

**LA HABRA HEIGHTS COUNTY
WATER DISTRICT**

BOARD MEETING

JUNE 25, 2024

**AGENDA FOR REGULAR MEETING
BOARD OF DIRECTORS
LA HABRA HEIGHTS COUNTY WATER DISTRICT
June 25, 2024 @ 4:00PM**

1. **Roll call of Directors by Secretary**
2. **Notation of staff members and others present**
3. **Public Communications** (Comments will be limited to 3 minutes)
4. **Directors Report – Individual, Subcommittees and/or Attended Events**
5. **Consent Items:** It is recommended these items be acted upon simultaneously unless separate discussion or action is requested by a member of the public or a Director.
 - a. Minutes of Regular Board meeting for May 28, 2024 (approve)
 - b. Financial Reports – May 2024 (approve)
 - c. Status of Investments – March 2024 (approve)
6. **Approval of warrants and authorize signatures per warrant list**
7. **Report of Superintendent**
8. **Report and recommendations of General Manager:**
 - a. Discuss and Action – Approve change order request from Sol Construction Inc. for Vigil Reservoir Drain Structure Repair Project
 - b. Receive and Adopt - Resolution 24-05, Workplace Violence Prevention Plan
 - c. Receive and Adopt - Resolution 24-06, in Recognition of Service to the District for Michael Gualtieri
 - d. Discuss and Adopt – Resolution 24-07, Fiscal Year 2024/2025 Salary Schedule
9. **Closed Session**
 - a. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**

In re: Aqueous Film-Forming Foams Products Liability. Case No. 2:18-mn-2873-RMG, pending in the United States District Court for the District of South Carolina, Charleston Division. Discussion of existing litigation pursuant to Government Code section 54956.9, paragraph (1) of subdivision (d).

b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code section 54956.8

Property: Real property subject to license no. 516436, dated June 1, 1918, between BNSF Railway Company and La Habra Heights County Water District, covering a site for a thirty-inch water line from Railway Company's Mile Post 153.11 to 153.42 in Los Nietos, Los Angeles County, California.

Agency negotiator: Joe Matthews, General Manager and Michael Silander, General Counsel

c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code section 54956.8

AT & T Reservoir 10A cell tower lease offer

Agency negotiators: Joe Matthews, General Manager and Michael Silander, District Counsel.

Negotiating parties: La Habra Heights County Water District and AT & T.

10. Adjournment

Any documents that are provided to the Board of Directors regarding items on this agenda less than 72 hours prior to this meeting will be available for public inspection at the front counter of the District office located at 1271 N. Hacienda Road, La Habra Heights, California 90631

MINUTES

MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS
LA HABRA HEIGHTS COUNTY WATER DISTRICT
May 28, 2024

A regular meeting of the Board of Directors of La Habra Heights County Water District was held on May 28, 2024, at 4:05 p.m., at the office of the District, located at 1271 North Hacienda Road, La Habra Heights.

Item 1. Roll call of Directors by Secretary/General Manager, Joe Matthews.

PRESENT: Directors Baroldi, Cooke, Crabb, and McVicar

ABSENT: Director Perumean

Item 2. Staff members and others present. Staff: Joe Matthews, Secretary/General Manager, Tammy Wagstaff, Treasurer, and Ivan Ramirez, Superintendent. Others present; Michael Silander, Attorney at Law, and Yvette Stevenson-Rodriguez, Director of Orchard Dale Water District, Michael Gualtieri and Dana Baroldi.

(Director Perumean arrived at the meeting at 4:10 p.m.)

Item 3. Public Communications – Yvette Stevenson-Rodriguez, Director of Orchard Dale Water District discussed wanting to continue our strong relationship between agencies.

Item 4. Directors Report – Individual, Subcommittees, and/or Attended Events. –

Director McVicar discussed T-bills and customer leak on Greenview Road.

Director Crabb discussed District’s response to customer leak on Greenview Road.

Item 5.a. & b. Minutes of Regular Meeting for April 23, 2024, and Financial Reports-April 2024. After discussion, there was a motion by Director McVicar and seconded by Director Baroldi to approve the minutes and financial reports. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: None

Item 6. Approval of warrants and authorized signatures per warrant list. After discussion, there was a motion made by Director McVicar and seconded by Director Baroldi that the warrant numbers 46863 through 46960 in the amount of \$391,677.66 and EFT transfers in the amount of \$15,040.14 be approved and signatures be authorized. Warrant number 46907 was voided. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: None

Item 7. Report of Superintendent. Ivan Ramirez informed our annual preventative maintenance was performed on all emergency generators. All generators will be tested during a simulated outage upon completion of the annual electrical maintenance. Permanent asphalt is scheduled to be installed the week of April 17, 2023, for Greenview Road. A leak detection survey was conducted on the main that carries water from our well field to the La Mirada Reservoir. No indication of leaks was found.

Item 8.a. Discuss and Adopt – Resolution 24-03 Fiscal Year 2024/2025 Annual Budget. After discussion, there was a motion by Director McVicar and seconded by Director Crabb to approve the budget except the salary portion of the budget. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: None

Item 8.b. Discussion and Approve – Fiscal Year 2024/2025 Fiscal Year Salary and Benefits. After discussion there was a motion by Director Cooke and seconded by Director Perumean to approve a 3.9% cost of living increase and a 2% merit not to exceed \$1,092,000.00 of total salaries. Merit increases given to an employee is at the discretion of the General Manager. All future forecasting will use the previous average of six months CPI-W for the Los Angeles area. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: None

Items 8.c. Discuss and Adopt – Resolution 24-04, Approve investing District funds in Certificate of Deposits. After discussion, there was a motion by Director Baroldi and

seconded by Director Crabb to approve investing District funds in Certificate of Deposits. There was a minor change to resolution changing “Ad Hoc Committee” to “Investment Subcommittee”. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: None

8.d. Discuss and Action – Authorize Investment Subcommittee to invest more than one million dollars. After discussion, there was a motion by Director Cooke and seconded by Director Crabb to approve the subcommittee to invest more than one million dollars. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: None

8.e. Discuss and approve – 2024 Spring “H2O Pipeline”. After discussion, there was a motion by Director Baroldi and seconded by Director Perumean to approve “H2O Pipeline” with minor changes. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: None

8.f. Discuss and Action – General Manager salary. After discussion there was a motion by Director Crabb and seconded by Director Perumean to approve the salary at \$180,000.00 per year. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: None

(The closed session began at 4:21 p.m. and ended at 6:25 p.m.)

Item 9.a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:
In re: Aqueous Film-Forming Foams Products Liability. Case No. 2:18-mn-2873-RMG, pending in the United States District Court for the District of South Carolina, Charleston Division. Discussion of existing litigation pursuant to Government Code section 54956.9, paragraph (1) of subdivision (d). No reportable action was taken.

Item 9.b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code section 54956.8

Property: Real property subject to license no. 516436, dated June 1, 1918, between BNSF Railway Company and La Habra Heights County Water District, covering a site for a thirty-inch water line from Railway Company's Mile Post 153.11 to 153.42 in Los Nietos, Los Angeles County, California.

Agency negotiator: Joe Matthews, General Manager, and Michael Silander, General Counsel. No reportable action was taken.

Item 9. c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code section 54956.8

Property: Potential easements at 19-1358 Whittier Mobile CC, 10550 Dunlap Crossing Road, Whittier, CA.

Agency negotiators: Joe Matthews, General Manager, and Michael Silander, District Counsel.

Negotiating parties: La Habra Heights County Water District and SoCalGas. No reportable action was taken.

Item 9.d. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code section 54956.8

AT & T cell tower lease offer on a portion of Reservoir 10A property, APN parcel(s) 8239-031-900, 8239-031-902, 8239-031-901, and 8239-031-903.

Agency negotiators: Joe Matthews, General Manager, and Michael Silander, District Counsel.

Negotiating parties: La Habra Heights County Water District and AT&T. No reportable action was taken.

Item 9.e. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION
Government Code § 54956.9(d)(4)

Initiation of litigation: One case. No reportable action was taken.

Item 9.e PUBLIC EMPLOYEE APPOINTMENT
Government Code Section 54957

Title: General Manager/Secretary. No reportable action was taken.

