.2** Informal Bidding and Contracting Procedures.

- 3081.4.2.1** District public projects with a cost of sixty thousand dollars (\$60,000) or less may be performed by employees of the District by force account, by negotiated contract, or by purchase order.

- 3081.4.2.2** Public projects of the District with an estimated cost of two hundred thousand dollars (\$200,000) or less may be let to contract by the informal procedures as set forth herein, and as set forth or authorized by Public Contract Code 22034.

When the Board of Directors invokes the procedures of this Section, the Treasurer shall issue a notice inviting informal bids ten (10) calendar days before bids are designated as being due. The notice inviting informal bids shall describe the project or material in general terms, how to obtain more detailed information, and state the time for the submission of bids. The notice inviting informal bids need not contain specifications.

- 3081.4.2.3** If all bids received are in excess of two hundred thousand dollars (\$200,000), the Board of Directors may by passage of a resolution by a four—fifths vote, award the contract, at two hundred twelve thousand, five hundred dollars (\$212,500) or less, to the lowest responsible bidder, if it determines the cost estimate was reasonable.

**3081.4.3** Formal Bidding and Contracting Procedures. District public projects with an estimated cost of more than two hundred thousand dollars (\$200,000) will be let to contract by the formal procedures as set forth herein, and authorized by Public Contract Code 22037.

- 3081.4.3.1** The District shall issue a notice inviting bids a minimum of fourteen (14) calendar days prior to the time of receiving bids, in a general circulation newspaper published within the District boundaries and to all construction trade journals specified in [Section 22036](#).

This type of formal bidding process typically includes the issuance of written plans and/or specifications describing the materials or services to be provided.

- 3081.4.4** If no bids are received through the formal or informal procedure, the public project may be performed by the employees of the public agency by force account, negotiated contract, or purchase order, without further complying with this policy.

- 3081.5** The Board of Directors may delegate the authority to award contracts and sign purchase orders to the General Manager of the District or other person designated by the Board of Directors.

**3081.6** Exceptions to standard Contracting Procedures

- 3081.6.1** Emergency Work. In cases of great emergency as determined by the Board of Directors, including, but not limited to, states of emergency defined in Section 8558 of the California Government Code,



## Irish Beach Water District Policy Handbook

when repair or replacements are necessary to permit the continued conduct of the operation or services of the District, or to avoid danger to life or property, the Board of Directors by majority vote, may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, working details, or giving notice for bids, formal or informal, to let contracts. The work may be done by day labor under the direction of the Board of Directors, or by contract, or by a combination of the two. The Board of Directors delegates to the President the power to declare a public emergency, subject to confirmation by the Board of Directors by four—fifths vote at its next meeting.

**3081.6.2** Limited Availability/Sole Source. Occasionally, necessary materials or services are of a proprietary nature, or are otherwise of such a specific design or construction to be available from only one source. The General Manager may dispense with the requirement of competitive bids and recommend negotiating a fair price and making the purchase from a sole source if, after reasonable efforts by District staff to find alternative suppliers, there exists only a sole source. The basis for the sole source recommendation shall be documented in writing on the contract or purchase order and approved, in advance, by the Board for purchases exceeding \$60,000.

**3081.7** Every person involved in the solicitation, selection, and approval of consultants shall comply with applicable conflicts of interest laws, including Government Code section 1090, the Political Reform Act of 1974, and the District's conflict of interest code section 1020.





## **Irish Beach Water District Policy Handbook**

**POLICY TITLE: Disposal of Surplus Property or Equipment**

**POLICY NUMBER: 3085**

**ADOPTED: Circa 2002**

### **3085.1 Sale of Surplus Equipment.**

**3085.1.1** Board of Directors takes action to declare equipment surplus.

**3085.1.2** Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

**3085.1.3** Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

**3085.1.4** Bidders are notified of Board's action.

**3085.1.5** Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

### **3085.2 Sale of Real Estate:**

**3085.2.1** Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

**3085.2.2** Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)

**3085.2.3** If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.

**3085.2.4** Board takes action at the next regular Board Meeting to accept or reject highest bid.

**3085.2.5** Bidders are notified of the Board's action.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Records Retention**

**POLICY NUMBER: 3090**

**ADOPTED: Circa 2002**

- 3090.1** The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Irish Beach Water District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.
- 3090.2** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.
- 3090.3** The Board Secretary is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.
- 3090.4** Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Irish Beach Water District:
- 3090.4.1** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.
  - 3090.4.2** Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.
  - 3090.4.3** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.
  - 3090.4.4** Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:
    - 3090.4.4.1** The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copies to an approved electronic media;
    - 3090.4.4.2** The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,
    - 3090.4.4.3** The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.
  - 3090.4.5** Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
    - 3090.4.5.1** There is no continuing need for said record, i.e., long-term transactions, special projects,



