



SOUTH FEATHER WATER & POWER AGENCY

AGENDA

**Regular Meeting of the Board of Directors of the
South Feather Water & Power Agency
Board Room, 2310 Oro-Quincy Highway, Oroville, California
Tuesday; March 23, 2021; 2:00 P.M.**

In Compliance with the State of California Governor's Office Executive Order N-29-20, SFWPA will limit "in-person" attendance for the February 23, 2021 Board Meeting.

Individuals that are not critical to agenda items below may fully participate in the meeting via Zoom by logging into:

<https://us02web.zoom.us/j/81291821418>
+16699006833,,81291821418# US (San Jose)

A. Roll Call –

B. Approval of Minutes – Regular Meeting on February 23, 2021 (Tab 1)

C. Approval of Checks/Warrants (Tab 2)

D. Staff Reports (Tab 3)

E. Public Comment – Consistent with Executive Order N-29-20 from the Executive Department of the State of California the Board Chambers will not be physically open to the public and can be teleconferenced with the instructions above. Public comment for Directors can be submitted anytime via e-mail. However, in order to be read into the record during the meeting it must be submitted to PublicRelations@southfeather.com by 12:00 P.M. Tuesday March 23, 2021. Individuals will be given an opportunity to address the Board regarding matters within the Agency's jurisdiction that are not scheduled on the agenda, although the Board cannot take action on any matter not on the agenda. Comments will be limited to 5 minutes per speaker. An opportunity for comments on agenda items will be provided at the time they are discussed by the Board. Comments will be limited to five minutes per speaker per agenda item.

F. Information Items

CAL FIRE Fire Prevention Grants (Tab 4)

Communication of grant application opportunities associate with District fire risk and prevention.

Butte County Safe Drinking Water (Tab 5)

Update on partnership with Butte County on safe drinking water grant award specific to Division 2 (Palermo)

Water Storage (Tab 6)

Discussion of 1922 reservoir storage strategy map and current needs for additional water storage.

G. Business Items

Encroachment Permit Fees (Tab 7)

Consideration of adoption to the Agency Rules and Regulations regarding encroachment fees.

LAFCO 2021 Election Ballot (Tab 8)

Seeking nomination of a Special District Regular Non-Enterprise' Member and Alternate.

Memorandum of Understanding (CSEU, WTDEU, HGEU) (Tab 9)

Requesting approval of the term lengths and changes to the SFWPA bargaining unit MOU's.

H. Directors' Reports

Directors may make brief announcements or reports for the purpose of providing information to the public or staff, or to schedule a matter for a future meeting. The Board cannot take action on any matter not on the agenda and will refrain from entering into discussion that would constitute action, direction or policy, until the matter is placed on the agenda of a properly publicized and convened Board meeting.

I. Closed Session

(Tab 10)

Conference with Legal Counsel

Anticipated Litigation (Government Code §54956.9(d)(4). One case - North Yuba Water District's (NYWD) Threat of Litigation against SFWPA by Repeatedly Demanding information Beyond That Required by the 2005 Agreement and the Public Records Act.

Conference with Legal Counsel

Anticipated Litigation (Government Code §54956.9(d)(4). One case - NYWD's Lack of Receipt of Regulatory Approvals and Permits for its Oroleve Ditch Pipe Project.

Conference with Legal Counsel

Anticipated Litigation (Government Code § 54956.9(d)(4). One case. NYWD's Breach of the 2005 Agreement, violation of Brown Act, and/or Improper Delegation of Decisionmaking by Repeatedly Refusing to Meet and Confer Concerning Topics Directly Related to the 2005 Agreement

Closed Session Conference with Legal Counsel – Existing Litigation

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9
Sharp v. North Yuba Water District et al. (Yuba County Superior Court) Case No. CVPT20- 00386

Conference with Legal Counsel – Existing Litigation

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)
Name of case: Glaze v. South Feather Water & Power Agency, Butte County Superior Court Case No. 20CV01283

Conference with Real Property Negotiators (Government Code § 54956.8)

Real property negotiators District staff, and District legal counsel to discuss price and terms and conditions of a potential 2021 water transfer with participating member buyers of the State Water Project Contractors and/or San Luis & Delta Mendota Water Authority.

J. Open Session

Report of closed session actions.

K. Adjournment

The Board of Directors is committed to making its meetings accessible to all citizens. Any persons requiring special accommodation to participate should contact the Agency's secretary at 530-533-2412, preferably at least 48 hours in advance of the meeting.

**MINUTES of the REGULAR MEETING of the BOARD of DIRECTORS of
SOUTH FEATHER WATER & POWER AGENCY**

**Tuesday, February 23, 2021, 2:00 P.M.,
Agency Board Room, 2310 Oro-Quincy Hwy., Oroville, California**

In Compliance with the State of California Governor's Office Executive Order N-29-20, SFWPA will limit "in-person" attendance for the February 23, 2021 Board Meeting.

General Manager Moseley explained the February board meeting format and performed roll call for the limited individuals in the room and for those participating via Zoom Meeting.

Individuals that are not critical to agenda items below may fully participate in the meeting via Zoom by logging into: <https://us02web.zoom.us/j/84507172951>
+16699006833,,84507172951# US (San Jose)

DIRECTORS PRESENT (In Person): James Edwards, Tod Hickman, Rick Wulbern, Dennis Moreland

DIRECTORS ABSENT: John Starr

STAFF PRESENT (In Person): Rath Moseley, General Manager; Dustin Cooper, Legal Counsel; Jaymie Perrin EH&S Manager; Art Martinez, Manager Information Systems; Steve Wong, Finance Division Manager; Dan Leon, Power Division Manager

STAFF PRESENT (By Zoom): John Shipman, Water Treatment Superintendent; Kristen McKillop, Regulatory Compliance; Dan Shipman, Project Engineer

STAFF ABSENT: None

OTHERS PRESENT (Via Zoom): Charles Sharp, Dr. Gretchen Flohr, Marieke Furnee, Christina Pritchard, Chris Norden

CALL TO ORDER

President Wulbern called the meeting to order at 2:00 p.m., and led the Pledge of Allegiance.

APPROVAL OF MINUTES

M/S: (Moreland/Hickman) approving the Minutes of the regular meeting of January 26, 2021.

Ayes: Edwards, Wulbern

Absent: Starr

APPROVAL OF CHECKS AND WARRANTS

M/S (Moreland/Hickman)

Ayes: Edwards, Wulbern

Absent: Starr

Approving the total General Fund and Joint Facilities operating fund expenditures for the month of January 2021 in the amount of \$1,169,937.57 and authorize the transfer of \$1,200,000.00 from the TCB General Fund to the TCB Accounts Payable and Payroll Fund for the payment of regular operating expenses.

BUSINESS ITEMS

Annexation #1-21 APN# 033-023-002 and 033-023-003

M/S: (Wulbern/Moreland)

AYES: Edwards, Hickman

Absent: Starr

Approval of resolution 21-22-02 of application for annexation to LAFCO for APN# 033-023-002 and 033-023-003 with modified resolution language as suggested by counsel on Part A. Justification, item 2:

Why or how will the proposal provide greater efficiency in the delivery of governmental services?

SFWPA Miners Ranch Treatment plant has peak production capacity of 21 MGD and on average has a peak pull demand of ~8.0 MGD. Adding new services improves efficiency and delivery of the system to optimize volumetric flow.

Annexation #2-21 APN# 033-022-006

M/S: (Wulbern/Moreland)

AYES: Edwards, Hickman

Absent: Starr

Approval of resolution 21-23-02 of application for annexation to LAFCO for APN# 033-022-006 with modified resolution language as suggested by counsel on Part A. Justification, item 2:

Why or how will the proposal provide greater efficiency in the delivery of governmental services?

SFWPA Miners Ranch Treatment plant has peak production capacity of 21 MGD and on average has a peak pull demand of ~8.0 MGD. Adding new services improves efficiency and delivery of the system to optimize volumetric flow.

Residential Meter/Backflow Fee

M/S: (Moreland/Edwards)

AYES: Wulbern, Hickman

Absent: Starr

Approval of adoption to the Agency Rules and Regulations regarding meter and backflow fees.

INFORMATION ITEM

No information items for the month of February.

GENERAL MANAGER'S REPORT

The General Manager communicated the following:

Water Treatment Operations

The total Miners Ranch Treatment Plant (MRTP) treated water production for the month of January totaled 80.70 million gallons.

The total Bangor Treatment Plant (BTP) treated water production for the month of January totaled .195 million gallons.

All bacteriological requirements were good for the MRTP and BTP. Miners Ranch production was 112% of average over the past 5 years. Bangor's production was 70% of average over the past 5 years.

Raw water pump#2 was removed by Durham Pump to be rebuilt for higher flows, which includes a new 125hp motor.

Annual filter & chlorine maintenance will be completed this week.

Tim Miller started on Wednesday February 10th, as our new Water Treatment Operator.

Water Operations

Continued focus on irrigation ditch and culvert maintenance in preparation for the upcoming season. Leak repairs were higher than average this month which impacted availability on planned projects.

Community Investment Program – RedHawk Ranch Bangor

Most pump and filter components have arrived and the Programmable Logic Controller (PLC) is being coded to operate the system.

Pump and filter pad will be poured in the upcoming weeks. Hardware will be installed and tested for operational performance.

The district will then meet with each applicant, receive funds, locate and install meters.

Miners Ranch Road Community Line

Work on the pipeline was slow this month and staff encountered heavy rock, which was very rough on the equipment. Working between rain events to get completed in the next month.

North Yuba Water District JFOF Financial Audit

A second round of data collection was requested by NYWD counsel and accommodated on Monday February 22, 2021 at the Oroville office.

In addition, a sample selection of 75 accounts payable journal entries were identified by auditors for a full paper trail detail. Staff is in the process of pulling from hard files and archives to meet the request.

Updates will be provided on the status of audit as it progresses.

Butte County Public Works

The Public Works department has asked South Feather to file an application for an annual permit and report each month on service installs specific to any work that does not require encroachment into the roadway. The cost for the annual permit will be less than \$120.00 and prorated into new services at \$5.00 per application. This assumes 24 new connections annually. Each fiscal year, staff will review the number of new services and adjust accordingly. Larger projects will still be issued individual permits specific to the work being performed.

A request by the Public Works Road group was received inquiring about the ability of the district to relocate a hydrant on the corner of Hwy 162 and Old Olive Hwy. Staff have already been planning a move to help eliminate the road congestion and damage from bulk water fill ups at this location and will schedule the hydrant move sometime in March.

FINANCE MANAGER'S REPORT

The Finance Manager communicated the following:

Joint Facilities Operating Fund, NYWD

As reported by the General Manager at the January 26, 2021 Board meeting, the Agency (SFWPA) met with and provided requested and agreed upon financial records to North Yuba Water District's (NYWD) consultant. Per correspondence dated February 8, 2021, additional records were requested. All additional records have been assembled and available for a NYWD consultant return to SFWPA scheduled for Monday, February 22, 2021.

Rebudgets

The following projects will be rebudgeted from 2020 to 2021, a total of \$408,000:

TD-Community Line, Foothill Blvd/Oro Bangor Hwy to Grange (2020-0198), \$75,000;

TD-Oro-Bangor Hwy/BTP to Avacado (2020-0200), \$7,000;

TD-Hwy 162/Arbol (2021-0205), \$137,000;

JFOF PP-KPH TSV 2019 (2018-0944), \$26,000;

JFOF MRC road repair, Panels 300 and 526 (2019-0952), \$65,000;

JFOF KPH septic system repair/replacement (2019-0960), \$10,000;

JFOF JS-DC load bank tester (2020-66d), \$28,000;

JFOF CO-CAISO meter installation (2020-0970), \$60,000.

Rebudgets were costs reported as 2020 estimated expenses and therefore incorporated into the 2021 Adopted Budget Beginning Balance but because the goods and services were not received prior to December 31, 2020, the expenses, when they occur, must be recognized in 2021. There is no impact on the December 31, 2021 budgeted ending balance.

The following budget modification is also recommended, again with no impact on the December 31, 2021 budgeted ending balance:

JFOF PP– Water tank truck (2021-66d), (\$30,000);

JFOF CO – Sunset SCADA master install (2021-0975), \$30,000.

