MEETING AGENDA

November 18, 2026
10:00 a.m.

El Dorado Water Agency
Board of Directors

Teleconference Locations:
El Dorado County Board of Supervisors Chambers
330 Fair Lane, Building A
Placerville, CA 95667

South Tahoe Public Utility District
Conference Room
1275 Meadow Crest Dr
South Lake Tahoe, CA 96150

Lori Parlin, Chair, Board of Supervisors
Brian Veerkamp, First Vice Chair, Board of Supervisors
George Turnboo, Second Vice Chair, Board of Supervisors
Pat Dwyer, El Dorado Irrigation District
Nick Haven, South Tahoe P.U.D.

Rebecca Guo, P.E., General Manager
Tami Scowcroft, Deputy Clerk/Business Services Officer

Wednesday, November 18, 2026	**10:00 a.m.**	**IN PERSON/TELECONFERENCE LOCATIONS**

Mission Statement

"Ensuring that El Dorado County has adequate and affordable water, through collaboration, to support economic prosperity, watershed health, and the rural-agriculture way of life for today and in the future."

Agendas, Supplemental Materials and Minutes of the Board of Directors are available on the internet at: http://www.EDWaterAgency.org. Public records related to an agenda item that are distributed less than 72 hours before this meeting are available for public inspection during normal business hours at the Agency office and will be made available to the public on the Agency website.

PUBLIC PARTICIPATION INSTRUCTIONS:
This meeting will be conducted as an in-person meeting at the locations noted above. A remote teleconference Zoom address is listed for the public's convenience and in the event a Board Member requests remote participation due to just cause circumstances pursuant to Government Code Section 54953.8.3.

By participating in this meeting, you acknowledge that you are being recorded.

If the public wishes to participate in the meeting on a desktop, please click on the Zoom Webinar link to watch the meeting in real time: https://edcgov-us.zoom.us/j/86702779042

Webinar ID: 867 0277 9042

The public may also join via one tap mobile: +12133388477,,86702779042# US

The public may also join via audio: +1 213 338 8477 US

If you are joining the meeting via Zoom and wish to make a comment on an item, move your mouse key over your name or number and you will have the option to "raise your hand." If you are joining the meeting by phone, and wish to make a comment, staff will call you by your "call in user number." Speakers will be limited to 3 minutes.

If you choose not to observe the El Dorado Water Agency Board of Directors meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 4:00 p.m. on the Tuesday prior to the Board meeting. Please submit your comment to the Deputy Clerk of the Board at tami.scowcroft@edcgov.us. Your comment will be placed into the record and forwarded to the Board of Directors.

The El Dorado Water Agency is committed to ensuring that persons with disabilities are provided the resources to participate in its public meetings. Please contact the Deputy Clerk if you require accommodation at 530-621-6678 or via email, tami.scowcroft@edcgov.us, no later than 48 hours in advance of the meeting.

The Deputy Clerk of the Board is here to assist you, please call 916-479-4260 if you need any assistance with the above directions to access the meeting.

PROTOCOLS FOR PUBLIC COMMENT:
Public comment will be received at designated periods as called by the Board Chair.

Public comment on items scheduled for Closed Session will be received before the Board recesses to Closed Session.

Except with the consent of the Board, individuals shall be allowed to speak to an item only once.

Time for public input will be provided at every Board of Directors meeting. Individuals will have three minutes to address the Board. Individuals authorized by organizations will have three minutes to present organizational positions and perspectives and may request additional time, up to five minutes. At the discretion of the Board, time to speak by any individual may be extended.

Individual Board members may ask clarifying questions but will not engage in substantive dialogue with persons providing input to the Board.

CALL TO ORDER and ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

OPEN FORUM: Public comments during open forum are limited to three (3) minutes.

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

At this time the Board will make any necessary additions, deletions, or corrections to the Agenda; determine matters to be added to or removed from the Consent Calendar; and with one motion adopt the Agenda and approve the Consent Calendar.

CONSENT CALENDAR: Determination of matters to be added to or removed from the Consent Calendar and Board action on the Consent Calendar.

1. **Approval of Minutes (Conformed Agenda) of the El Dorado County Water Agency ("EDCWA") Regular Meeting, September 9, 2026**
   RECOMMENDED ACTION: Staff recommends the Board receive and file the Conformed Agenda for the Regular Meeting, September 9, 2026.

2. **Interim Warrant Register**
   RECOMMENDED ACTION: Staff recommends the Board receive and file the Interim Warrant Registers for September and October 2026.

3. **Budget to Actual Report**
   RECOMMENDED ACTION: Staff recommends the Board receive and file the Budget to Actual Report for the period through October 31, 2026.

4. **Authorization for Staff Participation in the Water Education Foundation's 2027 California Water Leaders Program**
   RECOMMENDED ACTION: Staff recommends the Board authorize Hannah Romero, Water Resources Principal, to apply for and, if selected, participate in WEF's 2027 California Water Leaders Program with a total estimated cost of $5,900 using available funds in the Transportation and Travel budget.

5. **Employee Handbook Update**
   RECOMMENDED ACTION: It is recommended that the Board: (1) Review the red-line revisions to the Employee Handbook D-1001; (2) make any recommended changes; and (3) if approved, authorize the Board Chair to sign Resolution WA-11-2026.

6. **Building Lease Renewal at 1107 Investment Blvd, Suite #240, El Dorado Hills, CA**
   RECOMMENDED ACTION: It is recommended that the Board: 1) Approve the first amendment to lease agreement for 1107 Investment Blvd., Suite #240, El Dorado Hills, CA in the form as substantially set forth in the attached proposed lease amendment; 2) Authorize the General Manager to sign the first amendment to lease agreement; and 3) Direct staff to take the necessary steps to execute the agreement.

DISCUSSION CALENDAR:

7. **Tahoe Valley-Tahoe South Subbasin Periodic Evaluation for Compliance with the Sustainable Groundwater Management Act**
   The Water Agency has been performing a Groundwater Sustainability Plan (GSP) Periodic Evaluation for the Tahoe Valley-Tahoe South Subbasin as required by the Sustainable Groundwater Management Act (SGMA). This evaluation is required every five years, with the next Periodic Evaluation being due no later than December 31, 2026. Staff will provide an informational presentation on the ongoing Periodic Evaluation.
   RECOMMENDED ACTION: Staff recommends the Board receive and file the presentation.

8. **Irrigation Management Services Program - 2026 Update**
   The purpose of this agenda item is to provide the Board with an overview of the 2026 Irrigation Management Services (IMS) Program and discuss potential options for continued refinement to the IMS Program in 2027. Based on the information presented and any feedback provided by the Board, Water Agency staff plan to return with an IMS Program agenda item in January or February 2027 to seek authorization for the General Manager to execute agreements for the upcoming growing season and any additional program enhancements.
   RECOMMENDED ACTION: Staff recommends the Board receive and file the presentation and provide feedback to staff to inform the 2027 IMS Program.

9. **Batker Consulting LLC Task Order for Economic Valuation of Watershed Management Projects**
   The Water Agency's 2026-2030 Strategic Plan and 2024 Water Resources Development and Management Plan identify the need for improved data, tools, and information to support watershed management, implementation funding, and advocacy for investments commensurate with the significant benefits provided by El Dorado County's headwaters. Building on the Water Agency's prior economic valuation studies will enable the Water Agency to evaluate how watershed management projects improve ecosystem health and economic outcomes. Staff recommends executing a Task Order with Batker Consulting LLC (Batker) to lead an economic valuation of watershed management projects.
   RECOMMENDED ACTION: Staff recommends the Board: 1) Approve the Task Order with Batker with a budget of $90,000 and a period of performance through June 30, 2027; and 2) Authorize the General Manager to execute the Task Order in a form acceptable to legal counsel.

BOARD OF DIRECTOR'S COMMUNICATIONS/DIRECTION TO STAFF

GENERAL MANAGERS REPORT

CLOSED SESSION

10. **Closed Session - Pending Litigation – Pursuant to Government Code Section 54956.9(d)(1) In the Matter of Water Rights Applications 5644X02 and 5645X12 before the State Water Resources Control Board.**

ADJOURN

NEXT REGULAR SCHEDULED MEETING: Friday, December 11, 2026, at 10:00 a.m., at the El Dorado County Board of Supervisors Chambers, 330 Fair Lane, Building A, Placerville, CA 95667.

CONFORMED AGENDA

September 9, 2026
10:00 a.m.

El Dorado Water Agency
Board of Directors

Meeting to be held at:
South Tahoe Public Utility District
Conference Room
1275 Meadow Crest Dr
South Lake Tahoe, CA 96150

Lori Parlin, Chair, Board of Supervisors
Brian Veerkamp, First Vice Chair, Board of Supervisors
George Turnboo, Second Vice Chair, Board of Supervisors
Pat Dwyer, El Dorado Irrigation District
Nick Haven, South Tahoe P.U.D.

Rebecca Guo, P.E., General Manager
Tami Scowcroft, Deputy Clerk/Business Services Officer

Wednesday, September 9, 2026	**10:00 a.m.**	**IN PERSON**

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https://us06web.zoom.us/j/87075562473?pwd=kGZaLqRsS9t2fKg5VXqNX0sEG9mVGW.1

Meeting ID: 870 7556 2473

Passcode: 777308

The public may also join via one tap mobile: +13052241968,,87075562473# US

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CALL TO ORDER @ 10:01 a.m.

ROLL CALL: Present (in person): Director Parlin, Director Turnboo, Director Dwyer, Director Haven, Director Veerkamp (arrived at 10:15 a.m. during Discussion Calendar item #5)

PLEDGE OF ALLEGIANCE TO THE FLAG

OPEN FORUM: Public comments during open forum are limited to three (3) minutes.

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR
At this time the Board will make any necessary additions, deletions, or corrections to the Agenda; determine matters to be added to or removed from the Consent Calendar; and with one motion adopt the Agenda and approve the Consent Calendar.
BOARD ACTION: Motion by Director Turnboo, seconded by Director Dwyer, the Board adopted the Agenda and approved the Consent Calendar. The motion passed unanimously. Director Veerkamp absent from vote.

CONSENT CALENDAR: Determination of matters to be added to or removed from the Consent Calendar and Board action on the Consent Calendar.

1. **Approval of Minutes (Conformed Agenda) of the El Dorado County Water Agency ("EDCWA") Regular Meeting, August 12, 2026**
   RECOMMENDED ACTION: Staff recommends the Board receive and file the Conformed Agenda for the Regular Meeting, August 12, 2026.

2. **Interim Warrant Register**
   RECOMMENDED ACTION: Staff recommends the Board receive and file the Interim Warrant Register for August 2026.

3. **Budget to Actual Report**
   RECOMMENDED ACTION: Staff recommends the Board receive and file the Budget to Actual Report for the period through August 31, 2026.

4. **USBR WaterSMART Cooperative Watershed Management Program Grant Application for Watershed Planning**
   RECOMMENDED ACTION: Staff recommends the Board adopt Resolution WA-10-2026 authorizing the Water Agency to commit to the financial and legal obligations associated with receipt of financial assistance from USBR through the WaterSMART CWMP grant program, if awarded, to advance collaborative watershed planning efforts.

DISCUSSION CALENDAR:

5. **South Tahoe Public Utility District Presentation**
   South Tahoe Public Utility District (STPUD) staff will provide the Board of Directors with a presentation regarding community water service challenges and opportunities, groundwater management activities, and project updates.
   BOARD ACTION: The Board received and filed the presentation.

6. **Tahoe City Public Utility District Presentation**
   Sean Barclay, General Manager at Tahoe City Public Utility District (TCPUD), will provide the Board of Directors with an update on TCPUD's ongoing projects and local collaboration activities.
   BOARD ACTION: The Board received and filed the presentation.

7. **Economic Impact of Outdoor Recreation in Tahoe Basin and Nevada Presentation**
   Johnny Mojica from Radbridge Incorporated will present to the Board on the economic impact of outdoor recreation in the Tahoe Basin and Nevada, summarizing the findings of a study commissioned by the State of Nevada. He will also highlight how those regional recreation and economic conditions relate to and influence El Dorado County.
   BOARD ACTION: The Board received and filed the presentation.

8. **Progress Update on Development of Tahoe Basin Water Blueprint and Implementation Roadmap**
   This presentation will provide an update on the Tahoe Basin Water Blueprint and Implementation Roadmap efforts completed to date, including facilitated workshops with regional partners, investigations into key regional topics, and advancement toward implementation-ready project portfolios.
   BOARD ACTION: The Board received and filed the presentation.

9. **Change to December 2026 Regular Board Meeting Date**
   Staff recommends the Board consider rescheduling the final regular meeting of 2026, which is currently set for December 9. Staff requests Board direction on selecting a new meeting date. Available options are Friday, December 11 at 10 a.m. in the County Board of Supervisors Chamber or Thursday, December 17 at 10 a.m. in Conference Room D.
   BOARD ACTION: Motion by Director Turnboo, seconded by Director Haven, the Board cancelled the regularly scheduled Board meeting of December 9, 2026, and adopted the new regularly scheduled Board meeting date of December 11, 2026. The motion passed unanimously.

BOARD OF DIRECTOR'S COMMUNICATIONS/DIRECTION TO STAFF:

1) **Director Haven thanked the Board for coming to Tahoe for the meeting.**
2) **Director Dwyer requested an Irrigation Management Services program update at a future Board meeting.**
3) **Director Turnboo reported on his attendance with General Manager at Congressman McClintock's Ag & Water Forum in Turlock.**
4) **Director Veerkamp reported on his attendance at the California-United Water Conference in San Diego.**

GENERAL MANAGERS REPORT:

1) **Water Agency hosted the Mountain Counties Water Resources Association (MCWRA) August Board meeting and regional roundtable discussing the CARB Advanced Clean Fleets Regulations and challenges associated with implementation in our rural communities.**

2) **Attended with Director Veerkamp the California-United Water Conference with a focus on strengthening north-south water agency connections alongside other MCWRA member agencies.**
3) **Organized and hosted a successful day-long tour of El Dorado County for the Association of California Water Agencies (ACWA) State Relations team. Arranged speakers from El Dorado Irrigation District, Georgetown Divide Public Utility District, El Dorado and Georgetown RCDs, U.S. Forest Service Eldorado National Forest, and Sierra Pacific Industries to show ACWA staff the firsthand the impacts of wildfire on water operations and reliability.**

CLOSED SESSION:
Before recessing into Closed Session General Counsel asked for public comment on the Closed Session items appearing on the agenda; none was offered. General Counsel publicly announced the agenda disclosure that upon adjournment of the Board meeting, staff and a possible quorum of the Board, will be present at Elements Eatery, 3310 Lake Tahoe Blvd, South Lake Tahoe, CA. While a quorum of the Agency Board Members may be in attendance, no Agency business will be discussed nor any action will be taken on behalf of the Agency at this social occasion.

The Board recessed into Closed Session at 11:33 a.m. Closed Session and the meeting adjourned from Closed Session at 11:44 a.m. with no reportable action.

10. **Closed Session - Conference with Real Property Negotiators (Pursuant to Government Code § 54956.8)**
    Property: 1107 Investment Blvd, Suite 240, El Dorado Hills CA 95762
    Agency Negotiator: General Manager and General Counsel
    Negotiating Parties: Glarus Investments, LLC
    Under Negotiation: Price and Terms of Payment

11. **Closed Session - Conference with Legal Counsel – Anticipated Litigation**
    Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and (e)(1) (1 potential case)

ADJOURN FROM CLOSED SESSION @ 11:44 a.m.

NEXT REGULAR SCHEDULED MEETING: October 14, 2026, at 10:00 a.m., at the El Dorado County Board of Supervisors Chambers, 330 Fair Lane, Building A, Placerville, CA 95667.

ANNOUNCEMENT:

Upon adjournment of this Board meeting, staff and a possible quorum of the Board, will be present at Elements Eatery, 3310 Lake Tahoe Blvd, South Lake Tahoe, CA. While a quorum of the Agency Board Members may be in attendance, no Agency business will be discussed nor any action will be taken on behalf of the Agency at this social occasion.

El Dorado Water Agency

AGENDA REQUEST
Regular Meeting, November 18, 2026

TO: Board of Directors

FROM: Rebecca Guo, P.E., General Manager
Tami Scowcroft, Business Services Officer

RG
TS

DATE: November 2, 2026

SUBJECT: **Interim Warrant Register**

BACKGROUND/DISCUSSION:

Attached are the September and October 2026 Interim Warrant Registers for the Board's review.

(Attached: September and October 2026 Interim Warrant Register)

RECOMMENDATION:

Staff recommends the Board receive and file the Interim Warrant Registers for September and October 2026.

ACTION OF AGENCY ON:

VOTE:
Unanimous_____or

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Directors, El Dorado County Water Agency.

