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**Irish Beach Water District**  
**Meeting Packet**  
**Special December 9, 2022**

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**NOTICE OF THE SPECIAL MEETING OF THE
IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Friday, December 9, 10:00 A.M.**

PLEASE NOTE: The December 9, 2022, special meeting of the Irish Beach Water District will be held via ZOOM teleconferencing and in person meeting at Firehouse on Forest View. Irish Beach Water District directors/employees will be emailed an invitation to the meeting with a link to log-in to the meeting. Meeting Packet can be accessed at WWW.IBWD.ORG.

Join Zoom Meeting:

<https://us02web.zoom.us/j/83277114286?pwd=NDkzbzN1aGhBeVJEL29hbTVvMW42Zz09>

Meeting ID: 832 7711 4286

Passcode: 590462

Dial by your location:

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Find your local number: <https://us02web.zoom.us/u/kbWVacRgjF>

1. CALL TO ORDER AND ROLL CALL:
2. PUBLIC INPUT: LIMITED TO FIVE MINUTES FOR EACH PERSON'S INPUT ON ITEMS NOT ON THE AGENDA.
3. OLD BUSINESS:
 - A. DISCUSSION AND OR ACTION: RECOMMENDATION FROM PROP. 218 COMMITTEE: SELECTION OF CONSULTANT TO COMPLETE SPECIAL BENEFIT ASSESSMENT ENGINEERING STUDY. (DYSON, HACKETT) – Note: Background material will not be available until 12/8/22.
4. NEW BUSINESS:
 - A. DISCUSSION AND OR ACTION: IRISH BEACH WATER DISTRICT POLICY HANDBOOK ADDITION, SERIES 2000 PERSONNEL, POLICY 2000 DISTRICT EMPLOYMENT: RECRUITMENT, HIRING, AND PROMOTIONS. (HACKETT)
 - B. DISCUSSION AND OR ACTION: IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS RECRUITMENT. (HACKETT, MURRAY)
 - C. DISCUSSION/ACTION: TO FORM AN AD HOC COMMITTEE TO RECOMMEND ORGANIZATIONAL STRUCTURE FOR THE DISTRICT (I.E., WHICH JOB DESCRIPTIONS SHOULD THE DISTRICT HAVE, AND WHEN SHOULD WE BEGIN RECRUITMENT TO FILL THEM) AS WELL AS A PLAN TO TRANSITION SOME OF THE DISTRICT'S TEMPORARY, PART-TIME STAFF INTO NEWLY CREATED JOB DESCRIPTIONS. (TERRY)
5. COMMUNICATIONS AND CORRESPONDENCE: NONE
6. EXECUTIVE (CLOSED) SESSION. NONE

ADJOURNMENT

ASSISTANCE WILL BE PROVIDED TO HANDICAPPED PERSONS WHO REQUIRE IT TO PARTICIPATE IN THE MEETING, PER GOVERNMENT CODE SECTION §549 PER CALIFORNIA 50-54963. PUBLIC RECORDS ARE AVAILABLE PER CALIFORNIA PUBLIC RECORDS ACT GOVT. CODE §6250-6276.48, UNLESS THEY ARE EXEMPT UNDER PUBLIC RECORDS.

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**PUBLIC INPUT: LIMITED TO 5 MINUTES PER PERSON**

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**OLD BUSINESS 3 A**

**DISCUSSION AND OR ACTION:**

**RECOMMENDATION FROM PROP. 218 COMMITTEE: SELECTION OF  
CONSULTANT TO COMPLETE SPECIAL BENEFIT ASSESSMENT  
ENGINEERING STUDY– Note: Backgroundmaterial will not be available until  
12/8/22.**

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Monday, November 28, 2022

Submitted via Email Password Protected

secretary@IBWD.org

Heather Hackett, Board Secretary
Irish Beach Water District
P.O. Box 67
15401 Forest View Road
Manchester, CA 95459

Re: Proposal for Assessment Engineering, Proposition 218 Balloting Services, and Related Professional Consulting Services

Dear Heather:

SCI Consulting Group (“SCI”) is pleased to submit, for your review, this proposal to provide Assessment Engineering, Proposition 218 Balloting Services, and Related Professional Consulting Services for the Irish Beach Water District (“District”). We understand that the District would like to conduct a Proposition 218 assessment ballot proceeding for funding water system improvement.

Our proposal is segmented into four essential tasks to complete this project. **Task 1** includes developing the assessment methodology, determining the specific proposed assessment for each parcel, preparing the Engineer’s Report, and finalizing the ballot measure and messaging plan. **Task 2** entails conducting the assessment ballot proceeding, which includes preparing all resolutions and the design, mailing, and tabulation of the official assessment ballot. **Task 3** entails assisting the District with informational outreach and performing related tasks. If the ballot proceeding is successful, we have included **Task 4** services for the levy submittal and first-year administration of the assessment.

QUALIFICATIONS

Established in 1985, SCI is a widely recognized public finance consulting firm with leading expertise in assisting public agencies in California to fund new services and improvements. Our success is attributed to our unique capability of assisting public agencies in evaluating the feasibility of, and voter support for, a local funding measure before an agency makes the crucial decision whether to proceed.

Since Proposition 218 was passed in 1996, SCI has successfully established over 100 new agency-wide assessments in California, including 30 new benefit assessments for mosquito and vector control that encompass entire cities or agency boundaries. This is more expertise with agency-wide Proposition 218 benefit assessments than all other firms in the State, combined. Through the process of designing and establishing so many new post-Proposition 218 benefit assessments and working on these projects with many of the leading Proposition 218 specialized attorneys in the State, we have gained extensive legal and Proposition 218 compliance expertise.

WORK PLAN AND APPROACH

Task 1: Assessment Engineering and Engineer's Report

SCI will begin the assessment engineering process. SCI will utilize the multi-year revenue and expense proformas developed in conjunction with the District as an important basis for the budgets and cost estimates provided within the Engineer's Report.