The final action for 2021 Supplemental Appropriation/Budget Modification No. 1 is to adjust the 2021 budgeted beginning balances to match the 2020 actual ending balances in both the General Fund and Joint Facilities Operating Fund.

POWER DIVISION MANAGER'S REPORT

The Power Division Manager communicated the following:

Power Division Summary Report, Reservoir Storage Report, and Precipitation Reports were presented. DWR Bulletin 120 observed conditions as of February 9 for accumulated water year-to-date precipitation is at 50% of average (Northern Region Sierra 8-Station Index). Snowpack is at 48% of average for April 1 (Northern Region). No project reservoirs are currently spilling.

South Fork tunnel flowing at 100 CFS. Slate Creek tunnel is opened when flow criteria are met. Little Grass Valley and Sly Creek Reservoirs storage is 75.9 kAF.

Maintenance

Powerhouses

- Woodleaf Powerhouse: Fully operational. Annual maintenance outage completed on February 12. Preventative maintenance performed on governor and runner, and other equipment.
- Forbestown Powerhouse: Fully operational. Annual maintenance outage scheduled for March 8 to 26. Stator winding insulation will be assessed and repaired during outage.
- Kelly Ridge Powerhouse: Fully operational.
- Sly Creek Powerhouse: Fully operational.

Other Maintenance

- Inspect penstocks and project roadways.
- Remove brush and debris.
- Clean intake screens and grizzlies.
- Perform maintenance of facilities and vehicles at Power Div yard.
- Move bin wall materials to MRC sites.
- Install standby generator at Sly Creek Dam spillway.

PG&E Transmission Line Outages

PG&E has scheduled the following outages to perform maintenance and repairs on their transmission system. These outages will result in interruption of SFWPA powerhouse operations.

- 60kV line: March 29 to April 1. Kelly Ridge Powerhouse will be offline.
- 60 kV line: May 4 to May 14. Kelly Ridge Powerhouse will be offline.
- 115 kV line: April 12 to April 15. Sly Creek, Woodleaf, and Forbestown Powerhouses will be offline.

Regulatory Compliance

- No new update.

Projects

Kelly Powerhouse TSV

- Final payment to valve manufacturer was issued. Agency was waiting on delivery of a spare Seal Ring and As-Built drawings per contract requirements.

MRC Road Repair at Panel 300

- Final payment to contractor was issued. Road repair was completed Nov 2020. Agency was waiting on delivery of As-Built drawings and miscellaneous invoices from rental equipment.
 - 2019 FEMA Project

2020 North Complex Fire Repairs

- Agency has ordered Safety Buoys and Log Booms to replace damaged units at South Fork Diversion Dam. Received all items by this week for Agency staff to install ASAP.
 - 2020 FEMA Project

2020 Inventory Audit

- Power Division has completed its annual Inventory Audit.

Forbestown Powerhouse

- Agency has ordered two Bearing Coolers from manufacturer per Allis Chalmers OEM drawings. These will replace original units at powerhouse. Agency plans to install during March 2022 outage.
 - Approved 2021 budget item; has approx 6-month lead time to receive.
- Agency has authorized contractor for repair of damaged insulation on Stator Windings during March 2021 scheduled maintenance.

Personnel

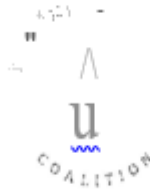
- No new update.

PUBLIC COMMENT

Consistent with Executive Order N-29-20 from the Executive Department of the State of California the Board Chambers will not be physically open to the public and can be joined via Zoom with the instructions above. Public comment for Directors can be submitted anytime via e-mail. However, in order to be read into the record during the meeting it must be submitted to PublicRelations@southfeather.com by 12:00 P.M. Tuesday February 23, 2021.

Chris Norden (CSDA Northern California Public Affairs Field Coordinator) presented a "Take Action Brief" on H.R. 535, S. 91, and AB 361 and encouraged the SFWPA board to support. The brief in its entirety can be viewed at www.csdanet.net/advocate/take-action.

Charles Sharp introduced himself and shared a letter that he had sent to the Yuba County Board of Supervisors (below). Mr. Sharp commented that he sees three closed session items specific to NYWD and stated "keep going". Mr. Sharp also shared that a NorthStar Engineering employee made a statement about the CEQA process and that they "made it through public comment".



February 9, 2021

Yuba County Board of Supervisors
915 8th Street
Marysville, CA 95901

RE: North Yuba Water District representatives violate FPPC guidelines

Honorable Chairperson Bradford and Supervisors Vasquez, Fletcher, Fuhrer, and Blaser,

In the Summer of 2020, North Yuba Water District sent out a newsletter via United States Postal Service to its customers only, which is a customary practice. During the 2020 General Election, the North Yuba Water District sent out their "Summer 2020" newsletter for a second time in the month of October to voter households in the NYWD territory. This caused many to ponder why NYWD representatives would approve such an expense when it was clear that the newsletter was outdated, evidenced by notices of upcoming meetings that had already occurred.

Upon reviewing the content of the newsletter and discovering who received the second round of mailings, it became clear; it was a campaign tactic deployed to sway the outcome of the General Election as it pertains to the contested seats on the NYWD Board. The newsletter mentions the names of its incumbent Directors numerous times and lauds the accomplishments of the District.

The NYWD paid a campaign strategist \$1,526.93 to re-print and mail 2,500 of the out-of-date newsletter to voter households in October and paid another \$2,600 for consulting on the same invoice (attached). The NYWD has less than 1,000 customers.

Our concerns are the following:

1. These actions violate California Fair Political Practices Commission transparency rules on mailers that are political in nature and have the ability to compromise the outcome of an election;
2. These actions have compromised the integrity of the NYWD Board to vote on resolutions since they lack a quorum of fairly elected officials. This could expose any vote taken by the district to a legal challenge.

This incident has been reported to the Yuba County Grand Jury which is conducting an ongoing investigation of the NYWD, the Fair Political Practices Commission and the Yuba County District Attorney who has the authority to investigate and prosecute criminal FPPC violations.

Taxpayer and rate-payer funds should never be utilized by any public agency to influence the outcome of an election. The actions of the NYWD are nothing more than an unethical political scheme to retain like-minded incumbents whose seats were challenged in the Election and compromised what should have been a fairly executed Election.

Marieke Furnee spoke about a closed session item and asked “What work is really being done in the Oroleve area”?

No e-mail public participation provided by any attendees.

Note: A full audio recording is available on the Agency website capturing all public comments in its entirety. (southfeather.com/board agenda information)

DIRECTORS' REPORTS

Director Starr: Absent from the February 23, 2021 board meeting.

Director Moreland: Shared that he is proud of the COVID efforts and what staff is doing.

Director Edwards: Communicated that he would like to visit the Wyandotte area.

Director Wulbern: No additional report for the month of February.

Director Hickman: Vice President Hickman provided a “State of the Union” commentary covering a number of topics in recent history.

1. Praised staff on the efforts with the Kelly Power House TSV issue and getting it to closure.
2. Commented on staff restructure.
3. Shared that the continued costs of legal services need to reduce and the way to make that happen is close out issues.
4. Appreciates the power purchase agreement being addressed.
5. Feels there is better decision making and less consequences endured.
6. Spoke to clean energy and cited examples of recent events in Texas.
7. Stated that science is building that Hydro should be the way to go.
 - A) Affordability
 - B) Sustainability
 - C) Reliability
8. COVID-19 – Science not supporting how we continue to live and be hostage.

RECESS (3:25 p.m.)

President Wulbern offered opportunity for public comment on closed session items.

Christina Pritchard inquired about the following closed session items for clarity in regards to the Government Codes listed.

SFWPA Counsel Cooper communicated that they were incorrect and (b) should not be included in the Government Code identifier.

Conference with Legal Counsel

Anticipated Litigation (Government Code §54956.9(d)(4)~~(b)~~): One case - “North Yuba Water District’s (NYWD) Threat of Litigation against SFWPA by Repeatedly Demanding information Beyond That Required by the 2005 Agreement and the Public Records Act”.

Conference with Legal Counsel

Anticipated Litigation (Government Code §54956.9(d)(4)~~(b)~~): One case - “NYWD’s Lack of Receipt of Regulatory Approvals and Permits for its Oroleve Ditch Pipe Project”.

CLOSED SESSION (convened at 3:35 p.m.)

The following items were discussed during closed session.

Conference with Legal Counsel

Anticipated Litigation (Government Code §54956.9(d)(4)b). One case - “North Yuba Water District’s (NYWD) Threat of Litigation against SFWPA by Repeatedly Demanding information Beyond That Required by the 2005 Agreement and the Public Records Act”.

Conference with Legal Counsel

Anticipated Litigation (Government Code §54956.9(d)(4)b). One case - “NYWD’s Lack of Receipt of Regulatory Approvals and Permits for its Oroleve Ditch Pipe Project”.

Closed Session Conference with Legal Counsel – Existing Litigation

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9
Sharp v. North Yuba Water District et al. (Yuba County Superior Court) Case No. CVPT20- 00386

Conference with Legal Counsel – Existing Litigation

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9) Name of case: Glaze v. South Feather Water & Power Agency, Butte County Superior Court Case No. 20CV01283

Conference with Real Property Negotiators (Government Code § 54956.8)

Real property negotiators District staff, and District legal counsel to discuss price and terms and conditions of a potential 2021 water transfer with participating member buyers of the State Water Project Contractors and/or San Luis & Delta Mendota Water Authority.

Conference with Labor Negotiator (Government Code §54957.6(a)):

Agency-designated representatives: Rath Moseley and Steve Wong. Employee Organizations: Hydropower Generation Employees Unit (IBEW 1245), Water Treatment and Distribution Unit (IBEW 1245), and Clerical and Support Employees Unit.

OPEN SESSION (reconvened at 4:40 p.m.) – President Wulbern announced that legal counsel was given direction during the closed session.

ADJOURNMENT (4:41 p.m.)

Rath T. Moseley, Secretary

Rick Wulbern, President



SOUTH FEATHER WATER & POWER AGENCY

TO: Board of Directors
FROM: Steve Wong, Finance Division Manager
DATE: March 8, 2021
RE: Approval of Warrants and Checks
Agenda Item for 3/23/21 Board of Directors Meeting

February, 2021 expenditures are summarized as follows:

Checks:	<u>59578</u> to <u>59725</u>	\$ <u>544,750.15</u>
Electronic Fund Transfers:	<u>210201</u> to <u>210208</u>	\$ <u>302,537.35</u>
Payroll Expenses:		\$ <u>429,025.31</u>
TOTAL EXPENDITURES FOR FEBRUARY, 2021		\$ <u>1,276,312.81</u>

At January 31, 2021, the authorized balance available was \$556,881.16.

Action to approve all expenditures:

"I move approval of expenditures for the month of February, 2021 in the amount of \$1,276,312.81 and authorize the transfer of \$2,500,000.00 from the TCB General Fund to the TCB Accounts Payable and Payroll Fund for the payment of regular operating expenses."