Ayes:

Date_____

Noes:

Attest:

Abstentions:

By_____
Clerk of the Agency

Absent:

El Dorado County Water Agency (Index Code #720000)
Warrant Register (Based on Claim Vouchers Submitted)
September 1, 2026 through September 30, 2026

SUB OBJECT	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	NOTES	VENDOR NAME
4220	$ 120.00	PU Auth Employee 1 3777 08/24/2026-6	National Groundwater Association Membership	US Bank
4220 Total	$ 120.00	**Memberships**		
4260	$ 641.35	Inv15558199 PO 09162026 Ord32162502 Acct6254489	Marketing Supplies	4 imprint
4260	$ 32.65	PU Auth Employee 1 3777 08/24/2026-5	Office Supplies	US Bank
4260	$ 9.40	PU Auth Employee 1 3777 08/24/2026-11	Office Supplies	US Bank
4260	$ 23.04	PU Auth Employee 1 3777 08/24/2026-15	Office Supplies	US Bank
4260	$ 86.13	PU Auth Employee 1 9972 08/24/2026-4	Primo Water	US Bank
4260	$ 128.17	PU Auth. Employee 1 9972 09/22/2026-1	Primo Water	US Bank
4260 Total	$ 920.74	**Office Expense**		
4263	$ 319.80	PU Auth Employee 1 3777 08/24/2026-8	Zoom Renewal	US Bank
4263	$ 31.00	PU Auth Employee 1 3777 08/24/2026-12	Constant Contact	US Bank
4263	$ 119.99	PU Auth. Employee 1 3777 09/22/2026-2	Go Daddy Renewal	US Bank
4263	$ 31.00	PU Auth. Employee 1 3777 09/22/2026-5	Constant Contact	US Bank
4263 Total	$ 501.79	**Subscriptions / Newspapers / Journals**		
4266	$ 36.56	INVW5371942 B Act ED01 CN39543-01 08/01/-08/31/2026	Printer expenses	UBEO West LLC
4266 Total	$ 36.56	**Printing / Duplicating Svc - Commercial Vendor**		
4300	$ 3,516.25	Inv 17613749 TO3 svcs thru Jul 23 2026	El Dorado County Drought and Water Shortage Resilience Plan Annual Updates	Brown and Caldwell
4300	$ 4,450.25	Inv 17613554 TO4 svcs thru Jul 23 2026	Work Plan for El Dorado South County Water Supply Conveyance Plan – Phase 1	Brown and Caldwell
4300	$ 6,221.00	Inv 17616318 TO4 svcs thru Aug 20 2026	Work Plan for El Dorado South County Water Supply Conveyance Plan – Phase 1	Brown and Caldwell
4300	$ 1,892.00	Inv 17613555 TO6 svcs thru Jul 23 2026	TO 6 Project Understanding	Brown and Caldwell
4300	$ 32,384.50	Inv 631091 Matter No. 44385.00000 svcs thru Jul 31 2026	Water Rights Legal	Downey Brand
4300	$ 17,447.00	Inv 632086 Matter No. 44385.00000 svcs thru Aug 31 2026	Water Rights Legal	Downey Brand

SUB OBJECT	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	NOTES	VENDOR NAME
4300	$ 2,310.00	Inv 003001-2026-008 TO1 svcs thru Aug 31 2026	General GIS Support Services	Dynamic Geospatial Solutions LLC
4300	$ 504.00	Inv 003003-2026-003 TO3 svcs thru Aug 31 2026	GIS Services to Support the American River Watershed Instrumentation Network	Dynamic Geospatial Solutions LLC
4300	$ 18,260.00	Inv C2607311001 TO1 svcs thru Sep 2026	WaterSMART Enhancing Water Resources Projects (R26AS00017) Grant Assistance	FlowPath LLC
4300	$ 7,375.00	Inv 7398 TO4 svcs thru Aug 31 2026	El Dorado Water Reliability Project Support	Khadam Consulting
4300	$ 10,037.50	Inv 7015567 TO4 svcs thru Aug 31 2026	Public Relations Support	KP Public Affairs
4300	$ 11,077.50	Inv 1002.142.001 TO3 svcs thru Aug 31 2026	GSA Support Services for the Tahoe Valley- Tahoe South Subbasin	Santiago Water Strategies
4300	$ 3,347.50	Inv 62475 Matter # 2936/002 Aug 31 2026	General Counsel	Sloan Sakai Yeung & Wong LLP
4300	$ 3,395.00	Inv 62179 Matter #2936/002 svcs thru Jul 31 2026	General Counsel	Sloan Sakai Yeung & Wong LLP
4300	$ 10,193.40	Inv 62180 Matter #2936/011 svcs thru Jul 31 2026	Water Rights Technical Support	Sloan Sakai Yeung & Wong LLP
4300	$ 4,359.10	Inv 2621579 TO15 svcs thru Sep 4 2026	Water Rights Technical Support	Stantec Consulting Services Inc
4300	$ 37,645.75	Inv 2621580 TO65 svcs thru Sep 4 2026	Alder Creek Reservoir and Conservation Project Appraisal Study	Stantec Consulting Services Inc
4300	$ 22,860.75	Inv 2609432 TO65 svcs thru Aug 7 2026	Alder Creek Reservoir and Conservation Project Appraisal Study	Stantec Consulting Services Inc.
4300	$ 4,345.00	Inv 4075 TOA65 svcs thru Aug 31 2026	El Dorado County Raw Water Draft Points Plan	Stratus Engineering Associates LLC
4300	$ 1,929.00	Inv 1355 TO6 svcs thru Aug 31 2026	Regulatory and Capacity Support	Sunzi Consulting LLC
4300	$ 3,200.60	Inv 1356 TO9 svcs thru Aug 31 2026	Watershed Program Support	Sunzi Consulting LLC
4300	$ 11,782.25	Inv 1357 TO13 svcs thru Aug 31 2026	Tahoe Basin Water Blueprint and Implementation Roadmap	Sunzi Consulting LLC
4300	$ 6,177.30	Inv 1359 TO16 svcs thru Aug 31 2026	Headwaters Connect Watershed Group Support	Sunzi Consulting LLC

SUB OBJECT	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	NOTES	VENDOR NAME
4300	$ 4,000.00	INV 7010 SOS 2 October 2026	Federal Advocacy -Water Supply Reliability Ag	The Ferguson Group LLC
4300	$ 4,000.00	INV 7009 SOS 3 October 2026	Federal Advocacy - Alder	The Ferguson Group LLC
4300	$ 14,322.50	Inv 2920 TO14 svcs thru Aug 2026	El Dorado Water Reliability Project - Upper American River Modeling and Support	Western Hydrologics LLP
4300	$ 460.00	Inv 2925 TO24 svcs thru Aug 2026	EDWRP Water Rights Support	Western Hydrologics LLP
4300 Total	$ 247,493.15	**Professional and Specialized Services**		
4420	$ 125.57	INVW5371942 A Act ED01 CN39543-01 09/01/-09/30/2026	Copy Machine Lease	UBEO West LLC
4420 Total	$ 125.57	**Rents and Leases - Equipment**		
4440	$ 5,625.00	10/1/2026 rent 1107 Investment Blvd #240	Building Lease	GLARUS INVESTMENTS LLC
4440	$ 203.00	10/1/2026 CAM rent 1107 Investment Blvd #240	Building Lease	GLARUS INVESTMENTS LLC
4440 Total	$ 5,828.00	**Rents and Leases - Building & Improvements**		
4500	$ 80.00	PU Auth Employee 1 9972 08/24/2026-2	Institute For Sustainable Infrastructure Credential Maintenance Renwal - Guo	US Bank
4500	$ 113.99	PU Auth. Employee 1 3777 09/22/2026-3	Tahoe Blueprint Workshop working lunch	US Bank
4500	$ 77.51	PU Auth. Employee 1 3777 09/22/2026-4	Funding Mechanisms working lunch	US Bank
4500	$ 99.31	PU Auth. Employee 1 9972 09/22/2026-2	Materials for Fractured Rock Demonstration	US Bank
4500 Total	$ 370.81	**Special Departmental Expense**		
4609	$ 45.00	PU Auth Employee 1 3777 08/24/2026-1	MCWRA Regional Roundtable Meeting Fee - Guo	US Bank
4609	$ 75.00	PU Auth Employee 1 3777 08/24/2026-2	ACWA Region 3 Event Fee - Guo	US Bank
4609	$ 75.00	PU Auth Employee 1 3777 08/24/2026-3	ACWA Region 3 Event Fee - Romero	US Bank
4609	$ 293.04	PU Auth Employee 1 3777 08/24/2026-9	CARCD Conference Fee - Romero	US Bank
4609	$ 25.00	PU Auth Employee 1 9972 08/24/2026-1	MCWRA Aug Regional Leaders Reception Fee - Guo	US Bank
4609	$ 170.00	PU Auth. Employee 1 3777 09/22/2026-1	RWA 25th Anniversary Fee - Guo & Parlin	US Bank

SUB OBJECT	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	NOTES	VENDOR NAME
4609	$ 85.00	PU Auth. Employee 1 9972 09/22/2026-3	MCWRA Fall 2026 Water Forum Registration - Guo	US Bank
4609 Total	$ 768.04	**Special Departmental Expense / Staff Development**		
4650	$ 545.00	PU Auth Employee 1 3777 08/24/2026-7	National Groundwater Association Conference Registration - Romero	US Bank
4650	$ 999.00	PU Auth Employee 1 3777 08/24/2026-10	Association of California Water Agencies Fall Conference - Romero	US Bank
4650	$ 895.00	PU Auth Employee 1 9972 08/24/2026-3	2026 Coastal & Estuarine Summit Conference Registration - Guo	US Bank
4650	$ 999.00	PU Auth Employee 1 9972 08/24/2026-5	Association of California Water Agencies Fall Conference Registration - Guo	US Bank
4650 Total	$ 3,438.00	**Overnight Travel: Registration**		
4651	$ 45.92	PU Auth Employee 1 9972 08/24/2026-6	California-United Water Conference Food - Veerkamp and Guo	US Bank
4651	$ 4.64	PU Auth Employee 1 9972 08/24/2026-9	California-United Water Conference Food	US Bank
4651 Total	$ 50.56	**Overnight Travel: Meal/Per Diem**		
4654	$ 685.70	PU Auth Employee 1 3777 08/24/2026-4	National Groundwater Association Airfare - Romero	US Bank
4654	$ 31.00	PU Auth Employee 1 3777 08/24/2026-13	Association of California Water Agencies Fall Conference Airfare-Romero	US Bank
4654	$ 274.80	PU Auth Employee 1 3777 08/24/2026-14	Association of California Water Agencies Fall Conference Airfare-Romero	US Bank
4654 Total	$ 991.50	**Overnight Travel: Airfare Costs**		
4655	$ 42.00	PU Auth Employee 1 9972 08/24/2026-7	California-United Water Conference Sacramento Airport Parking -Guo	US Bank
4655 Total	$ 42.00	Overnight Travel: Other Costs		
4656	$ 610.34	PU UWI Con Hotel Reimb	California-United Water Conference Hotel - Veerkamp	Brian K. Veerkamp

SUB OBJECT	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	NOTES	VENDOR NAME
4656	$ 610.34	PU Auth Employee 1 9972 08/24/2026-8	California-United Water Conference Hotel - Guo	US Bank
4656 Total	$ 1,220.68	**Overnight Travel: Hotel**		
Grand Total	$ 261,907.40			

El Dorado County Water Agency (Index Code #720000)
Warrant Register (Based on Claim Vouchers Submitted)
October 1, 2026 through October 31, 2026

SUB OBJECT	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	NOTES	VENDOR NAME
4221	$ 16,830.00	PU EDCWA 2027 Annual Dues	Membership Dues	Association of California Water Agencies
4221	$ 2,022.00	El Dorado County Water Agency Mbr 66474 2026 Dues	Membership Dues	California Special District Association
4221 Total	$ 18,852.00	**Memberships - Legislative Advocacy**		
4260	$ 99.46	PU Authorized Employee 1 9972 10/22/2026	Primo Water	US Bank
4260 Total	$ 99.46	**Office Expense**		
4263	$ 31.00	PU Authorized Employee 1 3777 10/22/2026	Constant Contact	US Bank
4263 Total	$ 31.00	**Subscriptions / Newspapers / Journals**		
4266	$ 175.42	INVW5403581 Act ED01 CN39543-01 09/01/-09/30/2026	Printer expenses	UBEO West LLC
4266	$ 530.59	PU Authorized Employee 1 9972 10/22/2026	Fact Sheets	US Bank
4266 Total	$ 706.01	**Printing / Duplicating Svc - Commercial Vendor**		
4300	$ 1,399.50	Inv 17615922 TO5 svcs thru Aug 20 2026	TO 5 Project Collaboration	Brown and Caldwell
4300	$ 7,509.76	Inv 633611Matter No. 44385.00000 svcs thru Sep 30 2026	Water Rights Legal	Downey Brand
4300	$ 1,848.00	Inv 003004-2026-007 TO4 svcs thru Sep 30 2026	GIS Services to Support the Tahoe Basin Water Blueprint Project	Dynamic Geospatial Solutions LLC
4300	$ 2,632.00	Inv 003001-2026-009 TO1 svcs thru Sep 30 2026	General GIS Support Services	Dynamic Geospatial Solutions LLC
4300	$ 6,218.34	Inv 274067601 Government Grants Sep 30 2026	Education and Outreach Fields of Learning Program	El Dorado County Ag in the Classroom
4300	$ 6,379.50	Inv 222313R TO1 svcs thru Jul 31 2026	El Dorado Water Reliability Project-Phase 2 Environmental Impact Report	Environmental Science Associates
4300	$ 8,771.50	Inv 223356R TO1 svcs thru Aug 31 2026	El Dorado Water Reliability Project-Phase 2 Environmental Impact Report	Environmental Science Associates
4300	$ 8,610.50	Inv 224152 TO1 Proj D201900956.01 Sep 2026 svcs	El Dorado Water Reliability Project-Phase 2 Environmental Impact Report	Environmental Science Associates

SUB OBJECT	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	NOTES	VENDOR NAME
4300	$ 15,400.00	Inv C2607311002 TO2 svcs thru Oct 6 2026	WaterSMART Cooperative Watershed Management Program (R26AS00349) Grant Assistance	FlowPath LLC
4300	$ 8,000.00	Inv 7404 TO1 svcs thru Sep 30 2026	On-Call Water Resources Planning and Regulatory Services	Khadam Consulting
4300	$ 17,250.00	Inv 7405 TO4 svcs thru Sep 30 2026	El Dorado Water Reliability Project Support	Khadam Consulting
4300	$ 8,030.00	Inv 7015706 TO4 svcs thru Sep 30 2026	Public Relations Support	KP Public Affairs
4300	$ 2,173.75	Inv 092026 TO2 svcs thru Sep 30 2026	County Drought Task Force Facilitation	Orit Kalman
4300	$ 11,886.25	Inv EDWA-2609 TO1 svcs thru Sep 30 2026	Economic Analysis of Outdoor Recreation in the UARW	Radbridge Incorporated
4300	$ 28,715.00	Inv 1002.130.002 TO1 svcs thru Aug 31 2026	5 Year Periodic Evaluation Tahoe GSA Update	Santiago Water Strategies
4300	$ 28,290.00	Inv 1002.130.003 TO1 svcs thru Sep 30 2026	5 Year Periodic Evaluation Tahoe GSA Update	Santiago Water Strategies
4300	$ 4,320.00	Inv 1002.142.002 TO3 svcs thru Sep 30 2026	GSA Support Services for the Tahoe Valley- Tahoe South Subbasin	Santiago Water Strategies
4300	$ 8,250.00	Inv 103 2026 IMS 2 of 2	IMS Program	Sierra Foothill Water Management
4300	$ 27,227.50	Inv 62181 Matter#2936/005 svcs thru July 2026	Water Rights Technical Support	Sloan Sakai
4300	$ 12,687.50	Inv 62476 Matter#2936/005 svcs thru Aug 2026	Water Rights Technical Support	Sloan Sakai
4300	$ 3,519.68	Inv 62817 Matter #2936/002 svcs thru Sep 30 2026	General Counsel	Sloan Sakai
4300	$ 6,000.00	Inv 62818 Matter #2936/011 sbcs thru Sep 30 2026	Water Rights Technical Support	Sloan Sakai
4300	$ 646.00	Inv 4081 TaskA64 svcs thru Sep 18 2026	Raw Water Sources for Fire Suppression Work Plan Scoping	Stratus Engineering Associates LLC
4300	$ 9,919.01	Inv 4085 TO A65 EDCWA svcs thru Sep 30 2026	El Dorado County Raw Water Draft Points Plan	Stratus Engineering Associates LLC
4300	$ 2,218.00	Inv 1361 TO6 svcs thru Sep 30 2026	Regulatory and Capacity Support	Sunzi Consulting LLC
4300	$ 744.10	Inv 1362 TO9 svcs thru Sep 30 2026	Watershed Program Support	Sunzi Consulting LLC
4300	$ 46,241.75	Inv 1360 TO13 svcs thru Sep 30 2026	Tahoe Basin Water Blueprint and Implementation Roadmap	Sunzi Consulting LLC

SUB OBJECT	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	NOTES	VENDOR NAME
4300	$ 1,142.92	Inv 1363 TO16 svcs thru Sep 30 2026	Headwaters Connect Watershed Group Support	Sunzi Consulting LLC
4300	$ 4,000.00	INV7579 SOS 2 November 2026 - Water Supply	Federal Advocacy -Water Supply Reliability Ag	The Ferguson Group LLC
4300	$ 4,000.00	INV7578 SOS 3 November 2026 - Alder Creek	Federal Advocacy - Alder	The Ferguson Group LLC
4300	$ 3,182.50	Inv 2948 TO14 svcs thru Sep 30 2026	El Dorado Water Reliability Project - Upper American River Modeling and Support	Western Hydrologics, LLP
4300	$ 3,800.00	Inv 2921 TO23 svcs thru Aug 31 2026	Alder Appraisal Study Upstream Modeling	Western Hydrologics, LLP
4300	$ 17,055.00	Inv 2949 TO23 svcs thru Sep 30 2026	Alder Appraisal Study Upstream Modeling	Western Hydrologics, LLP
4300	$ 16,117.50	Inv 2950 TO24 svcs thru Sep 30 2026	EDWRP Water Rights Support	Western Hydrologics, LLP
4300 Total	$ 334,185.56	**Professional and Specialized Services**		
4420	$ 125.57	INVW5403581 Act ED01 CN39543-01 10/01/-10/31/2026	Copy Machine Lease	UBEO West LLC
4420 Total	$ 125.57	**Rents and Leases - Equipment**		
4440	$ 5,850.00	11/1/2026 rent 1107 Investment Blvd #240	Building Lease	GLARUS INVESTMENTS LLC
4440	$ 203.00	11/1/2026 CAM rent 1107 Investment Blvd #240	Building Lease	GLARUS INVESTMENTS LLC
4440	$ 90.00	Inv OCT34980 El Dorado Water Agency	Storage Lease	Mother Lode Van & Storage
4440 Total	$ 6,143.00	**Rents and Leases - Building & Improvements**		
4500	$ 80.69	PU Authorized Employee 1 9972 10/22/2026	EDWA Jacket for new hire	US Bank
4500 Total	$ 80.69	**Special Departmental Expense**		
4600	$ 16.64	PU JS093026-2 Travel/Parking Sep 30 2026	SB552 Symposium Parking	Jake Sahl
4600 Total	$ 16.64	**Transportation and Travel**		
4602	$ 128.21	PU JS093026-1 Travel/Mileage Sep 30 2026	September mileage	Jake Sahl
4602 Total	$ 128.21	**Private Auto Mileage - Employee**		
4609	$ 85.00	PU Authorized Employee 1 3777 10/22/2026	Mountain Counties Water Resources Association Fall 2026 Water Forum - Romero	US Bank
4609 Total	$ 85.00	**Special Departmental Expense / Staff Development**		
4655	$ 38.00	PU Authorized Employee 1 3777 10/22/2026	2026 Coastal & Estuarine Summit Conference Parking - Guo	US Bank
4655 Total	$ 38.00	**Overnight Travel: Other Costs**		

SUB OBJECT	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	NOTES	VENDOR NAME
4656	$ 1,010.16	PU Authorized Employee 1 3777 10/22/2026	National Groundwater Association Hotel - Romero	US Bank
4656	$ 316.93	PU Authorized Employee 1 3777 10/22/2026	2026 Coastal & Estuarine Summit Conference Hotel - Guo	US Bank
4656 Total	$ 1,327.09	**Overnight Travel: Hotel**		
5240	$ 9,544.56	EDWA CALDOR Inv#10	Post-Caldor Fire Watershed Restoration for Securing Water Supply for the Grizzly Flats Community Grant	El Dorado Resource Conservation District
5240	$ 4,481.96	Inv 20507760007R1 72183-2026-30440207 06/01-06/30/26	CW3E- UC San Diego ARWIN Agreement	The Regents of the University of California
5240	$ 17,525.56	Inv 20507760008 72183-2026-30440207 07/01-08/31/26	CW3E- UC San Diego ARWIN Agreement	The Regents of the University of California
5240	$ 18,656.81	Inv 20507760009 72183-2026-30440207 9/01-9/30/26	CW3E- UC San Diego ARWIN Agreement	The Regents of the University of California
5240 Total	$ 50,208.89	**Contrib. to Non-county Governmental Agencies**		
Grand Total	$ 412,027.12			

El Dorado Water Agency

AGENDA REQUEST
Regular Meeting, November 18, 2026

TO: Board of Directors

FROM: Rebecca Guo, P.E., General Manager RG
Tami Scowcroft, Business Services Officer TS

DATE: November 2, 2026

SUBJECT: **Budget to Actual Report**

BACKGROUND/DISCUSSION:
To present the Board of Directors an overview to the Water Agency's finances throughout the fiscal year, the attached Budget to Actual Report is provided for Board information. The Budget to Actual Report encompasses Agency expenditures; and is summarized in key categories to highlight where the Water Agency's expenses occur in relation to both estimated budgets and to actual received revenues. The report also tracks the Board-established reserve fund.