Item 10. There being no further business to come before the Board, a motion was made by Director Cooke and seconded by Director McVicar that the meeting be adjourned at 7:05 p.m. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: None

Dated: June 25, 2024

Brad Cooke, President

(SEAL)

Joe Matthews, Secretary

MINUTES OF THE SPECIAL BOARD MEETING
OF THE BOARD OF DIRECTORS
LA HABRA HEIGHTS COUNTY WATER DISTRICT
June 13, 2024

A special meeting of the Board of Directors of La Habra Heights County Water District was held on June 13, 2024, at 4:02 p.m., at the office of the District, located at 1271 North Hacienda Road, La Habra Heights.

Item 1. Roll call of Directors by Secretary/General Manager, Joe Matthews.

PRESENT: Directors Baroldi, Cooke, Crabb, McVicar, and Perumean

ABSENT: None

Item 2. Staff members and others present. Staff: Joe Matthews, Secretary/General Manager, and Ivan Ramirez, Superintendent. Others present; Michael Silander, Attorney at Law, and Layne Baroldi.

Item 3. Public Communications – None

(The closed session began at 4:06 p.m. and ended at 6:05 p.m.)

Item 4.a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:
In re: Aqueous Film-Forming Foams Products Liability. Case No. 2:18-mn-2873-RMG, pending in the United States District Court for the District of South Carolina, Charleston Division. Discussion of existing litigation pursuant to Government Code section 54956.9, paragraph (1) of subdivision (d). No reportable action was taken.

Item 5. There being no further business to come before the Board, a motion was made by Director Cooke and seconded by Director McVicar that the meeting be adjourned at 6:07 p.m. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: None

Dated: June 25, 2024

Brad Cooke, President

(SEAL)

Joe Matthews, Secretary

FINANCIAL REPORT

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF NET POSITION

May 31, 2023 and May 31, 2024

	2023	2024
<u>ASSETS:</u>		
<u>Current Assets:</u>		
CASH-PETTY	300.00	300.00
CASH-CHECKING	1,226,398.01	1,099,813.31
CASH-SWEEP	-	601.33
INVESTMENT-LAIF	4,932,859.05	4,998,807.78
INVESTMENT-TREASURY BILLS	-	1,005,902.28
ACCOUNTS RECEIVABLE-WATER	342,152.59	356,905.50
ACCOUNTS RECEIVABLE-OTHER	265,691.74	325,569.90
TAXES RECEIVABLE	-	-
LEASE RECEIVABLE	-	127,183.86
ACCRUED INTEREST RECEIVABLE	24,166.00	36,384.00
INVENTORY	197,353.89	211,605.87
PREPAID EXPENSES	36,118.54	62,990.86
Total Current Assets	7,025,039.82	8,226,064.69
<u>Noncurrent Assets:</u>		
Capital Assets:		
LAND	532,743.65	532,743.65
WATER RIGHTS	1,640,490.80	1,640,490.80
SOURCE OF SUPPLY	2,271,079.60	2,271,079.60
PUMPING PLANT	1,637,877.77	1,668,932.77
TRANSMISSION & DISTRIBUTION	26,361,304.22	26,542,528.88
GENERAL PLANT	1,791,135.63	1,648,500.03
CONSTRUCTION IN PROGRESS	402,093.25	387,376.19
Total Capital Assets	34,636,724.92	34,691,651.92
Accumulated Depreciation	(20,240,852.81)	(20,475,224.08)
Net Capital Assets	14,395,872.11	14,216,427.84
Other Noncurrent Assets:		
CONSTRUCTION ADVANCE RECEIVABLE	9,960.19	-
INVESTMENTS-CAL DOMESTIC WATER CO	591.00	591.00
LEASE RECEIVABLE	2,415,646.20	2,297,398.88
Total Other Noncurrent Assets	2,426,197.39	2,297,989.88
Total Assets	23,847,109.32	24,740,482.41
DEFERRED OUTFLOWS OF RESOURCES- Deferred amount from pension plan	172,529.00	771,900.00
DEFERRED OUTFLOWS OF RESOURCES- Deferred amount from OPEB	259,764.00	225,139.00
Total Deferred Outflows of Resources	432,293.00	997,039.00

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF NET POSITION

May 31, 2023 and May 31, 2024

	2023	2024
LIABILITIES		
<u>Current Liabilities:</u>		
ACCOUNTS PAYABLE	269,162.98	363,813.97
CURR PORTION-LONG TERM DEBT	61,359.75	-
ACCRUED INTEREST-CONTRACT PAYABLE-D/G	602.25	-
DEPOSITS-CUSTOMERS	6,000.00	5,539.62
DEPOSITS-CONSTRUCTION	7,000.00	39,959.82
ACCRUED PROPERTY TAXES	-	-
ACCRUED PAYROLL	-	-
ACCRUED EMPLOYEE BENEFITS	150,468.34	157,407.33
DEFERRED RENTAL INCOME	-	-
ACCRUED RETIREMENT CONTRIBUTIONS	-	-
NET OPEB OBLIGATION	1,706,103.00	1,038,484.00
NET PENSION LIABILITY	125,862.00	1,248,389.00
Total Current Liabilities	2,326,558.32	2,853,593.74
Total Liabilities	2,326,558.32	2,853,593.74
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from pension plan	140,358.00	25,928.00
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from OPEB	385,809.00	1,014,037.00
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from Leases	2,427,381.93	2,305,521.45
Total Deferred Inflows of Resources	2,953,548.93	3,345,486.45
<u>Net Position:</u>		
INVESTED IN CAPITAL ASSETS, NET RELATED DEBT	14,334,512.36	14,216,427.84
UNRESTRICTED	4,654,822.52	5,322,013.38
RESTRICTED	9,960.19	-
Total Net Position	18,999,295.07	19,538,441.22

LA HABRA HEIGHTS COUNTY WATER DISTRICT
STATEMENTS OF REVENUE, EXPENSES AND CHANGES IN NET POSITION
For Eleven Months Ending May 31, 2023 and May 31, 2024

	Last Year Current Month Actual 5/31/2023	Current Month Actual 5/31/2024	Last Year YTD Actual 5/31/2023	Current YTD Actual 5/31/2024	Current Budget 2023/24	Actual 5/31/2024 % of budget 2023/24 92%
Operating Revenue:	372,178.63	424,699.21	4,262,242.14	4,404,587.84	5,766,549.00	76%
Operating Expenses:						
Source of Supply	130,316.72	152,842.65	1,419,316.15	1,518,294.05	2,314,176.00	66%
Pumping	28,024.96	6,353.98	150,027.88	117,551.48	134,429.00	87%
Treatment	3,036.65	13,923.81	47,264.11	75,740.29	53,005.00	143%
Transmission & Distribution	42,951.65	95,390.04	606,574.41	752,364.04	693,989.00	108%
Customer Accounts	24,059.77	10,925.75	195,021.13	230,650.95	197,293.00	117%
Administrative and General	116,014.50	202,114.41	1,451,771.39	1,623,114.23	1,700,718.00	95%
Capital Improvements	129,275.08	126,340.58	1,422,025.88	1,389,746.38	1,502,147.00	93%
Other	7,230.70	12,083.40	83,566.03	95,932.70	99,880.00	96%
TOTAL OPERATING EXPENSES	480,910.03	619,974.62	5,375,566.98	5,803,394.12	6,695,637.00	87%
OPERATING INCOME (LOSS)	(108,731.40)	(195,275.41)	(1,113,324.84)	(1,398,806.28)	(929,088.00)	151%
Non-Operating Revenues	135,871.14	148,344.57	1,175,069.51	1,400,553.62	1,114,773.00	126%
Non-Operating Expenses	420.45	300.00	10,271.08	6,524.45	15,072.00	43%
NET NON-OPERATING REVENUES (EXPENSES)	135,450.69	148,044.57	1,164,798.43	1,394,029.17	1,099,701.00	127%
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	26,719.29	(47,230.84)	51,473.59	(4,777.11)	170,613.00	-3%
SYSTEM BUY IN FEE			-	60,275.00		
CAPITAL CONTRIBUTIONS			5,245.75	11,973.60		
NET INCOME (LOSS) IN NET POSITION			56,719.34	67,471.49		
NET POSITION-BEGINNING OF YEAR			18,942,575.73	19,470,969.73		
NET POSITION-END OF PERIOD			18,999,295.07	19,538,441.22		