## Irish Beach Water District Policy Handbook

pending litigations, etc., and;

- 3090.4.5.2** There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
  - 3090.4.5.3** Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;
  - 3090.4.5.4** Said audit or audits contain the expression of an unqualified opinion.
- 3090.4.6** Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:
- 3090.4.6.1** Duplicated (original-subject to aforementioned requirements).
  - 3090.4.6.2** Rough drafts, notes or working papers (except audit).
  - 3090.4.6.3** Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.
- 3090.4.7** All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above. Payroll and personnel records include the following:
- 3090.4.7.1** Accident reports, injury claims and settlements.
  - 3090.4.7.2** Medical histories.
  - 3090.4.7.3** Injury frequency charts.
  - 3090.4.7.4** Applications, changes and terminations of employees.
  - 3090.4.7.5** Insurance records of employees.
  - 3090.4.7.6** Time cards.
  - 3090.4.7.7** Classification specifications (job descriptions).
  - 3090.4.7.8** Performance evaluation forms.
  - 3090.4.7.9** Earning records and summaries.
  - 3090.4.7.10** Retirements.
- 3090.4.8** All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are microfilmed as provided for section 4, above.
- 3090.4.9** Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.



## Irish Beach Water District Policy Handbook

- 3090.5** Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.
- 3090.5.1** Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.
- 3090.5.2** Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.
- 3090.5.3** Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.



**Appendix A  
Definitions for Records Retention and Disposal Policy**

1. AUTHORIZATION. Approval from the Board Secretary, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
  - a. SOURCE DOCUMENTS
    - (1) Invoices
    - (2) Warrants
    - (3) Requisitions/Purchase Orders (attached to invoices)
    - (4) Cash Receipts
    - (5) Claims (attached to warrants in place of invoices)
    - (6) Bank Statements
    - (7) Bank Deposits
    - (8) Checks
    - (9) Bills
    - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
    - (1) Cash Receipts
    - (2) Accounts Receivable or Payable Register
    - (3) Check or Warrant (payables)
    - (4) General Journal
    - (5) Payroll Journal
  - c. LEDGERS
    - (1) Expenditure
    - (2) Revenue
    - (3) Accounts Payable or Receivable Ledger
    - (4) Construction
    - (5) General Ledger
    - (6) Assets/Depreciation
  - d. TRIAL BALANCE
  - e. STATEMENTS (Interim or Certified - Individual or All Fund)
    - (1) Balance Sheet
    - (2) Analysis of Changes in Available Fund Balance
    - (3) Cash Receipts and Disbursements
    - (4) Inventory of Fixed Assets (Purchasing)
  - f. JOURNAL ENTRIES
  - g. Payroll and personnel records include but are not limited to the following:
    - (1) Accident reports, injury claims and settlements
    - (2) Applications, changes or terminations of employees
    - (3) Earnings records and summaries
    - (4) Fidelity Bonds



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- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

### h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule
- (4) Cost Accounting Records

- 3. LIFE. The inclusive or operational or valid dates of a document.
- 4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
- 5. RECORD COPY. The official District copy of a document or file.
- 6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
- 7. RECORDS CENTER. The site selected for storage of inactive records.
- 8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
- 9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
- 10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.
- 11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:
  - a. The resumption and/or continuation of operations;
  - b. The recreation of legal and financial status of the District, in case of a disaster;
  - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Customer statements
- (7) Deeds
- (8) Depreciation schedule
- (9) Disposal of surplus & excess property



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- (10) Disposal of scrap materials
- (11) District insurance records
- (12) District water rights
- (13) Employee accident reports, injury claims & settlements
- (14) Employee earning records
- (15) Employee fidelity bonds
- (16) Employee insurance records
- (17) Encroachment permits (by others)
- (18) Encroachment permits (by OWID)
- (19) Facility improvement plans
- (20) Improvement districts
- (21) Individual water rights
- (22) Individual claims/settlements
- (22) Inventory
- (24) Journal vouchers
- (25) Ledgers
- (26) Licenses & permits (to operate)
- (27) Loans & grants
- (28) Maps
- (29) Minutes of Board meetings
- (30) Payroll register
- (31) Policies, Rules & Regulations
- (32) Purchase orders & requisitions
- (33) Restricted materials permits
- (34) Rights of ways & easements
- (35) Spray permits
- (36) Statements of Economic Interest
- (37) State surplus acquisitions
- (38) Warehouse requisitions
- (39) Warrant/Voucher register
- (40) Warrants (with backup)
- (41) Water rights history