(Attached: Budget to Actual Report through October 31, 2026)

RECOMMENDATION:
Staff recommends the Board receive and file the Budget to Actual Report for the period through October 31, 2026.

ACTION OF AGENCY ON:

VOTE:
Unanimous_____or

Ayes:

Noes:

Abstentions:

Absent:

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Directors, El Dorado County Water Agency.

Date_____

Attest:

By_____
Clerk of the Agency

Purpose of Cash Flow Reserves

Since there are no provisions in the 1959 Water Agency Act that allow the Water Agency to "borrow" funds or establish a line of credit to cover the lag between the beginning of a fiscal year and receipt of property tax payments, the Board established a reserve fund (currently $1,750,000) to cover the shortfall created by the first nine months of expenditures and the receipt of the first (late December) and second (late April) property tax payments.

Explanation of Current and Projected Cash Balances

As mentioned above, the Water Agency begins each fiscal year with a $1,750,000 reserve to cover expenditures until the property tax payments are received. Without this reserve the Water Agency would operate in the red until the first property tax payment is received. If the first property tax payment is delayed, then the Water Agency will use additional funds from the cash flow reserve to cover its expenses.

Budget to Actual Report
Revenues and Expenditures for the Period through October 31, 2026

	Adopted Budget	Revenues to Date
Revenues		
Revenues*	4,096,452	403,345
Grants (includes ARPA Funding)	2,920,842	287,485
Fund Balance Carryover	4,000,000	7,992,667
Total Revenue	**11,017,294**	**8,683,496**

	Adopted Budget	Expenditures to Date	Balance
Expenditures			
Salaries and Benefits	1,153,438	263,781	889,658
Services, Supplies, and Memberships	482,545	42,047	440,498
Professional Services	6,416,464	718,208	5,698,256
Cost Shares and Contributions to Government Entities	298,695	46,929	251,766
Projects Receiving External Grant Funding (includes ARPA)	2,548,252	254,777	2,293,475
County Services	110,000	-	110,000
Fixed Assets	7,900	-	7,900
Total Expenditures	**11,017,294**	**1,325,742**	**9,691,552**

	Reserved Fund	Actual Transaction	Reserve Balance
Cash Flow Reserve	**$ 1,750,000**	**$ -**	**$ 1,750,000**

***Property taxes are typically received in two installments: late December and late April.**

Note: Should you require more detailed information, please contact Tami Scowcroft at ext. 6678

El Dorado Water Agency

AGENDA REQUEST
Regular Meeting, November 18, 2026

TO: Board of Directors

FROM: Rebecca Guo, P.E., General Manager RG
Hannah Romero, Water Resources Principal

DATE: November 13, 2026

SUBJECT: **Authorization for Staff Participation in the Water Education Foundation's 2027 California Water Leaders Program**

BACKGROUND:

Water Agency staff seek Board authorization for Hannah Romero, Water Resources Principal, to apply for the 2027 California Water Leaders Program administered by the Water Education Foundation (WEF). The program is a competitive, year-long leadership development opportunity for professionals in California's water sector. Participation would support professional growth, strengthen organizational leadership capacity, and enhance the Water Agency's representation in statewide forums.

RECOMMENDATION:

Staff recommends the Board authorize Hannah Romero, Water Resources Principal, to apply for and, if selected, participate in WEF's 2027 California Water Leaders Program.

ACTION OF AGENCY ON:

VOTE:

Unanimous_____or

Ayes:

Noes:

Abstentions:

Absent:

Date_____

Attest:

By_____
Clerk of the Agency

DISCUSSION:
WEF is a nonprofit organization dedicated to increasing understanding of water resources and water management issues throughout California and the western United States. Founded in 1977, WEF provides educational publications, policy forums, water tours, networking opportunities, and professional development programs for water practitioners. The Water Agency has been a member of WEF for over 20 years to increase public awareness and foster water stewardship, consistent with Strategic Plan 2026-2030 Communications and Advocacy Prioritized Objective 5d.

One of WEF's premier professional development programs is the California Water Leaders Program. Established in 1997, the program has graduated more than 500 professionals who have gone on to hold leadership positions in local water agencies, state and federal government, nonprofit organizations, and private industry. Both Rebecca Guo, General Manager, and Jake Sahl, Water Resources Principal, are alumni of the program and have benefited from the professional relationships, leadership development, and statewide water perspective gained through participation.

The California Water Leaders Program is designed for emerging leaders whose work influences water management and policy. Participants represent a broad range of professional disciplines and perspectives, including engineering, science, planning, communications, agriculture, environmental advocacy, tribal organizations, law, and public administration. The program encourages collaborative leadership and relationship-building among individuals representing diverse water interests across California.

Approximately 20 participants are selected annually through a competitive application process. The cohort brings together a group of individuals from various interest groups and professions to deepen their knowledge on water, enhance individual leadership skills and prepare cohort members to take an active, cooperative approach to decision-making about water resource issues. Each cohort member is paired with a mentor who is a recognized leader within a stakeholder organization, public agency, or policymaking institution involved in California water issues.

Over the course of a year, participants engage in a variety of leadership activities designed to deepen their understanding of California's complex water challenges and develop skills necessary for future leadership roles. The cohort works collaboratively to develop policy recommendations on a significant California water issue assigned at the beginning of the program. The resulting policy paper is published by the Foundation and shared with mentors, water professionals, and decision-makers throughout California.

Benefits to the Water Agency provided by the program include:

- Strengthening leadership and management skills that support long-term organizational effectiveness.
- Increasing knowledge of statewide water policy, governance, and emerging water resource challenges.
- Enhancing the Water Agency's visibility and representation within statewide water discussions and collaborative initiatives.
- Expanding professional connections that can support implementation of Water Agency programs and strategic priorities.

Hannah Romero, Water Resources Principal, seeks authorization to apply for the 2027 program. If selected, participation would require approximately 15 days over the course of the year. Mandatory activities include orientation, workgroup meetings, a leadership workshop, educational tours, mentor engagement, a statewide networking event, and attendance at a WEF Board meeting. The time commitment will be coordinated with Water Agency work priorities, and the General Manager will manage staff assignments and workload to ensure participation does not adversely affect the Water Agency's functions.

Applications are due on December 3, 2026, and selected participants are expected to be notified later in December 2026. Program activities will run from January 2027 through December 2027.

Policy

2026-2030 Strategic Plan

Participation in the California Water Leaders Program supports the Internal Operational Program, Prioritized Objective (d): "Foster a supportive and safe working environment and maintain a sustainable organizational structure for the Water Agency to ensure passion, continuity, and stability of its services."

Investment in staff leadership development supports organizational continuity, workforce retention, succession planning, and the Water Agency's ability to effectively advance its mission and strategic objectives. The program will strengthen collaborative leadership capacity that can be applied across the Water Agency's programs and initiatives.

Financial Impact

As a member of the Water Education Foundation, the Water Agency qualifies for the discounted program tuition rate of $4,900. Tuition includes participation in all required program events, workshops, and tours, including lodging associated with program tours and meals provided during scheduled meetings. Transportation and any lodging required before program events are not included. Lodging before program events is not anticipated as historically the WEF events are locally located in the Sacramento region. Sufficient funds are available in the Transportation and Travel budget (sub-objects 4600, 4602, 4608, 4609, 4650, 4651, 4652, 4654, 4655, 4656) to cover both tuition and any associated travel expenses.

To offset costs to the Water Agency, Hannah Romero intends to apply for the John P. Fraser Water Leaders Fellowship, available through the Association of California Water Agencies (ACWA). If awarded, the fellowship would cover the full program tuition and provide up to $1,000 in travel reimbursement, substantially reducing or eliminating the Water Agency's direct costs for participation.

AGENDA REQUEST
Regular Meeting, November 18, 2026

TO: Board of Directors

FROM: Rebecca Guo, General Manager
Osman Muffti, General Counsel

DATE: November 10, 2026

SUBJECT: Employee Handbook Update

The Water Agency Employee Handbook includes the Agency's personnel policies, rules and regulations pursuant to Board Policy D-1001. The most recent update to the Employee Handbook policy was approved by the Board on April 12, 2023. Staff periodically review the Water Agency's policies and identified the need to update the Employee Handbook to be consistent with best practices, new laws, Board directions, and Agency needs.

RECOMMENDATION:

It is recommended that the Board: (1) Review the red-line revisions to the Employee Handbook D-1001; (2) make any recommended changes; and (3) if approved, authorize the Board Chair to sign Resolution WA-11-2026.

ACTION OF AGENCY ON:

VOTE:
Unanimous_____or

Ayes:

Noes:

Abstentions:

Absent:

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Directors, El Dorado County Water Agency.

Date_____

Attest:

By_____
Clerk of the Agency

BACKGROUND/DISCUSSION:

The Water Agency Employee Handbook includes the Agency personnel policies, rules and regulations pursuant to Board Policy D-1001. The Employee Handbook provides the procedures for the administration of all matters affecting the status and activities of Water Agency employees, including employee classifications, hiring, employee reviews, salary adjustments, employee benefits, discipline, grievance procedures, discrimination policies, and other employee rules and administration policies. At the time of hire, and with each amendment of the Employee Handbook, employees sign an acknowledgement that it is their responsibility to read and comply with the policies contained in the Employee Handbook.

The recommended amendments to the Employee Handbook include updates to be consistent with Agency positions and practices, and to provide equitable benefits among both represented and nonrepresented employees. In addition, the updates are necessary to remain current with best practices in the areas of public administration related to personnel management, professional development, and compliance with state and federal law and guidance. The proposed updates also include basic formatting, and structural changes.

A summary of the changes is provided in the table below. Detailed changes are highlighted in the “track changes” in the Employee handbook attached.

Changes proposed to the Employee Handbook are listed below:

1. **Throughout Document**. Minor formatting, punctuation, and language revisions have been made throughout the handbook to improve clarity, consistency, and readability.
2. **1.04 Definitions.** Added new definition to ensure consistency with state laws changes that become effective January 1, 2027.
3. **Leave Requests (various sections).** Revised language to allow leave requests to be submitted in writing rather than requiring use of a formal Leave Request Form, providing greater flexibility while maintaining documentation requirements.
4. **5.01 Holidays.** Requesting the addition of New Year’s Eve as a paid holiday for all staff. Represented employees currently receive this holiday, and this change would align holiday benefits for nonrepresented employees by providing the same number of paid holidays to ensure equitable holiday benefits.
5. **5.03 Sick Leave**. Updated the sick leave policy to comply with state law changes effective January 1, 2027. Also clarified the Agency's historical and current practices that sick leave has no accrual cap and may not be used to extend employment through retirement or resignation unless supported by certification from a health care provider.
6. **5.04 Bereavement Leave.** Clarified the Agency's historical and current practice that bereavement leave is unpaid and that employees may elect which accrued leave balances to use during the absence (e.g., vacation or sick leave).
7. **5.05 Reproductive Loss Leave.** Added this section to adhere to state law.
8. **5.06 Medical Leave of Absence.** Added clarifying language to ensure consistency with applicable state and federal laws and related guidance.
9. **5.10 Jury Duty, Crime Victim Proceedings, and Court Witness Leave.** Modified this section to include Crime Victim Proceedings in accordance with state law.
10. **5.13 Parental or Family Leave**. Revised this section to align with current state and federal laws and guidance. Removed certain eligibility-specific language that was not

comprehensive and could limit the Agency's ability to comply with applicable laws at the time leave is requested. The revised language retains the Agency's ability, subject to the General Manager's approval, to provide up to 12 weeks of parental or family leave for employees who are not otherwise eligible under applicable state or federal leave laws.

11. **12.02 Violence in the Workplace Policy.** Added a reference to the Agency's Workplace Violence Prevention Plan, as required by state law, and identified where the plan may be accessed on the Agency's server.
12. **13.05.1 Automobile Use.** Revised the policy governing the use of private vehicles for Agency business. Because employees frequently travel throughout the region to attend meetings and the Agency does not maintain a vehicle fleet, the proposed amendment would allow employees to use private vehicles for Agency business upon providing proof of a valid driver's license and current automobile insurance, eliminating the requirement for prior General Manager approval.
13. **13.11 Substance Abuse and 13.13 No Smoking.** Removed Section 13.13 because its provisions were duplicative of Section 13.11. Section 13.11 was revised to incorporate all applicable language previously contained in the removed section, resulting in a single, consolidated policy.
14. **13.15 Emergency Duty Leave.** This section was moved under leave section 5 to become the new 5.15 Emergency Duty Leave so all leave is in the same section.
15. **13.16 Know Your Rights**. Added a new section to ensure compliance with recently enacted state law and to inform employees of applicable workplace rights and protections.

El Dorado County Water Agency

Employee Handbook

Including Personnel Policies, Rules & Regulations

Policy D-1001

Approved April 14, 2010
Revised December 8, 2010
Revised April 12, 2023
Revised November 18, 2026 (Pending Board Approval)

El Dorado County Water Agency

Employee Handbook

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PERSONNEL POLICIES, RULES AND REGULATIONS

1.00 GENERAL

1.01 General Introduction

These Personnel Policies, Rules and Regulations (hereafter "Rules") are applicable to the El Dorado County Water Agency ("Agency").

None of the information contained in these Rules is intended in any way to create, or shall be construed as creating, an express or implied contract of employment nor does it guarantee any employee continued employment with the Agency. Employment with the Agency is "at-will," which means the Agency retains the right at any time to terminate any employee from employment for any or no reason.

In its sole discretion, Agency management reserves and retains the rights and responsibilities to administer, manage, direct and control the activities and work forces of the Agency, including, but not limited to, the right to: reassign and relocate personnel within the Agency; determine the size and composition of the workforce; terminate employees; and determine the nature and extent of services to be performed and provided. The foregoing rights, together with the right to determine the methods, processes and manner of performing work, are vested exclusively with the Agency.

These Rules may be amended from time to time. However, to be effective, the amendment must be made by resolution of the Agency Board of Directors (hereafter "Board"). No conduct, exception or variation of or from these Rules shall constitute, be deemed to be, or become an amendment, practice, interpretation, modification, repeal or suspension of any of these Rules.

Concurrently with signing an Agency at-will employment acknowledgement, or following adoption by the Board of these Rules, each employee shall be given a copy of these Rules and shall sign a receipt acknowledging his/her responsibility for reading these Rules, and shall agree to be bound by and comply with these Rules.

In the event of an emergency, any part or all of these Rules may be temporarily suspended by order of the General Manager and such suspension shall remain in effect until the General Manager's order is withdrawn.

1.02 At-Will Employment

Employment with the Agency is voluntary and subject to termination by the employee or the Agency at will, without cause, without notice and without right of appeal, at any time. Nothing in these Rules is intended to be a contract of employment or shall be interpreted to be in conflict with or eliminate or modify in any way the employment at- will status of Agency employees. No employee, officer or director of the Agency is authorized to or can alter the "at-will" status of any employee.

1.03 Equal Employment Opportunity

The Agency is an equal employment opportunity employer. The Agency does not tolerate discrimination against any Agency employee or applicant for employment at the Agency

because of race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, age, physical or mental disability, medical condition, or genetic information, ancestry, marital status, .sexual orientation or military and veterans status. Our policy also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Agency will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee that allow the employee to perform his/her essential functions unless: (1) undue hardship would result; or (2) the accommodation would not eliminate a direct safety threat to the employee or others.

1.04 Definition of Terms

The following terms, whenever used in these Rules, shall be construed as follows:

"**Advancement**" A salary increase of one or more steps within the limits of a particular pay range.

"**Compensatory Time Off**" Time off with pay granted to a non-exempt employee in lieu of payment for overtime.

"**Designated Person**" is an individual who has a blood or family-like relationship with the employee. The designated person may be identified by the employee at the time the employee requests leave and is limited to one designated person per 12-month period for family care and medical leave.

"**Domestic Partner**" means "domestic partner" as defined in California Family Code Section 297.

"**Emergency**" A circumstance of temporary duration due to civil disaster, or imminent danger to persons or property.

"**Exempt Employee**" Positions which are considered exempt under the Fair Labor Standards Act (the "FLSA") and are therefore ineligible for overtime compensation.
"**Extra Help**" An employee who works a maximum of 960 hours per calendar year and does not receive paid holiday, sick leave, vacation, retirement or insurance benefits.

"**Full-time Employee**" A full-time employee is an employee who is regularly scheduled to work 40 hours or more per week.

"**Management Employees**" The position of General Manager is considered management positions.

"**Part-Time Employee**" An employee who is regularly scheduled to work less than 40 hours per week. A "benefited part-time employee" is one who is scheduled to work at least 32 hours per week but less than 40 hours per week. Leave, retirement and insurance benefits for part-time employees are outlined in Section 5.

"**Promotion**" The movement of an employee from one position to another having a higher pay range.

"**Regular Employee**" An employee who is not temporary, extra help, or emergency.

"**Temporary Assignment or Appointment**" The temporary assignment of an employee to cover job duties of an employee in a higher salary range.

"**Temporary Employment**" The employment of a person in a position of limited duration or service.

"**Termination**" An ending of the employment relationship, and includes to separate or separation from Agency employment.

1.05 Delegation of Duties

The General Manager may delegate any of the powers and duties conferred upon him/her under these or other Agency rules, regulations, policies, resolutions or ordinances, unless a function is specifically designated to the General Manager within these Rules. The General Manager or the General Manager's designee shall be responsible for administration of these Rules.

2.00 AGENCY POSITIONS

2.01 Positions and Descriptions

The existing Agency positions and position descriptions may be abolished or amended by Board resolution. In addition, new positions or position descriptions may only be added or amended by Board resolution.

2.02 New Positions and Vacancies

New positions, as approved by the Board, and vacancies of regular positions may be filled by reinstatement, transfer, demotion, or from an eligibility or promotional list, as deemed appropriate within the discretion of the General Manager based on the best interest of the Agency.

In case of emergencies or otherwise to protect the Agency's interests, the General Manager may appoint, on a temporary basis, any person available and qualified to assist with the emergency situation. Emergency appointments will be terminated as soon as the emergency situation is alleviated.

2.03 Recruitment

2.03.1 Procedure

It is the Agency's desire to recruit the best qualified applicants for Agency positions. The Agency will make efforts to promote persons already employed by the Agency, and will endeavor to give reasonable notice to all of its employees concerning the Agency's employment opportunities.

2.03.2 Applications for Employment

Each candidate for Agency employment shall complete all application forms required by the Agency. An applicant's failure to provide complete and accurate information on all application materials shall result in immediate disqualification in the application process, and may result in dismissal from employment. Once submitted to the Agency, applications shall not be returned.

Applications must be received or USPS postmarked on or before the filing deadline stated in the job announcement. Applications received, postmarked after the deadline, or sent with franking meter postage will be disqualified.