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF REVENUE AND EXPENSES

For Eleven Months Ending May 31, 2023 and May 31, 2024

	Last Year Current Month Actual 5/31/2023	Current Month Actual 5/31/2024	Last Year YTD Actual 5/31/2023	Current YTD Actual 5/31/2024	Current Budget 2023/24	Actual 5/31/2024 % of budget 2023/24
OPERATING REVENUES						
SALES-WATER	180,316.06	190,159.64	2,144,465.62	2,110,626.19	3,298,111.00	64%
SALES-READINESS TO SERVE	189,061.93	201,526.08	2,078,290.72	2,223,834.31	2,407,603.00	92%
SALES-MISCELLANEOUS	2,800.64	2,952.09	39,485.80	40,065.94	30,838.00	130%
LEASE-WATER RIGHTS	-	30,061.40	-	30,061.40	29,997.00	100%
TOTAL OPERATING REVENUES	372,178.63	424,699.21	4,262,242.14	4,404,587.84	5,766,549.00	76%
OPERATING EXPENSES						
PURCHASED WATER	5,205.35	16,176.44	48,204.77	79,614.24	263,615.00	30%
GROUND WATER REPLENISHMENT ASSMT	68,439.72	78,022.35	819,032.58	787,630.23	1,175,437.00	67%
POWER	56,671.65	58,643.86	552,078.80	651,049.58	875,124.00	74%
TOTAL SOURCE OF SUPPLY	130,316.72	152,842.65	1,419,316.15	1,518,294.05	2,314,176.00	66%
LABOR-PUMPING	4,531.35	6,301.39	55,053.24	60,120.53	79,385.00	76%
MAINTENANCE-PUMPING	23,493.61	52.59	94,974.64	57,430.95	55,044.00	104%
TOTAL PUMPING	28,024.96	6,353.98	150,027.88	117,551.48	134,429.00	87%
MAINT & LABOR-TREATMENT	3,036.65	13,923.81	47,264.11	75,740.29	53,005.00	143%
TOTAL TREATMENT	3,036.65	13,923.81	47,264.11	75,740.29	53,005.00	143%
LABOR-TRANS & DISTRIBUTION	23,367.71	26,396.37	234,949.93	282,214.91	283,716.00	100%
MAINT-TRANS & DISTRIBUTION	5,915.93	40,593.77	244,237.78	334,995.55	190,224.00	176%
JOINT FACILITIES-WELL, LM CONDUIT&RES	24,737.74	41,733.30	241,359.23	296,259.22	441,193.00	67%
ORCHARD DALE PORTION	(11,069.73)	(13,333.40)	(113,972.53)	(161,105.64)	(221,144.00)	73%
TOTAL TRANSMISSION&DISTRIBUTION	42,951.65	95,390.04	606,574.41	752,364.04	693,989.00	108%
LABOR&MAINT-CUSTOMER ACCOUNTS	24,059.77	9,427.91	193,105.74	225,156.95	193,804.00	116%
UNCOLLECTIBLE ACCOUNTS	-	1,497.84	1,915.39	5,494.00	3,489.00	158%
TOTAL CUSTOMER ACCOUNTS	24,059.77	10,925.75	195,021.13	230,650.95	197,293.00	117%
TOTAL OTHER OPERATING EXPENSES	98,073.03	126,593.58	998,887.53	1,176,306.76	1,078,716.00	109%
TOTAL SOURCE OF SUPPLY & OPERATING EXPENSES	228,389.75	279,436.23	2,418,203.68	2,694,600.81	3,392,892.00	79%
ADMINISTRATIVE & GENERAL EXPENSES						
LABOR-FIELD-SICK,VAC,HOLIDAY	1,027.40	1,810.35	67,158.78	76,431.99	84,217.00	91%
WAGES-MANAGEMENT	13,180.40	11,875.26	143,580.47	148,345.00	169,614.00	88%
WAGES-OFFICE	23,771.14	25,237.03	226,407.27	252,691.05	280,506.00	90%
WAGES-MGMT&OFFICE-SICK,VAC,HOLIDAY	2,337.72	61,496.78	85,743.04	136,006.37	97,726.00	139%
OFFICE SUPPLIES	2,989.82	2,817.93	24,650.51	27,075.91	31,216.00	87%
AUTO SERVICE	6,851.07	4,868.64	48,386.97	55,788.67	48,559.00	115%
BANK SERVICE CHARGE	790.24	669.64	8,287.62	7,184.59	10,642.00	68%
DUES & SUBCRIPTIONS	-	1,756.16	25,532.58	25,756.84	32,141.00	80%
BUILDING SERVICE	1,456.00	3,099.71	19,700.22	25,233.74	23,594.00	107%
OFFICE EQUIPMENT MAINT	2,507.48	3,842.10	30,019.16	35,526.66	35,217.00	101%
PROFESSIONAL SERVICES	14,026.33	6,254.49	118,166.96	82,813.55	68,059.00	122%
EDUCATION & MEETINGS	2,602.08	8,534.43	18,525.00	21,214.25	16,608.00	128%

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF REVENUE AND EXPENSES


For Eleven Months Ending May 31, 2023 and May 31, 2024

	Last Year Current Month Actual 5/31/2023	Current Month Actual 5/31/2024	Last Year YTD Actual 5/31/2023	Current YTD Actual 5/31/2024	Current Budget 2023/24	Actual 5/31/2024 % of budget 2023/24
LEGAL	-	7,137.50	33,675.00	47,000.00	42,390.00	111%
UTILITIES	3,253.63	6,805.71	34,567.63	42,293.49	45,433.00	93%
ENGINEERING	657.00	20.87	14,984.50	12,560.98	33,819.00	37%
INSUR-AUTO, LIABILITY & PROPERTY	6,481.41	9,056.91	70,322.20	86,226.00	76,646.00	113%
INSUR-GROUP HEALTH & LIFE	15,098.34	17,115.98	169,277.70	177,885.26	214,571.00	83%
EMPLOYEE WORKERS COMPENSATION	58.30	130.50	23,800.27	28,775.85	34,153.00	84%
DENTAL	-	910.40	2,224.00	9,067.20	4,766.00	190%
RETIREMENT-CALPERS	11,148.30	19,620.22	122,742.19	135,869.11	174,435.00	78%
RETIREMENT-DEFERRED COMP	1,596.14	2,478.11	17,868.65	20,021.52	23,551.00	85%
RETIREMENT-CALPERS UNFUND ACCR LIAI	-	-	89,261.00	80,813.00	83,515.00	97%
MAINTENANCE-GENERAL PLANT	6,181.70	6,575.69	56,889.67	88,533.20	69,340.00	128%
CAPITAL IMPROVEMENTS	129,275.08	126,340.58	1,422,025.88	1,389,746.38	1,502,147.00	93%
PROPERTY TAXES	444.06	444.73	5,397.59	4,890.05	6,236.00	78%
PAYROLL TAXES	6,786.64	11,638.67	78,168.44	91,042.65	93,644.00	97%
TOTAL ADMIN & GENERAL EXP	<u>252,520.28</u>	<u>340,538.39</u>	<u>2,957,363.30</u>	<u>3,108,793.31</u>	<u>3,302,745.00</u>	94%
TOTAL OPERATING EXPENSES	<u>480,910.03</u>	<u>619,974.62</u>	<u>5,375,566.98</u>	<u>5,803,394.12</u>	<u>6,695,637.00</u>	87%
OPERATING INCOME (LOSS)	<u>(108,731.40)</u>	<u>(195,275.41)</u>	<u>(1,113,324.84)</u>	<u>(1,398,806.28)</u>	<u>(929,088.00)</u>	151%
NONOPERATING REVENUES						
INTEREST INCOME	12,419.00	19,027.61	93,336.53	195,729.77	43,206.00	453%
PROPERTY TAX INCOME	110,382.09	117,737.10	929,565.01	940,916.34	916,445.00	103%
RENT INCOME	10,957.46	10,556.92	124,380.32	249,114.86	136,673.00	182%
OIL ROYALTIES	1,012.59	1,022.94	15,457.59	11,297.32	12,635.00	89%
MISCELLANEOUS INCOME	1,100.00	-	7,830.06	3,495.33	5,814.00	60%
GAIN ON ASSET SOLD	-	-	4,500.00	-	-	0%
TOTAL NONOPERATING REVENUES	<u>135,871.14</u>	<u>148,344.57</u>	<u>1,175,069.51</u>	<u>1,400,553.62</u>	<u>1,114,773.00</u>	126%
NONOPERATING EXPENSES						
INTEREST EXPENSE-D/G LOAN	120.45	-	1,805.70	609.15	609.00	100%
LOSS ON INVESTMENT	-	-	-	-	-	0%
DIRECTORS FEES	300.00	300.00	6,100.00	6,100.00	9,900.00	62%
DIRECTORS EXPENSES	-	-	678.71	(184.70)	4,563.00	-4%
ELECTION	-	-	1,686.67	-	-	0%
TOTAL NONOPERATING EXPENSES	<u>420.45</u>	<u>300.00</u>	<u>10,271.08</u>	<u>6,524.45</u>	<u>15,072.00</u>	43%
NET NONOPER REVENUES(EXPENSES)	<u>135,450.69</u>	<u>148,044.57</u>	<u>1,164,798.43</u>	<u>1,394,029.17</u>	<u>1,099,701.00</u>	127%
NET INCOME (LOSS) IN NET POSTION	<u>26,719.29</u>	<u>(47,230.84)</u>	<u>51,473.59</u>	<u>(4,777.11)</u>	<u>170,613.00</u>	-3%