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Appendix B – Records Retention & Storage Summary		Retention Periods				
Title or Description						
Records affecting title to real property or liens thereof.						
Records required to be kept permanently by statute.						
Minutes, ordinances & resolutions of Board.						
Documents with lasting historical, administrative, legal, fiscal, or research value.						
Correspondence, operational reports and information upon which District policy has been established.						
Duplicates of 5, above, when retention is necessary for reference.						
Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.						
Duplicates needed for administrative purposes for five to fifteen years.						
All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.						
Duplicates and other documents not public records required to be maintained for administrative purposes.						
Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.						
Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).						
Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.						





## Irish Beach Water District Policy Handbook

Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.					
Policy files and reference sets of publications.					
Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.					

**OP** = Original or photographic copy.

**ES** = May be destroyed if stored in electronic media.

**I** = Indefinitely



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Public Records Act Requests**

**POLICY NUMBER: 3091**

**ADOPTED: July 22, 2023**

- 3091.1** The California Public Records Act (Government Code Section 7920 et seq.) provides California citizens with important rights to obtain access to records held by public agencies. The purpose of this policy is to establish a procedure for responding to Public Records Act requests consistently and in a time sensitive manner.
- 3091.2** Public Records include any writing containing information relating to the conduct of the public's business that are prepared, owned, used, or retained by the District regardless of physical form or characteristics.
- 3091.3** In order to establish a single point of contact where the public may obtain information concerning the Irish Beach Water District (IBWD), the District's policy is that all questions regarding access to public records be directed to the Board Secretary or other personnel designated by the Office Manager.
- 3091.4** The District posts information and public records on the IBWD web page ([www.IBWD.org](http://www.IBWD.org)). For public records not found on the IBWD web page, the District has the following procedure for accessing Public Records:
- 3091.4.1** All persons seeking to inspect records may submit a request via e-mail, postal mail, or verbally. The District prefers that records be requested using the attached Public Records Request Form; however, the requester is not required to use the form. Written requests should be submitted via email to [Secretary@IBWD.org](mailto:Secretary@IBWD.org) with a copy to [Treasurer@IBWD.org](mailto:Treasurer@IBWD.org), or via postal mail to the IBWD Board Secretary, PO Box 67, Manchester CA 95459. For clarity, the District prefers requests be made in writing; however, verbal requests may be directed to the District office at 707-900-1104.
- 3091.4.2** The District will respond to Public Records Act requests within 10 days of receipt to notify the requester of its determination whether the agency has responsive records and whether such records will be disclosed. The District may extend the response time for an additional 14 days under unusual circumstances. Actual time of production may on occasion extend beyond the foregoing time frames depending certain factors including but not limited to the number of documents requested. If this occurs, the District will provide the requester with an estimated time for production.
- Some records may be exempt from public access under certain provisions of the California Government Code. Public records which are determined by to be exempt from disclosure will not be available for public inspection, unless the IBWD legal counsel has determined otherwise.
- 3091.4.3** After the initial response from the District indicating that disclosable documents have been identified, the requestor may either inspect the documents at the IBWD office at a time that will not disrupt from the District's day-to-day operations, or request a copy of such documents. There is no charge to receive an electronic copy via email or inspect records; however, the District may charge a fee to cover duplication and other applicable direct costs of providing hard copies (generally \$0.25 per page for black and white 8 ½ x 11" copies).
- 3091.4.3.1** Inspection of public records shall be in the presence of a representative of the District, and no document shall be removed from the IBWD office.



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**3091.4.3.2** If a request is made for copies of the documents, the District shall also advise the person requesting copies of the estimated time to compile the documents and the costs of copying the documents requested. The District will not release the copies until the full cost of copying is paid.

When copies of electronic records are requested (or copies in electronic form), the District may charge an amount sufficient to cover the cost of the media used (e.g., a CD, DVD, or flash drive) and the time spent compiling and duplicating the records. Electronic records may be produced via email upon the determination of the District.

If the request necessitates making copies for which the District does not have reproduction equipment, or if the volume of copying required would, in the opinion of the District, impose too great a burden on District personnel and/or equipment, the District may elect to have the copying done by a third-party provider, on-site or off-site, and the requester shall pay the actual cost to the District of such third-party copying service.