As part of the pre-employment procedure, applicants may be required to supply references, and submit to a thorough background check by the Agency. In addition, all employees must be physically and mentally capable of performing the essential functions of their jobs with or without reasonable accommodation.

The Agency shall have the right to conduct a complete and exhaustive background investigation on all applicants seeking employment, including, but not limited to a financial, DMV, and criminal background check, where applicable, and a medical and/or psychological examination by Agency-retained medical practitioners, where deemed appropriate by the Agency. However, any medical or psychological examination shall be conducted only after a conditional job offer has been made, in accordance with applicable law.

Disqualification or Rejection of Application. The Agency may reject any application. No applicant has the right to grieve or appeal any such actions by the Agency.

2.03.3 Selection and Examination/Assessment Process

All hiring, including promotions, shall be made according to merit and fitness. The Agency may utilize any objective method to determine the qualifications of applicants, including without limitation, written tests, physical agility tests, oral examinations, panel interviews, assessment centers and oral interviews.

Candidates shall be given written notice of whether they passed or failed the examination/assessment process. Within five (5) working days of the postmarked date of this notice, candidates may inspect their examination papers and request to have ratings reviewed and corrected if any error in the testing has occurred. The General Manager, or the General Manager's designee, will evaluate such corrections and take any appropriate action. To make an inspection of examination papers, the candidate must schedule an appointment during regular business hours with the Agency. However, candidates may be prohibited from inspecting examination papers if review of such materials is prohibited by the consulting agency that prepared the examination. Candidates cannot have access to the rating sheets of the individual raters, but may have access to a composite description, if available, of the rating sheets, upon request.

2.03.4 Filling Agency Positions

Only the Board has the authority to determine whether to create a position. The General Manager is the only Agency employee authorized to enter into an Agency at-will relationship with Agency employees. All candidates recommended for a position are to be interviewed by

the General Manager, which may include designees, prior to being offered employment. This includes full-time, part-time, extra-help, temporary, and promotional appointments.

2.03.5 Types of Positions

The types of positions in Agency employment shall be Temporary, Regular, Extra-help and Emergency. Employees in each class shall be subject to the conditions and limitations set forth in these Rules.

2.03.6 Promotions

When deemed appropriate by the General Manager, vacancies may be filled by promotion of employees. Such promotion shall be based on a competitive selection process, taking into consideration the employees' performance evaluations and past Agency service, and any other reasonable assessment criteria as determined by the General Manager or designee.

The promotion of an employee from one position to another having a higher pay range shall take place only upon recommendation of the General Manager. Such promotion shall be based upon a judgment of qualifications for the position.

2.03.7 Position Duties

Duties for each Agency position shall be set forth in individual job descriptions established and amended from time to time, and as assigned, by the General Manager. The job descriptions are not contracts of employment.

3.00 PERFORMANCE EVALUATION

The performance of a regular employee will be reviewed by the employee's immediate supervisor on or about the anniversary date of the employee's first performance review. At the time of the performance review, the employee's salary will also be reviewed.

Merit increases within the established pay range for the employee's position are not automatically granted at the time of the performance evaluation, or at any other time. A merit increase, if any is awarded, will depend upon the increased service value of the employee to the Agency. Factors relevant to whether an employee will receive a merit increase including, but are not limited to: the recommendation of the employee's supervisor; the employee's performance; the employee's length of service; special training or skills; and the needs of the Agency.

Performance evaluations will be made in writing and shall be kept in the employee's personnel file. Performance evaluations are not subject to the grievance procedure.

4.00 COMPENSATION

4.01 Preparation of Salary Schedule

The General Manager shall prepare a salary schedule covering all Agency positions, which includes the minimum, intermediate and maximum rates of pay.

4.02 Adoption of Salary Schedule

The General Manager shall submit the proposed salary schedule to the Board for adoption. Thereafter, no position shall be assigned a salary higher than the maximum salary, or lower than the minimum salary, provided for that position, unless the salary schedule is amended by the Board.

4.03 Administration of Salary Schedule

After adoption of the salary schedule, the General Manager may authorize advancements within an established pay range in accordance with these criteria, up to and including the fifth step. Special merit increases of more than one step may be granted only upon recommendation of the General Manager and approval by the Board.

4.03.1 First Step

The first step is the minimum rate and should normally be the hiring rate for a particular position.

4.03.2 Second Step

The second step is an incentive adjustment to encourage an employee to enhance his/her work performance. An employee may be eligible for consideration for a merit increase to the second step after six months of continuous service. Such merit increase shall be given only upon recommendation of the immediate supervisor and approval by the General Manager.

4.03.3 Third Step

The third step is the rate at which an employee may be paid after satisfactory performance in a given position with not less than one year's service at the second salary step. A merit increase to the third step shall be granted only upon approval by the General Manager.

4.03.4 Fourth Step

The fourth step may be granted only after the employee has served a minimum of one year at the third step and upon recommendation by the immediate supervisor that the employee's work is fully satisfactory, and upon approval of the General Manager.

4.03.5 Fifth Step

The fifth step is the rate for a qualified and experienced employee whose work performance is rated fully competent. An employee may be eligible for consideration to this step only after serving a minimum of one year at the fourth step and upon approval of the General Manager.

4.03.6 Hiring Above First Step

An employee may be hired above the first step in the event that he/she possesses unusually high qualifications, and when such action clearly appears to be in the best interest of the Agency. An employee hired at any step above the first step shall be considered for the next step increase after not less than one year's service at the preceding step.

4.04 Salary Review Date

An employee's salary rate shall be generally reviewed annually on the anniversary of his/her employment or promotion. In the event that the first increase during the employee's initial six (6) month period, then the salary review date will be one year from the increase.

4.05 Compensation of General Manager

The General Manager is directly responsible to the Board for the successful administration of all Agency operations. Because of the nature of the duties and responsibilities involved, it is not considered appropriate to include this position within the Board adopted salary schedule. Therefore, the salary rate of the General Manager shall be established separately by the Board, and may be increased or decreased in such amount and at such time as the Board may thereafter decide.

4.06 Temporary Job Assignments

When an employee in a regular position is assigned to cover a vacant position, which is at a higher pay range than the range the employee is normally assigned to, and the assignment lasts more than fifteen (15) working days, the employee shall receive compensation for such work retroactive to the first day of the assignment, provided that the employee meets the minimum qualifications for the higher position and the position is Board approved.

The employee shall be placed at a salary step in the higher salary range, which is closest to and provides an increase in compensation of no less than five percent (5%) above the employee's current step. The salary step placement may not exceed the top step of the new range.

The General Manager may authorize the higher pay assignment for a period not to exceed six (6) months. The Board may extend the period beyond the six (6) months.

5.00 EMPLOYEE BENEFITS

Employees are expected to be at work at scheduled times. To ensure public accountability and the integrity of public service, all employees are expected to account for their absences from work. Leave time, except for sick leave, is chargeable in increments of one-quarter (1/4) hour.

In cases where an employee knows in advance of the need to take a leave, the employee shall submit a request in writing or complete a Leave Request Form in advance of the requested time off and receive approval for use of the leave time prior to its use.

Leaves shall be subject to approval by the employee's supervisor, and scheduled in advance whenever possible, with due regard for the Agency's service needs and workload.

The Agency may employ any reasonable measure to ensure employees are properly accounting for leaves, including requiring reasonable proof that the basis for the leave is legitimate. Abuse of leave privileges, including working for a secondary employer while on sick leave or using sick leave while an employee is on vacation, may subject an employee to disciplinary action, up to and including termination of employment.

Leave benefits are available only to regular employees. Leave benefits are not available to extra-help, temporary or emergency employees. Leave benefits for part-time benefited, emergency, and extra help employees are detailed under the appropriate section for each type of leave.

Employees eligible for leave shall accumulate leave from the date of the employee's initial employment to a regular position.

The Agency provides the following types of leave:

(a) holiday;
(b) vacation;
(c) sick leave;
(d) bereavement leave;
(e) industrial injury leave;
(f) medical leave;
(g) paid family leave;
(h) personal leave without pay;
(i) military leave;
(j) jury duty and court witness leave;
(k) school leave;
(l) administrative leave;
(m) parental leave; and
(n) compensatory time off (see Section 7.04)

The Agency reserves the right to add, subtract, or otherwise modify these leave benefits at any time, as allowed by applicable law, Agency policy or Board resolution. When possible, the Agency will provide employees with advance notice of such modifications.

5.01 Holidays

Agency offices shall be closed on the following legal holidays:

New Year's Day	(January 1st)
Martin Luther King Day	(third Monday in January)
President's Day	(third Monday in February)
Memorial Day	(last Monday in May)
Independence Day	(July 4th)
Labor Day	(1st Monday in September)
Veteran's Day	(November 11th)
Thanksgiving Day	(4th Thursday in November)
Friday following Thanksgiving Day	(4th Friday in November)
Day on Christmas Eve	(December 24th)
Christmas Day	(December 25th)
New Year's Eve	(December 31st)

When a holiday falls on a Sunday, the following Monday will be observed as the holiday. When a holiday falls on a Saturday, the preceding Friday will be observed as the holiday.

Only full-time regular employees of the Agency are eligible to receive paid holidays in accordance with the above schedule. Part-time employees are eligible to receive paid holidays on a prorated basis based upon the number of hours worked during the pay period in which

the holiday falls. Temporary, emergency and extra help employees are not entitled to receive pay for Agency holidays. A holiday is defined as 8 hours of paid leave for any full-time employee.

In addition to the holidays listed above, full-time regular employees employed by the Agency at the beginning of the first pay period of the calendar year are entitled to receive two (2) floating holidays per fiscal year. Part-time employees will receive floating holiday hours on a prorated basis. Floating holidays may not be carried over to another calendar year, and are lost unless used prior to the end of the calendar year in which accrued.

Requests to take a floating holiday are subject to approval by the employee's supervisor.

5.02 Vacations

All full-time regular employees are eligible to accrue vacation as follows:

Years of Cumulative Service	Total Possible Annual Accrual (hours)	Maximum Cap on Accrual (hours)
Up to 4 years service	3.1 hours per full pay period	240
After 4 years service	4.7 hours per full pay period	320
After 11 years service	6.2 hours per full pay period	320

Once an employee has reached the maximum cap on accrual for his/her particular years of service, the employee ceases accruing vacation. When the employee's vacation accrual falls below the maximum cap on accrual, the employee will resume accruing paid vacation time.

Part-time regular employees are eligible to accrue vacation leave on a pro rata basis. Temporary, extra help, and emergency employees are not eligible to accrue paid vacation leave.

Eligible employees begin accruing paid vacation time as of the date of hire. Employees may request to take accrued vacation subject to approval by their supervisor. Employees may not take accrued vacation within the first six-months of employment with the Agency, unless approved by the General Manager. Employees may not request to take vacation that they have not yet accrued.

If an Agency-paid holiday falls within a full-time employee's scheduled vacation, the employee will be credited with the holiday pay, and will not be charged vacation for that day.

Employees who separate from Agency service will be paid for any accrued but unused vacation time at the time of separation from Agency service. Requests for use of vacation leave must be made in writing or on a Leave Request Form and approved in advance by the employee's supervisor. Employees shall give at least two (2) week's notice of a vacation leave request of five or more days.

Deficit vacation leave requests (requesting vacation leave when an employee has a negative leave accrual balance) will not be approved. Leave taken in excess of that which is accrued will be considered leave without pay and will be subject to the restrictions discussed below.

5.03 Sick Leave

Full-time employees earn paid sick leave at the rate of 3.7 hours per full pay period. Part-time regular employees accrue paid sick leave on a pro-rata basis. Temporary, emergency, and extra help employees do not accrue paid sick leave. Sick leave use is chargeable in increments of two (2) hours, or as required by applicable law. There is no limitation on the amount of sick leave that an employee can accrue. However, sick leave has no cash value and cannot be cashed out at any time. Additionally, sick leave cannot be used to bridge time to retirement or resignation unless request is accompanied by certification from a health care provider.

Eligible employees may accrue paid sick leave time off to be used only in the event of the illness or injury of the employee or the employee's family (parent, spouse, domestic partner, or children only), a "designated person", or for the employee's or the employee's family's medical/dental or other appointment with a licensed health care provider for examination or treatment. Employees may use up to one-half (1/2) of their annual sick leave allotment to attend to a health-related issue of an individual as defined by the Healthy Workplaces Healthy Families Act, which includes but is not limited to child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling or designated individual.

~~Full-time employees earn paid sick leave at the rate of 3.7 hours per full pay period. Part-time regular employees accrue paid sick leave on a pro-rata basis. Temporary, emergency, and extra help employees do not accrue paid sick leave. Sick leave use is chargeable in increments of two (2) hours, or as required by applicable law.~~

If an employee is absent because of illness, he/she must notify his/her supervisor within one-half (1/2) hour prior to the time the employee is scheduled to report for work. An ill or injured employee is expected to call personally, and if for some reason that is not possible, must explain the reason upon return to work.

The Agency typically requires an employee who has been absent from work for three (3) consecutive workdays to provide certification of illness or injury from a healthcare provider before returning to work. However, either the Agency's General Manager or the General Manager's designee, in their sole discretion, may require such certification after an absence shorter than three (3) days.

An employee receiving workers' compensation insurance benefits may elect to have his/her sick leave benefits integrated so that the employee's pay equals, but does not exceed, the employee's regular straight-time earnings.

In cases where the employee knows in advance of the need to take sick leave, the employee shall request leave in writing or complete the Leave Request Form in advance of the requested time off and receive approval for the use of sick leave time prior to its use. Employees on unanticipated sick leave shall provide information in writing or complete the Leave Request Form immediately upon return to work.

The Agency reserves the right to require a statement from a certified healthcare provider whenever an employee misses work and takes sick leave under this Section. This statement must contain: 1) verification that the employee had a health justification for his/her absence from work; 2) beginning and ending dates of the health-related absence; and 3) statement that the employee is released to work. If the health care provider recommends any work

restrictions be placed on the employee, the certification must set forth those restrictions, as well as the anticipated duration of those restrictions.

Violation of sick leave provisions will result in disciplinary action. Upon separation from Agency employment, an employee is not entitled to receive payment for any unused sick leave.

5.04 Bereavement Leave

Leave for up to five (5) working days each calendar year ~~may~~shall be granted ~~at the discretion of the General Manager~~ in the event of the death of the employee's family members. For purposes of this Section, "family member" means: parent, spouse, domestic partner, sibling, child, grandparent and grandchild of an employee or the employee's spouse. The Agency, in its discretion, may require proof that death of a family member has occurred. Bereavement leave need not be taken as consecutive days off, but can be taken intermittently, but must be fully taken within three (3) months of the family member's death.

Bereavement leave is unpaid. The employee may ~~-~~decide whether ~~the~~to use accrued leave such as vacation or sick leave for bereavement leave ~~will be paid or unpaid. .~~ If the employee requesting bereavement leave has no accrued paid time off, ~~-~~the bereavement leave shall be unpaid.

~~5.05 Industrial Injury Leave~~

5.05 Reproductive Loss Leave

Employees who have been employed for at least 30 days are entitled to up to five (5) days of reproductive loss leave per event in accordance with state law. Reproductive loss leave is unpaid. An employee may decide whether to use accrued leave such as vacation or sick leave. If the employee requesting reproductive loss leave has no accrued paid time off, the leave is unpaid.

5.06 Industrial Injury Leave

Incidents involving injury or illness of an employee in connection with Agency employment must be reported promptly to the employee's supervisor.

Employees suffering injuries in the course and scope of their work may be entitled to workers' compensation benefits in accordance with state law. To the extent that earned compensatory time off, administrative or vacation leave and sick leave time is available, an employee on industrial injury leave may choose to be paid the difference between his/her full salary and the workers' compensation insurance payment he/she receives. Or, an employee may elect to receive only the workers' compensation benefits to which the employee is entitled under state law rather than have his/her available accumulated leave charged while on workers' compensation leave.

5.07 Medical Leave of Absence

Any full-time regular employee who sustains a non-work-related injury or illness (including pregnancy, childbirth, and related medical conditions) may request a medical leave of absence as provided herein per the California Family Rights Act.

Employees may request medical leave upon certification of the employee's health care provider that the employee is unable to perform his/her job. Employees shall use accrued paid sick leave and their accrued administrative leave, vacation, floating holidays, and compensatory time off during the medical leave. After an employee's accrued paid sick leave, administrative leave, vacation and compensatory time off has been exhausted, the medical leave of absence shall be unpaid.

An employee must notify his/her supervisor in writing of the need for a medical leave as soon as the employee learns that he/she is, or will become, temporarily unable to work due to a health condition. Such notice must specify that the employee requires a leave for health reasons, the date such leave will begin, and the expected duration of the leave. The notice must be accompanied by the employee's certified healthcare provider's statement that verifies the need for the medical leave and the dates the leave is expected to begin and end. Any employee who requests such a leave may be required to provide additional certified healthcare provider's statements from time to time thereafter in order to provide updated information regarding continued need for the leave.

Before returning to work from a medical leave of absence, an employee must provide a statement from his/her healthcare provider that he/she is released to return to work.

Health and life insurance benefits ordinarily provided by the Agency, and for which the employee is otherwise eligible, will be continued during the period of medical leave so long as the leave is paid leave. In the event that leave is unpaid, the Agency shall continue the employee's coverage in its group health and life insurance plans for which the employee is otherwise eligible not to exceed 12 work weeks of unpaid leave. The employee is required to pay the Agency for the full cost of the plan premiums for premiums incurred in excess of 12 work weeks.

Employees on unpaid medical leave will not earn vacation, administrative leave or sick leave. Typically, the annual performance/salary review date for an employee on an extended leave of absence will be adjusted in accordance with the length of leave. Employees do not accrue Agency service credit for any portion of the unpaid leave.

Employees may take up to 12 weeks of leave during a rolling 12-month period. Employees need not use the leave in one continuous block of time. However, when it is medically necessary, employees may take the leave intermittently or on a reduced-schedule basis.

5.08 Paid Family Leave

Employees may be eligible for paid family leave benefits, through application to the State Employment Development Department (hereafter "EDD"), during a period in which they are bonding with a newborn child, or caring for a family member with a serious health condition (i.e., a child, parent, spouse or domestic partner). Employees are solely responsible to apply to EDD for this compensation. The Agency has no obligation to ensure that employees receive these benefits.

5.09 ~~5.08~~ Personal Leave without Pay

The Agency, in its discretion, may permit employees to be on personal leave without pay for a maximum of ten (10) working days. Employees must obtain permission in writing for personal leave without pay from the General Manager. Leave without pay in excess of ten

(10) working days will not be granted unless specifically approved by the Board upon recommendation of the General Manager. Personal Leave without pay shall be granted only after all other applicable available accrued leave time is exhausted.

Employees on personal leave without pay will not accrue vacation, administrative leave, sick leave or other benefits, or receive service credit. Depending on the length of leave, the employee's anniversary date may be adjusted to delay any scheduled date for salary increase review. During the period of unpaid leave, not to exceed 12 work weeks, the Agency shall continue the employee's coverage in its group health and life insurance plans for which the employee is otherwise eligible. During the period of unpaid leave, the employee is required to pay the Agency for the full cost of the plan premiums.

Failure of an employee on leave without pay to report to work promptly at the conclusion of the approved leave without pay shall be considered a voluntary resignation effective as of the scheduled return to work date.