Comprehensive assessment engineering work will include defining the proportional assessment rate methodology and separating and quantifying special and general benefits from the proposed improvements and services. SCI will use its industry-leading benefit assessment engineering expertise to develop a benefit assessment methodology that fully complies with the legal and procedural requirements for a new, post-Proposition 218 benefit assessment, including the court's direction in *Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority*, *Dahms v. District of Pomona*, *Greene v. Marin County Flood Control and Water Conservation District* and *Robert Beutz v. County of Riverside* and other Proposition 218 decisions.

We will present these fiscal plans, our data review and analysis, and the proposed assessment methodology, levies, and budgets to the District in a review session. Issues uncovered by the review will be highlighted, and remedies suggested. After the District and the District's legal counsel have reviewed the data and information, we will prepare an Engineer's Report that fully meets the requirements of Articles XIII C and XIII D of the California Constitution ("Proposition 218"), the Government Code, and other relevant code sections.

The Engineer's Report will be prepared by John Bliss, P.E., an assessment engineer with 20 years of extensive assessment engineering experience. The Engineer's Report will include a detailed description of the assessment plans for the improvements and services, future capital and facility improvement needs, a detailed cost estimate, an analysis of special and general benefits, the rationale used for the assessment apportionment, the method of assessment apportionment, calculation of the specific proposed assessment amount for each parcel, an assessment diagram, and other elements.

After the Engineer's Report has been prepared, it will be reviewed with District staff and, if necessary, shall be revised to reflect any relevant comments or issues identified. SCI shall also finalize the assessment levies, roll, diagram, and other information for preliminary District approval. SCI will also prepare draft resolutions, notices, and other materials and documents required or recommended for the proposed assessment. Such documents shall be finalized in conjunction with the District's legal counsel. At the culmination of these services, SCI shall present the findings, proposed assessment levies, and Engineer's Report to the District staff and the District's Board of Directors.

Deliverables:

- Proposition 218-compliant Engineer's Report
- Draft resolutions and associated agenda report
- Presentation at District Board Meeting

Task 2: Proposition 218 Ballot Proceeding

Services under this Task shall include designing, printing, addressing, and mailing the official assessment notice and ballots to all property owners, which is the proposed boundaries of the Assessment District. The official notice and assessment ballot design and supporting informational items and mailers are essential elements of a successful ballot outcome. SCI will utilize its unmatched expertise and track record to design a notice and ballot and informational items that clearly and concisely explain the reason for the fire suppression services and that meet all legal requirements.

After the draft notice and ballot are prepared, they will be provided to the District and the District's legal counsel for review and comment. Feedback and comments will be incorporated before the documents are finalized. After the official notice and ballot are finalized, SCI will oversee the printing and addressing of the ballots. After the notices and ballots are printed and addressed, they will be mailed to all property owners in the proposed Assessment District with a proposed assessment pursuant to the California Constitution and the Government Code.

SCI will also field and respond to property owner inquiries throughout the balloting, research and confirm new owners that are not reflected on the official county property ownership records, and issue replacement ballots, as necessary. SCI will also prepare resolutions, documents, and information for the public hearing and assist the District and the District's legal counsel in responding to property owner testimony at the public hearing.

The District Clerk will be the official tabulator, with the legally required condition that the tabulation be performed publicly. SCI will provide tabulation software, scanners, and procedures to support the tabulation. SCI will employ its well-proven barcoded Ballot ID system on this balloting, facilitating efficient and effective tabulation.

Deliverables:

- Draft of the official Proposition notice, ballot, and envelopes
- Printing, mailing, addressing, and postage for Proposition 218 balloting
- Draft resolutions and all supporting documents
- Balloting process support
- Tabulation process support

Task 3: Non-Advocacy Information Outreach Services

Clear, concise, and appropriate informational outreach is one of the most important elements for a successful ballot outcome. In large part, SCI's unparalleled track record of success is due to our extensive expertise in this area.

SCI will assist with public informational outreach strategies and property owner informational services. Our firm's informational outreach efforts include tasks necessary to ensure that the property owners are adequately informed about the facts of the assessment ballot proceeding and the proposed services/improvements before mailing ballots. SCI understands that message components must be simple, straightforward, transparent, and well supported with detailed and substantive information.

Task 4: Levy Submittal and Administration, First Levy Year

If the assessment is approved by a weighted majority of participating property owners, SCI shall prepare the property database, levy, ownership information, and other data required for the levy administration services for the first levy year. These services include obtaining the final lien-date assessor’s roll and property data for the first levy year, updating the assessment to account for development, parcel subdivisions, ownership, and other property changes, preparing the final assessment levies, submitting the final assessments and assessment diagram to the County Auditor. In addition, our property-owner inquire line will be added to tax bills so we can directly respond to property owner inquiries throughout the fiscal year on behalf of the District.

If property owners question their assessment, SCI will conduct further research on the property attributes used to determine the assessment. If necessary, SCI will revise the assessments and process a revision to the tax bill and assessment roll. Actual revisions are not expected to be significant, but some owners may question their assessment after receiving their tax bill with the new assessment. In addition, if assessments proposed for public agencies cannot be collected through the County Auditor/Tax Collector, SCI shall prepare and manage the mailing of manual bills to public agencies and the subsequent collection of their assessments.

TENTATIVE TIMELINE

We understand that the District would like to complete the ballot proceeding prior to the County’s levy submittal deadline in early August 2023.