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### IBWD Public Records Request Form

To access a fillable form, click here: [IBWD PRA Request Form](#)

Name / Company:

Click or tap here to enter text.

Address:

Click or tap here to enter text.

Phone:

Click or tap here to enter text.

E-mail:

Click or tap here to enter text.

**Records Sought:** Please list the requested records, being as specific as possible. The District may request clarifying information to help identify the records sought. Please note that the District will exercise reasonable efforts to locate requested documents; however, the IBWD is not required to create a document or record that does not exist. The IBWD will respond to requests for public records in accordance with the California Public Records Act, and nothing in this policy is intended to conflict with the Act.

Click or tap here to enter text.

**Copies:** Do you wish to have copies made? Yes/No:

The District may require payment of the direct cost of duplication before providing copies of records. The direct cost of duplication of most District records is \$0.25 per page. Requests to ship copies may be subject to payment of shipping costs.

**To be completed by staff:** Log the request at IBWD PRA Log



## Irish Beach Water District Policy Handbook

### **POLICY TITLE: COMMUNICATIONS**

**POLICY NUMBER: 3095**

**ADOPTED: Circa 2002**

**3095** The purpose of this policy is to provide guidelines to staff and board members regarding communicating and corresponding with agencies, both local and state, concerning business of the Irish Beach Water District which requires additional information for clarification such that:

- 3095.1** No board vote is required if communications do not fall under policy 4000 series Board of Directors and policy 5000 series Board Meetings.
- 3095.2** District staff seeking clarifications on informational items such as elections, county listing, parcels, permits, health and safety, and public documents which may involve either state or local agencies requesting or seeking information which is not readily available.
- 3095.3** All non-confidential correspondence by Board members concerning business of the Irish Beach Water District should appear in the agenda package under the appropriate heading at the next meeting of the Board of Directors. All confidential correspondence by Board members concerning business of the Irish Beach Water District should be distributed to all Board members at the next meeting of the Board of Directors



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Customer Communications and Social Media Use**

**POLICY NUMBER: 3096**

**ADOPTED: November 12, 2022**

3096.1 The purpose of this policy is to provide guidelines to the District's Board of Directors, District staff, and volunteers regarding customer communications and use of social media to publicize Irish Beach Water District news, services, and events. All Directors, employees, and members of advisory committees of the District, are herein called "Officials" for the purposes of this policy. This policy addresses management and oversight responsibilities, as well as the responsibilities of District officials for compliance with public records and open meeting laws.

3096.1.1 Customer Service Communications: It is the policy of the District to respect customers' time and privacy by initiating customer communications only when it is necessary, and for the direct benefit of the customer.

3096.1.2 Community Outreach Communications: District officials will also contact customers and the public through the District's website and social media platforms as an additional means of conveying information regarding District news, events, and services.

3096.2 Definitions:

3096.2.1 Direct Customer Communications: Informational messages (letters, flyers, etc.) sent to customers and property owners via paper or electronic mail.

3096.2.2 Social Media: A category of internet-based resources that enable the user to generate content and encourage other user participation. As used in this Policy, Social Media includes, but is not limited to, social networking sites such as: Facebook, Instagram, Twitter, YouTube, Wikipedia, blogs, and other comparable sites. With the thousands of current and potential Social Media sites, this brief list is only intended to be exemplary, not inclusive.

3096.2.3 "Posts" or "postings:" Information, articles, pictures, videos, or any other form of communication posted on a District social media site.

3096.2.4 Site Administrator: Designated District official(s) responsible for establishing District social media sites, posting information, and monitoring comments under the direction of the General Manager and/or the Secretary of the Board.

3096.3 Use of direct customer communication and social media by District officials shall follow California's open meeting laws, which prohibit serial meetings of a majority of the Board via email or other electronic means. District officials may answer questions, provide information, and solicit information from the public regarding District business. However, District officials shall not respond directly to any communication, or otherwise use social media sites to discuss business of the District outside of properly noticed public meetings. District officials' posts to non-District social media sites reflect their own views and not necessarily those of the District and should not suggest otherwise.

3096.3.1 District officials will make every effort to communicate with customers in a way that is most convenient to the customer. The District will ask customers to verify contact information (mailing address, email address, phone numbers for call and text), as well as preferred contact method (paper or electronic) on an annual basis.

3096.3.1.1 It is the District's policy to maintain the confidentiality of all customer information,



## Irish Beach Water District Policy Handbook

including contact information. The District will not provide customer contact information to other agencies or interests, except as required under State or Federal law.