5.10 ~~5.09~~ Military Leave

Military leave shall be granted in accordance with applicable state and federal law.

5.10 Jury Duty, Crime Victim Proceedings, and Court Witness Leave

An employee who receives a jury duty summons or a witness subpoena shall bring the summons or subpoena to the employee's supervisor within three (3) working days of receipt so that arrangements can be made to accommodate the employee's need for time off. Employees must keep the supervisor informed of jury or witness service schedule.

If called to jury duty or witness duty, any regular full-time employee will be paid up to a maximum of ten (10) working days per year for the working hours lost while on jury or witness duty. Payment for working days lost while on Jury Duty in excess of ten (10) working days will be at the discretion of the Board.

This section does not apply to witnesses testifying as an expert in any matter or testifying in a non-work-related matter. Employees wishing to testify as an expert or non-expert witness must apply for unpaid leave or use vacation, floating holiday, compensatory time off, or administrative leave.

At the conclusion of the jury duty service, the employee must provide Court documentation certifying the days spent at jury duty.

For the period of Agency-paid jury or witness leave, any Court-issued payment, with the exception of travel pay, shall be submitted to the Agency.

In accordance with state law, an employee who is the victim of a domestic violence, sexual assault, stalking or other violent crimes may take time off to seek a temporary restraining order for the employee or the employee's child, or to attend judicial proceedings related to a crime, such as a plea sentencing or release hearing if the employee or qualified family members are a victim of the crime. An employee may decide whether to use accrued leave such as vacation or sick leave. If the employee requesting leave has no accrued paid time off, the leave is unpaid.

5.11 School Leave

Employees who are parents, guardians or grandparents of a child in kindergarten through grade 12 may take up to forty (40) hours per child each year to participate in the child's school activities. The employee must use accrued vacation, floating holiday, compensatory time off, or administrative leave for this leave.

The employee shall submit the request in writing or complete the Leave Request Form in advance of the requested time off and receive approval for the use of vacation, floating holiday, compensatory time off or administrative leave time prior to its use. Reasonable prior notice of the need for this leave must be provided to the employee's supervisor.

5.12 ~~5.12~~ Administrative Leave

Employees designated exempt from overtime by the Agency are eligible to accrue paid administrative leave at a rate of eighty (80) hours each calendar year.

Exempt Employees are expected to devote the time necessary to successfully perform the position's responsibilities and to accomplish established goals. Attendance at after work hours meetings or community gatherings is frequently required for Exempt Employee positions. Further, staff assigned to Exempt Employee positions frequently spend time outside of normal work hours doing work related tasks. The compensation established for Exempt Employee position classifications is not affected by the amount of time required, on an individual basis, for successful performance. Exempt Employee positions will typically require a minimum of eighty (80) hours per bi-weekly pay period. Exempt Employees below the General Manager may schedule their time as needed to meet the service needs of the Agency subject to review and concurrence by the General Manager. The General Manager may schedule time as needed to fulfill the General Manager's roles and responsibilities.

Exempt Employees shall be credited with and have available for use the total of eighty (80) hours of administrative leave as of January 1 each calendar year. Should any employee be hired or promoted into an Exempt Employee position after January 1, they shall be credited with a prorated amount of administrative leave for the balance of the calendar year.

Administrative leave shall not be cumulative from year to year and may not be cashed out in-lieu of use or compensated at termination or retirement.

Request for use of administrative leave must be made in writing or on a Leave Request Form and approved in advance by the employee's supervisor. Approval of Administrative leave is subject to the same restrictions as vacation leave.

In the event that an Exempt Employee separates from employment within six months from their initial start date with the Agency such separated Exempt Employee will not be paid for any unused administrative leave time and the total number of used administrative leave time will be deducted from any vacation leave balance existing at the time of separation.

5.13 Parental or Family Leave

~~The Agency may provide up to a maximum of 12 weeks of unpaid parental leave to~~

Employees who need time off to care for a family member or to bond with a newborn, foster child or adopted child may be eligible ~~full-time regular employees~~for leave under state and federal regulations.

Family care leave is leave taken to care for ~~or~~ a family member (spouse, domestic partner, child, parent, parent-in-law, grandparent, grandchild, sibling or designated person) who has a serious health condition. A "designated person" is any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees may identify the designated person at the time leave is requested. Employees may also take leave to bond with their newborn, adopted child or foster child, or to take care of responsibilities related to the birth, adoption or placement of their new child. Employees are limited to one leave per 12-month period.

Before any period of unpaid leave, to the extent permitted by law, employees shall use, in the following order, accrued paid sick leave, accrued compensatory time off, floating holiday, administrative leave and vacation time during the parental leave. After an employee's accrued paid sick leave, compensatory time off, floating holiday, administrative leave and/or vacation time has been exhausted, the parental absence shall be unpaid. Employees on unpaid medical leave will not earn vacation, administrative leave or sick leave. Typically, the annual performance/salary review date for an employee on an extended leave of absence will be adjusted in accordance with the length of leave. Employees do not accrue Agency service credit for any portion of the unpaid leave.

During the period of ~~unpaid~~eligible or approved leave, the Agency shall continue the employee's coverage in its group health and life insurance plans for which the employee is otherwise eligible ~~for 12 work weeks. The employee is required to pay the Agency for the full cost of the plan premiums for premiums incurred in excess of 12 work weeks.~~ .

~~Employees taking both medical leave of absence due to pregnancy, childbirth or related medical conditions, and parental leave, are entitled to a combined total of six (6) months off, and the health and life insurance benefits ordinarily provided by the Agency, and for which the employee is otherwise eligible, will not exceed six (6) months.~~

5.14 ~~5.14~~ Leave to Vote

If an employee does not have sufficient time outside of working hours to travel to the employee's designated voting location to vote at a statewide election, the employee may take up to two hours off without loss of pay at the beginning or end of the day. Prior approval for this off by the employee's supervisor is required.

5.15 Emergency Duty Leave

In accordance with California Labor Code §§ 230.3, employees shall be granted time off to perform emergency duty as a volunteer firefighter, a reserve peace officer or emergency rescue personnel. An employee who is a volunteer firefighter shall be permitted a temporary leave of absence not to exceed an aggregate of fourteen (14) days per calendar year, for the purpose of engaging in fire or law enforcement training as a volunteer firefighter, a reserve peace officer or emergency rescue personnel.~~5.15~~

5.16 Employee Benefits

The Board reserves the right to add to, subtract from or otherwise modify: the benefits provided in these Rules; any other additional benefits provided by the Agency; and/or the employee eligibility requirements for such benefits, at any time. When possible, the Agency will provide employees with advance notice of such modifications.

Such additions, subtractions or modifications shall be effective from the date of such action(s), and automatically be covered by the employee acknowledgment required by Section 1.01 of these Rules without further employee writing.

6.00 FITNESS FOR DUTY

The Agency reserves the right to send any Agency employee to a fitness for duty examination based on objective factors or indications that the employee may not be fit to perform his/her usual or customary duties.

When an employee seeks to return to work after being on an industrial injury leave or a medical leave, the employee must provide medical certification that he/she is physically able to perform the duties of his/her position. The Agency may require the employee to undergo a fitness for duty examination before returning to work.

If an employee's healthcare practitioner determines that medical restrictions must be placed on an employee, the employee must provide a statement from the healthcare practitioner specifying the restrictions. The Agency may seek authorization from the employee to get clarification from the health care provider about any medical restrictions, and about whether the employee is able to perform the essential functions of the job, with or without reasonable accommodation. If the employee requires accommodation to perform his/her essential job duties, the Agency will engage in the interactive process with the employee to determine what reasonable accommodation, if any, may be made.

7.00 HOURS OF WORK

7.01 Hours of Work

The Agency employees normal work hours should typically be between from 8:00 a.m. until 4:30 p.m. all days of the year except Saturdays, Sundays and holidays. The Agency General Manager may establish normal business hours that the Agency's office is open to the public based on the Agency's needs and staffing.

All employees shall perform their work at the Agency during hours the Agency is open for business, unless prior approval from his/her supervisor is obtained to work on the premises or elsewhere, before or after such open for business hours or on weekends or holidays.

Unless otherwise established for particular employees, non-exempt employees shall be allowed a compensated rest period of 15 minutes during each four (4) consecutive hours of work. Such rest periods shall be scheduled by the supervisor in accordance with Agency requirements. The Agency may designate the timing of and location or locations where rest periods may be taken. The rest period may be interrupted or cancelled if necessary to complete work. The rest periods may not be combined or used to shorten the workday (e.g., by taking a break at the beginning or end of the workday, or to increase a lunch period).

Unless otherwise established for particular employees, employees shall receive an unpaid 30

minute lunch period at approximately the middle of the shift. During the meal period, the employee shall be completely relieved of duties. If the employee is authorized in advance and performs work duties during the meal period, the employee shall be compensated for such time. Meal periods may not be used to shorten the work day.

At the discretion of the General Manager, Agency offices may be closed in emergency situations (e.g., roads closed due to snow).

7.02 Attendance

Employees shall attend work in accordance with the established hours of work, holidays and leaves. The General Manager or designee shall enforce attendance requirements and shall keep attendance records of employees. Any unauthorized absence under these Rules may be the basis for discipline.

7.03 Overtime

The Agency is committed to observing all of its obligations under the Fair Labor Standards Act (hereafter "FLSA"). These Rules, and all Agency pay practices, shall comport with, and shall be interpreted to ensure the minimum requirements of the FLSA.

This provision applies only to the Agency's non-exempt employees. Exempt employees are not eligible to receive overtime pay or compensatory time off.

Overtime is defined as actual hours worked outside of the employee's regular work hours in excess of forty (40) hours in a seven (7) day workweek. It is the Agency's general policy to avoid the need for overtime work whenever possible. Overtime will be paid in quarter (1/4) hour increments.

All overtime work must be authorized in advance by the appropriate supervisor, except in cases of emergency.

7.04 Compensatory Time Off

A non-exempt employee may elect to be compensated for overtime with compensatory time off on the basis of 1-1/2 hours of time off for each hour of overtime worked at the discretion of the immediate supervisor, and approval of the General Manager, with due regard to Agency needs.

Authorized compensatory time off may be accrued up to a maximum of eighty (80) hours of compensatory time in a calendar year. Once an employee accrues eighty (80) hours of compensatory time off, the employee ceases accruing compensatory time off and overtime worked will be paid. Compensatory time off may be carried over from one (1) year to the next, but an employee may not have more than 80 hours of compensatory time on the books at any time.

Excess compensatory time off shall be considered overtime and paid for on the first paycheck after the accumulated total exceeds 80 hours. An employee who wishes to use compensatory time off, must submit a request in writing or fill out a Leave Request Form. Use of compensatory time off must be approved in advance by the employee's supervisor.

Any employee who separates from Agency employment shall be paid for all unused compensatory time at the employee's salary at the time of the separation.

8.00 DISCIPLINE

8.01 General Rules of Conduct

It is expected that all employees shall render the best possible service to reflect credit on the Agency. Therefore, the highest standards of professional conduct are essential and expected of all employees.

8.02 Disciplinary Actions

The Agency may terminate any employment relationship at any time with or without notice and with or without cause and without appeal. The Agency also reserves the right to impose disciplinary action for any conduct considered disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may also vary depending upon factors such as, the nature of the offense, whether it is repeated, the employee's work record, and the impact of the conduct on the Agency.

Employees shall have no right of appeal of any disciplinary action taken by the Agency.

Nothing in this Section is intended in any way to create an expectation or guarantee of continued employment of an employee with the Agency. Employment with the Agency is "at-will," which means the Agency retains the right at any time, without notice, without cause, and without appeal, to terminate any employee from employment for any reason.

The Agency may invoke any of the following disciplinary actions, which are not sequential or progressive, may be invoked in any order, and the imposition of one disciplinary action does not preclude the imposition of other disciplinary actions, including for the same conduct or misconduct:

(a) Oral Counseling, with or without memo of counseling;
(b) Written Reprimand;
(c) Suspension without Pay;
(d) Reduction in Pay;
(e) Demotion;
(f) Discharge/Termination

Supervisors may impose disciplinary action.

9.00 GRIEVANCE PROCEDURE

9.01 Introduction

This grievance procedure is only intended to provide an avenue for redress of complaints the Agency has violated these Rules. Exhaustion of this appeal procedure is intended to provide an informal avenue for redress of complaints relating to these Rules, and to give the Agency an opportunity to investigate the complaint and correct any problems before they become more serious.

However, this appeal procedure does not apply to any of the following: to change wages, hours or working conditions; to challenge the content of performance evaluations; to contest discipline; to challenge a reclassification, layoff, transfer, denial of reinstatement or denial of salary increase; or allegations of conduct that may violate either Section 11.00, "NON-DISCRIMINATION, HARASSMENT AND RETALIATION POLICY" or allegations of conduct that may violate Section 12.00, "EMPLOYEE SAFETY / VIOLENCE IN THE WORKPLACE POLICY."

9.02 Step 1

Employees should initially direct their concerns with the person(s) who is the cause of their grievance, if it is believed to be safe and appropriate to do so. Employees are responsible for their own ability to work and communicate effectively and positively with others and assist each other in maintaining a harmonious and productive workplace. If the employee is uncomfortable directing his/her concern to the individual or if communication does not resolve the issue, the employee should proceed to Step 2.

9.03 Step 2

The General Manager should be the next source of assistance. The employee should schedule an appointment with the General Manager to discuss the problem within five (5) working days in which the incident occurred (the action of scheduling the appointment should be completed within the five (5) working days – it is not required that the meeting occur within five working days.) The General Manager should respond in writing to the grievance within five (5) working days of the meeting held with the complaining employee. If the problem is with the General Manager and the employee feels uncomfortable discussing the issue with the supervisor because of the nature of the problem, the employee should proceed to Step 3.

9.04 Step 3

If the grievant is not satisfied with resolution of the matter after speaking with the General Manager, or if the problem is with the General Manager, a formal written grievance should be submitted to the Board Chair. The written grievance must be presented to the Board Chair within fifteen (15) calendar days of the facts giving rise to the appeal. However, this time limit may be waived if agreed to by the Agency.

Formal grievances must be in writing, signed by the affected employee(s) and allege that the Agency has violated a specific provision of these Rules. The grievance must contain the specific facts upon which they are based. A grievance that fails to include these elements may be rejected on that basis.

9.05 Final Decision

The General Manager or Board Chair (if the problem relates to the General Manager), will review the grievance and may investigate the grievance and may schedule a meeting to discuss the grievance with the employee. The General Manager or Board Chair should serve a written response within twenty-five (25) calendar days of receipt of the grievance or of the date of the meeting with the employee, whichever is later. The General Manager's or Board Chair's decision regarding the grievance is final and not subject to further appeal.

10.00 LAYOFF, RESIGNATION AND JOB ABANDONMENT

10.01 Layoff and Recall

Whenever, in the sole judgment of the Board, it becomes necessary to abolish any position due to a reorganization, or lack of work or funds, the employee holding said position may be laid off or demoted without the right of appeal. Whenever possible, employees will be given at least thirty (30) day's notice of any layoff or demotion.

10.02 Resignation

An employee may resign from Agency employment in good standing by giving two (2) weeks written notice to the General Manager, stating the effective date and the reasons for leaving. Failure to do so may be cause for denying future employment by the Agency. Once a resignation has been accepted, it may not be withdrawn unless the General Manager agrees to the withdrawal.

10.03 Job Abandonment/Voluntary Termination

Employees who are absent from work for five (5) consecutive work days without giving proper notice to their supervisor may be considered to have voluntarily terminated employment with the Agency due to job abandonment.

11.00 NON-DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

11.01 Purpose

The purpose of this policy is:

(a) To reaffirm the Agency's commitment to prohibit and prevent unlawful discrimination (including harassment) in all workplaces of the Agency;

(b) To define discrimination and harassment prohibited under this policy;

(c) To set forth a procedure for resolving complaints of prohibited discrimination and harassment.

11.02 Limitations

This policy shall not be construed to create a private or independent right of action. Although this policy is intended to prohibit discrimination consistently with Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the California Fair Employment and Housing Act and other anti-discrimination laws, the Agency reserves the right to interpret and apply this policy to provide greater protection than what is afforded under those laws.

11.03 Statement of Policy

The Agency is committed to providing an environment that is free from harassment and discrimination of any kind, including discrimination and harassment based on race, color, religion, sexual orientation, sex (including pregnancy, childbirth, or related medical conditions), gender, gender identity, gender expression, citizenship, national origin, ancestry, age (40 or older), physical disability, mental disability, medical condition (as defined by

California law), genetic information, marital status, military and veteran status, political activity or affiliation, taking or requesting statutorily protected leave, or any other basis protected by federal, state or local law. Therefore, it is important that the Agency maintain an atmosphere characterized by mutual respect in order to assure fair, courteous treatment of employees and the public.

The Agency strongly disapproves of and will not tolerate harassment or discrimination against Agency employees or applicants by elected or appointed officials, managers, supervisors or co-workers. The Agency also strongly disapproves of and will not tolerate unlawful harassment of Agency employees by persons with whom the Agency has a business, service or professional relationship.

Harassment and discrimination are considered serious acts of misconduct and will not be tolerated. Employees who violate this policy and engage in acts of harassment or prohibited discrimination of any type, for any duration, shall be subject to severe disciplinary action, up to and including termination.

Retaliation against individuals who complain of harassment or any type of prohibited discrimination or who participate in an investigation into harassment or discrimination shall not be tolerated. Employees who engage in such acts of retaliation shall be subject to serious disciplinary action, up to and including termination.

11.04 Definitions

11.04.1 Prohibited Discrimination

"Prohibited discrimination" for purposes of this policy may include, but is not limited to employment decisions made or adverse employment actions carried out on the basis of race, color, religion, sexual orientation, sex (including pregnancy, childbirth, or related medical conditions), gender, gender identity, gender expression, citizenship, national origin, ancestry, age (40 or older), physical disability, mental disability, medical condition (as defined by California law), genetic information, marital status, military and veteran status, political activity or affiliation, taking or requesting statutorily protected leave, or any other basis protected by federal, state or local law.

11.04.2 Prohibited Harassment

"Prohibited harassment" for purposes of this policy may include, but is not limited to:

(a) Speech: Epithets, derogatory comments or slurs, and lewd propositions on the basis of a protected characteristic. This includes, without limitation, unwelcome and inappropriate comments regarding an individual's appearance, including dress or physical features, inappropriate and offensive comments, stories and jokes.

(b) Physical Acts: Assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement when directed at an individual on the basis of a protected characteristic. This includes pinching, grabbing, patting, propositioning, leering, making explicit or implied threats in an effort to gain submission to physical acts, or making implicit or implied promises in an effort to gain submission to physical acts.

(c) Visual Insult: Derogatory pictures, posters, cartoons, or drawings, emails or other writings and items related to a protected characteristic. This includes, without limitation, sending inappropriate and offensive emails; viewing pornography in magazines, on the internet or otherwise in view of other employees; displaying pictures or objects depicting nude or scantily-clad or suggestively posed men or women; and/or circulating obscene notes, letters, emails or other literature.