<u>Tentative Date</u>	<u>Tasks to be Completed</u>	<u>Responsible</u>
December 2022	Notice to proceed	District
January 2022	Project kick-off meeting	SCI / District
TBD	Board resolution to initiate ballot proceedings	SCI / District
April – June 2023	Community Outreach	SCI / District
April 2023	Assessment engineering; preparation of engineer’s report	SCI
March 2023	Board resolution to preliminarily approve budget, assessment rate, ER, and to call for the mailing of ballots	SCI / District
	Resolution adoption Proposition 218 assessment balloting proceedings	
April - May 2023	Preparation of ballot and public hearing notice	SCI
May 2023	Mail public hearing notices and ballots	SCI
May - June 2023	Balloting period (ballots must be out for at least 45 days)	SCI
End of June 2023	Public Hearing and close of balloting period	SCI / District
Early July 2023	Tabulation of ballots	TBD
July 2023	Announcement of ballot results; Resolution ordering levying of assessments for FY 2023-24 (assuming weighted majority ballot support)	SCI / District
August 10, 2023	Final day to submit FY 2023-24 levies to County Auditor for collection	SCI

ADDITIONAL INFORMATION

Employment Policies. SCI Consulting Group ensures compliance with all civil rights laws and other related statutes. SCI does not and shall not discriminate against any employee in the workplace or against any applicant for such employment or against any other person because of race, religion, sex, color, national origin, handicap, age, or any other arbitrary basis.

Conflict of Interest Statements. SCI has no known past, ongoing or potential conflicts of interest for working with the District, performing the Scope of Work, or any other service for this Project.

Insurance. SCI carries professional Errors and Omissions insurance in the amount of \$2 million per occurrence and \$2 million aggregate. SCI also carries general liability insurance in the amount of \$2 million per occurrence and \$4 million aggregate.

Independent Contractor. If selected, SCI shall perform all services included in this proposal as an independent contractor.

Responsibilities of District. SCI will make every effort to minimize the workload on the District but may need assistance, iteratively, with project overview and history, scheduling, and budgeting.

Coordination with District. SCI will coordinate services with District staff through frequent and concise communications, including video conferencing, in-person meetings, telephone calls, and email.

Assessment Defense. Pursuant to California Civil Code Section 2782.8, SCI will defend and indemnify the District for claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the SCI in the performance of the work.

PROJECT TEAM

SCI will use a “team approach” for this project and work closely and collaboratively with the District. Such a collaborative, team-based approach helps ensure the District’s objectives are well understood and accomplished, and all technical and procedural requirements are met. If selected for this project, I will serve as the engineer-of-record and principal-in-charge and prepare the Engineer’s Report with special and general benefit findings. Susan Barnes, Senior Consultant, will serve as the project manager and day-to-day contact for these services.

John Bliss, M.Eng., P.E., President and Senior Assessment Engineer, License No. C52091

John Bliss, a professional engineer and President of SCI, specializes in assessment engineering, special and general benefit analysis, crafting legally compliant, robust Engineer’s Reports, assessment administration, cost estimating and budgeting, database design and implementation, regulatory compliance, and revenue measure formations. He has 20 years of experience in this field of expertise. Moreover, John is a recognized expert assessment engineer and Proposition 218 compliance specialist who has served as an expert witness and technical authority. He has also worked with most of the leading Proposition 218 specialized attorneys in the State, further expanding his professional and technical expertise. During his tenure at SCI, John has served as the responsible Assessment Engineer on over 300 Engineer Reports for new or increased assessments, comprising more post-Proposition 218 new assessment engineering than any other assessment engineer in the State.

John graduated from Brown University with a Bachelor of Science Degree in Engineering and holds a master’s degree in Civil Engineering from the University of California, Berkeley, where he was a Regent’s Scholar. He is a licensed Professional Civil Engineer in California and is a LEED accredited professional.

Susan Barnes, Senior Consultant

Susan Barnes specializes in and leads opinion research and new local revenue measure balloting projects, including both benefit assessments and special taxes. She also manages the annual administration of several local funding measures. She uses her excellent facilitation and public speaking experience when working with staff and board members, as well as with constituent groups. Susan’s diligent work enables agencies to raise the funds needed to obtain and maintain the facilities and services their community’s desire. She also utilizes her broad project management experience to deliver her projects on time and on budget. Susan earned a Bachelor of Science degree in Business Administration from UC Berkeley, and a Master’s Degree in Organizational Development from Sonoma State University.

FEE SCHEDULE / MANNER OF PAYMENT

In consideration of the work accomplished, as outlined in this proposal, SCI shall be compensated on fixed fee schedule for the tasks detailed below. After completing each task, SCI shall submit an invoice for the work performed. Payments shall be due and payable upon submitting an invoice for each completed task.

	<u>Billable Labor Hours</u>			Fixed Fees
	Engineer- of-Work; Principal-In- Charge	Senior Consultant / Project Manager	Total Billable Hours	
Work Plan and Approach ¹				
2022 Hourly Billing Rates	\$286	\$203		
Task 1: Asmt. Engineering and Engineer's Report	58	52	110	\$27,140
Task 2: Proposition 218 Ballot Proceeding	10	24	34	\$7,730
Task 3: Non-Advocacy Informational Outreach	10	14	24	\$5,700
Task 4: Levy Submittal and First-Year Admin.	0	16	16	\$3,250
SUBTOTAL: Labor Costs	78	106	184	\$43,820
Notice and Ballot Printing, Mailing, and Postage Cost				\$2,295
Incidental Costs ²				\$1,500
TOTAL PROJECT COST				\$47,615

Notes:

¹ Work Plan shall include three (3) in-person meetings. Additional in-person meetings shall be billed at the hourly billing rates. Travel time for attendance at additional in-person meetings shall be billed at 50% of the hourly billing rate.

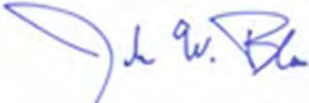
² Incidental costs incurred by SCI for the purchase of property or statistical data, travel, postage and other out-of-pocket expenses incurred in performing the scope of work shall be reimbursed at actual cost not to exceed \$1,500 without prior authorization from the District.

The scope of work includes up to three (3) in-person meetings. Additional in-person meetings, if required, will be billed at the rate of \$1,000 per consultant per meeting.

Incidental costs incurred by SCI for the purchase of property data, maps, travel, and other out-of-pocket expenses will be reimbursed at actual cost with the total not to exceed \$1,000 without prior authorization from the District.

We look forward to this opportunity to assist the District with this important project and stand ready to proceed. If you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "John W. Bliss". The signature is stylized and written over a light blue rectangular background.