STATUS OF INVESTMENTS

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

To: Joe Matthews
From: Tammy Wagstaff 
Date: June 25, 2024
RE: Report of Investments-Corrected

The Investment Subcommittee requested that the Board be presented with a corrected Report of Investment (Report) for month ended March 31, 2024. In addition, the Subcommittee recommended a few changes as highlighted in yellow on the Report and as indicated below:

- Market Value column has been moved to the right of Ending Balance column.
- Corrected Market Value of United States Treasury, purchased 12/29/23 with 5.255 yield from \$500,275 to \$506,535
- Added in notes that the United States Treasury purchased on 12/29/23 with yield of 5.381 Maturity value was \$519,000 which resulted in a gain of \$19,609.


LA HABRA HEIGHTS COUNTY WATER DISTRICT
REPORT OF INVESTMENTS - CORRECTED
FOR MONTH ENDED MARCH 31, 2024

TYPE OF INVESTMENT	ISSUER	PURCHASE DATE	DAYS TO MATURITY	YIELD	AGENT/ BROKER	SOURCE OF VALUATION	BEGINNING BALANCE	ACTIVITY	ENDING BALANCE	MARKET VALUE	% ENDING BALANCE TO TOTAL PORTFOLIO
Pooled fund	Local Agency Investment Fund (LAIF)	NA	1	4.000	California State Treasurer	NA	4,965,128	55,584 *	5,020,712	4,945,170	83.3%
United States Treasury Bill	United States Treasury	12/29/2023	0	5.381	Charles Schwab	Charles Schwab Statement	499,391	-499,391 +	0	0	0.0%
United States Treasury Bill	United States Treasury	3/31/2024	179	5.312	Charles Schwab	Charles Schwab Statement	0	505,895	505,895	505,895	8.4%
United States Treasury Bill	United States Treasury	12/29/2023	88	5.255	Charles Schwab	Charles Schwab Statement	500,007		500,007	506,535	8.3%
TOTAL							5,964,526	62,088	6,026,614	5,957,600	100.0%

- * Deposited on 1/12/24, \$55,584.05 interest earned from October - December 2023
- * LAIF ending balance was adjusted on financial statement by \$46,401 in June 2022 to market value
- * LAIF ending balance was adjusted on financial statement by \$29,142 in June 2023 to market value
- + United States Treasury Bill matured on March 28, 2024; \$519,000 maturity, gain \$19,609

All current investments and transactions during the month comply with the investment policy adopted by Resolution 23-02 adopted February 28, 2023

Pending any future action of Board of Directors or any unforeseen catastrophe, I certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months of estimated expenditures.



 Tammy S. Wagstaff, Treasurer

June 25, 2024

Date

WARRANTS

La Habra Heights CWD
AP Check Register (Current by Bank)
Check Dates: Greater than 5/10/2024

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: 13100 - EFT TRANSFERS					13110
1002648046	05/23/24	M	0130	CALPERS	\$4,588.18
1002648047	05/23/24	M	0130	CALPERS	\$1,785.94
**1002655762	06/05/24	M	0130	CALPERS	\$4,797.01
1002655763	06/05/24	M	0130	CALPERS	\$1,785.94
BANK 13100 REGISTER TOTAL:					\$12,957.07
 BANK ID: 13110 - CHECKING- WELLS FARGO					13110
46961	05/29/24	P	0354	BEST LAWNMOWER, INC	\$197.46
46962	05/29/24	P	0013	CANNINGS HARDWARE	\$57.32
46963	05/29/24	P	0014	CENTRAL BASIN MWD	\$4,141.00
46964	05/29/24	P	0441	CINTAS CORPORATION	\$85.00
46965	05/29/24	P	0558	CONEXWEST	\$230.42
46966	05/29/24	P	0283	CONTINENTAL UTILITY SOLUTIONS	\$1,000.00
46967	05/29/24	P	0464	ENVIROKLEEN USA	\$650.00
46968	05/29/24	P	0099	GRAINGER INC	\$418.71
46969	05/29/24	P	0205	JOE MATTHEWS	\$45.00
46970	05/29/24	P	0483	LAVCO DAVE'S BRAKE ALIGNMENT	\$1,005.33
46971	05/29/24	P	0105	PDQ RENTALS	\$266.80
46972	05/29/24	P	0431	POWER PLUS	\$1,225.00
46973	05/29/24	P	0415	SAMUEL MUNOZ	\$1,400.00
46974	05/29/24	P	0068	SOUTHERN CALIF EDISON CO	\$11,814.32
46975	05/29/24	P	0564	URBAN WATER INSTITUTE	\$550.00
46976	05/29/24	P	0386	VERIZON WIRELESS	\$859.59
46977	05/29/24	P	0016	WATER REPLENISHMENT DISTRICT	\$7,536.00
46978	05/29/24	P	0094	WECK LABORATORIES, INC	\$2,520.00
46979	05/29/24	P	0051	LINCOLN FINANCIAL GROUP	\$3,217.96
46980	06/11/24	P	0116	ACWA-JPIA	\$17,063.71
46981	06/11/24	P	0385	ADMIRAL PEST CONTROL	\$93.00
46982	06/11/24	P	0565	ALERT 360	\$106.08
46983	06/11/24	P	0353	ARCO BUSINESS SOLUTIONS	\$2,925.46
46984	06/11/24	P	ONETIM	BRANDON SMETAK	\$78.37
46985	06/11/24	P	0013	CANNINGS HARDWARE	\$58.75
46986	06/11/24	P	0432	CHARTER COMMUNICATIONS	\$599.00
46987	06/11/24	P	0441	CINTAS CORPORATION	\$85.00
46988	06/11/24	P	0145	CIVILTEC ENGINEERING INC	\$28,355.07
46989	06/11/24	P	0283	CONTINENTAL UTILITY SOLUTIONS	\$37.60
46990	06/11/24	P	0355	CYMA SYSTEMS, INC	\$2,192.95
46991	06/11/24	P	0282	D&H WATER SYSTEMS	\$8,049.68
46992	06/11/24	P	0442	DAVID DOWELL	\$2,000.00
46993	06/11/24	P	0464	ENVIROKLEEN USA	\$650.00
46994	06/11/24	P	0164	EXCEL TELEMESSAGING	\$155.68
46995	06/11/24	P	0389	FRONTIER COMMUNICATIONS	\$86.43
46996	06/11/24	P	0369	HIGHROAD INFO TECHNOLOGY	\$4,098.04
46997	06/11/24	P	0153	HOME DEPOT CR SERVICES	\$910.52
46998	06/11/24	P	0521	IMPERIAL CAR WASH	\$133.98
46999	06/11/24	P	0033	J A SALAZAR CONSTRUCTION	\$1,300.00
47000	06/11/24	P	ONETIM	JIAN JUN WANG	\$78.37
47001	06/11/24	P	0205	JOE MATTHEWS	\$63.54
47002	06/11/24	P	0133	KONICA MINOLTA	\$67.49
47003	06/11/24	P	0051	LINCOLN FINANCIAL GROUP	\$3,303.44
47004	06/11/24	P	0534	ODP BUSINESS SOLUTIONS, LLC.	\$76.27
47005	06/11/24	P	0245	PASO ROBLES TANK, INC	\$73,237.40
47006	06/11/24	P	0196	POSTMASTER	\$364.00
47007	06/11/24	P	0363	RWS OF SOUTHERN CALIFORNIA	\$808.03
47008	06/11/24	P	0258	S&J SUPPLY CO, INC	\$767.16

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT
** Denotes broken check sequence.