South Feather Water and Power Agency
Checks Paid, February, 2021

Date	Check #	Vendor Name	Account	Description	Amount
02/03/2021	210201	Cal PERS	01-50-50400	Employee health insurance, Feb 2021	176,733.27
02/03/2021	210202	CalPERS	01-50-50413	Employee retirement contribution, PE 1/23/21	45,455.81
02/03/2021	210203	CalPERS 457 Plan	01-00-22908	Employee 457 contribution, PE 1/23/21	2,010.80
02/03/2021	210204	Lincoln Financial Group	01-00-22908	Employee 457 contribution, PE 1/23/21	1,114.33
02/04/2021	59578	A D P, Inc.	01-50-50201	Payroll processing, Jan 2021	1,610.10
02/04/2021	59579	AFLAC	01-00-22915	Employee supplemental ins, PE 12/26/20 & 1/9/21	1,366.96
02/04/2021	59580	Empower Retirement/MassMutual	01-00-22908	Employee 457 contributions PE 1/23/21	100.00
02/04/2021	59581	IBEW #1245	01-00-25207	Member dues, Jan 2021	5,400.56
02/04/2021	59582	Nationwide Retirement	01-00-22908	Employee 457 contributions PE 1/23/21	1,291.17
02/04/2021	59583	Reliance Standard Life	01-50-50402	Employee life insurance, Feb 2021	884.62
02/04/2021	59584	State of California Franchise Tax Board	01-00-25209	Employee wage garnishment	744.05
02/04/2021	59585	Vantage Transfer Agents - 303705	01-00-22908	Employee 457 contributions PE 1/23/21	3,583.31
02/05/2021	59586	Aviat U.S., Inc.	07-68-68380	Microwave system maint & support 2/1/21-1/31/22	6,756.00
02/05/2021	59587	Better Deal Exchange	07-63-63100	Septic tank treatment, string line, propane	41.81
02/05/2021	59588	CAL-JUNE Inc.	07-64-64100	Replacement safety buoys for SFDD	3,270.18
02/05/2021	59589	Durham Pentz Truck Center	07-66-66201	Mobile TST test on T-113	42.00
02/05/2021	59590	Hancock's Automotive	07-66-66201	Smog test, C-4, T-98, T-112m T-118	176.00
02/05/2021	59591	Home Depot Credit Service	07-63-63100	Portable shop vac and filters	127.64
02/05/2021	59592	Industrial Power Products-Oroville	07-66-66100	Throw weights & wedges	78.58
02/05/2021	59593	North Yuba Water District	07-66-66250	Water service, Forbestown HQ 11/16/20-1/21/21	60.25
02/05/2021	59594	Northern Calif. Gloves	07-66-66100	Rain gear jacket, hip boots, Electrolyte Power Mix	340.63
02/05/2021	59595	Oroville Cable & Equipment Co.	07-63-63100	Nitrogen, cable clamps	64.41
02/05/2021	59596	Oroville Ford	07-66-66150	Master cylinder for T-118	268.37
02/05/2021	59597	P G & E	07-63-63250	Electrical service, 12/4/20-1/26/21	8,333.20
02/05/2021	59598	Riebes Auto Parts	07-66-66150	Alternator for T-98, oil	278.80
02/05/2021	59599	Talley Communications	07-68-68100	Filter elements replacement kit	680.98
02/05/2021	59600	Access Information Management	01-50-50201	Shredding service, Jan 2021	149.94
02/05/2021	59601	Accularm Security Systems	01-50-50201	Alarm monitoring, Feb 2021	188.00
02/05/2021	59602	Better Deal Exchange	01-54-54104	Kneeling mat, cable ties, trowel, sealant	90.39
02/05/2021	59603	Leroy Christophersen	01-58-58394	Employee health benefit reimbursement, Jan 2021	41.00
02/05/2021	59604	City Body Repair	01-56-56370	Powdercoat payment drop box	427.13
02/05/2021	59605	Cresco Equipment Rentals	01-00-15213	Roller & equipment trailer rental 1/20-1/21/21	532.15
02/05/2021	59606	Dish Network	01-50-50251	Satellite service, 2/8/21-3/7/21	150.51
02/05/2021	59607	Franklin Construction	01-54-54104	Asphalt	526.28
02/05/2021	59608	Knife River Construction	01-00-15213	Asphalt	2,038.97
02/05/2021	59609	Arthur Martinez	07-68-68100	Power supply reimbursement	22.51
02/05/2021	59610	Northern Safety Co., Inc.	01-52-52102	Calibration gas cylinder, work gloves	379.73
02/05/2021	59611	P G & E	01-54-54250	Service, 12/3/20-1/24/21	5,707.66
02/05/2021	59612	Pace Supply Corp.	01-53-53260	Ductile iron 90s and hardware	312.50
02/05/2021	59613	Ramos Oil Co.	01-56-56160	Fuel, diesel	3,585.02

South Feather Water and Power Agency
Checks Paid, February, 2021

Date	Check #	Vendor Name	Account	Description	Amount
02/05/2021	59614	Rexel USA	01-00-11202/2020-0200	PLC components, controller accessory	1,389.26
02/05/2021	59615	Riebes Auto Parts	01-56-56150	Chipper belt	206.75
02/05/2021	59616	Dan Shipman	07-60-60394	Employee health benefit reimbursement, Jan 2021	39.00
02/05/2021	59617	U S A Blue Book	01-53-53260	Gloves	143.94
02/05/2021	59618	Vista Net, Inc.	01-58-58360	Backup license, internet filtering, Feb 2021	4,907.71
02/12/2021	59619	Alpine Portable Toilet Service	07-63-63171	Portable toilet and sink, Feb 2021	270.00
02/12/2021	59620	Chico Auto Care/Ace Radiator	07-63-63201	Radiator repair, 105kw generator	102.00
02/12/2021	59621	Comcast Business	07-63-63251	CAISO meters, 2/3/21-3/2/21	135.81
02/12/2021	59622	Copy Center	07-64-64201	Shipping fees	43.68
02/12/2021	59623	Dawson Oil Company	07-63-63100	Barrel turbo GST 46 oil	995.79
02/12/2021	59624	Grainger Inc.	07-66-66100	Snow brush/scrappers	83.76
02/12/2021	59625	Interstate Battery Sacramento Valley	07-64-64100	Deep cycle batteries	860.01
02/12/2021	59626	K-Gas, Inc.	07-66-66250	Propane, regulators	2,513.88
02/12/2021	59627	McMaster Carr Supply Co.	07-00-11140/2021-0972	Wheels for oil skimmer at FPH	102.76
02/12/2021	59628	Mendes Supply Company	07-66-66100	Paper products	134.84
02/12/2021	59629	MSC Industrial Supply Company	07-63-63260	Sanding discs, solderwick, headlamp	347.72
02/12/2021	59630	Oroville Cable & Equipment Co.	07-66-66171	Tank rental, Jan 2021, nitrogen, spool rope	305.87
02/12/2021	59631	Oroville Power Equipment	07-66-66100	Throw bags for string lines	49.69
02/12/2021	59632	P G & E - Sacramento	07-63-63501	Gen interconnection agr for 2/2021	7,010.37
02/12/2021	59633	Ray's General Hardware	07-63-63260	Pipe fittings, tubing cutters, foot valve	151.89
02/12/2021	59634	Western Renewable Energy Generation Inf. S	07-63-63201	WREGIS for Jan and Feb 2021	205.40
02/12/2021	59635	Advanced Document Concepts	01-50-50380	Printer/copier maintenance, Jan 2021	448.18
02/12/2021	59636	All Metals Pipe & Supply	01-56-56370	Steel plates & hinge	189.07
02/12/2021	59637	AT&T Long Distance	07-60-60251	Service, 12/23/20-1/21/21	5.74
02/12/2021	59638	Basic Laboratory	01-53-53201	Coliform and e.coli quantitrays testing	99.20
02/12/2021	59639	Better Deal Exchange	01-53-53260	Batteries, PVC conduit, gate valve, sealant	85.78
02/12/2021	59640	California Society of Municipal Finance Office	01-50-50408	2021 annual conference registration	200.00
02/12/2021	59641	Dawn Cook	01-56-56394	Employee health benefit reimbursement, Jan 2021	50.00
02/12/2021	59642	Dan's Electrical Supply	01-00-11202/2020-0200	Electrical panel for Bangor, THMS combo & RHMS kit	1,626.53
02/12/2021	59643	Home Depot Credit Service	01-00-15213	Lumber, battery, cleaning supplies	841.08
02/12/2021	59644	Industrial Power Products-Oroville	01-56-56150	Bar oil, premix, chain saw carburetor	122.51
02/12/2021	59645	InfoSend, Inc.	01-55-55114	Billing services, Jan 2021	3,879.61
02/12/2021	59646	Northgate Petroleum Co.	01-53-53260	Oil	392.64
02/12/2021	59647	Office Depot, Inc.	01-50-50106	Copy paper, binders, date stamp	136.43
02/12/2021	59648	Oroville Cable & Equipment Co.	01-54-54270	Manure hooks	882.13
02/12/2021	59649	Riebes Auto Parts	01-56-56150	Spark plugs, window sealer	75.42
02/12/2021	59650	Tractor Supply Credit Plan	01-53-53100	Submersible utility pump, muck boots	276.02
02/12/2021	210205	Cal PERS	01-50-50414	Unfunded accrued liability, Feb 2021	30,573.42
02/12/2021	210206	CalPERS	01-50-50413	Employee retirement contribution, PE 2/6/21	43,644.25
02/12/2021	210207	CalPERS 457 Plan	01-00-22908	Employee 457 contributions, PE 2/6/21	1,982.53

South Feather Water and Power Agency
Checks Paid, February, 2021

Date	Check #	Vendor Name	Account	Description	Amount
02/12/2021	210208	Lincoln Financial Group	01-00-22908	Employee 457 contributions, PE 2/6/21	1,022.94
02/17/2021	59651	ACWA-JPIA	01-50-50400	Employee vision & dental insurance, Mar 2021	9,364.64
02/17/2021	59652	Empower Retirement/MassMutual	01-00-22908	Employee 457 contributions PE 2/6/21	100.00
02/17/2021	59653	Nationwide Retirement	01-00-22908	Employee 457 contributions PE 2/6/21	1,239.39
02/17/2021	59654	State of California Franchise Tax Board	01-00-25209	Employee wage garnishment	744.05
02/17/2021	59655	Vantage Transfer Agents - 303705	01-00-22908	Employee 457 contributions PE 2/6/21	5,099.43
02/19/2021	59656	AT&T Long Distance	01-53-53251	Service, 1/4/21-1/30/21	8.56
02/19/2021	59657	AT&T Mobility	07-60-60251	Backup connections, cell phone service, 2/3-3/2/21	85.03
02/19/2021	59658	Better Deal Exchange	01-54-54270	Rakes, key chains, cleaning supplies	85.52
02/19/2021	59659	Bobcat of Chico	01-56-56150	Window and clips	163.45
02/19/2021	59660	Butte Co. Air Quality Mgmt.	01-52-52501	Air basin control fees	39.20
02/19/2021	59661	Comcast	01-53-53251	Phone/circuit communications, Feb 2021	2,429.81
02/19/2021	59662	Metal Works Supply	01-00-15213	Arch pipe	3,621.34
02/19/2021	59663	Minasian, Meith, Soares	01-50-50208	Professional services, Jan 2021	27,858.86
02/19/2021	59664	Office Depot, Inc.	01-53-53100	Label tape	36.79
02/19/2021	59665	Orkin Pest Control	01-53-53201	Pest control service, Feb 2021	86.10
02/19/2021	59666	Oroville Power Equipment	01-56-56150	Air filter cover	13.59
02/19/2021	59667	R&B a Core & Main Company	01-00-22300	Pipe fittings, tubing, parts	1,373.69
02/19/2021	59668	Void	Void	Void	0.00
02/19/2021	59669	U.S. Bank	07-64-64260	Couplings, web conferencing, shipping fees	465.93
02/19/2021	59670	WalMart Community/SYNCB	01-56-56100	Cleaning supplies, dog treats	81.10
02/18/2021	59671	All Metals Pipe & Supply	07-00-11140/2021-0972	Steel flat, channel & tube, flat steel	534.18
02/18/2021	59672	Bank of America - Bank Card	07-67-67100	Survey instrumentation, breaker testing parts	3,101.51
02/18/2021	59673	California Surveying & Drafting Supply	07-60-60106	Print head cartridges	288.27
02/18/2021	59674	Gridley Country Ford Inc.	07-00-11150/2021-0973	2021 Ford F-350 diesel, 4x4 w/utility body	53,728.10
02/18/2021	59675	Hancock's Automotive	07-66-66201	Smog test, T-116, T-120-T-108, T-121, T-122	220.00
02/18/2021	59676	Northern Calif. Gloves	07-66-66100	Rain gear pants	48.58
02/18/2021	59677	Northern Sierra Air Quality	07-64-64501	Plumas Co. burn permit, 2/17/21-2/17/22	72.95
02/18/2021	59678	Riebes Auto Parts	07-66-66150	Brake line kit, fittings, brake fluid	223.89
02/18/2021	59679	Siemens Industry Inc.	07-68-68201	Rugged comm switch repair	487.99
02/18/2021	59680	Syblon Reid	07-00-11204/2019-0952	MRC Road repairs at panel 300	74,171.70
02/18/2021	59681	TJ/H2b Analytical Services USA LLC	07-63-63201	SF6 circuit breaker samples test	1,707.18
02/26/2021	59682	Christy Craft-Bates	01-00-22200	Refund check, UB 17461	3.49
02/26/2021	59683	Linda Rummage	01-00-22200	Refund check, UB 1867	24.13
02/26/2021	59684	Muang Saechao	01-00-22200	Refund check, UB 11998	19.00
02/26/2021	59685	Richard S Wilson	01-00-22200	Refund check, UB 5337	20.68
02/26/2021	59686	2B Technologies	07-63-63270	Ozone monitor	5,504.51
02/26/2021	59687	AT&T	07-66-66251	Local calls, 2/10/21-3/9/21	2,900.59
02/26/2021	59688	AT&T	07-60-60251	Circuits, 2/10/21-3/9/21	354.64
02/26/2021	59689	AT&T	07-60-60251	Fiber optic connection, Feb 2021	1,195.26