John W. Bliss, P.E.
President

Proposal Evaluation Summary: SCI Consulting	Rating	Maximum Points 100
Demonstrated competence and professional qualifications necessary for satisfactory performance of the services required by the District.	7.5	10
Experience in performing similar services with particular focus on benefit assessment engineering studies and assessment services for Proposition 218 benefit assessments for special districts like the District as attested by referenced clients.	5	10
Demonstrated understanding of the work requested by the District and proposed approach for performing the scope of work.	8.5	10
Background and related experience of the specific individuals to be assigned to this project, particularly experience and compliance with legal requirements of California's Proposition 218. assessments for similar small community water district improvements and services.	8.5	10
Quality and responsiveness of the proposal to the stated requirements.	6	10
Total Project Price. As described above, a contract will not be based solely on price, but on a combination of factors as determined to be in the best interest of the District.	37.5	50
Total for all Evaluation Criteria	73	100



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

2625 Alcatraz Avenue, #602
Berkeley, CA 947053
510 653 3399
www.bartlewells.com

December 5, 2022

Charlie Acker, General Manager
Irish Beach Water District
PO Box 67
15401 Forrest View Rd
Manchester, CA 95459-0067

Re: Proposal for Professional Consulting Services for Irish Beach Water District
Preparation of an Engineer's Report to Implement New Water Assessments

In response to your request, Bartle Wells Associates (BWA) is pleased to submit this proposal to prepare an Engineer's Report for a Water Special Benefit Assessment.

We propose to perform the following services for the District:

- Review current and projected District O&M expenses
- Review the latest District capital improvement plan and estimated costs
- Review all funding sources available to the District for its capital projects and operating & maintenance expenses
- Develop a 10-year financing plan
- Recommend a new schedule of water assessments
- Prepare an engineer's report and presentation of the above for the District board and public
- Assist in development of the ballot language and counting of the returned ballots, if requested

Our firm has prepared engineer's Reports for many new assessments adopted using the Proposition 218 procedure including the District's prior water assessments. We are familiar with the notification, balloting, and implementation requirements.

The objective of our work will be to work closely with the District and its attorney to develop an engineer's report for special water assessments designed to improve the financial health of the District.

We would very much like to work for the District on this assignment and hope that this proposal will constitute a suitable basis for our serving you. We are aware that the District is interested in beginning work on this study as soon as possible and in anticipation of this we have included a list of the information we will need to proceed.

If our proposal is acceptable to you, please countersign one copy below and return it to us. We have enclosed information on our rate study experience for your review.

Very truly yours,

BARTLE WELLS ASSOCIATES



Douglas R. Dove, PE, CIPMA
President/ Principal Consultant

Bartle Wells Associates is authorized to provide the services outlined above, at the fee stated.

By: _____

Date: _____

For: Irish Beach Water District

Encl.: Billing Rate Schedule 2022
Municipal Advisor Disclosure
Schedule of Insurance



BARTLE WELLS ASSOCIATES

Firm History and Qualifications

Bartle Wells Associates (BWA) is an independent financial advisory firm with expertise in the areas of water and wastewater rates and finance. BWA was established in 1964 and has over 50 years of experience advising public agencies on the complexities and challenges in public finance. We have advised over 600 public agency clients throughout California and the western United States. We have a diversity of abilities and experience to evaluate all types of financial issues faced by local governments and to recommend the best and most-practical solutions.

Bartle Wells Associates has a highly-qualified professional team. Our education and backgrounds include finance, civil engineering, business, public administration, public policy, and economics.

BWA specializes in three professional services: utility rate and fee studies, financial plans, and infrastructure financing. We are the only independent financial advisor providing *all three* of these interrelated services to public agencies.



RATE AND FEE STUDIES Our rate studies employ a cost-of-service approach and are designed to maintain the long-term financial health of a utility enterprise while being fair to all customers. We develop practical recommendations that are easy to implement and often phase in rate adjustments over time to minimize the impact on ratepayers. We also have extensive experience developing impact fees that equitably recover the costs of infrastructure required to serve new development. BWA has completed hundreds of water and wastewater rate and fee studies. We have helped communities implement a wide range of water and sewer rate structures and are knowledgeable about the legal requirements governing rates and impact fees including Proposition 218, Proposition 26, and Government Code 66000. We develop clear, effective presentations and have represented public agencies at hundreds of public hearings to build consensus for our recommendations.



FINANCIAL PLANS Our financial plans provide agencies with a flexible roadmap for funding long-term operating and capital needs. We evaluate the wide range of financing options available, develop a plan that recommends the best financing approach, and clearly identify the sources of revenue for funding projects and repaying any debt. We also help agencies develop prudent financial policies, such as fund reserve targets, to support sound financial management. BWA has developed over 2,000 water and wastewater enterprise financial plans to help public agencies fund their operating and capital programs, meet debt service requirements, and maintain long-term financial health.

PROJECT FINANCING BWA has served as independent financial advisor on over 300 bond sales and numerous bank loans/private placements, lines of credit, and a range of state and federal grant and loan

programs. We generally recommend issuing debt via a competitive sale process to achieve the lowest cost financing possible. To date, we have helped California agencies obtain over \$5 billion of financing via bonds, bank loans/private placements, lines of credit, low-rate State Revolving Fund Loans, and other funding programs. We work only for public agencies; we are independent financial advisors and do not buy, trade, or resell bonds. Our work is concentrated on providing independent advice that enables our clients to finance their projects on the most favorable terms—lowest interest rates, smallest issue size, and greatest flexibility.

Bartle Wells Associates is a charter member of the **National Association of Municipal Advisors** (NAMA), which establishes strict criteria for independent advisory firms. All of our lead consultants are *Certified Independent Professional Municipal Advisors* and are MSRB-Registered Municipal Advisors.



Bartle Wells Associates is committed to providing value and the best advice to our clients. Our strength is *quality*—the quality of advice, service, and work we do for all our clients.