La Habra Heights CWD
AP Check Register (Current by Bank)
Check Dates: Greater than 5/10/2024

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
47009	06/11/24	P	0068	SOUTHERN CALIF EDISON CO	\$61,145.26
47010	06/11/24	P	0427	TPX COMMUNICATIONS	\$5,305.67
47011	06/11/24	P	0078	UNDERGROUND SERVICE ALERT	\$144.75
47012	06/11/24	P	0268	UNIVAR USA, INC	\$1,746.71
47013	06/11/24	P	0562	VERIZON	\$316.06
47014	06/11/24	P	0016	WATER REPLENISHMENT DISTRICT	\$51,677.91
47015	06/11/24	P	0094	WECK LABORATORIES, INC	\$1,721.00
47016	06/17/24	P	0205	JOE MATTHEWS	\$144.10
BANK 13110 REGISTER TOTAL:					\$307,166.39
GRAND TOTAL :					\$320,123.46

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT
** Denotes broken check sequence.



Civil, Water, Wastewater, Drainage and Transportation Engineering
Construction Management • Surveying
California • Arizona

All approved
[Signature]

May 29, 2024

La Habra Heights County Water District
1271 North Hacienda Road
La Habra Heights, CA 90631

Attention: Joe Mathews, General Manager

Subject: Engineering Activities for the Month of April 2024
Invoice Backup Support - Billing Period through May 3, 2024

Dear Mr. Mathews:

The La Habra Heights County Water District requires Engineering Support from **CIVILTEC engineering, inc. (Civiltec)** at times on various projects. This work is provided on a time and materials basis when requested and directed by LHHCWWD management. Following is an explanation of time spent to back up the **April 2024** invoicing. The numbering system is the **Civiltec** project number and tracking system.

2023133.00 – General Engineering Support FY23-24. This project has been established to aid the District in general engineering inquiries, participate in meetings, hydraulic modeling and calibration and overall engineering support. The total budget for General Engineering Support has been established at \$25,000.00 for each Fiscal Year. Below is an accounting of expenditures under this **Civiltec** job number for FY 2023-24.

There were no expenditures in April 2024. The remaining budget is \$10,351.25.

2023134.00 – Engineering Fireflow Modeling FY23-24. This project has been established to aid the District with computer model simulations for fireflow requests by LHHCWWD customers. Below is an accounting of expenditures under this **Civiltec** job number for FY 2023-24.

There were expenditures in the month of April 2024 totaling \$691.25. We have set up new project numbers per fire flow simulation. We are using this main number 2023134 and have put extensions starting with .01 for the first request.

2023134.16 Fireflow Test for 1457 Popenoe Road ✓	\$356.25
2023134.17 Fireflow Test for 2423 Vista Road ✓	\$335.00



2020203.00 – Vigil Reservoir Drain Outlet Repair. LHHCWD is moving forward with the repair of the existing outlet structure that was damaged during a tank overflow event. The drain rock, shotcrete, reinforcing fabric and concrete energy dissipater will be repaired. The overall engineering budget for the project is \$136,950.00. *Civiltec* has worked with the District to place the project out to bid through Planet Bids. Bids were received on March 13, 2024, were evaluated and the award recommendation was issued. The Board awarded the project to Sol Construction on March 26, 2024. The contract was prepared and executed. A preconstruction meeting was held April 17, 2024. Sol Construction mobilized to the site on April 22, 2024. The work was 90% complete by May 3, 2024. There were expenditures in the month of April 2024 of \$19,172.57 which included full time observation. The remaining budget is \$56,577.43.

2022169.00 – Well No. 12 Well Siting Study. LHHCWD plans to drill a new well in the Judson Well Field. The overall budget for the project is \$157,770.00. There were expenditures of \$375.00 in April 2024. The District is currently considering the destruction of Well No. 9 and civil improvements to the Well No. 9 discharge pit. The remaining budget is \$27,946.50.

2023149.00 – Reservoir 10A Rehabilitation. LHHCWD has placed the Reservoir 10A project out to bid and bids were received on March 13, 2024. The project was awarded to Paso Robles Tank on March 26, 2024. The contract has been prepared and executed. A preconstruction meeting was held on May 2, 2024. PRT is preparing shop drawing submittals and the overall schedule. PRT plans to mobilize on May 20, 2024. The overall budget totals \$89,910.00. There were expenditures in the month of April 2024 totaling \$4,650.00. The remaining budget is \$66,470.00.

2024807.00 – PFAS Grant Application. LHHCWD is working with WRD to secure grant funding for a new PFAS Treatment Plant. Grace Kast is preparing the grant funding applications to WRD and assisting with the EPA grant. *Civiltec* staff is supporting Ms. Kast with as needed cost estimating and preparing exhibits. The budget established for the *Civiltec* effort is \$15,915.00. There were expenditures in the month of April 2024 totaling \$3,466.25. The remaining budget is \$12,448.75.

I hope this information helps with your processing of the project invoices. Please let me know if you have any questions.

Very truly yours,

CIVILTEC engineering, inc.

A handwritten signature in black ink, appearing to read 'W. David Byrum', is written over a horizontal line.

W. David Byrum, P.E.
President, Principal Engineer

REPORT OF SUPERINTENDENT

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: 6/18/24

TO: JOE MATTHEWS, GENERAL MANAGER
& BOARD OF DIRECTORS

FROM: IVAN RAMIREZ, SUPERINTENDENT

SUBJECT: SUPERINTENDENT'S REPORT FOR JUNE 2024

System and Equipment Maintenance

- Repaired one service leak and two main leaks.
- Replaced our diaphragm chlorine pumps at La Mirada Plant with peristaltic pumps to minimize chlorine leaks.

Rehabilitation of 10A

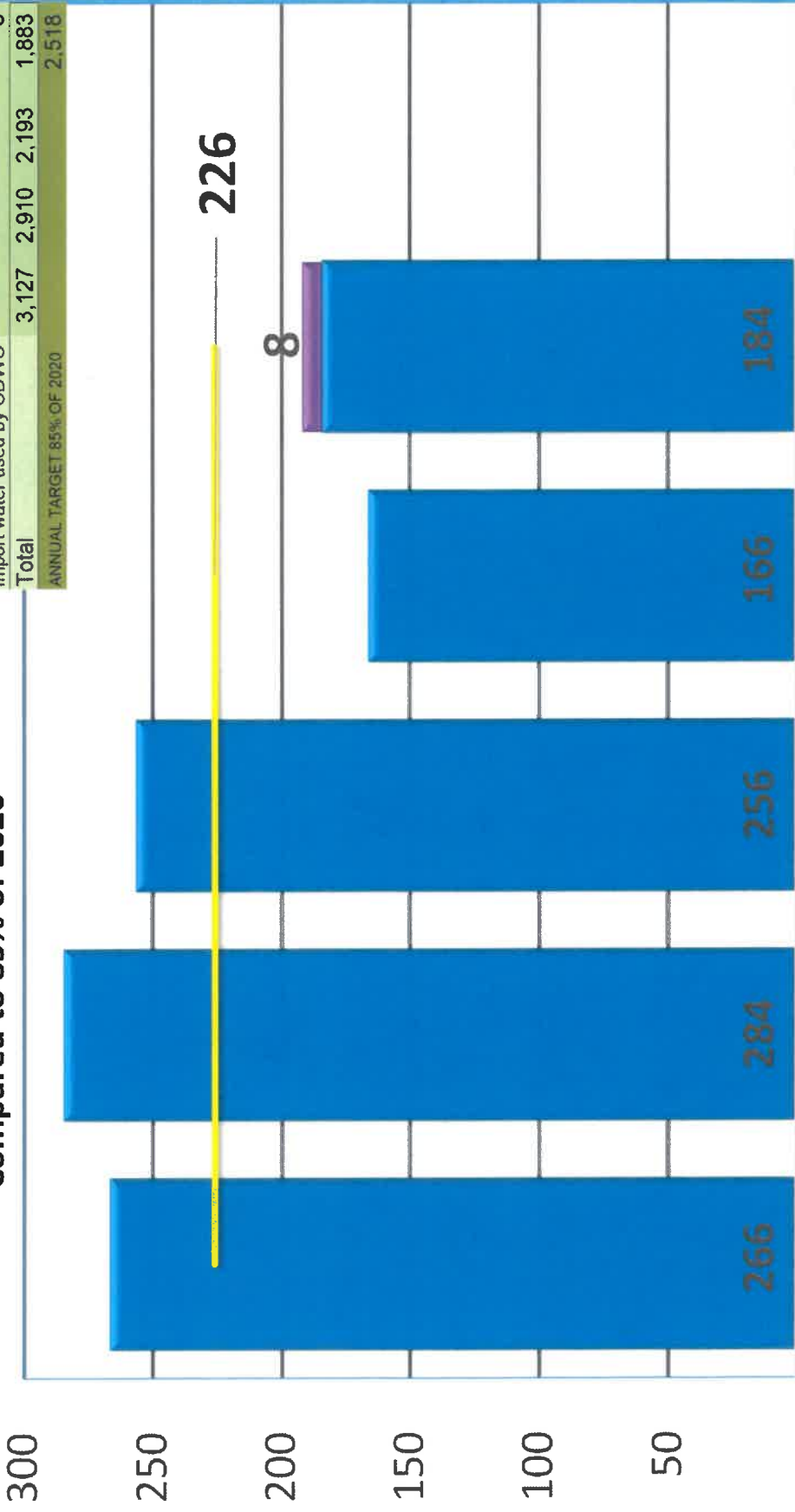
- Cathodic protection was removed. The inside of tank is cleaned and the process of sand blasting will start the week of the June 24, 2024.