South Feather Water and Power Agency
Checks Paid, February, 2021

Date	Check #	Vendor Name	Account	Description	Amount
02/26/2021	59690	Bayshore Safety & Industrial Supplies	07-63-63100	White rags, 50 lb bales	1,058.20
02/26/2021	59691	Consolidated Electrical Distributors, Inc.	07-63-63100	Light bulbs	465.89
02/26/2021	59692	Elastec	07-00-11140/2021-0974	Boom logs	8,907.10
02/26/2021	59693	Gridley Country Ford Inc.	07-00-11150/2021-0977	2021 Ford F-150 4x4	34,187.15
02/26/2021	59694	Home Depot Credit Service	07-66-66370	Cleaning supplies, light bulbs	166.53
02/26/2021	59695	Mendes Supply Company	07-63-63100	Cleaning supplies	90.60
02/26/2021	59696	Mt. Shasta Spring Water	07-66-66100	Bottled water	126.50
02/26/2021	59697	STAPLES CREDIT PLAN	07-68-68100	Printer ink cartridges, air duster, batteries	522.71
02/26/2021	59698	AT&T	01-53-53251	M RTP service, 1/14/21-3/13/21	85.25
02/26/2021	59699	AT&T	01-50-50251	Local calls, 2/10/21-3/9/21	2,796.98
02/26/2021	59700	Badger Meter	01-00-22300	Meters, 20 3/4", 3 1"	5,194.32
02/26/2021	59701	Better Deal Exchange	01-54-54270	Gate valves, spray paint, lawn sprayer, lopper	107.20
02/26/2021	59702	CDW Government, Inc.	01-58-58100	Monitor, Visio license	762.03
02/26/2021	59703	E & M Machinery, Inc.	01-58-58360	Historian software support	7,465.00
02/26/2021	59704	Enloe Medical Center	01-52-52226	Pre-employment screening	252.00
02/26/2021	59705	Environmental Systems Research Institute, In	01-58-58225	ArcMap renewal, 4/22/21-4/21/22	10,000.00
02/26/2021	59706	Grid Subject Matter Experts	07-60-60201	Professional services, Jan 2021	675.00
02/26/2021	59707	Home Depot Credit Service	01-54-54270	Voltage tester, lumber, shovels, grease gun	754.57
02/26/2021	59708	Kell's Complete Floor Care	01-56-56201	Carpet cleaning, administrative offices	480.00
02/26/2021	59709	M J B Welding Supply	01-54-54270	Welding nozzle, oxygen, acetylene	343.16
02/26/2021	59710	Manufacturers Edge Inc.	01-00-11202/2020-0200	Pumps	4,080.40
02/26/2021	59711	Matco Tools	01-56-56274	Adjustable wrench set	306.83
02/26/2021	59712	Miller Leaman Inc.	01-00-11202/2020-0200	Pump pre filter	2,775.85
02/26/2021	59713	Normac	01-00-22300	1" backflow	733.60
02/26/2021	59714	North Yuba Water District	07-69-69990	JFOF minimum annual payment, Oct-Dec 2020	177,250.00
02/26/2021	59715	Orohealth Professional Group	01-52-52226	COVID-19 testing	1,302.00
02/26/2021	59716	Oroville, City of	01-00-22907	Utility users tax, Jan 2021	1,595.03
02/26/2021	59717	Pace Supply Corp.	01-00-22300	Sales tax on tapping saddle	10.83
02/26/2021	59718	Recology Butte Colusa Counties	01-56-56250	Garbage service, Jan 2021	958.31
02/26/2021	59719	Riebes Auto Parts	01-56-56150	Battery, filters, sensor, shop towels	571.00
02/26/2021	59720	Ryan Process, Inc.	01-53-53260	Backwash waste valve and actuator	1,520.52
02/26/2021	59721	Tehama Tire Service, Inc.	01-56-56150	Tires, 4 for T-309, flat repair	165.07
02/26/2021	59722	Ted Travis	01-54-54394	Employee health benefit reimbursement, Jan 2021	60.00
02/26/2021	59723	Verizon Wireless	01-54-54251	After hours cell phone, MRTP service, 1/11/21-2/10/2	82.36
02/26/2021	59724	Vista Net, Inc.	01-58-58100	Replacement hard drives, 2	319.61
02/26/2021	59725	Weimer and Sons	01-54-54104	Virgin AB	2,113.54
				Total February, 2021 checks	847,287.50

**SOUTH FEATHER WATER AND POWER AGENCY
PAYROLL
FEBRUARY, 2021**

PAYROLL STATE & FED TAXES	\$	152,727.39
PAYROLL NET	\$	276,297.92
TOTAL FEBRUARY, 2021		\$ 429,025.31

**CREDIT CARD DETAIL
FEBRUARY 2021 PAYMENTS**

<u>Check #</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
59669	2/19/2021	U.S. Bank	
		Spare couplings for snow tubes	\$ 360.41
		Office supplies	58.26
		Shipping fees, SCBA masks	31.60
		Monthly web conferencing	15.66
			\$ 465.93
59672	2/18/2021	Bank of America	
		Survey instrumentation	\$ 2,589.14
		AWWA manuals	308.00
		Breaker testing part	166.84
		SCADA computer part	37.53
			\$ 3,101.51



SOUTH FEATHER WATER & POWER AGENCY

TO: Board of Directors

FROM: Steve Wong, Finance Division Manager

DATE: March 17, 2021

RE: General Information (regarding matters not scheduled on the agenda)
3/23/21 Board of Directors Meeting

Other Post Employment Benefits (OPEB)

An update of last year's actuarial valuation of the Agency's retiree health insurance program for our December 31, 2020 annual financial report has been received. The OPEB liability at 12/31/2020 increased to \$18,193,643 from the prior year liability of \$15,826,053. A full actuarial valuation with a December 31, 2021 measurement date will be performed next year as required for the 2021 audited financial statements.

Investments

On different occasions, Board members have expressed interest in the Agency's management of and strategy with cash and investments. The primary focus for all Agency cash and investments has been and will continue to be first and foremost safety and the return of principal. The second priority is liquidity, insuring money is available to pay bills when due. Only after these first two priorities are addressed is yield and the return on investment taken into consideration. An informative video from the California Society of Municipal Finance Officers annual conference last month, titled "To the Next Generation: What You Should Know About Investing" is available for viewing. The program description of the presentation:

Looking "Together Toward Tomorrow," the next generation of finance directors may be wondering what's really involved in public fund investing. This session will cover the basics – fixed income securities, risks associated with investing, and the building blocks of a strong program, such as cash flow analysis. But tenured finance directors may tell you investing public funds is both art and science. Our panel will offer the investment foundations you need in a finance director's role as well as firsthand best practices, lessons, and general wisdom beyond the basics.

A 12 noon workshop prior to the next Board meeting (April 27, 2021) has been scheduled to view the presentation followed by explanations and a review of my monthly Cash and Investments report. In May, the Agency's Investment Policy will be scheduled for review and discussion.

2020 Audit

Work on audit-related tasks and schedules continues. As was done last year, the audit will be performed remotely.

Form 700

Reminder, April 1, 2021 is the due date for retuning completed California Fair Political Practices Commission Form 700, Statement of Economic Interests, to me.

South Feather Water and Power Agency
 Joint Facilities Operating Fund Financial Report
 March 23, 2021 Board Meeting

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>ACTUAL</u>	<u>2021</u> <u>BUDGET</u>	<u>2021</u> <u>ACTUAL</u> <u>Thru 2/28/2021</u>	<u>% of</u> <u>Budget</u>
REVENUE:							
41150	Sale of Electricity	13,176,083	19,631,871	10,596,809	15,225,000	2,110,502	14%
41502	Water Sales	0	0	0	4,250,000	0	0%
42306	Current Service Charges	12,748	15,512	12,131	12,500	14,168	113%
42331	Concession Income	0	0	0	0	0	0%
49250	Interest Income	249,218	665,557	475,000	50,000	0	0%
49321	State of CA, DWR	0	0	0	0	0	0%
49405	Insurance Reimbursement	2,612,050	601,929	80,452	75,000	0	0%
49521	JFOF FEMA	2,099,530	0	443,135	0	43,105	0%
49522	JFOF CalOES	0	0	114,763	0	0	0%
49929	Miscellaneous Income	425,360	9,306	0	1,000	0	0%
	Total Revenue	<u>18,574,989</u>	<u>20,924,175</u>	<u>11,722,290</u>	<u>19,613,500</u>	<u>2,167,775</u>	<u>11%</u>
OPERATING EXPENSES:							
	JFOF Administration, 7-60	1,723,713	1,784,397	1,424,189	1,213,500	286,398	24%
	JFOF Risk Management, 7-62	229,584	249,927	290,641	317,683	10,812	3%
	JFOF Power Plant Operations, 7-63	3,742,733	2,598,221	2,776,575	2,943,388	318,949	11%
	JFOF Water Collection, 7-64	880,262	1,407,771	1,291,329	1,081,468	59,866	6%
	JFOF Campgrounds, 7-65	124,600	63,417	62,512	105,295	1,856	2%
	JFOF Plant & Shop, 7-66	466,854	631,973	560,627	608,758	68,578	11%
	JFOF Regulatory Compliance, 7-67	555,488	366,331	281,512	708,763	19,001	3%
	JFOF Communications & IT, 7-68	218,997	203,186	181,013	265,630	34,958	13%
	TOTAL OPERATING EXPENSES	<u>7,942,231</u>	<u>7,305,223</u>	<u>6,868,398</u>	<u>7,244,483</u>	<u>800,418</u>	<u>11%</u>
	SUB-TOTAL, REVENUES OVER OPER EXP	10,632,758	13,618,952	4,853,892	12,369,018	1,367,357	
Other Non-Operating Expenses:							
	North Yuba Water District	(709,000)	(709,000)	(709,000)	(709,000)	0	0%
	2019 Install Purch Agmt Principal	0	(773,548)	(1,476,613)	(5,875,907)	0	0%
	Interest Expense	(220,113)	(399,896)	(308,393)	(236,578)	0	0%
	Pension Expense	(238,342)	(434,687)	0	0	0	0%

South Feather Water and Power Agency
 Joint Facilities Operating Fund Financial Report
 March 23, 2021 Board Meeting