ADVANTAGES OF BWA

BWA produces robust recommendations. No BWA rate study has ever been overturned following legal challenge. BWA rate consultants are regularly engaged to provide peer review of work conducted by other rate consultants and to provide litigation support. We are up to date on legal and regulatory developments affecting utility rate setting. We are available to provide legal context to the City on influential court decisions, including the Palmdale decision, the Big Horn Desert View decision, and the recent San Juan Capistrano decision.

BWA measures client satisfaction through our repeat business with cities, counties, and special districts across California and through our numerous consulting assignments providing peer review. We have a strong record of building consensus and public acceptance for final recommendations. Rate and fee adjustments can be controversial. We have found that ratepayers are generally more accepting of rate increases when they both understand the need for the increases and believe they are being treated fairly.

Business Contact Information

Bartle Wells Associates
2625 Alcatraz Ave. #602, Berkeley, CA 94705
Telephone: 510.653.3399
Website: www.bartlewells.com

Bartle Wells Associates was established in 1964 and is a California Corporation and certified State of California Small Business.

The Federal ID number is 94-166440

BWA Contact & Project Manager

Doug Dove, P.E., Principal Consultant
Cell: 510.853.2336
E-Mail: ddove@bartlewells.com

BWA Experience and References



San Luis Water District

The San Luis Water District (the District) retained Bartle Wells Associates (BWA) to support the District's effort to levy an assessment to fund the conversion of its water service contract with United States Bureau of Reclamation (USBR) to a repayment contract. In order to convert the contract the District needed to repay the USBR for its portion of Central Valley Project capital expenses. The District needed a bond, supported by assessments, to finance the repayment. BWA assisted the District in the following ways:

1. Determined the necessary assessments
2. Developed an Engineer's report to support the assessments
3. Assisted with workshops to explain the proposed assessments to landowners
4. Combined parcel owner data from two counties with the District's parcel data
5. Worked with the District and its legal counsel to draft a ballot template
6. Created individualized ballots for each parcel
7. Counted the ballots at the public hearing

As a result of these efforts the assessment passed and the District successfully converted the water service contract to a repayment contract.

District Contact

Lon Martin, P.E., General Manager
(209) 826-4043
lmartin@slwd.net





Root Creek Water District

The Root Creek Water District (RCWD) is a California Water District located in Madera County, just north of the City of Fresno. BWA worked with District staff and local property owners to develop a set of agricultural rates, charges and assessments to support the District's importation of water. The Ag water rates consist of three charges (1) an annual assessment on acreage to fund District administrative and overhead costs, (2) a surface water charge for water delivered directly to properties, and (3) a groundwater recharge fee. Under Prop 218, the annual assessments on land were approved by a majority of the landowners via a mailed ballot election (votes weighted based on total assessment amount per parcel). The surface water charge and groundwater recharge fee are subject to Prop 218's notice and protest provisions with each parcel able to submit one protest. BWA assisted the District with public workshops to inform the property owners of the rate plan and get public input prior to finalizing the new rates and charges.

BWA has worked for the District on a number of other consulting projects including monthly utility service charges, capacity/connection fees, and formation of a community facility district (CFD). Capacity/connection fees are critical to the District as the Riverstone development will include about 6,000 new homes. RCWD was concerned with the affordability of the fees and the District's infrastructure financing obligations.

Agency Contacts

Brian Ehlers, District Engineer
(559) 449-2700
behlers@ppeng.com

Nick Bruno, Board President
(559) 326-2222
nivk@ccdglc.com





Panoche Water District

Bartle Wells Associates (BWA) is currently supporting Panoche Water District (the District) in its effort to levy an assessment to fund the conversion of its water service contract with United States Bureau of Reclamation (USBR) to a repayment contract and fund water system modernization projects. In order to convert the contract with the USBR, the District needed to repay the USBR for its portion of Central Valley Project capital expenses. The District will need a bond, supported by assessments, to finance the repayment. BWA is assisting the District in the following ways:

- 1. Determining the necessary assessments
- 2. Developing an Engineer’s report to support the assessments
- 3. Assisting with workshops to explain the proposed assessments to landowners
- 4. Combining parcel owner data from two counties with the District’s parcel data
- 5. Working with the District and its legal counsel to draft a ballot template
- 6. Creating individualized ballots for each parcel
- 7. Counting the ballots at the public hearing

District Contact

Ara Azhderian, General Manager
(209) 364-6136
aazhderian@panochewd.org



Services – Engineer’s Report for New Water Special Assessments

Bartle Wells Associates (BWA) will perform the following services in connection with preparation of an engineer’s report for the District, while working in close cooperation with District staff and other consultants and advisors:

1. Assemble, review, and analyze pertinent data that has a bearing on the water system's revenues and expenses, including current financial statements, rate ordinances, resolutions, past studies, parcel maps, and project cost estimates. Examine the provisions, if any, for funding facilities replacement costs and capital reserves. Review other factors presented by District staff that could affect the District's financial situation and future water rates and charges.
2. Examine the District's current water rate and fee structure, including the relationship of fixed and variable charges, any meter charges, and/or block rates.
3. Analyze the costs and revenues associated with current and future District customers to ensure equitable treatment of all customers and legal compliance with AB 1600 and Proposition 218. Our review will include an analysis of assessments, monthly charges and any water volume charges, capacity/connection fees and other charges.
4. Establish an appropriate level of capital reserves and replacements. Project an adequate level of annual operation and maintenance expenses.
5. Evaluate a range of financing options and recommend the most suitable and lowest-cost approaches for the District. Our evaluation will:
 - Review alternatives that maximize the use of pay-as-you-go with cash and a combination of cash and debt financing.
 - Investigate the availability of state and federal grants and loans.
 - Recommend the appropriate type of debt, if necessary.
6. Prepare cash flow projections as part of a financing plan showing the financial position of the District over the next 10-20 years.
7. Based on the analysis of current rates and charges and projected expenses, recommend an equitable system of special assessments to be imposed on District parcels.
8. Prepare and submit an Engineer’s report of our findings, including recommended special assessments to be imposed on parcels. Submit a preliminary report draft to the District for review and comment. Thereafter furnish the completed final report.
9. Following completion of our report, present our findings and recommendations to the District's staff and the public, at meetings and/or public hearings. Our basic fee includes attendance at up to three public meetings via video conference and up to two public meetings in person. Attendance at additional meetings will constitute additional services.