3096.3.1.2 It is the policy of the District to attempt to provide vital information to customers in the event of an emergency, such as water quality incidents.

3096.3.2 No District social media site may be created without the approval of the General Manager and/or the Secretary of the Board, or their designee. These social media sites shall be used to inform customers and the public about District news, services, and events. Information posted on District social media platforms will supplement, not replace, required notices and standard methods of communication.

3096.3.2.1 The District's official website at [www.IBWD.org](http://www.IBWD.org) (or any other domain owned by the District) will remain the District's primary means of internet communication. Links to all social media networks to which the District belongs will be listed on the website.

3096.3.2.2 Use of Social Media shall serve as an enhancement to the District's official website. Whenever possible, social media pages shall direct users to the District web site for the information, documents, and forms necessary to conduct business with the District. District social media sites shall clearly state that the sites are maintained by the District and comply with this Policy.

3096.3.2.3 The District has an overriding interest in protecting the integrity of information communicated to customers and the public. This policy applies to District officials who use direct customer communications and/or social media on behalf of the District.

3096.3.2.3.1 All District social media sites shall use authorized District contact information for account set-up, monitoring and access. Personal email accounts may not be used to set up, monitor, or post to a District social media platform. All passwords and account credentials are property of the District.

3096.3.2.3.2 District social media platforms are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, may be considered a public record and subject to public disclosure. All postings on District social media sites shall be maintained consistently with the Public Records Act; however, any material removed from a District social media site shall be considered a transitory record not retained by the District in the ordinary course of business and shall not constitute a public record required to be retained in compliance with the District's records retention policy.

3096.3.2.3.3 The District reserves the right to terminate any District social media site without notice, or to suspend access at any time. Unacceptable content and/or repeat violators shall be prohibited from making posts on District social media platforms.



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- 3096.3.2.3.4 The District reserves the right to remove content that it finds to violate this policy. Content deemed inappropriate shall be promptly documented (screenshot), saved pursuant to District record retention policies, and then be removed immediately from the social media site.
  - 3096.3.2.3.5 District social media sites may contain content, including, but not limited to, advertisements or hyperlinks over which the District has no control. The District does not endorse any hyperlink or advertisement placed on District social media sites by the social media site's owners, vendors, or partners.
- 3096.4 All District social media sites created on behalf of the District shall be monitored by the General Manager and/or the Secretary of the Board, or their designee.
- 3096.4.1 District officials wishing to initiate direct customer communications or add content to District social media sites may submit a request to the General Manager and/or the Secretary of the Board, or their designee. All content included in direct customer communications and District social media sites must comply with District policies, the rules of the social media site provider, and applicable law.
  - 3096.4.2 The General Manager and/or the Secretary of the Board, or their designee will be responsible for responding to comments, posts, and messages as appropriate.
  - 3096.4.3 Direct customer communications and use of social media are two methods for communicating with customers and the public regarding news, events, and services. District officials shall be familiar with District policies and apply general communication guidelines, including, but not limited to the following:
    - 3096.4.3.1 Be transparent: Lack of transparency is quickly noted and exploited in the electronic environment. Information shared via these mediums should be carefully considered. Once information has been shared electronically, it cannot be "taken back."
    - 3096.4.3.2 Admit mistakes: If content is issued or posted by mistake, admit it as quickly as possible. If it is a post that can be edited, do so if it is clear the post has been edited.
    - 3096.4.3.3 If it gives you pause, pause: If something is about to be issued / posted that makes you at all uncomfortable, talk to the District Manager and/or the Secretary of the Board to work through your concern.
  - 3096.4.4 Each District platform home page (splash page, base page, etc.) will contain an introduction like the following:

Thank you for visiting the Irish Beach Water District [insert platform name, e.g., Facebook, Instagram, etc.] page. The Irish Beach Water District page is used to foster communications and will operate in compliance with IBWD Policy 3096. We hope you will find this page to be a valuable source for District news, events, and other service-related information.

Page Rules: The page is not a platform for self-promotion or the posting of personal





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information. Information posted to the District page that is not relevant to the District's mission will be removed. Inappropriate posts that are eligible for removal without warning include the following:

- Posts that include links to other sites or commercial solicitations
- Posts that are clearly off topic
- Posts that advocate illegal activity
- Posts that promote particular services, products, or political organizations
- Posts that include foul or inappropriate language
- Posts that infringe on copyrights or trademarks
- Posts with sexually explicit or suggestive content
- Posts that threaten the use of violence or contain personal attacks of any kind
- Posts that are related to political beliefs
- Posts that target or disparage any ethnic, racial, gender or religious group

Please visit [www.IBWD.org](http://www.IBWD.org) for more information, documents, and forms necessary to conduct business with the District.  
3096.5 The District reserves the right to change, modify, or amend all or part of this policy at any time.