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL</u>	<u>2021 BUDGET</u>	<u>2021 ACTUAL Thru 2/28/2021</u>	<u>% of Budget</u>
	Capitla Outlay						
2010-0828	LCD Crest Modification			1,005,477	82,000	0	0%
2018-0944	JFOF PP-KPH TSV 2019			305,265	26,000	25,346	97%
2019-0949	FPH Cooling Water Flow Device Rebuild			3,597	0	0	0%
2019-0950	WPH Cooling Water Flow Device Rebuild			7,994	0	0	0%
2019-0952	MRC road repair, Panels 300 and 526			567,119	65,000	74,172	114%
2019-0960	KPH Septic System Repair / Replacement			6,144	10,000	0	0%
2020-0197	IT-Email exchange server			3,887	0	0	0%
2020-0965	PH booster pump impellers			8,352	0	0	0%
2020-0966	JS-Sly Creek Access Road Pavement Patching			45,750	0	0	0%
2020-0967	WC-SCD 30KW Propane Generator			60,787	0	2,548	0%
2020-0968	PP-WPH #2 cooling water pump and motor			13,090	0	0	0%
2020-0969	PP-KPH HVAC			6,740	0	0	0%
2020-0970	CO-CAISO meter installation			23,357	45,000	1,670	4%
2021-0971	CO-SCADA upgrade				150,000	46,389	31%
2021-0972	FPH New Sump Oil Skimmer (Abanaki model SM8C02-F)				6,000	7,117	100%
2021-0973	Vehicle replacement-F350 utility worker truck w/utility bed, T-117				70,000	53,728	77%
2021-0974	WC-South Fork Div Dam Safety Buoys and Log Booms				12,000	8,907	74%
2021-0975	CO-Sunset SCADA master install				30,000	0	0%
2021-0976	PP-FPH Guide Bearing Oil Coolers				63,000	0	0%
2021-0977	JS-Truck Replacement for Comm Tech, replace T-101, 2004 Ford Expedition				40,000	34,187	85%
2021-0978	WC-STA 8 Bridge Deck Replacement				15,000	0	0%
2021-63a	PP-FPH TSV Seal Kit				55,000	0	0%
2021-63f	PP-FPH oil level device upgrade				18,000	0	0%
2021-63g	PP-WPH oil level device upgrade				18,000	0	0%
2021-63d	PP-KPH sump pump and motor				14,000	0	0%
2021-63f	PP-FPH Cooling Water Strainer System				200,000	0	0%
2021-63g	PP-FPH Repaint Generator Housing, Circuit Breaker, and Transformer				150,000	0	0%
2021-63h	PP-WPH Repaint Generator Housing and TWD System				130,000	0	0%
2021-63i	PP-Metal Worker, Pirahna				35,000	0	0%
2021-63j	PP-Welding Shop Cabinets				20,000	0	0%
2021-63l	PP-Shop Press				7,500	0	0%
2021-63p	PP-HART Communicator				7,500	0	0%
2021-63q	PP-WPH outside welder for runner repairs				7,500	0	0%
2021-63aa	PP-Forbestown Div Dam SF-17 Access. Repl Stairs, Bridge, Trail				12,000	0	0%

South Feather Water and Power Agency
 Joint Facilities Operating Fund Financial Report
 March 23, 2021 Board Meeting

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL</u>	<u>2021 BUDGET</u>	<u>2021 ACTUAL Thru 2/28/2021</u>	<u>% of Budget</u>
	Capital Outlay (con't)						
2021-64a	WC-SPH PSV & penstock recoating				175,000	0	0%
2021-64b	WC-LGV Res penstock drain valve replacement				60,000	0	0%
2021-64c	WC-LGV Res Fish Flow Valve Replacement				20,000	0	0%
2021-64e	WC-Bangor Canal at SF 25 shotcrete				10,000	0	0%
2021-64f	WC-Bobcat Skid Steer with Power Broom Attachment				41,000	0	0%
2021-64g	WC-Rock Drills, Bits, and Hydraulic Splitter				20,000	0	0%
2021-64i	WC-MRC repair, panel 210, 50'				50,000	0	0%
2021-64m	WC-Waterways dredging				500,000	0	0%
2021-64o	WC-RTU Water Logger HS522+ GOES Xmitter Forbestown Ditch				7,500	0	0%
2021-65a	CM-Sly Creek Campground food lockers, fire rings and picnic tables				25,000	0	0%
2021-66a	JS-PDHQ 35KW Propane Generator				35,000	0	0%
2020-66d	JS-DC Load Bank Tester				28,000	0	0%
2021-66b	JS-Grader tires, 6				18,000	0	0%
2021-66c	JS-Concrete aprons and approach, welding shop and hazmat				15,000	0	0%
2021-66d	JS-Water tank truck				70,000	0	0%
2021-66e	JS-Dump truck				100,000	0	0%
2021-66g	JS-Boom Truck				150,000	0	0%
2021-66h	JS-All Terrain Telehandler Forklift				100,000	0	0%
2021-66i	JS-CMMS Software System				50,000	0	0%
2021-66j	JS-Truck Replacement for Roving Operator, replace 2005 Chevy				40,000	0	0%
2021-66l	JS-Welding Shop 3-Ph Propane Generator				35,000	0	0%
2021-66m	JS-Mini Excavator				65,000	0	0%
2021-67a	RC-Sly spillway rockfall mitigation				120,000	0	0%
2021-68b	CO-CAISO meter installations, 4				85,000	0	0%
2021-68c	CO-WPH PSV Valve Trip System				30,000	0	0%
2021-68d	CO-Generator Building at Sunset Hill Main Comm Site				12,000	0	0%
	Total Capital Outlay	(1,809,738)	(3,573,487)	(2,057,559)	(3,150,000)	(254,064)	8%

South Feather Water and Power Agency
 Joint Facilities Operating Fund Financial Report
 March 23, 2021 Board Meeting

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>ACTUAL</u>	<u>2021</u> <u>BUDGET</u>	<u>2021</u> <u>ACTUAL</u> <u>Thru 2/28/2021</u>	<u>% of</u> <u>Budget</u>
Transfers In:							
	Power Division Legacy Fund	0	1,096,094	0	0	0	0%
	Retiree Benefit Trust	0	0	1,617,546	0	0	0%
Transfers Out:							
	General Fund-Minimum Payment	(709,000)	(709,000)	(709,000)	(709,000)	0	0%
	General Fund-Overhead	(557,565)	(621,688)	(480,058)	(675,000)	0	0%
	Retiree Benefit Trust	(214,513)	(201,179)	0	0	0	0%
Net Non-operating, Capital Outlay and Transfers							
		(4,458,271)	(7,422,485)	(4,123,077)	(11,355,485)	(254,064)	
	NET REVENUE OVER EXPENSES	6,174,487	6,196,467	730,815	1,013,533	1,113,293	
	Beginning Balance	17,084,375	17,471,388	23,358,945	24,089,760	24,089,760	
	NYWD-Additional Payment	(1,393,737)	0	0	(978,678)	0	
	General Fund-Additional Payment	(1,393,737)	0	0	(978,678)	0	
	Loan Payable to PG&E	(3,000,000)	(308,910)	0	0	0	
	Ending Balance	17,471,388	23,358,945	24,089,760	23,145,937	25,203,053	

NOTES: Per NYWD agreement, 15% working capital reserve of \$1,125,850, and \$18,000,000 contingency reserve is required.
 Ending 12/31/19 balance includes designated reserves of \$1,617,546 for retiree benefits.

South Feather Water and Power Agency
 General Fund Financial Report
 March 23, 2021 Board Meeting

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>ACTUAL</u>	<u>2021</u> <u>BUDGET</u>	<u>2021</u> <u>ACTUAL</u> <u>Thru 2/28/21</u>	<u>% of</u> <u>BUDGET</u>
REVENUE:							
Water Sales Rev							
41100	Domestic Water	2,151,409	2,138,729	2,674,032	2,500,000	223,479	9%
41400	Irrigation Water	222,699	218,507	263,663	300,000	22,158	7%
41420	Water Sales, NYWD to Yuba City	181,314	190,388	195,300	200,000	0	0%
	Sub-Total Water Sales Rev	2,555,422	2,547,624	3,132,995	3,000,000	245,637	8%
Power Revenue							
41305	Sly Cr Pwr Generation	1,544,956	2,128,918	1,297,452	1,625,000	192,225	12%
41306	Surplus Wtr	90,786	87,360	25,164	55,000	0	0%
	Sub-Total Power Rev	1,635,742	2,216,278	1,322,616	1,680,000	192,225	11%
Water Serv Chgs							
42301	Sundry Billing (Job Orders)	54,785	173,718	57,108	55,000	28,696	52%
42341	System Capacity Charges	NA	NA	13,089	50,000	8,726	17%
	Other Water Serv Charges	64,271	132,685	28,895	50,000	5,032	10%
	Sub-Total Water Serv Chgs	119,056	306,403	99,092	155,000	42,454	27%
Non-Oper Revenue							
49250	Interest Earnings	110,229	85,264	45,000	10,000	4,726	47%
49311	Property Taxes	585,383	663,748	681,269	685,000	17,338	3%
49405	ACWA/JPIA RPA	41,973	82,631	103,294	50,000	0	0%
49625	Back Flow Installation	16,920	14,021	9,400	15,000	470	3%
49630	Back Flow Inspection	119,570	123,738	127,225	125,000	21,467	17%
	Other Non-Oper Rev	(4,820)	4,413	31,455	1,000	0	0%
	Sub-Total Non-Oper Rev	869,255	973,815	997,643	886,000	44,001	5%
	TOTAL GENERAL FUND REVENUE	5,179,475	6,044,120	5,552,346	5,721,000	524,317	9%

South Feather Water and Power Agency
 General Fund Financial Report
 March 23, 2021 Board Meeting

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>ACTUAL</u>	<u>2021</u> <u>BUDGET</u>	<u>2021</u> <u>ACTUAL</u> <u>Thru 2/28/21</u>	<u>% of</u> <u>BUDGET</u>
OPERATING EXPENSES:							
General Admin, 1-50		1,381,008	1,182,674	893,014	1,011,199	613,056	61%
Water Source, 1-51		15,891	17,468	16,117	17,500	0	0%
Environmental Health & Safety, 1-52		258,473	213,741	227,460	240,339	10,825	5%
Water Treatment, 1-53		1,330,741	1,662,849	1,765,239	1,823,400	157,902	9%
Transmission & Distribution, 1-54		1,973,758	2,277,469	2,268,110	2,669,875	186,939	7%
Customer Accounts, 1-55		693,341	869,709	875,830	907,048	83,098	9%
General Plant & Shop, 1-56		702,545	682,711	640,308	701,725	52,243	7%
Sundry, 1-57		42,724	67,263	49,859	55,000	12,548	0
Information Systems, 1-58		366,897	420,975	452,856	474,127	51,464	11%
Sly Creek Power Plant, 1-61		324,215	498,384	399,484	413,550	30,739	62%
TOTAL OPERATING EXPENSES		7,089,593	7,893,243	7,588,277	8,313,762	1,198,814	14%
SUB-TOTAL, REVENUES OVER OPER EXP		(1,910,118)	(1,849,123)	(2,035,931)	(2,592,762)	(674,497)	26%
Other Non-Operating Expenses							
	Supplies & Servces	1,000	1,100	1,100	2,500	0	0%
	Interest	847,823	844,634	831,108	812,839	0	0%
	Principal	570,000	580,000	600,000	615,000	0	0%
	Pension Expense	294,211	349,513	0	0	0	0%
CAPITAL OUTLAY:							
2013-0135	MRTP Improvement program			55,322			
2019-0191	TD-Rockridge and Coventry Dr pipeline replacement			79,765			
2019-0192	TD-Distribution System Remote Monitoring			14,477	10,000	0	0%
2019-0193	GS-Generator, Admin Offices			34,227			
2020-0196	Bangor shotcrete Patty Dutters and Warren property, 1000'			11,282			
2020-0197	IT-Email exchange server			3,887			
2020-0198	Community Line, Foothill Blvd./Oro Bangor Hwy to Grange			21,196	75,000	23,954	32%
2020-0199	GP-MRTP solar inverter replacement			40,681			
2020-0200	Oro-Bangor Hwy/BTP to Avacado			33,001	7,000	16,755	239%
2020-0970	SPH-CAISO meter installation			7,229	15,000	557	4%

South Feather Water and Power Agency
 General Fund Financial Report
 March 23, 2021 Board Meeting