BWA will remain available to provide additional financing consulting services beyond the scope of the tasks listed here, as requested by the District.

Project Schedule

Provided below is a draft timeframe for completion of the Project. BWA will work with the District to develop a final schedule designed to meet the District’s objectives. BWA has the capacity to complete the projected on a compressed timeline if necessary.

- December 2022, Project Kickoff Meeting
- Jan – Feb 2023, Progress Meetings with Staff
- March 2023, Preliminary Draft Report Due
- April 2023, Final Draft Report Due
- April 2023, Board Meeting – Workshop Overview of Draft Report
- May 2023, Deadline for completed Engineering Report
- May 2023, Board Meeting – Review Final report, Approve FY 23-24 Assessments
- June 2023, Ballots Mailed
- July 2023, Special Board Meeting – Public Hearing to Announce Voting Results
- August 2023, If Approved by Voters, Send Letter to County Auditor to apply approved assessments to property tax bills.

Project Budget

TASK	Principal-in-Charge D. Dove @ \$270/hr	Project Consultant M. DeGroot @ \$200/hr	Total Cost
TASK 1. DATA COLLECTION & REVIEW	10	12	\$5,100
TASK 2. DEVELOP FINANCIAL PLAN & ASSESSMENT ALLOCATIONS	25	35	\$13,750
TASK 3. DRAFT & FINAL REPORTS	15	20	\$8,050
TASK 4. MEETINGS & PRESENTATIONS	18	18	\$8,460
Subtotal Consultant Hours	68	85	\$35,360
TOTAL PROJECT BUDGET			\$35,360

Availability & Fees

1. We are prepared to begin work upon your acceptance of this proposal. The engineer's report will be completed within 150 days of authorization to proceed.
2. The fee for professional services is payable as provided in our Billing Rate Schedule 2022 (attached), but not more than \$35,360 including direct expenses.
3. This fee is based on the following conditions:
 - Availability of all necessary information from the District in a timely manner.
 - Attendance at up to three Board/public meetings via videoconference and up to two Board/public meetings in person. Preparation for and attendance at additional meetings will be billed according to our Billing Rate Schedule 2022.
 - Completion of the draft report within 150 days of authorization to proceed. If the project is delayed due to circumstances over which we have no control, we are to be reimbursed for time and expenses incurred beyond such date. Costs will be based on our then-current billing rate schedule.
 - One draft submittal of the engineer's report based on anticipated expenses provided by the District. Time and expense involved in revising tables and assumptions due to changes in expenses or in preparing additional draft reports constitute additional services.
4. In addition to the services provided under this proposal, the District may authorize us to perform additional services for which the District will compensate us based on our hourly rates at the time the work is performed, plus direct expenses.
5. If the project is terminated for any reason, we are to be reimbursed for professional services and direct expenses incurred up to the time we receive notification of such termination. This proposal may be withdrawn or amended if not accepted within 90 days of its date.

Information Requirements

The following is a list of the information necessary to understand and describe the District's current financial situation and its ability to finance master plan projects. Assistance and cooperation of the District's staff will be needed to assemble the background information.

Financial Reports:

- Financial statements
- Current budget
- Outstanding bonds, loans
- Other financial obligations
- Debt service and coverage covenants
- Recent and expected future grants and loans

Revenue Sources:

- Rate ordinances/resolutions
- User fees
- Connection/capacity fees
- Annexation charges
- Standby charges
- Customer billing records
- Delinquencies
- Costs to average customer

Legal Data:

- Specialized statutes
- Litigation/conflicts

Contracts and Agreements:

- Service agreements
- Reimbursement agreements
- Capacity agreements
- Proposed/pending agreements
- Main extension agreements

Financial Policies:

- Reserves and fund balances
- Service to outside customers
- Mandatory connection/service
- Provision for capital replacement
- Rate structures

Customer Information:

- Major customers
- Typical water usage patterns
- Growth rates - historical, projected
- Proposed major developments

Other:

- Fixed asset listing
- Engineering master plans and/or capital improvement plan

DOUGLAS R. DOVE

President and Principal Consultant



Douglas R. Dove is President of Bartle Wells Associates and directs the operation of the firm while maintaining a principal consultant's role. With over 30 years of consulting experience, he specializes in utility rate analysis, strategic financial planning, and project financing. Mr. Dove has developed utility rate structures and financing plans for a wide variety of public infrastructure programs. He has managed the procurement of over \$1 billion in municipal debt and over \$300 million in state and federal grants and low-interest loans. Mr. Dove frequently shares his expertise and has given presentations at conferences including the Association of California Water Agencies (ACWA), the American Water Works Association (AWWA), the California Association of Sanitation Agencies (CASA), the California Municipal Rates Group (CMRG), the California Special District's Association (CSDA), the California Municipal Treasurers Association (CMTA), the California Water Environment Association (CWEA) and WateReuse. By special request in July 2015, Mr. Dove made a presentation to the California Water Resources Control Board regarding water conservation pricing. Mr. Dove is also a published author of a water rate paper in the Journal of the American Water Works Association (*Implementing Consumption-Based Fixed Rates in Davis, Calif.*).

Mr. Dove's expertise also includes assisting agencies in securing state and federal grants and loans and in issuing certificates of participation (COPs), revenue bonds, general obligation bonds, assessment district bonds, Marks-Roos revenue bonds, CFD (Mello-Roos) bonds, private placement loans and other types of debt.

Mr. Dove holds an MS in civil engineering from UC Berkeley and he is a registered Professional Engineer in California. He is also a Certified Independent Professional Municipal Advisor (CIPMA) and recently finished his term on the board of directors of the National Association of Municipal Advisors (NAMA).