(d) Harassment on the basis of a protected characteristic is prohibited. Verbal or physical conduct relating to these categories constitutes harassment as defined under this policy when it is unwelcome and:

i. Has the purpose or effect of creating an intimidating, hostile or offensive working environment;

ii. Has the purpose or effect of unreasonably interfering with an individual's work performance; or

iii. Otherwise adversely affects an individual's employment opportunities.

11.04.3 Prohibited Retaliation

"Prohibited retaliation" for purposes of this policy may include, but is not limited to adverse employment actions carried out in retaliation for an employee's good faith submission of discrimination or harassment allegations, or good faith participation in an investigation of such allegations.

11.05 Sexual Harassment

(a) Sexual harassment is a form of unlawful sex discrimination and will not be tolerated by the Agency. Federal and State guidelines provide that unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature constitute unlawful harassment when:

i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

ii. The submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

iii. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature has the purpose or effect of unreasonably interfering with an employee's work performance or of creating an intimidating, hostile, or offensive work environment.

(b) Sexual harassment refers to conduct that is unwelcome and offensive, fails to respect the rights and dignity of others, lowers morale, and interferes with work effectiveness. Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Sexually harassing conduct need not be motivated by sexual desire and may include nonsexual conduct motivated by the harasser's hostility toward the victim's gender, or toward the victim's

nonconformity with gender stereotypes. Examples of sexual harassment may include, but are not limited to:

i. Physical conduct including unwelcome touching, intentionally blocking normal movement, pinching, patting, or coerced sexual conduct.
ii. Verbal conduct including making derogatory comments, sexually explicit jokes, slurs, sexual innuendo and insults, or comments about an individual's body or dress;
iii. Visual conduct including leering or displaying sexually oriented posters, photography, cartoons, drawings, emails, or gestures;
iv. Offering employment benefits in exchange for sexual favors; and
v. Taking or threatening reprisals after a negative response to sexual advances.

11.06 Reporting Discrimination, Harassment and Retaliation

(a) Any employee who believes he/she has been unlawfully harassed, discriminated or retaliated against should promptly report it orally or in writing to the General Manager as soon as possible. An employee is not required to complain first to the General Manager if that person is the individual who is alleged to be harassing and/or engaging in discriminatory actions against the employee. Instead, the employee may report the harassment/discrimination to the Board Chair.

(b) Any supervisor, manager, or Board member who receives a complaint of discrimination, harassment, or retaliation, or who observes or otherwise learns about conduct that may constitute harassing conduct is required immediately to notify the General Manager or, if the conduct allegedly involves the General Manager, the Board Chair. Failure to do so may result in disciplinary action.

11.07 Remedial Action

The Agency encourages the reporting of all incidents of prohibited harassment, discrimination, or retaliation, regardless of the identity of the offender. If you believe you have been subject to harassment, discrimination, or retaliation by an Agency employee, supervisor, manager, or a third party, or have been denied an equal employment opportunity, you must bring the matter to the attention of the General Manager, or the Chair of the Board (if the complaint involves the General Manager) as soon as possible. Reports must be made promptly so that any concerns can be investigated and addressed appropriately.

Any Agency employee with supervisory responsibilities who has knowledge that an employee, other supervisor, manager, intern, volunteer, client, or other business contact has been subject to conduct in violation of Agency policy prohibiting discrimination, harassment, and retaliation should immediately inform the General Manager so that prompt action can be taken to resolve the matter.

Upon receiving a complaint of prohibited discrimination, harassment or retaliation, the Agency shall undertake an appropriate investigation of the complaint. The complaint may be verbal or in writing, or generated by the Agency itself if a supervisor, manager or Board member becomes aware of alleged conduct that may constitute discrimination, harassment or retaliation in violation of this policy.

The Agency may choose to retain an outside investigator to conduct the investigation. All complaints will be promptly and thoroughly investigated by an impartial and qualified person in a confidential manner, to the extent possible, appropriate and allowable under the circumstances and by law. Investigations will include documentation and proper tracking to ensure reasonable progress, and provide all parties appropriate due process and reach reasonable conclusions based on the evidence collected. Every employee who brings forth a complaint is entitled to a timely response and a timely closure.

All employees and supervisors have a duty to cooperate in the investigation of alleged harassment, discrimination or retaliation. Failing to cooperate or deliberately providing false information during an investigation shall be grounds for disciplinary action, up to and including termination of employment.

Any investigation and investigation report prepared relating to the complaint shall be kept confidential except as required by law. If harassment or discrimination is found to have occurred in violation of this policy, the Agency shall take action to ensure or confirm that the harassment or discrimination at issue is stopped. The Agency may take whatever measures are appropriate to ensure its workplace remains free from unlawful discrimination, harassment and retaliation.

Employees found to have engaged in discrimination, harassment or retaliation covered by this policy may be subject to disciplinary action up to and including termination of employment. First-time violations of this policy, depending on the severity of the conduct and other factors, may also lead to termination.

11.08 No Retaliation

The Agency will not tolerate and prohibits retaliation against employees for making any complaint or allegations of discrimination, harassment or retaliation in good faith, or against any employee for cooperating in an investigation of such allegations. Employees found to have engaged in such retaliation may be subject to disciplinary action up to and including termination of employment.

11.08.1 Definition of Protected Activity.

"Protected Activity" may include, but is not limited to, any of the following:

(a) Reporting any incidents of harassment or discrimination, or perceived harassment or discrimination;

(b) Participating in any investigation relating to a complaint of harassment or discrimination;

(c) Filing a complaint with a federal or state agency;

(d) Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the ~~District~~Agency regarding alleged unlawful activity;

(e) Testifying as a party or witness regarding alleged unlawful activity;

(f) Associating with another employee who is engaged in a Protected Activity;

(g) Making or filing a complaint regarding alleged unlawful activity;

(h) Calling a governmental agency's "Whistleblower Hotline."

11.08.2 Definition of Adverse Action.

"Adverse Action" may include, but is not limited to, any of the following:

(a) Real or implied threats of intimidation to attempt or prevent an individual from reporting alleged wrongdoing;

(b) Refusing to hire an individual because of Protected Activity;

(c) Denying promotion to an individual because of Protected Activity;

(d) Taking any form of disciplinary action because of Protected Activity;

(e) Altering work schedules or work assignments because of Protected Activity.

11.09 Dissemination of Policy

Copies of this Non-discrimination, Harassment and Retaliation Policy, and of these complaint procedures, shall be provided to all current employees of the Agency, and to all new employees at the time of hiring. From time to time, the Agency may also conduct training for its employees to assist them in learning how to recognize, avoid and correct discriminatory behavior.

11.10 CRD and EEOC

An affected employee may also bring a complaint of discrimination, harassment or retaliation to the California Civil Rights Department ("CRD"), which has the authority to conduct investigations of the alleged discrimination or harassment. An employee also has the right to direct his/her complaint to the federal Equal Employment Opportunity Commission (EEOC).

11.11 Obligations of Employees

Employees are responsible for knowing the Agency's policy on non-discrimination, harassment and retaliation; refraining from the prohibited behaviors; reporting incidents of such behaviors in a timely fashion; cooperating fully and truthfully in any investigation concerning allegations of discrimination, harassment or retaliation; and maintaining strict confidentiality concerning any investigation that is conducted.

All employees are also encouraged to communicate with one another to assist co-workers in avoiding potentially harassing, discriminatory, or otherwise offensive behavior.

12.00 EMPLOYEE SAFETY/VIOLENCE IN THE WORKPLACE POLICY

12.01 General Safety Guidelines

Safety is everyone's responsibility. All employees must use safe work practices and report any unsafe conditions that may occur. The Agency also recognizes its responsibility to maintain safe workplaces.

All work-related injuries must be reported to the responsible supervisor. If there is any question regarding the appropriate supervisor, the report should be made immediately to the General Manager.

The employee should be provided with an injury report form and/or workers' compensation claim form within one (1) working day of the injury.

12.02 Violence in the Workplace Policy

Acts of violence, whether threatened, gestured, or carried out will not be tolerated in any Agency workplace. Anyone witnessing or becoming the subject or victim of such behavior shall immediately report it to the proper authorities for investigation. Minimizing the threat of violence is a duty of all employees to ensure a safe workplace.

It is the responsibility of all employees to notify the General Manager or supervisor immediately of any violent act or a threat, or if a violent act or threat against them or any other Agency employee occurs in the workplace, or is directly associated with their employment with the Agency. Such notification may be made to any of these persons as appropriate and shall be as soon as practicable. Retaliation or the threat of retaliation against a person who reports such an incident is unlawful and shall not be tolerated.

Unless there is a work-related purpose and written approval has been obtained from the General Manager, Agency employees shall not possess the following instruments at an Agency worksite or on Agency property, including Agency parking lots:

(a) Firearms;

(b) Explosives or ammunition;

(c) Fixed blade knives;

(d) Folding knives with blades over 3.5 inches;

(e) Illegal weapons such as those defined in Section 12020 of the California Penal Code

The Agency shall take appropriate disciplinary action, up to and including termination of employment, against employees who violate this policy.

12.02.1 Procedures - Imminent or Actual Violent Acts:

Employee Responsibilities. An employee who is in immediate apparent danger of a violent act, or an employee who witnesses a violent act or the threat of a violent act shall, whenever possible:

(a) Place themselves in a safe location.

(b) Call 911 and request the immediate response of a law enforcement officer. Be prepared to inform the 911 emergency dispatcher of the circumstances and exact location of where an officer is needed.

(c) Inform a supervisor/manager of the circumstances.

(d) Refer media inquiries to the General Manager.

(e) Cooperate fully in any administrative or criminal investigation, which shall be conducted under this policy and the law.

Supervisor/Manager Responsibilities:

(a) Place themselves in a safe location.

(b) A supervisor/manager who is informed of a violent act or the threat of a violent act shall whenever possible ensure the immediate safety of employees and the worksite by calling 911, and notify the General Manager.

(c) If feasible, the supervisor/manager shall have the involved individuals wait in separate rooms or locations until law enforcement takes control or remove them from the premises.

(d) In consultation with the General Manager, determine if it is appropriate to obtain a restraining order or other appropriate injunctive and/or other legal and/or equitable relief.

(e) Reassign/relocate personnel or job duties, if appropriate to maintain safety and security.

(f) Any other action deemed by the Agency to be necessary or required under the circumstances.

(g) Supervisors shall obtain basic information from the employee and provide this to responding law enforcement personnel.

12.02.2 Procedures – Future Violence

Employees who have reason to believe they, or another Agency employee, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their employment with the Agency, shall inform the General Manager immediately so appropriate action may be taken.

Employees shall immediately supply a copy of a signed and filed restraining order, temporary and/or permanent, to the General Manager, if the individual against whom the restraining

order was issued due to potential acts of violence, would be in violation of the order by coming near the employee at work.

12.02.3 Post-Incident Review

The General Manager shall conduct and document a post-incident review.

Based on the General Manager's post-incident review report, the Board shall determine what further support systems, if any, are needed to assure the effectiveness of the provisions of this Section.

For additional information, please review the Agency's Workplace Violence Prevention Plan located on the Agency's server under Policies and Procedures.

13.00 MISCELLANEOUS REGULATIONS

13.01 Acceptance of Gifts

All employees of the Agency shall comply with the gift prohibitions and limitations as set forth by the Agency Conflict of Interest Code, the Political Reform Act, and the regulations of the Fair Political Practices Commission, or as otherwise prohibited by applicable law.

13.02 Outside Employment

Agency employees may not carry on concurrently with their Agency employment any private business or undertaking if such outside employment interferes, or is likely to interfere, with the satisfactory performance of their Agency employment, or which creates, or would be likely to create, a conflict of interest or perceived conflict of interest between the outside employment and Agency employment.

Any full-time Agency employee who is employed, or who is anticipating employment, outside the Agency service must provide written notification of such outside employment to the General Manager. This notification will be considered by the Agency a request for approval of outside employment. The General Manager may disapprove any request for outside employment if, in his/her sole unappealable discretion, he/she determines such employment interferes, or is likely to interfere, with the satisfactory performance of Agency employment, or creates, or would be likely to create, a conflict of interest or perceived conflict of interest between the outside employment and Agency employment.

A full-time General Manager shall not have outside employment.

In any event, the Agency will provide written notice of approval or disapproval within twenty (20) calendar days of receiving the employee's request.

Violation of this Section will result in discipline up to and including termination of employment.

13.03 Employment of Agency Relatives and Relationships Deemed Harmful to the Agency

The Agency does not discriminate in its employment and personnel actions with respect to employees or applicants on the basis of marital or familial status. Notwithstanding this policy, the Agency retains the right to refuse to appoint a person to a position in the same department, division or facility if the person's relationship to another employee has the potential for creating an adverse impact on supervision, safety, security or morale, or involves a potential conflict of interest. The General Manager shall have the authority and responsibility for making the determination of whether a potential for adverse impact exists or does not exist. The decision of the General Manager shall be final.

This policy applies to individuals who are related by blood, marriage or adoption in any of the following ways: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, parent-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law, or any other situation that the General Manager determines creates the possibility of a conflict of interest. A spouse is a person who is a husband or wife in a valid marriage or who is a registered domestic partner as those terms are defined by California law. In implementing this policy, it is lawful to ask an applicant to state whether he or she has a spouse or relative as defined in this policy who is presently employed by the Agency, but such information may not be used as a basis for an employment decision except as stated in these Rules.

This policy shall apply to all appointments to allocated positions in the Agency service. It shall also apply to appointments of extra help employees and contract employees when the expected duration of the appointment is in excess of 80 hours in a fiscal year.

The Agency discourages and will take any and all appropriate steps permitted by these Rules where personal relationships between employees appear to, may, or do compromise or interfere with either the performance of any such employee’s duties or the Agency’s business. These personal employee relationships include, but are not limited to, the following:

(a) Of a sexual nature; and

(b) Of a blood, marriage or domestic partnership nature.

When two existing employees enter into a relationship where the General Manager determines that the potential exists for creating an adverse impact as described above, the General Manager shall make reasonable efforts to minimize problems of supervision, safety, security or morale through reassignment of duties, relocation or transfer. If the Agency is unable to make an acceptable accommodation, then the two individuals will be notified by that one of the employees must separate from Agency employment within 60 days. The choice of who shall separate from Agency service shall be made by the affected employees. In the event the employees do not agree with respect to which one shall resign, the employee with the least seniority shall be separated from Agency.

13.04 Motor Vehicle Driving Record

All Agency employees, who are required to drive a vehicle as part of their responsibilities, must possess a valid California motor vehicle driver's license and maintain a good driving record consistent with requirements from time to time established by the General Manager to protect the Agency's interests including, but not limited to, its insurability under its automobile liability or risk management policies and to avoid liability for acts of employees driving Agency vehicles or in furtherance of Agency business. Failure to maintain an acceptable driving record

or license will be cause for discipline.

13.05 Use of Agency Equipment, Automobile, and Agency Premises

No Agency owned equipment, autos, trucks, instruments, tools, supplies, machines, or any other item that is the property of the Agency shall be used by an employee other than for Agency business. No employee shall allow any unauthorized person to rent, borrow, or use any Agency property, except upon prior written approval of the General Manager.

13.05.1 Automobile Use

~~Unless specifically authorized by the General Manager,~~ Agency employees ~~shall not~~may use their private autos on Agency business. When use of a private auto is ~~authorized~~used, the employee shall be reimbursed for miles traveled on Agency business based on the standard mileage rate as issued periodically by the Internal Revenue Service. Prior to using a private vehicle on Agency business, an employee must ~~obtain and~~ provide the Agency with a valid driver's license and a Certificate of Insurance on the form provided by the Agency which evidences that the employee has comprehensive automobile liability insurance or business automobile liability insurance in an amount of at least $100,000, and shall comply with the following paragraph relating to the mandatory use of vehicle safety belts.

13.05.2 Use of Vehicle Safety Belts

Motor vehicles used by Agency personnel must be equipped with safety belts. All Agency personnel who drive vehicles on Agency business shall use and ensure that all passengers use available safety belts in the vehicles being operated. Employees will inspect the serviceability of the safety belts at the start of each work day. Passengers shall ride only in those positions of a vehicle designed for the carrying of passengers.

13.05.3 Use of Agency Premises

The use of Agency premises for events not relating to Agency business is prohibited.

13.06 Use of Telephones

Excessive use of personal phones while at work and excessive use of the Agency's phone for personal use disrupts the work of other employees and limits employees' ability to complete Agency business. As such, employees should limit personal telephone communication, email, texting or other usage during work hours to emergency and/or brief communications.

The Agency does not allow personal use of Agency-issued cellular phones. Use of cellular phones must not interfere with an employee's performance of his/her job duties.

The Agency is committed to keeping its employees safe at all times while on Agency business. Employees are required to comply with all state and local laws regarding the use of wireless phones while driving, including applicable laws prohibiting text messaging while driving. All employees must use a hands-free device while driving. Whenever possible, employees should not make or receive telephone calls while driving, and employees may not send work-related email messages or text messages while driving. Under no circumstances should employees use wireless phones during adverse weather or difficult traffic conditions. Under no circumstances is an employee required to answer the phone to conduct Agency business while driving. Any employee who violates this policy will be considered to be operating outside

the course and scope of their employment. The Agency takes its phone and device use policy

seriously. Any violations of this policy will subject employees to disciplinary action, up to and including termination of employment.

13.07 Mobile Devices

The following requirements apply to all Agency-employed users (including temporary personnel, interns, contractors, or any other individuals performing work on the Agency's behalf) of mobile devices, whether Agency-issued or personally owned:

(a) All Agency rules and regulations, including but not limited to Agency policies on harassment and discrimination, overtime, electronic communications and technology, and workplace safety, apply to the use of mobile devices for Agency business.

(b) Employees must comply with any and all federal, state, and Agency rules and regulations relating to the protection of privacy and security for mobile devices.

(c) Users must maintain the device in its originally configured state. Any modification such as jailbreaking is strictly prohibited and will result in loss of access to the Agency network and services.

(d) Any work related to Agency business such as email and meeting notes are subject to access for legitimate Agency business purposes.

(e) Mobile devices used for Agency purposes must not be used for permanent storage of Agency information and data for archival purposes.

(f) Employees must protect the mobile device from loss, theft, or damage and must report loss or theft incidents to the Information Technology department as soon as possible for security purposes.

(g) Employees will not use the mobile device in any unsafe manner such as when operating a motor vehicle or heavy equipment.

(h) Users must protect data, information, and connectivity. A user must not show to others any confidential, proprietary, or privileged information, unless authorized by law. A user must not share the device's password with others.

(i) Users should be cognizant of using mobile devices in public meetings and in forums and avoid mobile communications that violate the California Brown Act (Government Code sections 54950 et seq.)

(j) An employee using an Agency-issued mobile device should have no expectation of privacy for any use or content on the device. Agency owned mobile devices are subject to public requests for information as well as court ordered access for discovery purposes. An employee using a personal device can have a limited expectation of privacy for personal content maintained on the device. However, an employee should have no expectation of privacy as to any data that pertains to Agency business. Data pertaining to Agency business may be subject to disclosure under the Public Records Act, discovery requests in litigation, or regulatory or court orders.