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>ACTUAL</u>	<u>2021</u> <u>BUDGET</u>	<u>2021</u> <u>ACTUAL</u> <u>Thru 2/28/21</u>	<u>% of</u> <u>BUDGET</u>
CAPITAL OUTLAY (Con't)							
2021-0204	MRTP #2 raw water pump replacement				125,000	0	0%
2021-0205	Hwy 162 / Arbol				137,000	0	0%
2021-0206	IT-MRTP SAN replacement				26,000	0	0%
2021-54h	Irwin Experanza Williams, 2000'				100,000	0	0%
2021-54j	Community Line, Wyandotte domestic pipeline				40,000	0	0%
2021-54m	Palermo shotcrete Pinecrest, 1000'				60,000	0	0%
2021-54n	Miller Hill Gauging Station				12,000	0	0%
2021-55b	CA-Meter reader handhelds				15,000	0	0%
2021-56a	Replace 2009 Ford F-350, T-82				60,000	0	0%
2021-56b	Replace 1998 Bobcat mini excavator, E-123				65,000	0	0%
2021-56d	Replace 2010 Ranger 4x4, ditchtender, T-386				35,000	0	0%
2021-56g	Replace 2011 Ranger 4x4, ditchtender, T-302				35,000	0	0%
2020-58c	IT-Fiber optic and switches replacement				21,000	0	0%
2020-61c	SPH-PSV roof replacement and rockfall protection				75,000	0	0%
2020-61d	SPH-SCADA upgrade				50,000	0	0%
2020-61e	SPH-Oil flow device upgrade				20,000	0	0%
2020-61g	SPH-bitronics lins side metering xducer				8,000	0	0%
2021-61l	SPH Exciter upgrade				200,000	0	0%
2021-61m	SPH station air compressor				10,000	0	0%
	Total Capital Outlay	102,680	239,171	301,067	1,201,000	41,266	3%
Transfers:							
	SFPP Jt Facil Oper Fd-Minimum Payment	709,000	709,000	709,000	709,000	0	0%
	SFPP Jt Facil Oper Fd-Additional Payment	1,393,737	0	0	978,678	0	0%
	SFPP Jt Facil Oper Fd-Overhead	557,565	621,688	480,058	675,000	0	0%
	Debt Service Fund, 2016 COP	2,186,233	0	0	0	0	0%
	System Capacity Fund, MRTP Impr Proj	(1,248,243)	0	0	0	0	0%
	System Capacity Fund	0	0	194,946	0	0	0%
	Retiree Benefit Trust Fund	(266,911)	(320,821)	0	0	0	0%
	Retiree Benefit Trust Fund	0	0	1,977,001	0	0	0%
	Net Non-operating, Capital Outlay and Transfers	1,515,667	(1,004,551)	1,627,730	(268,661)	(41,266)	15%

South Feather Water and Power Agency
 General Fund Financial Report
 March 23, 2021 Board Meeting

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	2018 <u>ACTUAL</u>	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>BUDGET</u>	2021 ACTUAL Thru 2/28/21	% of <u>BUDGET</u>
	NET REVENUE OVER EXPENSES	(394,451)	(2,853,674)	(408,201)	(2,861,423)	(715,763)	0
	Beginning Balance	6,206,238	5,811,787	2,958,113	2,549,912	2,549,912	
	Ending Balance	<u>5,811,787</u>	<u>2,958,113</u>	<u>2,549,912</u>	<u>(311,511)</u>	<u>1,834,149</u>	

NOTE: Ending 12/31/19 balance includes designated reserves of \$194,946 for System Capacity improvements and \$1,977,001 for retiree benefits.

South Feather Water & Power Agency
Irrigation Water Accounting
For The Period Of 1/1/2021 - 2/28/2021

<u>ACCT CODE</u>	<u>DESCRIPTION</u>	<u>REVENUE</u>	<u>EXPENSES</u>
2021-0504	Palermo Canal	\$ 5,651	\$ 17,784
2021-0505	Bangor Canal	\$ 12,822	\$ 20,040
2021-0506	Forbestown Canal	\$ 482	\$ 18,154
2021-0507	Community Line	\$ 3,204	\$ 3,181
Totals		\$ 22,159	\$ 59,159

South Feather Water & Power Agency
System Capacity Fund Financial Report
March 23, 2021 Board Meeting

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL</u>
<u>REVENUE:</u>				
42341	System Capacity Charges	127,781	191,965	56,712
49250	Interest Income	1,709	1,591	0
Total Revenue		129,490	193,556	56,712
<u>TRANSFERS</u>				
2013-0135	MRTP Expansion/Improvement	(1,408,162)	0	(55,322)
	General Fund	1,248,243	0	(194,946)
Net Revenue over Expenses		(30,429)	193,556	(193,556)
Beginning Balance		30,429	0	193,556
Ending Balance		0	193,556	0

SOUTH FEATHER WATER AND POWER AGENCY
SCHEDULE OF CASH AND INVESTMENTS
28-Feb-21

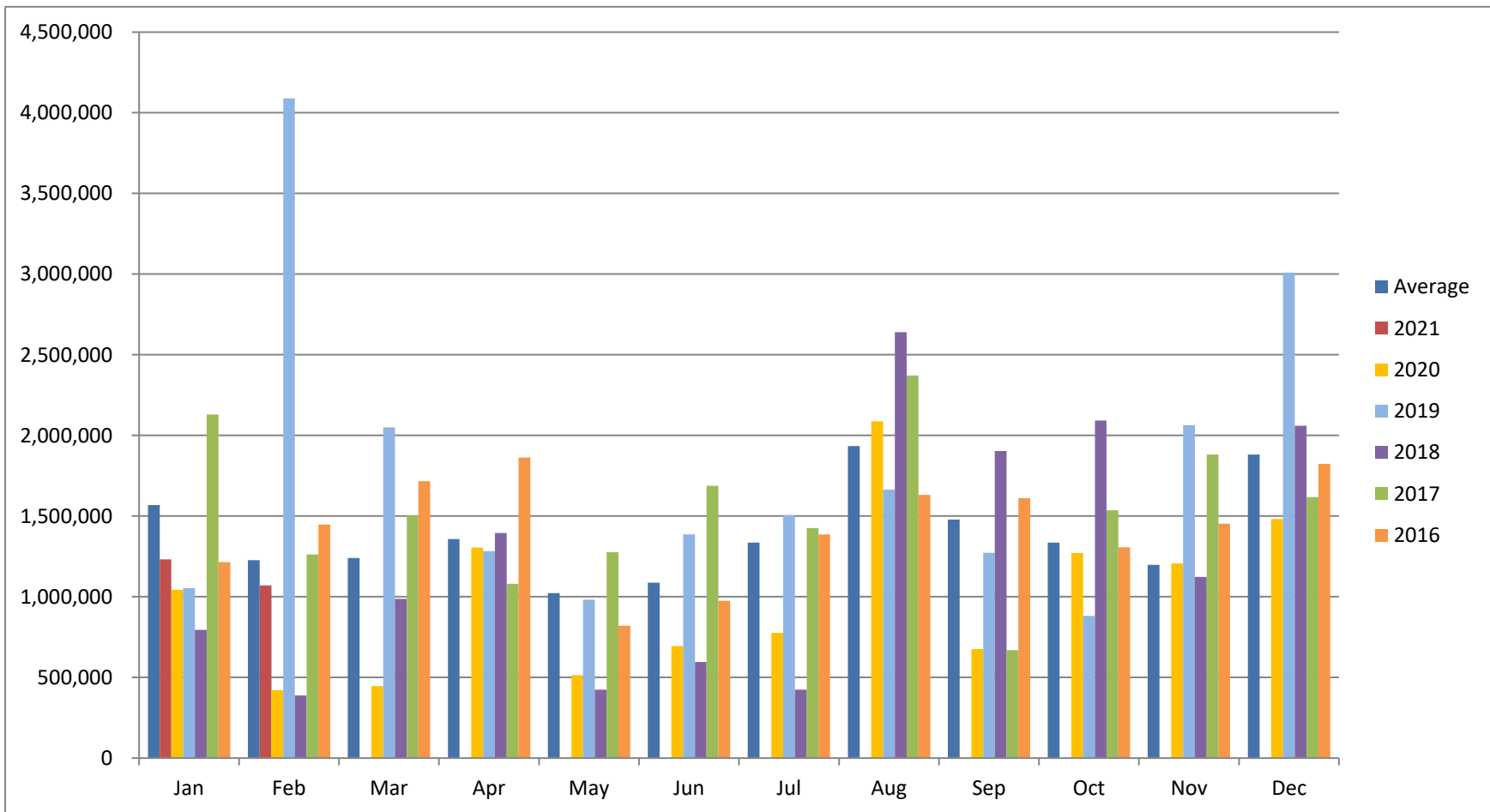
General Fund Cash and Savings Account	\$ 1,235,668
LAIF	20,361,272
CalTrust	1,424,297
Five Star Bank	1,106,904

<u>Fixed Income portfolio</u>	<u>Rate</u>	<u>Purch Date</u>	<u>Purch Price</u>	<u>Face Value</u>	<u>Maturity</u>	<u>Mkt Value</u>	<u>Est Ann Income</u>
Cash						26,127	\$ -
Connectone Bank CD	2.550%	3/13/2018	245,000	245,008	3/15/2021	245,292	6,248
Southwest National Bank CD	2.600%	4/17/2018	245,000	245,008	4/19/2021	245,887	6,370
Mid-America Bank CD	2.700%	5/11/2018	245,000	245,008	5/11/2021	246,321	6,615
Safra National Bank CD	0.300%	5/27/2020	245,000	245,000	5/27/2021	245,157	735
Comenity Capital Bank CD	2.950%	5/31/2018	228,000	228,000	6/1/2021	229,715	6,726
Morgan Stanley Bank CD	2.950%	6/14/2018	245,000	245,000	6/14/2021	247,136	7,228
Citibank Natl CD	3.000%	7/24/2018	245,000	245,000	7/26/2021	248,014	7,350
EnerBank USA CD	3.000%	8/17/2018	247,000	247,008	8/17/2021	250,421	7,410
Bank of Rhode Island CD	1.700%	9/16/2019	245,000	245,008	9/27/2021	247,369	4,165
Third Federal S & L of Cleveland CD	3.150%	10/22/2018	245,000	245,000	10/22/2021	249,956	7,718
Merrick Bank CD	3.200%	11/28/2018	245,008	245,000	11/29/2021	250,833	7,840
BMW Bank North America CD	3.050%	12/28/2018	245,000	245,000	12/28/2021	251,164	7,473
Federal Farm Credit Bonds	2.600%	1/28/2019	250,000	249,999	1/18/2022	255,522	6,500
Goldman Sachs CD	2.850%	2/14/2019	185,000	185,000	2/14/2022	190,019	5,273
Centerstate Bank CD	1.000%	3/20/2020	245,008	245,000	3/21/2022	247,460	2,450
US Treasury Note	2.250%	5/8/2019	245,326	245,000	4/15/2022	250,848	5,513
Eclipse Bank CD	0.350%	5/29/2020	240,000	240,000	5/30/2022	240,060	840
Flagstar Bank CD	2.450%	6/12/2019	246,000	246,000	6/13/2022	253,560	6,027
Sallie Mae Bank CD	2.150%	7/24/2019	245,000	245,000	7/25/2022	252,127	5,268
Bank Hapoalim Bm Ny CD	0.250%	8/26/2020	245,000	245,000	8/26/2022	245,554	613
Wells Fargo Bank CD	1.850%	9/18/2019	245,000	245,000	9/19/2022	251,652	4,533
Federal Home Loan Mtg Corp.	0.250%	8/19/2020	60,000	60,000	11/18/2022	59,975	150
Goldman Sachs CD	1.850%	12/12/2019	60,000	60,000	12/12/2022	61,850	1,110
Morgan Stanley Private Bank CD	1.850%	12/19/2019	50,000	50,000	12/19/2022	51,557	925
First Heritage Bank CD	0.250%	6/23/2020	140,000	140,000	12/19/2022	140,301	350
Marlin Business Bank CD	1.650%	1/15/2020	203,000	203,000	1/17/2023	208,777	3,350
Wells Fargo Natl Bank West CD	1.900%	1/17/2020	245,000	245,000	1/17/2023	253,127	4,655
People First Bank CK	1.350%	3/6/2020	134,000	134,000	3/6/2023	137,244	1,809
American Express Natl Bank CD	1.450%	1/31/2020	245,000	245,000	3/31/2023	251,625	3,553
Federal Home Loan Mtg Corp.	0.300%	8/31/2020	250,013	250,000	5/25/2023	250,135	750
BMO Harris Bank CD	0.600%	6/26/2020	105,000	105,000	6/26/2023	105,046	630
Luana Savings Bank CD	0.200%	8/14/2020	245,000	245,000	8/14/2023	245,162	490
Federal Home Loan Mtg Corp.	0.305%	9/28/2020	250,000	250,000	9/8/2023	250,007	763
Medallion Bank CD	0.250%	10/26/2020	135,000	135,000	10/27/2023	135,240	338
New York Community Bank CD	0.300%	11/9/2020	245,000	245,000	11/9/2023	245,757	735
Federal Home Loan Bond	0.190%	12/29/2020	249,777	250,000	12/22/2023	249,395	475
Total Fixed Income Portfolio						7,815,392	\$ 130,172
TOTAL CASH & INVESTMENTS AT 2/28/21						\$ 31,943,533	1.67%