Scada System

- Spectrum completed their equipment installation at Plant 5 and at the Wells. We are waiting on TPX to install equipment to replace the cellular system to our new secure landline system.

LA HABRA HEIGHTS COUNTY WATER DISTRICT

Production in acre feet for **MAY**
Compared to 85% of 2020



2020 20/21 21/22 22/23 23/24

- Import
- Import water used by California Domestic Water Company from District's Central Basin Municipal Water District connection
- Groundwater
- 85% of 2020 Month Target

ANNUAL WATER USAGE		2020/2021	2021/2022	2022/2023	2023/24 THRU MAY
Water Source		3,070	2,910	2,193	1,861
Groundwater		57	-	-	14
Import		-	-	-	8
Import water used by CDWC		3,127	2,910	2,193	1,883
Total					2,518
ANNUAL TARGET 85% OF 2020					

**DISCUSS AND ACTION CHANGE
ORDER REQUEST FROM
SOL CONSTRUCTION
FOR VIGIL RESERVOIR DRAIN
STRUCTURE REPAIR PROJECT**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: JUNE 18, 2024
TO: BOARD OF DIRECTORS
FROM: JOE MATTHEWS, SECRETARY/GENERAL MANAGER
SUBJECT: VIGIL RESERVOIR DRAIN STRUCTURE REPAIR CHANGE ORDER REQUEST

Sol Construction has completed the drain structure repair at Vigil Reservoir. Initial contract specifications for the material needed to repair the structure were based on an estimated amount of drainage rock lost in the slide. The actual amount of lost hillside was exposed during the removal of the old materials and required additional rock to complete the contracted work. An additional 87 tons of rock was installed north of the concrete weir to bring the structure to grade. Gunitite solution was applied to the slope and side of the structure to hold rock in place, and for aesthetics.

I have included before and after pictures that show where the Gunitite solution was applied.

- Original contract amount with Sol Construction \$197,858.00

- Additional cost of Change order number 1 \$41,580.00

JPIA has been notified of the additional material needed for the repair and are waiting for us to send the final paperwork for reimbursement.

I recommend approving Sol Construction's change order request for additional material needed to complete the contract to design specifications.

Proposal

Date: 5/10/2024



231 E. Alessandro Blvd Ste A445
Riverside, CA 92508
Tel. 951 653-1155 Fax. 951-653-1116
License# A81223330
DIR# 1000012204
Quote# Vigil Reservoir Gunite Installation
Project DIR# 521800

For:

CivilTech Engineering Inc.

Address: 605 E. Huntington Drive, Ste. 205
| Monrovia, CA 91016

ATTN: W David Byrum | PE
President

Thank you for considering SOL Construction Inc. for your construction needs. We are pleased to submit our proposal for the following based on our understanding of your requirements.

Project Overview: We propose to undertake the construction of the gunite installation at Vigil Reservoir according to the specifications outlined below:

Scope of Work: Our scope of work includes, but is not limited to:

The installation of gunite as a solution for stabilizing the rip rap rock and the vertical slope between existing and exposed chain-link fence.

- Gunite for rip rap area approx. 10' x 24'
- Gunite for chain link vertical slope approx. 6' x 24'

This project aims to enhance safety, prevent erosion, and improve the aesthetics of the area.

Specifications:

Materials: We will utilize high-quality materials sourced from reputable suppliers unless otherwise specified by the client.

Timeline: The estimated duration for completion of the project is [1-2 DAYS] from the commencement date, subject to change based on factors such as weather conditions and unforeseen circumstances.

Compliance: Our work will comply with all relevant building codes, regulations, and industry standards.

Exclusions: Our proposal does not cover the following:

Any Excavation, Permit fees and regulatory approvals, unless otherwise specified. Any additional work not explicitly mentioned in the scope of work. Costs associated with unforeseen conditions such as hazardous materials remediation or underground obstructions. Land acquisition or easement procurement. Any modifications or alterations requested by the client beyond the agreed-upon scope of work. Maintenance services post-construction, unless otherwise negotiated.

Cost Estimate: The total cost estimate for the project is inclusive of labor, materials, equipment, and overhead expenses. This estimate is based on current market rates and is subject to adjustment based on any changes to the scope of work.

Terms and Conditions:

Payment Schedule: NET15

Change Orders: Any changes to the scope of work must be documented through formal change orders and may result in adjustments to the project timeline and cost.

Termination Clause: Either party may terminate the agreement with written notice in accordance with the terms outlined in the contract.

Acceptance of Proposal: If you find our proposal satisfactory, please sign and return a copy of this document to signify your acceptance.

We are committed to delivering exceptional results and ensuring your complete satisfaction throughout the construction process. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for the opportunity to bid on this project. We look forward to the possibility of working with you.





CONSTRUCTION, INC.

231 E. Alessandro Blvd Ste A445
Riverside, CA 92508
Tel.951 653-1155 Fax. 951-653-1116
License# A12330
DIR# 1000012204
Project Vigil Reservoir Drain Structure Repair

Date: 5.16.2024

For: _____

CivilTech Engineering Inc.

**Address: 605 E. Huntington Drive, Ste. 205
| Monrovia, CA 91016**

ATTN: W David Byrum | PE

PROJECT CONTRACT CHANGE ORDER REQUEST FORM

PROJECT NAME	Vigil Reservoir Drain Structure Repair		
LOCATION OF WORK	1595 E SKYLINE DR LA HABRA HEIGHTS		
Project DIR#	521800	CHANGE ORDER #	1
REQUESTING PARTY	Sol Construction Inc.	DATE OF REQUEST	5.1.2024
PROJECT MANAGER	Adrian Andrade	CONTRACTOR	Sol Construction inc.

PROJECT DETAILS

Original Scope - 125 tons of gradation 12"-24" rip rap

Special Provisions ITEM VIII

1.2 SUMMARY

F. Install a gradation of 12" to 24" rock in the structure to fill it back to the original grade, north of weir.

DESCRIPTION OF CHANGES NEEDED	Additional 87 tons is required to complete rip rap construction 12"-24" rock
REASON FOR CHANGE	125 tons per the original scope was not sufficient in filling the structure back to the original grade.
SPECIFICATIONS	Gradation of 12" -24" rip rap. Total tonnage delivered is 211.79 tons. 14 trucks total. Tickets provided by Contractor

ADDITIONAL LINE ITEMS COST, TIME AND MATERIAL

MATERIALS

Gradation 12"-24" Rock 87 tons	

EQUIPMENT

Trucking for rip rap delivery to site	
Operated excavator 235, long reach excavator HX220ALR, & skeleton bucket required for rip rap placement	

--

LABOR

3 man crew. 1 additional day

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--

--

CHANGE IN CONTRACT PRICE

--

CHANGE ORDER PRICE	\$	29,580.00
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**PROJECT CHANGE ORDER DISCUSSION
DOCUMENTATION CHANGE HAS BEEN DISCUSSED
WITH:**

NAME & TITLE	DATE
Jerry Mesa, Construction Inspector	5/1/2024
W. David Byrum PE	5/1/2024