13.08 Use of Agency Computer Resources

Agency provides an e-mail system, voicemail system, access to the Internet, and other technology systems to assist employees in conducting the Agency's business. All information, data, and messages created, received, sent, or stored in these systems are, at all times, the property of the Agency. During working time (which does not include meal and rest breaks), the foregoing systems are to be used solely for business-related purposes and employees have no reasonable expectation of privacy in such systems. All existing Agency policies apply to employee conduct on the Internet and use of all technology systems, including, but not limited to, Agency policies regarding intellectual property, misuse of Agency property, discrimination, harassment, sexual harassment, information and data security, and confidentiality.

Agency computer resources consist of personal computers, network, servers, printers, software, and related items that belong to the Agency whether owned or leased.

Agency employees should have no expectation of privacy in any information stored, accessed, or received on any computer, terminal or network device belonging to the Agency, including use of email or the internet on Agency computers. The Agency reserves the right at any time to monitor and retrieve any employee's use of equipment, systems and network traffic, including email or internet, on Agency computers.

Agency computer resources are to be used only for work-related purposes during normal work hours. Use of computers for other purposes is allowed during non-working hours only, so long as such use is: (1) approved by the General Manager; (2) does not degrade overall system performance (e.g., streaming media); (3) does not detract from the employee's productivity or duties; (4) does not detract from service to the public or the Agency; (5) does not violate any law or Agency policy; (6) does not impair the Agency's reputation; or (7) the use is allowed or prohibited by other provisions of these guidelines.

(a) Employees must not make modifications to the Agency's computer resources without permission from the General Manager. This includes installation of software or hardware.

(b) Only approved software and hardware is to be installed or connected on Agency computers or servers.

(c) No personal software or hardware may be installed or connected to Agency computers or attached to the Agency network.

(d) Employees must not copy, borrow, or install Agency-owned software.

(e) Employees must not use the Agency's computer resources for personal, recreational, or entertainment email purposes, such as any social networking sites (e.g., Twitter), including, but not limited to, viewing, transmitting, sending, receiving, forwarding, displaying, printing, or otherwise distributing any copyrighted material, or messages or materials that are fraudulent, harassing, threatening, derogatory,

defamatory, discriminatory, sexist, sexually explicit, obscene, or otherwise inappropriate or unlawful.

(f) Employees who use Agency computer resources should understand that all information, including social networking sites, created, received, transmitted, viewed, downloaded, or stored on Agency computers is the property of the Agency and may be viewed, accessed or subject to other action by the Agency at any time without prior notice.

13.08.1 Prohibited Use of Technology Systems

Agency does not allow these systems to be used in creating, receiving, sending, or storing data that may reasonably be considered to be offensive, defamatory, obscene, discriminatory or harassing. Such data includes, but is not limited to, sexual images and comments, racial and gender-based slurs, or anything that would reasonably be expected to offend someone based on their disability, age, gender, religion, marital status, sexual orientation, national origin, culture, or any other status protected by law. Employees who are aware of the misuse of these systems by other employees shall report the misuse to a supervisor or to the General Manager immediately. Unauthorized use of Agency information, emails, Agency intellectual or other property is prohibited for current and former employees. Nothing in this policy is intended to limit or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the Meyers-Milias-Brown Act.

13.08.2 Monitoring and Recording of Technology Use

All employees should be aware that the Agency has software and systems in place that are capable of monitoring and recording all network traffic to and from any computer employees may use. The Agency reserves the right to access, review, copy, and delete any of the unauthorized software, copyrighted material, information, data, or messages accessed through these systems with or without notice to the employee and/or in the employee's absence. This includes, but is not limited to, all email messages sent or received, all website visits, all chat sessions, all news group activity (including groups visited, messages read, and employee postings), and all file transfers into and out of the Agency's internal networks. The Agency further reserves the right to retrieve previously deleted messages from email or voicemail and monitor usage of the Internet, including websites visited and any information employees have downloaded. In addition, the Agency may review Internet and technology systems activity and analyze usage patterns, and may choose to publicize this data to assure that technology systems are devoted to legitimate business purposes. Accordingly, no employee should have any expectation of privacy as to his or her Internet or technology systems usage and should not use these systems for information they wish to keep private. The Agency reserves the right to inspect, without notice to the employee, any and all files stored in all areas of the Agency's network, including those files assigned to individual employees, and those stored on any Agency computer, or storage device, or any storage device connected to an Agency computer in order to assure compliance with this and other Agency policies.

13.09 Social Media

The Agency uses social media in certain circumstances for defined business purposes.

Social media is a set of Internet tools that facilitate interaction between people and

organizations via the internet. If employees have specific questions about which programs the Agency deems to be social media, employees should consult with the General Manager. Only authorized individuals are allowed to speak or write on behalf of the Agency using the social media tools of the organization. Employees' use of social media is subject to the Agency's policies against discrimination, harassment, retaliation, disclosure of confidential information. Nothing in this policy is intended to limit or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the Meyers-Milias-Brown Act.

13.10 Grooming

All Agency employees are required to dress appropriately for the jobs they are performing and maintain a standard of cleanliness and grooming commensurate with public service. Therefore, the dress regulations contained in this section shall be followed:

(a) All clothing must be neat, clean and in good repair.

(b) Prescribed uniforms and safety equipment must be worn where applicable. Agency uniforms shall be worn in a professional manner.

(c) Footwear must be appropriate for the work environment and functions being performed.

(d) Jewelry is acceptable except in areas where it constitutes a health or safety hazard.

(e) Good personal hygiene is required.

(f) Dress must be appropriate to the work setting, particularly if the employee deals with the public.

(g) Employees shall be mindful of other employees' sensitivity to perfume and other fragrances, and employees shall refrain from wearing fragrances that are offensive or harmful to others.

13.11 Substance Abuse

Agency is concerned about the use of alcohol, illegal drugs, and controlled substances as they affect the workplace. Use of these substances, whether on or off the job, can adversely affect an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the Agency. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and children we serve, and exposes the Agency to the risks of property loss or damage, injury to other persons and adverse publicity. Conviction for violation of drug laws, illegal alcohol use, crimes of violence or abuse or neglect of a child on or off duty shall not be tolerated because such conduct reflects adversely on the Agency.

~~Employees~~Additionally, employees may not smoke or use any electronic smoking devices (e.g., e-cigarettes) in or on any property owned, operated, used by the Agency ~~including automobiles.~~ , in any outdoor area within 20 feet of a main exit, entrance, or operable window of an Agency building, and in any passenger vehicle owned by the Agency. Smoking is not

permitted in the presence of staff or the public during work time.

As a condition of employment, the Agency requires each employee to abide by the terms of this Drug and Alcohol Abuse policy and notify the Agency of any criminal drug or alcohol statute conviction for a violation occurring in the workplace within five (5) days of such conviction. All employees covered by this policy should be aware that violation of the policy may result in discipline, up to and including termination.

13.11.1 Policy

The term "drug" or "drugs" whenever used in this policy means any controlled substance that is not legally obtainable under State or Federal law, a prescription drug obtained or used without benefit of a valid prescription by a medical provider licensed to prescribe medications, and marijuana even if prescribed by a medical provider licensed to prescribe medications.

13.11.2 Standards of Conduct

The following rules and standards of conduct apply to all employees either on the Agency property or during the workday (including meals and rest periods). The following are strictly prohibited by the Agency:

(a) Possession or use of alcohol, or being under the influence of alcohol while on the job;
(b) Employees shall not be impaired by alcohol or drugs, nor possess alcohol or drugs at the assigned worksite;
(c) The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of this policy to intentionally misuse and/or abuse prescription medications;
(d) Driving an Agency vehicle while under the influence of alcohol or drugs;
(e) Distribution, dispensation, sale, or purchase of an illegal or controlled substance while on the job; and
(f) Unlawful manufacture, possession, or use of a controlled substance, or being under the influence of an illegal or controlled substance while on the job.

Violation of the above rules and standards of conduct shall result in disciplinary action, up to and including termination. Agency also may bring the matter to the attention of appropriate law enforcement authorities.

Agency is dedicated to educating its employees of the dangers and consequences of workplace drug abuse.

13.11.3 Enforcement

In order to enforce this policy as well as other Agency policies, and to ensure the safety of the Agency's employees and clients, the Agency reserves the right to conduct searches of all portions of Agency's property or premises for drugs, alcohol or other contraband. All employees, contractors and visitors may be asked to cooperate in inspections of their persons, work areas and/or their personal property, including but not limited to lockers, packages, purses, backpacks and other personal property brought onto Agency premises that might conceal drugs, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge. Agency also reserves the right to implement other measures necessary to deter and detect abuse consistent with this policy.

An employee may be required to submit to a fitness-for-duty examination where there is a reasonable and objective belief that an employee may be impaired by prescription or over-

the-counter medications that the employee is taking. The purpose of the fitness-for-duty examination will be limited to determining whether the employee can safely perform the essential functions of the job with or without accommodation. Such fitness-for-duty examinations will be conducted in compliance with the limitations set forth under state and federal law.

In addition, the Agency must keep people who sell or possess controlled substances off Agency's premises in order to keep the controlled substances themselves off the premises. Therefore, Agency reserves the right to take appropriate disciplinary action for such convictions. Employees who are convicted of such crimes are required to report the conviction to Human Resources prior to returning to work. Failure to comply with this policy may result in discipline, up to and including termination.

An employee is subject to disciplinary action, up to and including termination, if the employee works while impaired by a prescription or over-the-counter drug and that impairment affects the employee's ability to safely perform the job, or affects the safety or well-being of others. Notwithstanding the foregoing, the Agency will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, unless undue hardship for the Agency would result or no accommodation is available which would enable the employee to safely perform his or her job.

13.11.4 Treatment and Rehabilitation

Consistent with federal and state laws, the Agency will encourage and reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program, provided that this reasonable accommodation does not impose an undue hardship on the Agency. However, the Agency is not prohibited from refusing to hire, or discharging an employee who, because of the employee's current use of alcohol or drugs, is unable to perform his or her duties, or cannot perform the duties in a manner which would not endanger his or her health or safety or the health or safety of others.

The Agency shall make reasonable efforts to safeguard the privacy of an employee as to the fact that he or she has enrolled in an alcohol or drug rehabilitation program. Leave under this section is unpaid, except that an employee may use sick leave to which he or she is entitled for the purpose of entering and participating in an alcohol or drug rehabilitation program. An employee with a chemical dependency who is not voluntarily seeking treatment is not qualified as a disabled individual under applicable state and federal law and may be subject to discipline as a result of job performance impaired by drug or alcohol use

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13.12 Personnel Records

The Agency shall maintain an official personnel file for each of its employees. Personnel files contain such personnel records as may be deemed necessary for the administration of human resources in the Agency. Certain records in the personnel file, such as injury reports and confidential medical records, are physically maintained in separate files.

Personnel files shall be made available for inspection by employees within a reasonable time after an employee's request and without loss of pay, provided that employees make arrangements with the General Manager if the inspection occurs on duty. Upon written request, employees may obtain copies of the materials subject to inspection. The Agency may

preclude inspection of certain information in accordance with the law, such as background and other pre-employment information, and materials relating to confidential investigations.

~~13.13~~ ~~13.13~~ ~~No Smoking~~

~~Consistent with Cal. Gov. Code Sections 7596-7598, smoking (including the use of any electronic smoking devices, e.g. e-cigarettes, vaporizers, etc.…) is prohibited inside all Agency buildings, in any outdoor area within 20 feet of a main exit, entrance, or operable window of an Agency building, and in any passenger vehicle owned by the Agency.~~

~~13.13~~ ~~13.14~~ Political Activities

It is unlawful for Agency employees to use public resources or personnel to engage in political activity relating to elective offices and ballot measures. Agency employees may not engage in political activities while on duty or in the workplace. Employees may not use Agency resources, such as photocopier or fax machines, telephones, postage, or email, for political activities.

The ban on engaging in political activity while on duty prohibits such activities as donning paraphernalia, such as buttons, while in Agency uniforms, circulating petitions, addressing campaign mailers or engaging in any other political activities that use Agency resources or divert employees from their assigned duties.

Agency employees are prohibited from using their official positions to influence elections, and from using Agency funds or resources for political or election activities. Further, Agency employees may not participate in political activities of any kind while in uniform (i.e., part or all of a uniform they are required or authorized to wear when engaged in official duties).

Violation of these rules may result in considerable civil and criminal penalties, as well as discipline, up to and including dismissal. The political activities of Agency employees shall be governed by the provisions of applicable State and Federal law.

~~13.14~~ ~~13.15~~ ~~Emergency Duty Leave~~

~~and 230.4, employees shall be granted time off to perform emergency duty as a volunteer firefighter, a reserve peace officer or emergency rescue personnel. An employee who is a volunteer firefighter shall be permitted a temporary leave of absence not to exceed an aggregate of fourteen (14) days per calendar year, for the purpose of engaging in fire or law enforcement training as a volunteer firefighter, a reserve peace officer or emergency rescue personnel.~~

~~13.14~~ ~~13.16~~ Professional Dues and Associations

Each employee is eligible for the Agency to pay for or reimburse the employee for membership fees or dues paid for the maintenance of a license required to perform employee's job and for dues paid for membership in additional job related professional associations. This includes

the national, state and/or local chapters of the organization which supports the employees professional development and Agency's relationships with local, state and national organizations.

13.15 Know Your Rights

Agency will collect emergency contact information in compliance with the 2026 Workplace Know Your Rights Act. This specific designation is for an emergency contact Agency can refer to in the event that the employee is arrested while performing job duties or at the workplace.

14.00 EFFECTIVE DATE AND SUPERSESSION

These Rules shall be and become effective immediately upon their adoption by the Board and shall thereupon supersede any and all other rules, provisions or understandings or course of dealing relating to the subject matter or procedures expressed in these Rules.

14.01 Board Resolutions

Resolution Number	Date Board Approved
WA-4-2010	April 14, 2010 #13
WA-26-2010 (modifies holidays)	December 8, 2010 #4
WA- 6-2023	April 12, 2023
WA-11-2026	November 18, 2026 (pending approval)

15.00 RELATED ADMINISTRATIVE PROCEDURES

Number	Description
AP-2004	Employee Handbook Procedure
AP-2004a	Acknowledgment
AP-2005	Leave Request Form Procedure
AP-2005a	Leave Request Form

RESOLUTION NO. WA-11-2026

OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY WATER AGENCY

Resolution Adopting Policy D-1001 "Employee Handbook"

WHEREAS, the El Dorado County Water Agency Board of Directors ("Board") adopted Policy D-1001 "Employee Handbook" by Resolution WA-4-2010 on April 14, 2010; and

WHEREAS, the Board amended the "Employee Handbook" by Resolution WA-26-2010 on December 8, 2010;

WHEREAS, the Board amended the "Employee Handbook" by Resolution WA-6-2023 on April 12, 2023;

WHEREAS, the Board desires to amend and update the Employee Handbook in compliance with best practices, current state laws, and Agency needs and practices; and

WHEREAS, all revisions to Board policies shall be adopted by Resolution with a majority vote per Resolution WA-3-2010;

NOW, THEREFORE IT IS HEREBY ORDERED AND RESOLVED that the Board adopts the revised Policy D-1001 "Employee Handbook", a copy of which is attached and by this reference made a part of this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect and be effective November 18, 2026.

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BE IT FURTHER RESOLVED that any and all resolutions, practices, and procedures of the Agency in conflict with this Resolution and Policy D-1001 “Employee Handbook” are to the extent of such conflict hereby repealed as of the effective date of this Resolution.

PASSED AND ADOPTED BY THE Board of Directors of the El Dorado County Water Agency at a regular meeting of said Board, held on November 18, 2026, by the following vote of said Board:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

By_____ By_____
Clerk of the Agency Chair, Board of Directors

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE_____

ATTEST:

By_____
Clerk of the Agency

AGENDA REQUEST
Regular Meeting, November 18, 2026

TO: Board of Directors

FROM: Rebecca Guo, P.E., General Manager RG

DATE: November 10, 2026

SUBJECT: **Building Lease Renewal at 1107 Investment Blvd, Suite #240, El Dorado Hills, CA**

BACKGROUND:

The Agency's lease for its office space at 1107 Investment Blvd, Suite #240, El Dorado Hills, expires on October 31, 2027, and includes an option to extend the lease for an additional five-year term. To ensure sufficient time to evaluate alternatives and satisfy lease notice requirements, over the last few months, staff reviewed available office space and initiated discussions with the landlord regarding a renewal. Following this evaluation, the Agency General Manager and Agency General Counsel negotiated a favorable five-year lease extension that continues to meet the Agency's operational needs. Staff recommends approval of the attached First Amendment to Lease Agreement.

RECOMMENDATION:

It is recommended that the Board: 1) Approve the first amendment to lease agreement for 1107 Investment Blvd., Suite #240, El Dorado Hills, CA in the form as substantially set forth in the attached proposed lease amendment; 2) Authorize the General Manager to sign the first amendment to lease agreement; and 3) Direct staff to take the necessary steps to execute the agreement.

ACTION OF AGENCY ON:

VOTE:
Unanimous_____or

Ayes:

Noes:

Abstentions:

Absent:

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Directors, El Dorado County Water Agency.

Date_____

Attest:

By_____
Clerk of the Agency

DISCUSSION:

The initial term of the existing Agency office lease expires on October 31, 2027, and includes an option to extend the lease for an additional five-year term. To preserve the Agency's ability to exercise the extension option and comply with lease notice requirements, staff began evaluating both the current facility and alternative office locations well in advance of the expiration date. Staff looked at multiple office listings including Placerville, Shingle Springs, and El Dorado Hills and evaluated each location based on square footage, office configuration, parking availability, amenities (e.g., full service, triple net lease), and overall occupancy costs. Staff's evaluation considered not only rental rates but also the total cost of occupancy, including utilities, security monitoring, building maintenance, and other operational and facility-related expenses that are included under the Agency's current lease but could be borne separately by the Agency at another location.

After reviewing available office space in the county, staff determined that the Agency's current location remains the most suitable option. The facility continues to meet the Agency's operational needs, accommodates anticipated future needs, and allows Agency operations to continue without the cost and disruption associated with relocating. The Agency General Manager and Agency General Counsel worked with the property representatives to negotiate a proposed five-year lease extension. Under the proposed amendment, monthly rent will be $5,300 beginning November 1, 2027, with annual increases of 3 percent throughout the five-year term. The amendment also includes an option for an additional five-year extension.

The proposed rental rate equates to approximately $2.17 per square foot during the first year and increases to approximately $2.44 per square foot in the fifth year. By comparison, the Agency's current rent during the fifth year of the existing lease is approximately $2.40 per square foot, or $5,850 per month. Staff believes the negotiated renewal terms are favorable and provide long-term occupancy certainty at a competitive rate.

The lease would continue to provide for landlord-paid utilities, with the exception of telephone and internet services, which remain the responsibility of the Agency. The proposed amendment also includes a provision allowing the landlord to recover a prorated share of certain building operating expense increases; however, such increases are capped at 4 percent annually.

The proposed First Amendment to Lease Agreement is attached and has been reviewed and approved by Agency Counsel.

FIRST AMENDMENT TO LEASE AGREEMENT

THIS FIRST AMENDMENT TO LEASE AGREEMENT (this "Amendment") is made as of October 30, 2026, between GLARUS INVESTMENTS, LLC (hereinafter called "Landlord"), and El Dorado County Water Agency (hereinafter called "Tenant").