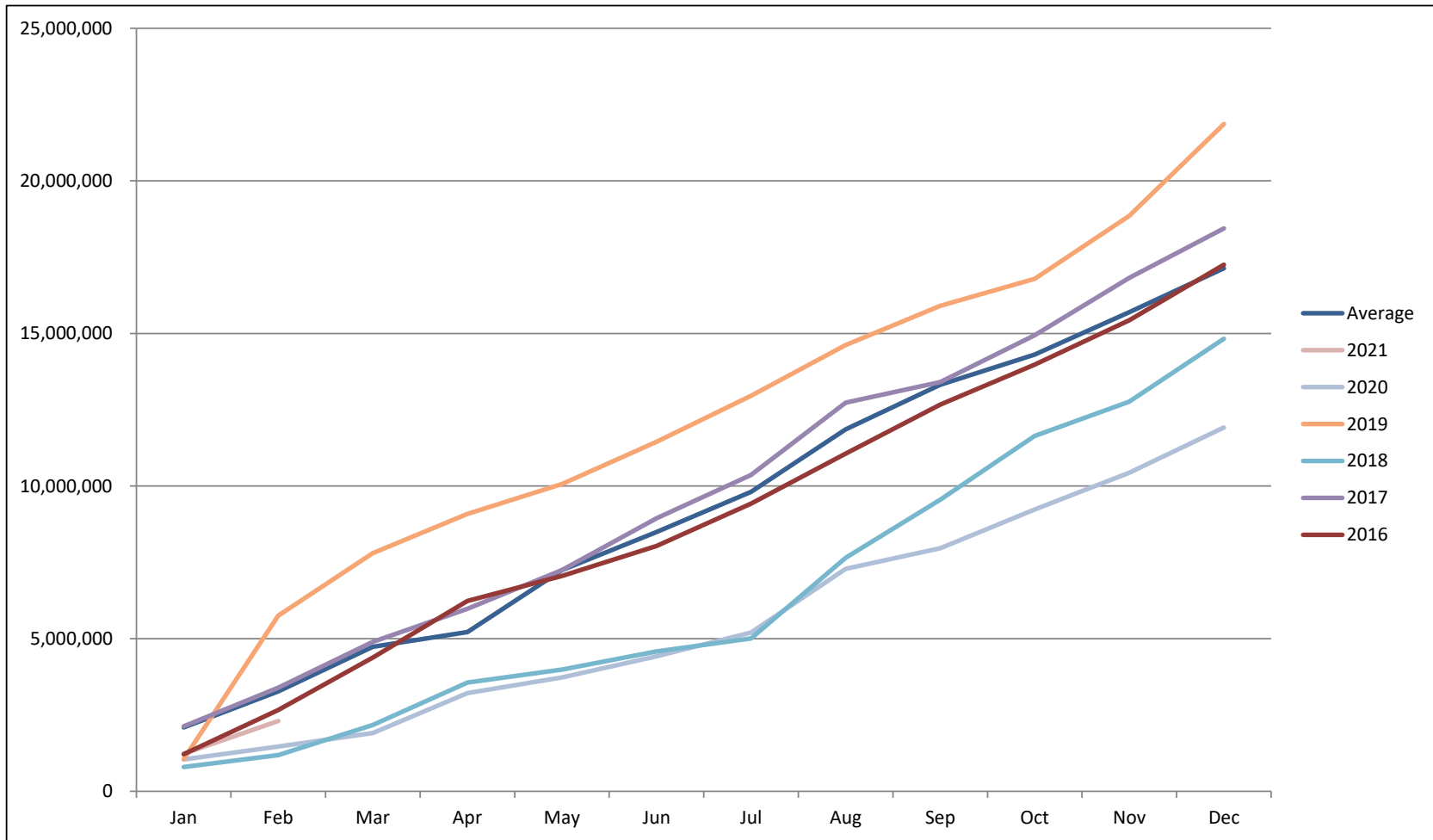
I certify that all investment actions have been made in full compliance with Policy #470- Investments, and that South Feather Water and Power Agency will meet its expenditure obligations for the next six months.

Submitted by: Steve Wong, Finance Division Manager 3/10/21

South Feather Water and Power Agency Power Sold By Month



South Feather Water and Power Agency
Cumulative Power Purchases
All Powerhouses





SOUTH FEATHER WATER & POWER AGENCY

TO: Board of Directors

FROM: Dan Leon, Power Division Manager

DATE: March 18, 2021

RE: General Information (regarding matters not scheduled on agenda)
March 23, 2021 Board of Directors Meeting

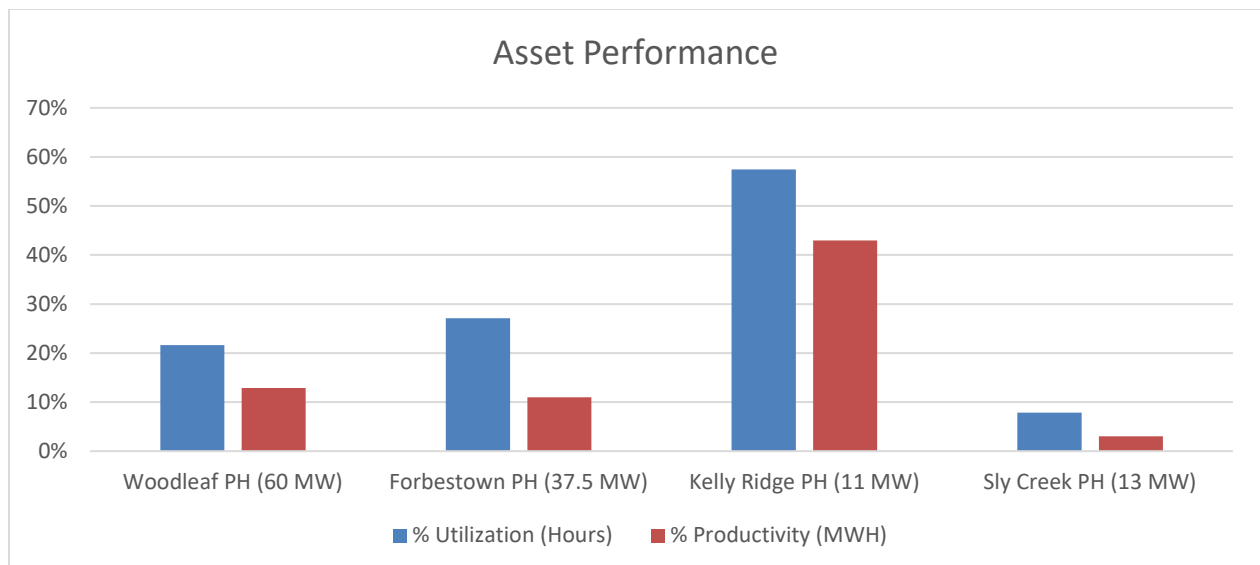
Operations

Power Division Summary Report, Reservoir Storage Report, and Precipitation Report for February 2021 are attached.

DWR Bulletin 120 observed conditions as of March 16 for accumulated water year-to-date precipitation is at 52% of average (Northern Region Sierra 8-Station Index). Snowpack is at 65% of average for April 1 (Northern Region).

South Fork tunnel flowing at 50 CFS. Slate Creek tunnel is currently closed, and opened when flow criteria are met. Little Grass Valley and Sly Creek Reservoirs storage is 80.0 kAF. Forbestown Div Res is currently spilling.

Powerhouse performance and availability for February 2021 summarized in the following tables:



Powerhouse	Capacity MW	Available for Generation Hrs	Generation Dispatched at Full Output Hrs	Additional Gen. <u>not</u> Dispatched at Full Output Hrs	Generation Dispatched at Part. Output Hrs
Woodleaf	60.0	421	17	404	74
Forbestown	37.5	672	31	641	151
Kelly Ridge	11.0	672	173	499	213
Sly Creek	13.0	672	0	672	53

CAISO Index Pricing	Monthly On-Peak Average Price per MWh	Monthly Hour Average Price per MWh
Monthly Prices	\$67.41	\$59.32
Average since 2010	\$38.99	\$36.38

Maintenance

Powerhouses

- Woodleaf Powerhouse: Fully operational.
- Forbestown Powerhouse: Annual maintenance outage in process, and scheduled for completion on March 26. Work tasks include repair of generator stator insulation, mechanical alignment, sump pump rebuild, electrical testing, and other scheduled maintenance.
- Kelly Ridge Powerhouse: Fully operational.
- Sly Creek Powerhouse: Fully operational.

Other Maintenance

- Inspect Forbestown penstocks and project roadways.
- Inspect and clean MRC intake screens.
- Clean culverts and gutters along project access roads.
- Inspect outlying stations and take readings.
- Perform vehicle and equipment maintenance at Power Div yard.

PG&E Transmission Line Outages

PG&E has scheduled the following outages to perform maintenance and repairs on their transmission system. These outages will result in interruption of SFWPA powerhouse operations.

- 60kV line: March 29 to April 1. Kelly Ridge Powerhouse will be offline.
- 60 kV line: May 4 to May 14. Kelly Ridge Powerhouse will be offline.
- 115 kV line: April 12 to April 15. Sly Creek, Woodleaf, and Forbestown Powerhouses will be offline.

Regulatory Compliance

2020 Water Use Reports

- Staff have been working on data compilation for the 2020 Water Use Reports due to the state Division of Water Rights by April 1st. During the process of data gathering, documentation of how data is entered for these reports is being compiled in standard operating procedures. These reports for our Agency's water permits and licenses will be submitted on time this year. Although the reports for our Pre-1914 statements are not due until July 1st, those will be submitted along with the other submissions.

2020 Urban Water Management Plan

- Staff have participated in a series of interactive webinars hosted by DWR rolling out the new requirements for the 2020 Urban Water Management Plan. While the deadline for submission of this report to the state is July 1, 2021, the Guidelines publically available are still only in DRAFT format. Despite this, staff have begun the process of both updating the existing 2015 UWMP data, as well as gathering what is needed to satisfy additional requirements to be included in the 2020 UWMP. This Board will receive a presentation and draft copy of the Plan for information at their May meeting. Notifications have been sent out to the community partners we need to notify of the June 22, 2021 Board meeting at which you will be asked to adopt the 2020 UWMP.

CAISO Data Requests

- CAISO has requested data sets containing system parameters for the Agency's four hydro generators. Staff have worked with GridSME to prepare and submit the data sets to CAISO.

Projects

Energy Delivery Transition Projects

- CAISO Meters and RIG Installation Project: Agency personnel and Contractor are coordinating schedules for factory testing of new revenue meters and remote intelligent gateway. This equipment will be installed at various locations throughout power project.
- SCADA Replacement Project: Vendor project team and Agency staff meet regularly to address project schedule and deliverables that include factory integration, application engineering, and field installation.

Forbestown Powerhouse Generator Stator Insulation

- Contractor was retained to inspect and repair generator stator insulation. Existing voids in insulation have resulted in electrical discharge to air and corrosion of nearby metal surfaces. Contractor has performed pre and post testing of repaired areas, and will document results.