## Irish Beach Water District Policy Handbook

**POLICY TITLE:** Code of Ethics

**POLICY NUMBER:** 4010

**ADOPTED:** Circa 2002

- 4010.1** The Board of Directors of Irish Beach Water District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.
- 4010.1.1** The dignity, style, values and opinions of each Director shall be respected.
  - 4010.1.2** Responsiveness and attentive listening in communication is encouraged.
  - 4010.1.3** The needs of the District's constituents should be the priority of the Board of Directors.
  - 4010.1.4** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
  - 4010.1.6** Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.
  - 4010.1.7** Differing viewpoints are healthy in the decision-making process and individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
  - 4010.1.8** Directors should practice the following procedures:
    - 4010.1.8.1** In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
    - 4010.1.8.2** When complaints from residents and property owners are directed to an individual Director, they should be referred directly to the Office Manager or Systems Manager.
    - 4010.1.8.3** Concerns for safety or hazards should be reported to the Systems Manager or to the Office Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.
    - 4010.1.8.4** In presenting items for discussion at Board meetings, see Policy #5020.



## **Irish Beach Water District Policy Handbook**

**POLICY TITLE: Attendance at Meetings**

**POLICY NUMBER: 4020**

**ADOPTED: Circa 2002**

- 4020.1** Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.
- 4020.2** A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive regularly scheduled meetings except as authorized by the Board of Directors.



## **Irish Beach Water District Policy Handbook**

**POLICY TITLE: Remuneration and Reimbursement**

**POLICY NUMBER: 4030**

**ADOPTED: Circa 2002**

- 4030.1** Members of the Board of Directors shall serve the Irish Beach Water District for no remuneration.
- 4030.2** Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4090. Reimbursement for the cost of the use of a Director's vehicle, except as incurred to attend board meetings, shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.



## **Irish Beach Water District Policy Handbook**

**POLICY TITLE:** Directors' Health Insurance  
**POLICY NUMBER:** 4035

**ADOPTED:** Circa 2002

- 4035.1** Members of the Board of Directors of the Irish Beach Water District do not receive any health benefits as the District does not provide any health benefits to its volunteer staff or employees.
- 4035.2** Members of the Board of Directors of the Irish Beach Water District are covered under the Districts' Workers Compensation Insurance.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Board Member Job Descriptions**

**POLICY NUMBER: 4040**

**ADOPTED: September 17, 2022**

### **4040.1 Board President**

- 4040.1.1 Preside over regular and special Water Board meetings.
- 4040.1.2 Review preparation of meeting agendas with Office Manager.
- 4040.1.3 Review and respond as required to intra-meeting contacts and correspondence.
- 4040.1.4 Sign for the District Board on correspondence, resolutions, legal and other documents approved by the Board in regular and special meetings.

### **4040.2 Board Vice President**

- 4040.2.1 Assumes all of the obligations of Board President whenever the President is absent unavailable or unable to full fill his/her obligations.

### **4040.3 Board Secretary**

- 4040.3.1 May act as chairperson of a regular or special meeting, if both the President and Vice President are absent.
- 4040.3.2 May sign for the District board on correspondence, resolutions, legal and other documents approved by the Board in regular and special meetings, when the President and Vice President are not available and timely action is warranted.
- 4040.3.3 Shall proof and edit the Secretary to the Board/Office Manager's prepared draft minutes of regular and special Board meetings of which the Secretary to the Board/Office Manager will deliver to the Board Secretary within 15 days after each meeting. Solicit from other Board members their input as to the accuracy of their participation in those meetings, and submit revised minutes to the Secretary to the Board/Office Manager for inclusion in the agenda for approval at the next regular Board meeting.

### **4040.4 Board Treasurer**

- 4040.4.1 Yearly Audit by CPA:
  - 1. Review
  - 2. Prepare Management, Discussion and Analysis
  - 3. Report to Board
- 4040.4.2 Annual Budget, Capital Project, and Benefit Assessment
  - 1. Propose Budget to Board
  - 2. Prepare Resolution to Set rates
  - 3. Report to Board
- 4040.4.3 Investment Report to Board twice a year
- 4040.4.4 Monthly



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1. Review Reconciliation of Bank Statements
2. Review and sign checks as secondary signature

### 4040.4.5 Bi – Monthly

1. Treasurer Report to Board
    - a) Cash Statement
    - b) Budget-to-Actual Review
    - c) Submit check registers for approval
    - d) Report and request approval for transfers to/from restricted asset accounts
    - e) Forecast cash flow
    - f) Advise Board on financial matters
- ### 4040.4.6 Submit Annual Financial and Compensation Report to State Controller.