RECITALS:

A. Landlord's predecessor-in-interest and Tenant entered into a written lease dated September 23, 2022 (the "Original Lease") covering certain property known locally as 1107 Investment Blvd, Suite 240, El Dorado Hills, California 95762 and as more fully described in the Lease.

B. Landlord and Tenant desire to modify the Lease in certain respects to provide for, among other things, the extension of the Term of the Lease, as expressly set forth in this Amendment.

AGREEMENT:

NOW, THEREFORE, in consideration of the mutual promises hereinafter made, and for good and valuable consideration, the receipt, and sufficiency and adequacy of which are hereby acknowledged, the parties hereto hereby modify, amend, and/or supplement the Lease as follows:

1. **Section 1.05, Term.** The Term shall be extended five (5) years starting on November 1, 2027 and ending October 31, 2032.

2. **Section 1.04, Base Rent.** The Base Rent shall continue to be payable on the first day of each month and the rent schedule shall be as shown below:

Months (Periods)	Monthly Rent/Full-Service Gross
11/1/2027-10/31/2028	$5,300.00 per month
11/1/2028-10/31/2029	$5,459.00 per month
11/1/2029-10/31/2030	$5,622.77 per month
11/1/2030-10/31/2031	$5,791.45 per month
11/1/2031-10/31/2032	$5,965.19 per month

3. **Section 1.19, Base Year.** The Base Year to reset to 2027.

4. **Options for Extension**. Provided Tenant is not in default under the Lease beyond all applicable notice and cure periods set forth in the Lease, Tenant shall have the options to renew the then-existing Lease Term for (1) additional five-year period. The Lease's monthly rent/full-service gross rent for each option period will be at the then-prevailing Fair Market Rental Rate for similar commercial buildings. Tenant shall provide Landlord with written notice of Tenant's exercise of the applicable option no less than one hundred eighty (180) days prior to the expiration of the then-current Lease Term.

5. **Continued Enforceability**. The parties acknowledge and agree that the Lease remains in full force and effect, unchanged except as expressly provided for in this Amendment. This Amendment and the Lease shall be read together as one document. In the event of any conflict between the terms of this Amendment and the terms of the Lease, the terms of this Amendment shall govern.

6. **Governing Law**. This Amendment shall be governed by and construed and enforced in accordance with the laws of the State of California.

7. **Further Modifications**. This Amendment may only be modified pursuant to a written agreement signed by all of the parties hereto.

8. **Entire Agreement; Defined Terms**. This Amendment and the Lease documents described herein contain the entire agreement between the parties hereto with respect to the matters described herein and supersede all prior agreements, oral or written, between the parties hereto with respect to such matters. All capitalized terms used herein and not otherwise defined shall have the meanings ascribed to such terms in the Lease.

9. **Counterparts**. This Amendment may be executed in several counterparts and all so executed shall constitute one agreement, binding upon all of the parties hereto, notwithstanding that all of the parties are not signatories to the same counterpart. This document may be executed by electronic or digital signature, each of which shall be deemed an original and shall be fully binding and enforceable.

10. **Authority; No Third-Party Consent.** Each party represents and warrants that the person executing this Amendment on its behalf has full power and authority to bind such party to this Amendment. Landlord represents and warrants that no lender, ground lessor, or other third-party consent is required for Landlord to enter into this Amendment.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first written above.

LANDLORD: GLARUS INVESTMENTS, LLC

By:_____

Name: Stephen M Gemperle

Title:_____

Date:_____

TENANT: El Dorado County Water Agency

By:_____

Name:_____

Title:_____

Date:_____

AGENDA REQUEST
Regular Meeting, November 18, 2026

TO: Board of Directors

FROM: Rebecca Guo, General Manager
Jake Sahl, Water Resources Principal

DATE: November 18, 2026

SUBJECT: **Tahoe Valley-Tahoe South Subbasin Periodic Evaluation for Compliance with the Sustainable Groundwater Management Act**

DISCUSSION:
The Water Agency has been performing a Groundwater Sustainability Plan (GSP) Periodic Evaluation for the Tahoe Valley-Tahoe South Subbasin as required by the Sustainable Groundwater Management Act (SGMA). This evaluation is required every five years, with the next Periodic Evaluation being due no later than December 31, 2026. Staff will provide an informational presentation on the ongoing Periodic Evaluation.

(continued)

RECOMMENDATION:
Staff recommends the Board receive and file the presentation.

ACTION OF AGENCY ON:

VOTE:

Unanimous_____or

Ayes:

Noes:

Abstentions:

Absent:

Date_____

Attest:

By_____
Clerk of the Agency

BACKGROUND:

The South Tahoe Public Utility District (STPUD) and the Water Agency are the two overlying Groundwater Sustainability Agencies (GSAs) for the Tahoe Valley-Tahoe South (TVS) Subbasin. The TVS Subbasin has an approved Alternative to a Groundwater Sustainability Plan dated April 2022 for sustainable management of the Subbasin as required under the Sustainable Groundwater Management Act (SGMA). STPUD historically performed the required tasks while the Agency provided a 50 percent financial cost-share. As presented to the Board at the September 10, 2025 meeting, STPUD reached out to the Water Agency early last year to discuss options to alleviate the burden of SGMA compliance on STPUD staff. After numerous discussions with STPUD, the administrative, contracting, and reporting responsibilities were agreed to be moved to the Water Agency, although both STPUD and the Water Agency will continue to serve as GSAs.

The immediate regulatory obligation of SGMA is to perform a Groundwater Sustainability Plan (GSP) Periodic Evaluation. This evaluation is required every five years under SGMA to provide a comprehensive assessment of GSP implementation, performance, and progress toward achieving the subbasin's sustainability goals. In DWR's June 27, 2024, letter to the STPUD regarding the previous Periodic Evaluation, it stated that the next Periodic Evaluation is due no later than December 31, 2026. This directive made this evaluation very time-sensitive. To complete the Periodic Evaluation for timely submission to DWR, the Water Agency Board approved on May 13, 2026, a Task Order with Santiago Water Strategies, Inc. (Santiago) to enter into an agreement with STPUD related to sharing the cost of this Periodic Evaluation. The Periodic Evaluation is in near-final draft form and is expected to be submitted to DWR in early December 2026.

Periodic Evaluation Findings

This Periodic Evaluation covers Water Year (WY) 2021 through WY 2025 (October 1, 2020 to September 30, 2025). New information collected during this evaluation period include:

(1) Monitoring data collected between WY 2021 and WY 2025;
(2) Continued investigations of the South Y PCE Plume through the Site Cleanup Subaccount Program (SCAP) conducted by the LRWQCB;
(3) Baseline groundwater sampling conducted for drinking water wells under EPA's Unregulated Contaminant Monitoring Rule (UCMR) 5 between 2022 and 2025 for per- and polyfluoroalkyl substances (PFAS); and
(4) Installation/replacement of new community water system (CWS) wells.

The groundwater and surface water monitoring networks sufficiently cover the TVS Subbasin, and no data gaps were identified during the evaluation period. Groundwater conditions over the evaluation period are generally stable or are a continuation of long-term trends:

- **Source Capacity –** Total source capacity has been stable over the last five years at approximately 25 MGD. This is within the historic range of 22 to 32 MGD since 1989;
- **Depth to Groundwater** – Stable with fluctuation between wet year and dry years;
- **Groundwater Storage** – Annual changes of groundwater in storage show decreasing slightly following dry years and increasing following wet years. Cumulative groundwater storage has been increasing since 2005;
- **Subsidence** – None;

- **USGS Stream Gage Data** – Increasing seasonal flows over the last five years;
- **Water Quality** – The South Y PCE Plume continues to be an operational challenge but has not affected the sustainability of the TVS subbasin; and
- **Water Use** – Decreasing trend since 2007.

The information evaluated as part of the Periodic Evaluation has not significantly changed the understanding of the TVS Subbasin setting, measurable objectives, minimum thresholds, or the criteria defining undesirable results, and a Plan Amendment is not recommended at this time.

AGENDA REQUEST
Regular Meeting, November 18, 2026

TO: Board of Directors

FROM: Rebecca Guo, General Manager
Jake Sahl, Water Resources Principal

DATE: November 18, 2026

SUBJECT: **Irrigation Management Services Program - 2026 Update**

BACKGROUND/DISCUSSION:
The purpose of this agenda item is to provide the Board with an overview of the 2026 Irrigation Management Services (IMS) Program and discuss potential options for continued refinement to the IMS Program in 2027. Based on the information presented and any feedback provided by the Board, Water Agency staff plan to return with an IMS Program agenda item in January or February 2027 to seek authorization for the General Manager to execute agreements for the upcoming growing season and any additional program enhancements.

(Attachment: EDCWA Board of Directors Policy No. B-1016)

RECOMMENDATION:
Staff recommends the Board receive and file the presentation and provide feedback to staff to inform the 2027 IMS Program.

ACTION OF AGENCY ON:

VOTE:

Unanimous_____or

Ayes:

Noes:

Abstentions:

Absent:

Date_____

Attest:

By_____
Clerk of the Agency

BACKGROUND/DISCUSSION (continued):

The Water Agency initiated the IMS Program in 2000 as a tool to encourage agricultural water conservation in the West Slope of El Dorado County. An effective IMS Program is an important tool in demonstrating the county's efficient use of agricultural water supplies and has the additional benefit of supporting better crop performance. In this way, the purpose of the IMS Program aligns with the Water Agency's mission by supporting water security, economic prosperity, and the rural-agricultural way of life for today and in the future. In the West Slope, a separate IMS Program is also run by El Dorado Irrigation District (EID) for users within their service area.

The Water Agency's IMS Program remained largely unchanged since its establishment, while IMS technologies have continued to develop and advance. As a result, in 2025, the Board of Directors directed staff to evaluate multiple approaches to achieving an effective IMS Program. Staff presented the evaluation findings to the Board on February 11, 2026, highlighting potential enhancements to support program and Water Agency goals. At that meeting, several local growers provided public comment explaining the effectiveness of neutron probe monitoring in the existing IMS Program, particularly when paired with irrigation recommendations, in helping them use water efficiently. The Board also gave feedback supporting the inclusion of a Participant cost share as part of the IMS Program.

Based on feedback solicited throughout 2025 by IMS Program participants and other growers in the West Slope, in addition to feedback provided in the February 2026 Board meeting, Water Agency staff recommended continuing to provide soil moisture monitoring services using neutron probes in 2026 while implementing program enhancements through policy updates and new agreements. The policy updates specified Participant cost-share requirements and expanded and clarified the scope of the IMS Program, including addition of specific requirements for irrigation recommendations, an optional supplemental service for Distribution Uniformity (DUF) Testing, and additional data to support Water Agency analyses. At the Board meeting on March 11, 2026, the Board approved Resolution WA-2-2026, adopting the program updates to Policy No. B-1016 for IMS.

Recap of 2026 Season

The 2026 IMS program included a total of 33 soil moisture monitoring sites throughout 19 participating farms, informing irrigation scheduling recommendations for a total of 172 irrigated acres. Growers in the EID service area accounted for 17 soil moisture monitoring sites throughout 9 participating farms, amounting to 91 irrigated acres. No growers signed up for supplemental DUF Testing in 2026. In 2025, there were 123 soil moisture monitoring sites. This decrease in participation was due to a limited turnaround time from the policy adoption to the beginning of the growing season to coordinate with growers, and for some, the addition of a cost share.

In past years, soil moisture monitoring services under the IMS Program were provided by two consultants, Kirk Taylor (Sierra Foothill Water Management, or SFWM) and Jim Brockmeyer (JVB Consulting), with each consultant maintaining direct relationships with a distinct set of IMS Program participants. Unfortunately, in April 2026, Jim Brockmeyer informed the Water Agency that JVB Consulting was unavailable to provide soil moisture monitoring services for the 2026 season. SFWM was available to take on an expanded role, however the loss of JVB Consulting

contributed to difficulties in contacting and signing up growers who had previously received soil moisture monitoring from JVB Consulting, a significant portion of the IMS Program roster in previous years.

Water Agency staff developed IMS Program outreach materials in April 2026 and, after coordinating with EID staff, began recruitment efforts to enroll growers within the EID service area in the IMS Program for the first time. The process of coordinating with EID, then contacting and enrolling these growers extended well into the growing season leading to issues in communicating and coordinating with growers who were already extremely busy managing their agricultural operations. However, 9 growers within the EID service area did sign up for the IMS Program.

In addition, some previous participants in the IMS Program opted not to enroll for the 2026 season as a result of the new cost-share requirements paired with the economic and environmental challenges facing the agricultural industry. SFWM provided the following summary of conditions during the 2026 growing season in El Dorado County:

"Abnormal spring weather events reduced the overall vineyard yield to 20-50% of normal. The wine industry is experiencing major issues, with some tasting rooms seeing significantly reduced foot traffic this year. Major fires, weather events, increased pest pressure and contraction of the wine industry have combined to create the hardest decade for growers since records have been kept in the County."

Despite the lower participation this year, Water Agency staff believe that participation will increase next year if the IMS Program is adopted earlier in the year to allow for sufficient time to engage growers.

<u>IMS Program Improvements</u>

The Water Agency staff plan to seek Board approval for IMS Program Policy updates in January or February 2027 so that outreach and recruitment efforts can be initiated over the winter season, providing a longer runway to coordinate with growers before their busy spring season begins. Assuming an earlier approval date, staff anticipate that enrollment in the IMS Program will rebound significantly from the levels seen in 2026. EID already reviewed the Water Agency's informational flyer earlier this year and the Water Agency plans to begin reaching out to growers again once the 2027 IMS Program is approved by the Board.

While the IMS Program is likely to experience organic growth in 2027, as described above, Water Agency staff are exploring changes to the Program that would maximize grower participation while improving administrative efficiency:

1) Water Agency staff are seeking Board feedback on options for restructuring the Participant cost-share requirement to reduce the economic burden on growers while still providing a necessary level of buy-in.
2) Water Agency staff suggest removing the supplemental DUF testing offering from the IMS Program for 2027 due to lack of grower interest in 2026. Long-term, Water Agency staff would like to seek out grant funding to support follow-through costs associated with DUF Testing recommendations, allowing growers to receive DUF Tests through the IMS Program and then qualify for an additional cost-share to implement recommended

infrastructure upgrades. However, this framework would be contingent on establishing participant interest in advance and identifying an appropriate grant program to fund the cost-share.

Additionally, Water Agency staff are continuing to scope and develop a “Grower Portal”, which would house data associated with the IMS Program on the Water Agency website. Development of the Grower Portal will be driven by the scope of the IMS Program.

AGENDA REQUEST
Regular Meeting, November 18, 2026

TO: Board of Directors

FROM: Rebecca Guo, P.E., General Manager RG
Hannah Romero, Water Resources Principal

DATE: November 13, 2026

SUBJECT: **Batker Consulting LLC Task Order for Economic Valuation of Watershed Management Projects**

BACKGROUND:
The Water Agency's 2026-2030 Strategic Plan and 2024 Water Resources Development and Management Plan identify the need for improved data, tools, and information to support watershed management, implementation funding, and advocacy for investments commensurate with the significant benefits provided by El Dorado County's headwaters. Building on the Water Agency's prior economic valuation studies will enable the Water Agency to evaluate how watershed management projects improve ecosystem health and economic outcomes. Staff recommends executing a Task Order with Batker Consulting LLC (Batker) to lead an economic valuation of watershed management projects.

RECOMMENDATION:
Staff recommends the Board: 1) Approve the Task Order with Batker with a budget of $90,000 and a period of performance through June 30, 2027; and 2) Authorize the General Manager to execute the Task Order in a form acceptable to legal counsel.

ACTION OF AGENCY ON:

VOTE:

Unanimous_____or

Ayes:

Noes:

Abstentions:

Absent:

Date_____

Attest:

By_____
Clerk of the Agency

DISCUSSION:

The Water Agency convenes the Headwaters Connect Watershed Group (Headwaters Connect) to advance the shared vision from the 2023 Programmatic Watershed Plan for long-term resiliency and community prosperity in the upper American River watershed and portion of the Cosumnes River watershed within El Dorado County where resource management responsibilities and practices are closely integrated. Consistent with Headwaters Connect's recognition of the need to properly value the headwaters working landscapes, the Water Agency worked with Batker in 2024 to complete a Working Landscapes economic valuation study of the ecosystem goods and services (EGS) in these watersheds.

The watersheds' working landscapes include agricultural lands, forests, and ranchlands and natural lands such as conservation lands, shrublands, wetlands, greenspace, open water, rivers, and lakes. These working landscapes are natural capital assets that produce valuable EGS including food, water, clean air, hydroelectric power, beauty, drought and fire risk reduction, habitat, recreation, and more. The 2024 analysis estimated that EGS provided by these watersheds generate more than $14.8 billion annually in economic value. The study established a baseline understanding of the economic value provided by forests, water resources, recreation, agriculture, and other working landscapes.

The proposed Task Order builds on this foundation and incorporates subsequent related studies by refining and expanding on the 2024 valuation and developing tools to evaluate how watershed management projects improve ecosystem health and economic outcomes. The work will incorporate additional land cover categories, economic data, information on post-fire conditions and disaster risk reduction.

The Task Order will also develop a condition-adjusted valuation framework that links ecosystem health to economic value and applies that framework to watershed management activities conducted by Headwaters Connect partners such as fuel reduction, reforestation, meadow and riparian restoration, prescribed grazing, and agricultural development. The resulting analyses will provide benefit-cost ratios, return-on-investment calculations, and project case studies that can support project prioritization, funding applications, and communication of watershed benefits to local and downstream beneficiaries.

Primary activities under the proposed Task Order include:

- Updating and expanding the 2024 Working Landscapes valuation
- Developing a condition-adjusted EGS valuation framework
- Preparing a geospatially specific ecosystem health valuation with supporting data
- Developing economic analyses for select watershed management project types
- Providing tools and supporting resources to evaluate future watershed projects

Batker developed the Water Agency's 2024 Working Landscapes and 2026 New View of Water Value studies and maintains the Valuation of Ecosystem Goods and Services (VEGS) database that serves as the foundation for this analysis. Batker's familiarity with these watersheds, completion of previous studies for the Water Agency, and specialized expertise in EGS valuation make the firm uniquely qualified to complete this Task Order.

Policy

2026-2030 Strategic Plan

Watershed Management: IP2c: Develop data, tools, and information to support advocacy for state and federal investments commensurate with the significant and broad benefits provided by the headwaters in El Dorado County.

Watershed Management: IP2e: Support the County and interested parties in leveraging working landscapes as part of the agricultural and recreation economy in El Dorado County.

2024 Water Resources Development and Management Plan (WRDMP)

Improve Watershed Management for Water Resource-Related Benefits: RMS9b: Expand knowledge base and coordinate policy development to address equity for investments in watershed health.

2023 Programmatic Watershed Plan (PWP)

Improve watershed management: RMS9c: Develop and maintain a common platform that is publicly accessible for sharing water resource-related data and analytical tools, to avoid duplicate investments in their development and promote transparency.

Fiscal

The funding for this task order would use the Water Agency's property tax revenue. The total not-to-exceed amount for this task order will be $90,000. Sufficient funding is available in Fund 4300.