Media Player



0:00:00



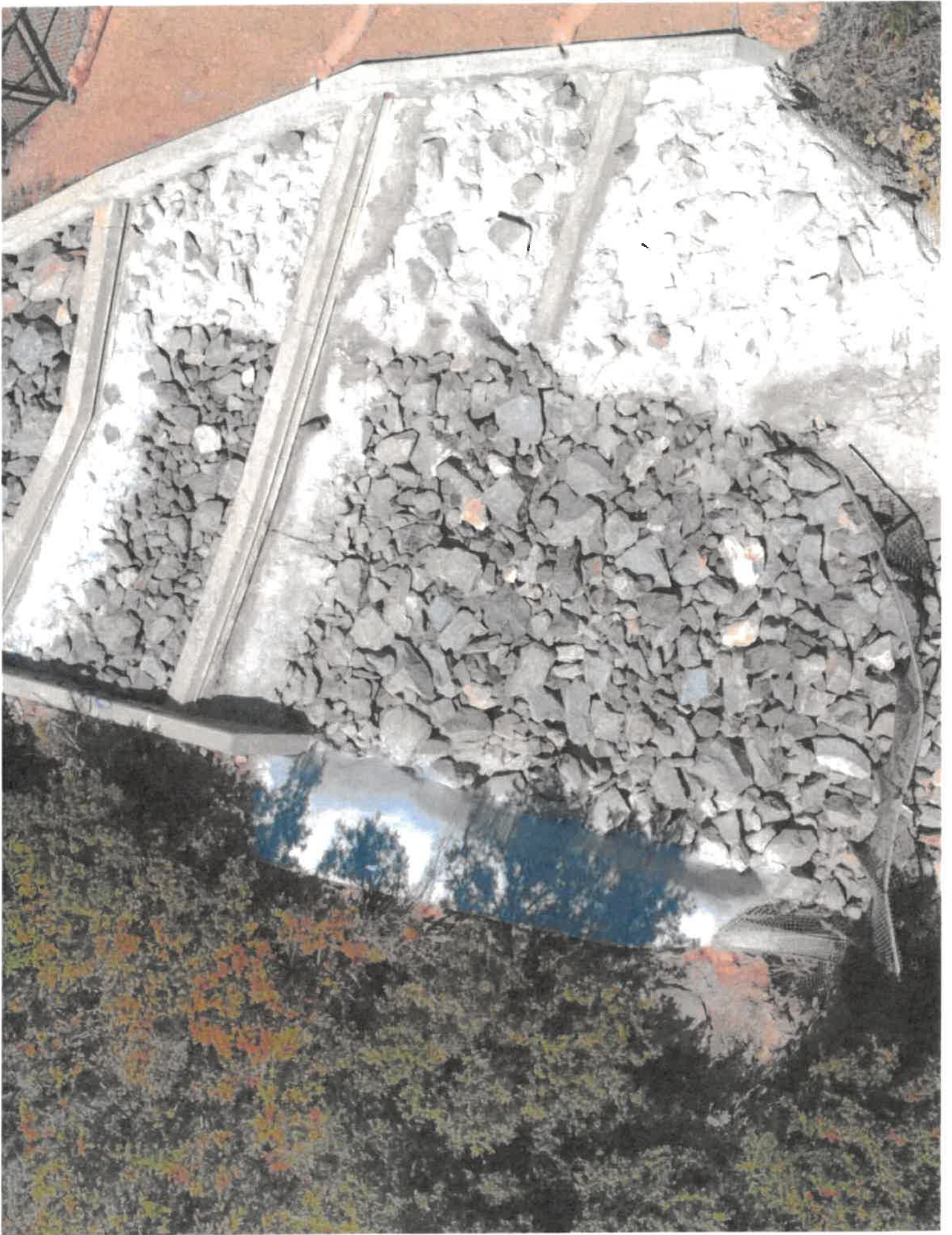
Pre-repair picture for Board packet



Full screen (F11)



0:00:16





RESOLUTION NO. 24-05

**RESOLUTION OF THE BOARD OF
DIRECTORS OF
LA HABRA HEIGHTS COUNTY
WATER DISTRICT
ADOPTING WORKPLACE VIOLENCE
PREVENTION PLAN**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: JUNE 18, 2024

TO: BOARD OF DIRECTORS

FROM: JOE MATTHEWS, SECRETARY/GENERAL MANAGER

**SUBJECT: RESOLUTION 24-05, WORKPLACE VIOLENCE PREVENTION
PLAN**

Senate Bill SB 553 requires the District to adopt a Workplace Violence Prevention Plan by July 1, 2024. The plan is attached for your review.

RESOLUTION NO. 24-05

A RESOLUTION OF THE BOARD OF DIRECTORS
OF LA HABRA HEIGHTS COUNTY WATER DISTRICT ADOPTING ITS
WORKPLACE VIOLENCE PREVENTION PLAN

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LA HABRA HEIGHTS COUNTY WATER DISTRICT ("DISTRICT"), as follows:

1. Scope and Purpose.

This resolution adopts the Workplace Violence Prevention Plan, attached hereto (hereinafter "WVPP"). This is a new plan to address policies related to workplace violence as required by California Senate Bill 553 to establish, implement and maintain an effective and safer workplace for District employees.

2. Findings.

District is required by California Senate Bill 553 to adopt a WVPP by July 1, 2024, to establish a plan to address situations of workplace violence therein so that the District is in compliance with current California law, are suitable for District's current needs, and guide employees as to their rights and obligations. The WVPP contains channels for prohibiting employee retaliation, accepting and responding to reports of workplace violence incidents, employee workplace violence training and communication, emergency response, workplace violence hazard assessments and maintaining a Violent Incident Log which requires the District to implement basic protections for employees while at work.

3. Resolution.

NOW, THEREFORE, be it found, determined and resolved by the Board of Directors of La Habra Heights County Water District as follows:

The District, by its Board of Directors, hereby adopts the WVPP, attached hereto and incorporated into this resolution by this reference.

ADOPTED, SIGNED AND APPROVED this 25th day of June 2024.

Brad Cooke, President
Board of Directors La Habra Heights County
Water District

ATTEST:

Joe Matthews, Secretary

(SEAL)

I, JOE MATTHEWS, Secretary of the Board of Directors of the La Habra Heights County Water District, do hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the 25th day of June 2024, and was adopted at that meeting by the following vote:

AYES:

NOES:

ABSENT:

Joe Matthews, Secretary
Board of Directors of the La Habra
Heights County Water District

WORKPLACE VIOLENCE PREVENTION PLAN

La Habra Heights County Water District

This Workplace Violence Prevention Plan (“WVPP” or “Plan”) addresses hazards known to be associated with the four types of workplace violence as defined by Labor Code (“LC”) section 6401.9.

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Log - The violent incident log required by LC section 6401.9.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment, including but not limited to the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury. The following four workplace violence types:
 - Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - Type 2 violence** - Workplace violence directed at employees by customers, clients, vendors or visitors.
 - Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship (i.e. friend, family member or acquaintance) with an employee.

Workplace violence Does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, General Manager Joe Matthews or his designee, has the authority and responsibility for implementing the provisions of this plan for La Habra Heights County Water District (Hereinafter LHHCWD). If there are multiple persons responsible for the plan, their roles will be clearly described. Joe Matthews or his designee is responsible for all aspects of WVPP implementation and oversight, including but not necessarily limited to the approval of this plan and any major changes thereto, the organization of safety meetings, updates of training materials, handling of workplace violence reports, conducting safety inspections, coordinating emergency response procedures, and communicating with other employers about the Plan where appropriate.

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

La Habra Heights County Water District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

Management will work with and allow employees and authorized employee representatives to participate in identifying, evaluating, and determining corrective measures to prevent workplace violence, and designing and implementing training. This may include conducting safety meetings with employees to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. Training may include reporting and investigating workplace violence incidents.

Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.

The Plan shall be always in effect and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of the WVPP.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Discipline employees for failure to comply with the WVPP per the provisions of the Employee Policies and Procedures Manual of La Habra Heights County Water District.

COMMUNICATIONS WITH EMPLOYEES

La Habra Heights County Water District recognizes that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action. This includes providing information on how employees can anonymously report a violent incident, threat, or other violence concerns, and providing contact information for emergencies.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any

corrective actions to be taken.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

La Habra Heights County Water District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by direct communication whenever possible, or by phone or District radio. If that's not possible, employees will report incidents directly to the WVPP administrator, General Manager Joe Matthews.
- Employees may also communicate in writing or via email if no immediate attention must be taken.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively and in accordance with the Employee Manual of La Habra Heights County Water District.