4040.4.7 Advise and review work done by Office Manager pertaining to bookkeeping and accounting activities to assure compliance with policy and Board direction.

4040.4.8 Other duties as directed by Board.

### **4040.5 General Expectations of All Board Members**

- 4040.5.1 Attendance at all regularly scheduled and Special Water Board Meetings unless, excused by the President.
- 4040.5.2 Completion of AB 1234 mandated ethics training, including the Brown Act, the open public meeting law.
- 4040.5.3 Be aware and abstain from any conflict of interest and file FPPC Form 700, the Statement of Economic Interests in a timely manner.
- 4040.5.4 Prepare for and participate in discussion and deliberations of the Board.
- 4040.5.5 Recommend policy when appropriate.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Members of the Board of Directors**

**POLICY NUMBER: 4050**

**ADOPTED: Circa 2002**

- 4050.1** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.
- 4050.1.1** Information that is exchanged before meetings shall be distributed through the Office Manager, and all Directors will receive all information being distributed.
- 4050.2** Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.
- 4050.3** Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- 4050.4** Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).
- 4050.5** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.
- 4050.6** Requests by individual Directors for substantive information and/or research from District staff will be channeled through the System Manager or Office Manager.





## **Irish Beach Water District Policy Handbook**

**POLICY TITLE: Basis of Authority**

**POLICY NUMBER: 4070**

**ADOPTED: Circa 2002**

- 4070.1** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.
- 4070.2** Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.



## **Irish Beach Water District Policy Handbook**

**POLICY TITLE:      Membership in Associations**

**POLICY NUMBER: 4080**

**ADOPTED: Circa 2002**

- 4080.1** The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.
- 4080.2** The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due.



## Irish Beach Water District Policy Handbook

**POLICY TITLE:** Training, Education, and Conferences

**POLICY NUMBER:** 4090

**ADOPTED:** Circa 2002

- 4090.1** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are beneficial to the District and to improve District operation. The Board may limit the number of Directors attending training sessions in order to keep the cost within budget constraints.
- 4090.2** It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.
- 4090.2.1** The Office Manager is responsible for making arrangements for Directors for conference and registration expenses. Directors shall receive reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Office Manager, together with validated receipts.
- 4090.2.2** Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs.
- 4090.2.3** Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by:
- 4090.2.3.1** Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
- 4090.2.3.2** Directors traveling together whenever feasible and economically beneficial.
- 4090.2.3.3** Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
- 4090.3** A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
- 4090.4** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make **an oral** report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Board Meetings**

**POLICY NUMBER: 5010**

**ADOPTED: Circa 2002**

- 5010.1** Regular meetings of the Board of Directors shall be held on the 2<sup>nd</sup> Saturday of each odd month at 10:00am in the Rex Dunning Firehouse located at 15401 Forest View Road, Irish Beach, Manchester. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board (See Sec. 5010.5)
- 5010.2** Special meetings (non-emergency) of the Board of Directors may be called by the Board President.
- 5010.2.1** All Directors, District Counsel and Operations Manager shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.
- 5010.2.2** Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon as practical after the meeting is scheduled.
- 5010.2.3** An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.
- 5010.2.4** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.
- 5010.3** Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Board President or Vice President in the President's absence.
- 5010.3.1** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Office Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.
- 5010.3.2** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the Office Manager notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon as possible after the meeting.
- 5010.4** Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at



## Irish Beach Water District Policy Handbook

any regular or adjourned regular meeting, the Office Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

- 5010.5** Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board will elect a President, Vice President, Secretary and Treasurer from among its members to serve during the coming calendar year.
- 5010.6** The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.
- 5010.7** The Chairperson and the Office Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.



## Irish Beach Water District Policy Handbook

**POLICY TITLE:** Board Meeting Agenda

**POLICY NUMBER:** 5020

**ADOPTED:** Circa 2002

- 5020.1** The Office Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the Office Manager and request any item to be placed on the agenda no later than 5:00 o'clock P.M. on the 4<sup>th</sup> day prior to the meeting date.
- 5020.2** Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
- 5020.2.1** The request must be in writing and be submitted to the Office Manager together with supporting documents and information, if any, at least five business days prior to the date of the meeting;
  - 5020.2.2** The Office Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
  - 5020.2.3** No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;
  - 5020.2.4** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
- 5020.3** This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.
- 5020.4** At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.
- 5020.4.1** The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.