Education

M.S., Civil Engineering - University of California, Berkeley

B.S., Civil Engineering – Drexel University, Philadelphia, PA

Representative Projects

- **Irish Beach Water District:** Water assessment engineer's report.
- **San Luis Water District:** Water assessment engineer's report.
- **East Bay Municipal Utility District:** Comprehensive water rate study and AB 1600 capacity fee review, Wastewater cost-of-service review and capacity fee review, various other financial studies
- **Napa-Berryessa Resort Improvement District:** Developed financing plan for water and wastewater public-private partnership (P3). Prepared assessment engineers report. Formed an assessment district and secured \$11.1 million in federal funding from US Department of Agriculture.
- **City of American Canyon:** Comprehensive, multi-year water and wastewater rate study.
- **City of Davis:** Comprehensive water rate study and financing plan for surface water project, developed with a 15-member Water Advisory Committee. Currently preparing a wastewater rate study for Davis.
- **City of Pacifica:** Wastewater financing plans, rate studies and issuance of bonds for wastewater treatment plant.

- **City of Modesto:** Provided rate expert litigation support in wastewater rate litigation. Developed water and wastewater cost of service and capacity fee studies.
- **Newhall County Water District:** Provided rate expert litigation support.
- **City of Monterey:** Developed financing plan and rate study for \$20 million wastewater pipeline rehabilitation project.
- **City of Santa Clara:** Wastewater rate and capacity fee study
- **City of Hesperia:** Comprehensive water and wastewater financial plan and rate study.
- **City of Lemon Grove:** Water and wastewater rate studies and five-year financing plan.
- **City of Brawley:** Water and wastewater rate studies, financing plans and bond issuance.
- **City of Gilroy:** Water and wastewater rate studies.
- **City of Patterson:** Water and wastewater rate studies, impact fees and five year financing plans.
- **West Valley Sanitation District (Campbell, CA):** Wastewater rate study, financing plan and bond issuance.
- **City of Ontario/Ontario Redevelopment Agency:** financial advisor on \$134.3 million in development refunding and new money issues (2), which included financing for the Ontario Convention Center.
- **City of Calistoga:** Long range utility financial plan, water and wastewater rates, secured financing for WW treatment plant upgrade (\$6 million SRF loan, \$3 million Small Community Grant, \$3.5 million revenue bonds).
- **El Dorado Irrigation District:** Water and wastewater rate studies.
- **Lake Arrowhead Community Services District:** Financial master plan, \$28 million revenue bond refinancing and water and wastewater rate studies.
- **California Statewide Communities Development Authority:** Financial advisor for statewide pooled revenue bond program (over \$250 million issued for over 32 borrowers).
- **South Bay Water Recycling Program, Phases 1 & 2:** Financial plan and rate study for \$200+ million regional (San Jose area) wastewater recycling program.
- **City of Tulare:** Financial advisor to the city, sale of \$63 million in bonds (3 issues), water and wastewater rate studies.
- **Big Bear Area Regional Wastewater Agency:** Regional wastewater rate study, sale of bonds (2 issues) and bank loans (2 loans).

Memberships

- National Association of Municipal Advisors (former Board Member)
- League of California Cities
- American Water Works Association
- Association of California Water Agencies
- California Water Environment Association
- California Association of Sanitation Agencies
- California Special Districts Association
- WaterReuse Association

Certifications

Certified Independent Professional Municipal Advisor (CIPMA), Registered Professional Engineer (PE) in California (PE# 45642) and Municipal Advisor – Series 50 & 54

MICHAEL J. DEGROOT

Senior Consultant



Michael DeGroot is a senior consultant and registered Municipal Advisor with Bartle Wells Associates with nine years of experience. He works closely with City staff, engineers, lawyers, and other consultants to develop equitable rate structures for water and sewer enterprises. Mr. DeGroot specializes in developing long-term financial plans, meter and commodity rates, and capacity fees for Cities and special Districts.

Education

B.S., Business Administration – U.C. Berkeley Walter A. Haas School of Business, Berkeley, CA

Representative Projects

- **City of Alameda:** Sewer rate study and Proposition 218 mailing coordination.
- **City of Foster City:** Water and sewer rate study and low income discount program analysis.
- **City of Angels Camp:** Water and wastewater rate study.
- **City of Pacifica:** Sewer rate and capacity fee study.
- **City of Palmdale:** Sewer rate study.
- **City of Burlingame:** Water and sewer rate study.
- **Castro Valley Sanitary District:** Financial plan and financial adviser for revenue bond issue.
- **Oro Loma Sanitary District:** Financial plan and financial adviser for revenue bond issue.
- **West Valley Sanitation District:** Sewer rate study and financial adviser for revenue bond issue.
- **Marina Coast Water District:** Water and wastewater capacity fee study.
- **City of Patterson:** Water and sewer rate study. Water, wastewater, and stormwater capacity fee study.
- **City of Hughson:** Sewer rate study.
- **Mariposa County:** Water and sewer financial plans for six utilities and assessment funding plan for roads.
- **City of Hemet:** Water rate study, including water budget rate structure recommendation.
- **City of Santa Barbara:** Water rate study and water and sewer capacity fees.
- **City of Fresno:** Water and sewer capacity fees.
- **City of Milpitas:** Water rate study.
- **Fairfield-Suisun Sewer District:** Sewer rate and capacity fee study.
- **Crestline Sanitation District:** Sewer rate study.
- **Malaga County Water District:** Water and sewer rate study and capacity fees.
- **Browns Valley Irrigation District:** Water rate study.
- **Root Creek Water District:** Benefit Assessment District formation support.
- **City of Placerville:** Water and wastewater rate study.

Certifications

Municipal Advisor – Series 50 Exam



BARTLE WELLS ASSOCIATES
BILLING RATE SCHEDULE 2022
Rates Effective 1/1/2022

Professional Services

Financial Analyst I	\$110 per hour
Financial Analyst II	\$140 per hour
Consultant.....	\$170 per hour
Senior Consultant.....	\$200 per hour
Senior Project Manager	\$230 per hour
Principal Consultant.....	\$270 per hour

The hourly rates for professional services include all overhead and indirect expenses. Bartle Wells Associates does not charge for administrative support services. Expert witness, legal testimony, or other special limited assignments will be billed at one and one-half times the consultant’s hourly rate.