EMERGENCY RESPONSE PROCEDURES

La Habra Heights County Water District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:
 - a. District radio announcements and/or cell phone messaging or direct calls will be used to alert employees when an active event is taking place.
- General Manager Joe Matthews will have evacuation or sheltering plans.
 - a. If employees will be evacuated, they will be instructed to walk through the nearest door outside and travel in a direction away from danger. Employees inform management of their location once they have reached safety. Possible locations to escape to include La Habra Heights Fire Department or City Hall, or any Fire station when working in other areas. When traveling on foot, employees are to travel away from danger until they have reached a safe area before alerting management of the situation.
 - b. Employees may be told to shelter in place until the emergency event has passed. When doing so, employees are to seek shelter under desks or behind closed and locked doors until the event is over. If possible, call police and management after finding adequate shelter.
- How to obtain help from staff, security personnel, or law enforcement.
 - a. If there is immediate danger, call for emergency assistance by dialing 9-1-1, and then notify Joe Matthews at (562) 237-3160.
 - b. If possible, use District radios for mass communication with other staff and management.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by La Habra Heights County Water District to ensure that workplace violence hazards are identified and evaluated. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard. Reviews shall be conducted of all submitted/reported concerns of potential hazards.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic inspections shall be conducted annually.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. La Habra Heights County Water District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees needed to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting or other action of attack.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified because of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

La Habra Heights County Water District will take all reasonable measures to ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of

any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

La Habra Heights County Water District will provide its employees with training and instruction on the requirements listed below:

- Definitions found on page 1 of this plan
- How to obtain a copy of the employer's WVPP plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures LHHCWD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

La Habra Heights County Water District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA always.

RECORDKEEPING

La Habra Heights County Water District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years. The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of the WVPP should include, but is not limited to, (1) review of incident investigations and the violent incident log and (2) the assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, La Habra Heights County Water District will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Joe Matthews, General Manager of La Habra Heights County Water District, hereby authorize the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan.

Joe Matthews, General Manager

Date

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Date of incident:(Day/Month/Year) _____ Time of incident (or approximate) _____ a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (1, 2,3,4))

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

_____ Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

_____ Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.

_____ Threat of physical force or threat of the use of a weapon or other object.

_____ Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.

_____ Animal attack.

_____ Other-Please specify _____

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.

- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

- Were there any injuries? Yes or No. Please explain:

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

Name: _____

Title: _____

Date: _____

Signature: _____

•

Appendix A

Suspect ID Chart

Date

Write description in each box

Police Report #:

Gender:	Race:	Age:	Height:	Weight:
Hair:				Hat Type:
Facial Hair:				Tie/Jewelry:
Eyes:				Tattoos:
Glasses:				Scars/Marks:
Complexion:				Coat:
Shirt:				Voice/Speech:
Pants:				Shoes:

Pocket Knife



Knife



Weapon Type
(Circle One)

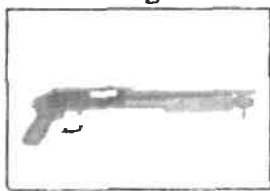
Revolver



Semi-Auto



Shotgun



Rifle/Lever-Action



Snub-nosed



Name: Sign: Tel #:

Business Address:

Telephone #:

RESOLUTION NO. 24-06

**A RESOLUTION OF THE BOARD OF
DIRECTORS OF
LA HABRA HEIGHTS COUNTY
WATER DISTRICT
RENAMING LA MIRADA PLANT AND
RESERVOIR TO THE
MICHAEL J. GUALTIERI PLANT AND
RESERVOIR**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: JUNE 18, 2024

TO: BOARD OF DIRECTORS

FROM: JOE MATTHEWS, SECRETARY/GENERAL MANAGER

**SUBJECT: ADOPT RESOLUTION 24-06, RECOGNITION OF SERVICE TO
THE DISTRICT FOR MICHAEL GUALTIERI**

On February 27, 2024, the Board adopted Resolution 24-02 in Recognition of Service to the District for Michael Gualtieri, with additional minor changes of re-naming the La Mirada Reservoir to the The Michael J. Gualtieri Reservoir. At that time, I failed to recognize the site would then become The Michael J. Gualtieri Reservoir and the La Mirada Plant.

I recommend adopting Resolution 24-06 in Recognition of Service to the District for Michael Gualtieri to read the La Mirada Plant and Reservoir will now be named The Michael J. Gualtieri Plant and Reservoir.

RESOLUTION NO. 24-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF
LA HABRA HEIGHTS COUNTY WATER DISTRICT
RENAMING LA MIRADA PLANT AND RESERVOIR TO THE
MICHAEL J. GUALTIERI PLANT AND RESERVOIR

WHEREAS, Michael J. "Mike" Gualtieri, has punctilious served the Community of La Habra Heights from his appointment to the La Habra Heights County Water District on April 1, 1982, continuously to his retirement on May 4, 2024, for a total of 42 years, 1 month and 4 days, and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LA HABRA HEIGHTS COUNTY WATER DISTRICT, that the Board does hereby rename the plant and reservoir owned by the La Habra Heights County Water District formerly known as La Mirada Plant and Reservoir to The Michael J. Gualtieri Plant and Reservoir as a token of its ardent and unreserved appreciation for his unselfish and liberal commitment of time, energy and expertise on behalf of the District and community.

BE IT FURTHER RESOLVED that the President of this Board is authorized and instructed to present a proper copy of this Resolution to Michael J. Gualtieri and express the District's deep appreciation for the willing and generous contribution he has made in furthering the affairs of this District.

PASSED AND APPROVED this 25th day of June 2024.

Brad Cooke, President

Pamela McVicar, Vice President

Karen Baroldi, Director

James Crabb, Director

Mark Perumean, Director

ATTEST:

Joe Matthews, General Manager

I, Joe Matthews, General Manager of the Board of Directors of La Habra Heights County Water District do hereby certify that the original resolution was duly adopted and signed by the Board of Directors of said District at a regular meeting of said Board held on the 25th day of June 2024, to be presented to Michael J. Gualtieri, and that it was adopted by the following vote:

AYES: Directors:

NOES:

ABSENT:

Joe Matthews, General Manager
Board of Directors of La Habra Heights County
Water District

RESOLUTION NO. 24-07

**RESOLUTION OF THE BOARD OF
DIRECTORS OF
LA HABRA HEIGHTS COUNTY
WATER DISTRICT
ADJUSTING SALARIES OF DISTRICT
EMPLOYEES**

RESOLUTION NO. 24-07

RESOLUTION OF THE BOARD OF DIRECTORS OF
LA HABRA HEIGHTS COUNTY WATER DISTRICT
ADJUSTING SALARIES OF DISTRICT EMPLOYEES

A. RECITALS

(i) The Board of Directors of the La Habra Heights County Water District adopted the most recent Monthly Salary Schedule by Resolution No. 23-05 on July 11, 2023.

(ii) The Board of Directors has, from time-to-time, adopted revised Monthly Salary Schedules.

(iii) The Board of Directors desires to adjust the salaries of District employees.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LA HABRA HEIGHTS COUNTY WATER DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

1. The Monthly Salary Schedule adopted by Resolution No. 23-05 is hereby repealed and a new Monthly Salary Schedule, which is attached hereto as Exhibit "A", is hereby adopted and is effective July 1, 2024.

2. The Secretary/General Manager is hereby directed to replace the repealed Monthly Salary Schedule with the newly adopted Monthly Salary Schedule (Exhibit "A").

ADOPTED AND APPROVED this 25th day of June 2024.

(SEAL)

Brad Cooke, President
Board of Directors, La Habra
Heights County Water District

ATTEST:

Joe Matthews, Secretary

I, JOE MATTHEWS, Secretary of the Board of Directors of La Habra Heights County Water District do hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the 25th day of June 2024 and was adopted at that meeting by the following vote:

AYES:

NOES:

ABSENT:

Joe Matthews, Secretary
Board of Directors of La Habra
Heights County Water District

EXHIBIT “A”
LA HABRA HEIGHTS COUNTY WATER DISTRICT
Monthly Salary Schedule
Fiscal Year 2024 – 2025

Management Personnel

	<u>Minimum</u>	<u>Median</u>	<u>Maximum</u>
General Manager	13068	14878	16688
Treasurer/Office Manager	11041	12748	14454
Superintendent	10397	12003	13608

Hourly Personnel

	<u>Minimum</u>	<u>Median</u>	<u>Maximum</u>
Utility Worker III	7263	8385	9507
Utility Worker II	6081	7020	7958
Utility Worker I	5062	5845	6627
Management Assistant/ Accountant	6214	7174	8133
Customer Service/ Accounting Clerk	5340	6166	6991

5% increase for Grade 2 Treatment State Certification for Utility Worker I, Management Assistant/Accountant, and Customer Service/Accounting Clerk