## Irish Beach Water District Policy Handbook

**POLICY TITLE:** Board Meeting Conduct

**POLICY NUMBER:** 5030

**ADOPTED:** Circa 2002

- 5030.1** Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District and Government Code Section 54950 et seq.
- 5030.5** Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.
- 5030.5.1** In such an event, only matters appearing on the agenda may be considered in such a session.
- 5030.5.2** After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.
- 5030.5.3** Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Board Actions and Decisions**

**POLICY NUMBER: 5040**

**ADOPTED: Circa 2002**

**5040.1** Actions by the Board of Directors include but are not limited to the following:

**5040.1.1** Adoption or rejection of regulations or policies;

**5040.1.2** Adoption or rejection of a resolution;

**5040.1.4** Approval or rejection of any contract or expenditure;

**5040.1.5** Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

**5040.1.6** Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

**5040.2** Action can be taken by the vote of the majority of those Directors present (Sec 34805 and 34806 of California Water Code). Three (3) represent a quorum for the conduct of business.

**5040.2.1** A member abstaining in a vote is considered as absent for that vote.

**5040.3** The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Office Manager or Operations Manager.

**5040.3.1** The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.

**5040.3.2** A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the appropriate staff personnel or professional consultant for review and recommendation, etc.).

**5040.3.3** Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.





## **Irish Beach Water District Policy Handbook**

**POLICY TITLE:** Review of Administrative Decisions

**POLICY NUMBER:** 5050

**ADOPTED:** Circa 2002

- 5050.1** The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.
- 5050.2** This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.
- 5050.3** The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.



## Irish Beach Water District Policy Handbook

**POLICY TITLE: Minutes of Board Meetings**

**POLICY NUMBER: 5060**

**ADOPTED: Circa 2002**

**5060.1** The Office Manager of the Board of Directors shall review all minutes of all regular and special meetings of the Board.

**5060.1.1** Copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

**5060.1.2** Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet until the next regularly scheduled board meeting. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District. Once the minutes have been accepted and approved by the Board of Directors, the recordings shall be erased.

**5060.1.3** Motions and resolutions shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

Date, place and type of each meeting;

Directors present and absent by name;

Administrative staff present by name;

Call to order;

Time and name of late arriving Directors;

Time and name of early departing Directors;

Names of Directors absent during any agenda item upon which action was taken;

Summaries of staff reports;

Summaries of public comment regarding matters not on the agenda, including names of commentators;

Approval of the minutes or modified minutes of preceding meetings;

Approval of financial reports;

Record by number (a sequential range is acceptable) of all warrants approved for payment;

Complete information as to each subject of the Board's deliberation;

Record of the vote of each Director on every action item for which the vote was not unanimous;

Resolutions and ordinances described as to their substantive content and sequential numbering;



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Record of all contracts and agreements, and their amendment, approved by the Board;  
Approval of the annual budget;  
Approval of all policies, rules and/or regulations;  
Approval of all dispositions of District assets;  
Approval of all purchases of District assets; and,  
Time of meeting adjournment.



## Irish Beach Water District Policy Handbook

**POLICY TITLE:** Rules of Order for Board and Committee Meetings

**POLICY NUMBER:** 5070

**ADOPTED:** July 22, 2023

### **5070.1** General.

**5070.1.1** Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

**5070.1.1.1** If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the chairperson. If the ruling of the chairperson is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

### **5070.2** Obtaining the Floor.

**5070.2.1** Any Director desiring to speak should address the chairperson and, upon recognition by the chairperson, may address the subject under discussion.

### **5070.3** Motions.

**5070.3.1** Any Director, including the chairperson, may make or second a motion. A motion shall be brought and considered as follows:

**5070.3.1.1** A Director makes a motion; another Director seconds the motion; and the chairperson states the motion.

**5070.3.2** Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated by the members of the Board of Directors, the chairperson will call for the vote.

**5070.3.2.1** Any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

**5070.4** Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

**5070.4.1** Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

**5070.4.2** Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

**5070.4.3** Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

**5070.4.4** Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a



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majority vote of the Board.

**5070.4.5** Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

**5070.4.6** Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

### **5070.5** Decorum.

**5070.5.1** The chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The chairperson may reject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting or hearing.

**5070.5.2** The chairperson may also declare a short recess during any meeting.

### **5070.6** Amendment of Rules of Order.

**5070.6.1** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.