The above rates will be in effect through December 31, 2022 at which time they will be subject to change.

Direct Expenses

Subconsultants will be billed at cost plus ten percent. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Printing and photocopying
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment

Fees are typically billed monthly for the preceding month and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

MUNICIPAL ADVISOR DISCLOSURES

This section provides certain disclosures required by the Municipal Securities Rulemaking Board (MSRB) regarding our duties as a Municipal Advisor to the extent any such duties apply to this assignment.

* Bartle Wells Associates will provide advice and conduct activities with a “duty of care” and a “fiduciary duty” to the District. Our role and responsibilities during this engagement will continue through the completion of the project.

* Bartle Wells Associates is a registered Municipal Advisor with the Securities and Exchange Commission (SEC Registration No. 867-00740) and the Municipal Securities Rulemaking Board (MSRB ID K0414).

* Bartle Wells Associates has never been cited for any legal or disciplinary action regarding municipal advisory activities.

* Bartle Wells Associates has not and will not receive any compensation from any third party seeking to provide services, municipal securities transactions, or municipal financial products related to this transaction. BWA or any of its employees will not engage in any activities that would produce a direct or indirect financial gain for the firm other than compensation for our services identified in this proposal.

* Bartle Wells Associates is not aware of any conflicts of interest that would affect our ability to provide independent and objective advice and Municipal Advisory services in a manner consistent with the requirements of MSRB Rule G-42.

* The website address for the Municipal Securities Rulemaking Board (MSRB) is www.MSRB.org. The MSRB’s website provides a municipal advisory client brochure that describes the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority. The municipal advisory client brochure is accessible via a link on www.MSRB.org or can be downloaded from <http://www.msrb.org/~media/Files/Resources/MSRB-MA-Clients-Brochure>.

SCHEDULE OF INSURANCE

Insured: BARTLE WELLS ASSOCIATES

Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in this schedule. If additional insurance is required, and the insurer increases the premium as a result, then the amount of the increase will be added to the contract price.

TYPE OF INSURANCE	COMPANY POLICY NUMBER	COVERAGES AND LIMITS	EXP. DATE
Commercial General Liability	Hartford Insurance Company Policy #35-SBA PA6857	<ul style="list-style-type: none"> ▪ \$2,000,000 General Aggregate ▪ \$2,000,000 Products Comp/Op Aggregate ▪ \$2,000,000 Personal & Advertising Injury ▪ \$1,000,000 Each Occurrence 	6/1/23
Excess/Umbrella Liability	Hartford Insurance Company Policy #35-SBA PA6857	<ul style="list-style-type: none"> ▪ \$1,000,000 Aggregate ▪ \$1,000,000 Each Occurrence 	6/1/23
Automobile Liability	Hartford Insurance Company Policy #35-UEC VU2842	<ul style="list-style-type: none"> ▪ \$1,000,000 Combined Single Limit 	6/1/23
Workers Compensation & Employers' Liability	Hartford Underwriters Insurance Company Policy #35-WEC FG7858	<p>Workers' Compensation: Statutory Limits for the State of California. Employers' Liability:</p> <ul style="list-style-type: none"> ▪ Bodily Injury by Accident - \$1,000,000 each accident ▪ Bodily Injury by Disease - \$1,000,000 each employee ▪ Bodily Injury by Disease - \$1,000,000 policy limit 	6/1/23
Professional Liability	Chubb & Son, Inc. BINDO94045	<p>Solely in the performance of services as municipal financing consultants for others for a fee.</p> <p>Limit: \$2,000,000 Per Occurrence & Aggregate (including defense costs, charges, and expenses)</p>	6/1/23

Proposal Evaluation Summary: Bartle Wells Associates	Rating	Maximum Points 100
Demonstrated competence and professional qualifications necessary for satisfactory performance of the services required by the District.	7.5	10
Experience in performing similar services with particular focus on benefit assessment engineering studies and assessment services for Proposition 218 benefit assessments for special districts like the District as attested by referenced clients.	7.5	10
Demonstrated understanding of the work requested by the District and proposed approach for performing the scope of work.	6	10
Background and related experience of the specific individuals to be assigned to this project, particularly experience and compliance with legal requirements of California's Proposition 218. assessments for similar small community water district improvements and services.	6	10
Quality and responsiveness of the proposal to the stated requirements.	6.5	10
Total Project Price. As described above, a contract will not be based solely on price, but on a combination of factors as determined to be in the best interest of the District.	32.5	50
Total for all Evaluation Criteria	66	100

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**OLD BUSINESS 4 A**

**DISCUSSION AND OR ACTION:**

**IRISH BEACH WATER DISTRICT POLICY HANDBOOK ADDITION, SERIES 2000  
PERSONNEL, POLICY 2000 DISTRICT EMPLOYMENT: RECRUITMENT, HIRING,  
AND PROMOTIONS.**

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

POLICY NUMBER: 2000

- 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.
- 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, 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-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.

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 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.

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**OLD BUSINESS 4 A**

**DISCUSSION AND OR ACTION:**

**IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS RECRUITMENT.**

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The Irish Beach Water District Needs Volunteers to Join the Board of Directors

- Are you looking for an opportunity to serve your community?
- Do you have skills, connections, resources, and expertise that you would be willing to offer to help the Water District?
- Do you enjoy learning new things?
- Do you enjoy being part of a Team that is doing important work?
- Are you interested in helping to shape the future of the Irish Beach Water District?

One member of the Board of Directors will be retiring in mid-January, so there will be an opportunity to join this small, dynamic, group in doing important work for the community.

If you would like to learn more, please contact Suzy Israel, Vice President of the Board at Susan.Israel@Outlook.com or (707) 271-9256.

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**COMMUNICATIONS AND CORRESPONDENCE : NONE**

**EXECUTIVE SESSION : NONE**

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