Miners Ranch Canal Access Road Repairs

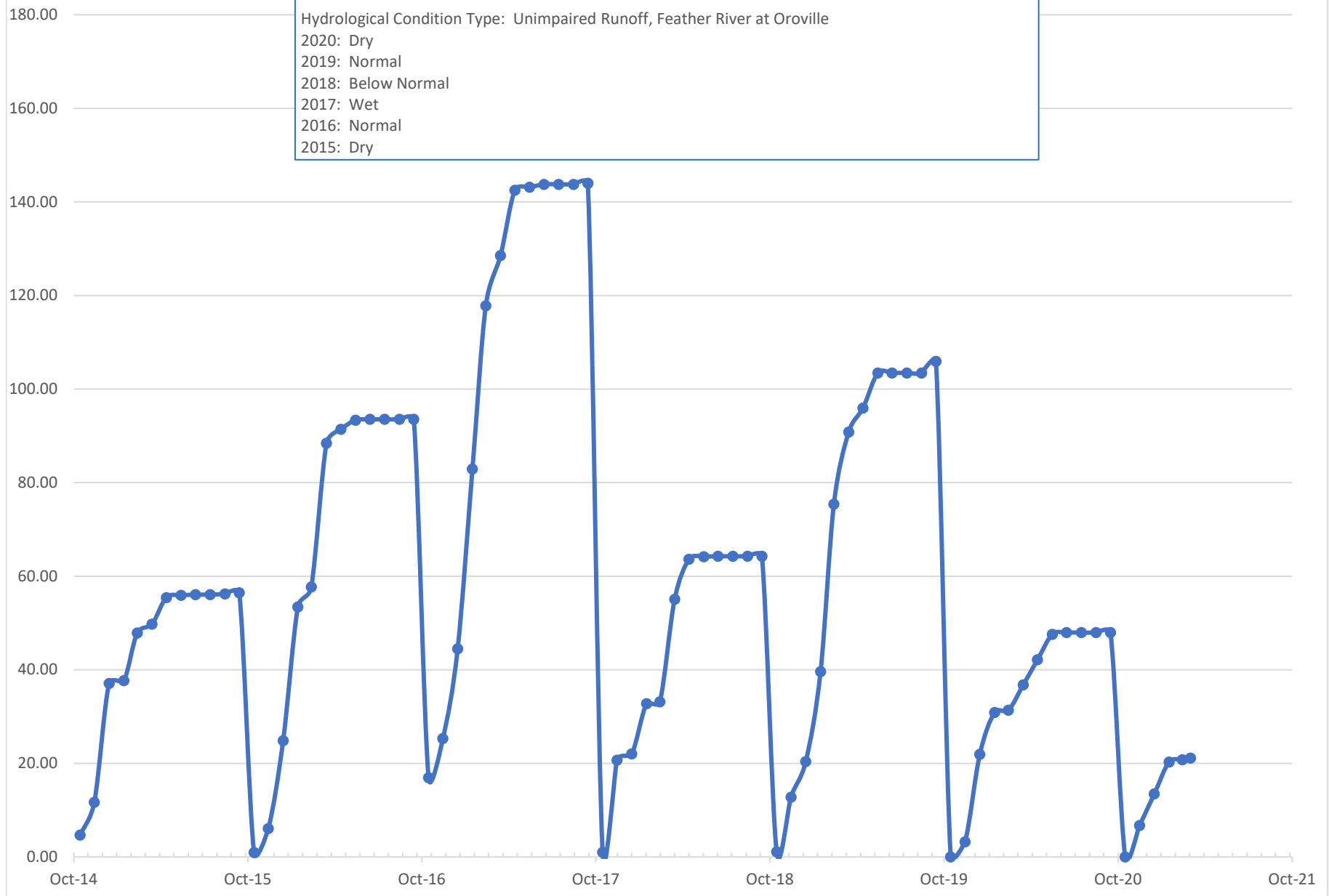
- Agency crew repaired Miner Ranch Canal access road adjacent to Panel 86. Bin wall technology was used in the repair with success.

Personnel

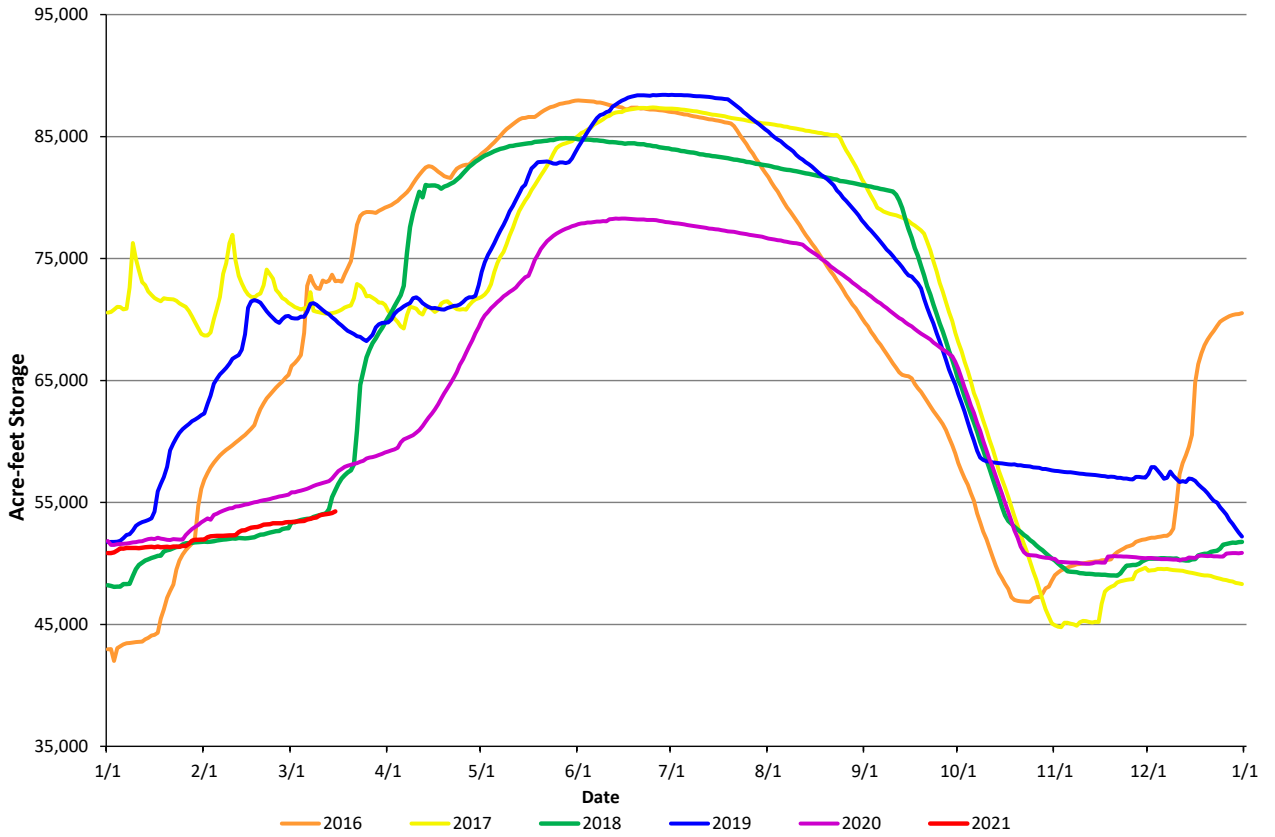
- No new update.

Sly Creek Reservoir Vicinity Precipitation (Inches) - 2015 to Present

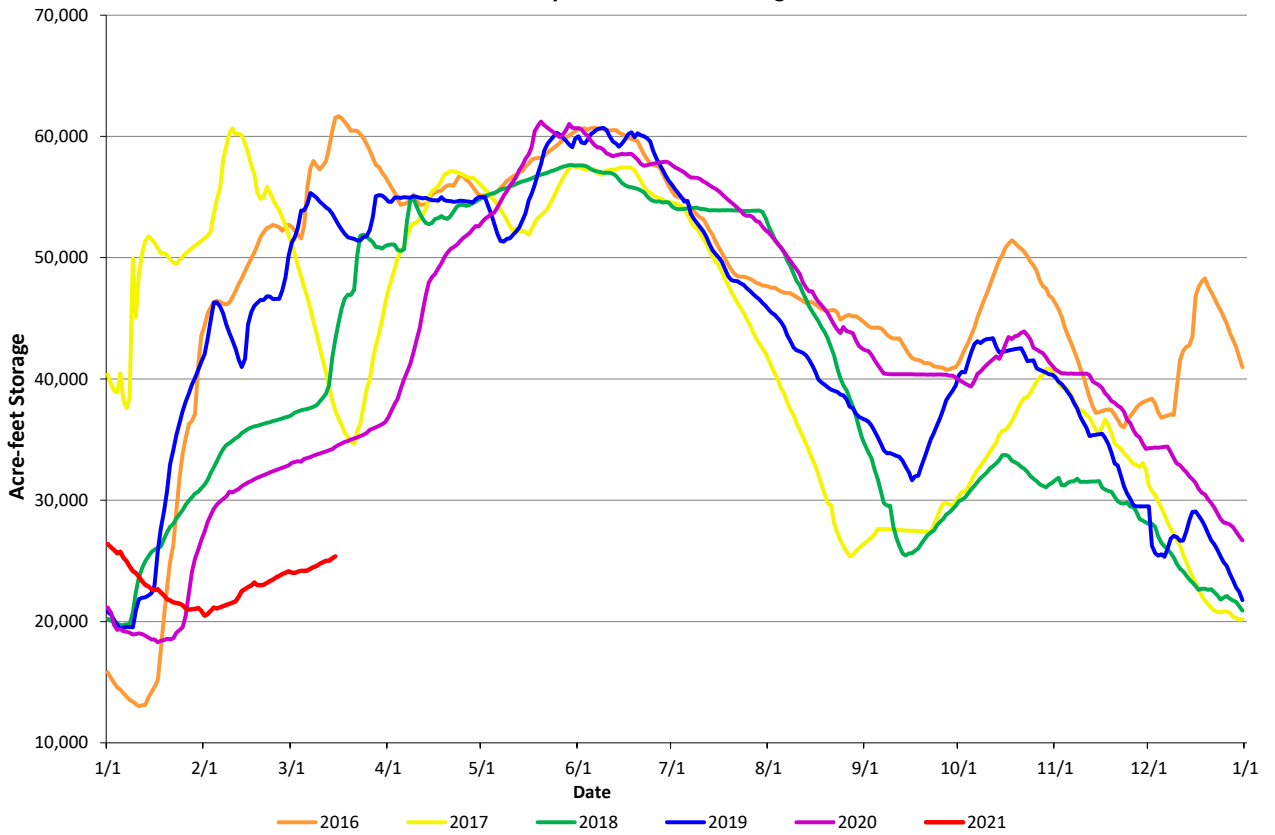
Hydrological Condition Type: Unimpaired Runoff, Feather River at Oroville
2020: Dry
2019: Normal
2018: Below Normal
2017: Wet
2016: Normal
2015: Dry



Little Grass Valley Reservoir Storage



Sly Creek Reservoir Storage



**SOUTH FEATHER WATER AND POWER
SOUTH FEATHER POWER PROJECT
2021
Reservoir and Stream Operations**

	RESERVOIR ELEVATIONS				MONTHLY AVERAGE STREAM RELEASES			
	Little Grass Valley		Sly Creek		Release to SFFR at LGV Dam	Release to SFFR at Forbestown Div.	Release at Lost Creek Dam	Release at Slate Creek Div.
Maximum Elevation End of Month Conditions	5,046.50	Feet	3,530.00	Feet				
January	5,020.04	Feet	3,440.41	Feet	8.40	6.37	6.08	37.50
February	5,021.21	Feet	3,449.99	Feet	8.96	6.65	8.25	87.70
March	0.00	Feet	0.00	Feet	0.00	0.00	0.00	0.00
April	0.00	Feet	0.00	Feet	0.00	0.00	0.00	0.00
May	0.00	Feet	0.00	Feet	0.00	0.00	0.00	0.00
June	0.00	Feet	0.00	Feet	0.00	0.00	0.00	0.00
July	0.00	Feet	0.00	Feet	0.00	0.00	0.00	0.00
August	0.00	Feet	0.00	Feet	0.00	0.00	0.00	0.00
September	0.00	Feet	0.00	Feet	0.00	0.00	0.00	0.00
October	0.00	Feet	0.00	Feet	0.00	0.00	0.00	0.00
November	0.00	Feet	0.00	Feet	0.00	0.00	0.00	0.00
December	0.00	Feet	0.00	Feet	0.00	0.00	0.00	0.00

Powerhouse Operations

	Sly Creek	Woodleaf	Forbestown	Kelly Ridge	Energy Revenue
January	1,201.20 MWH	11,378.82 MWH	6,298.40 MWH	5,604.49 MWH	\$1,232,234.63
February	262.83 MWH	3,259.77 MWH	2,774.31 MWH	3,173.08 MWH	\$1,070,508.10
March	0.00 MWH	0.00 MWH	0.00 MWH	0.00 MWH	\$0.00
April	0.00 MWH	0.00 MWH	0.00 MWH	0.00 MWH	\$0.00
May	0.00 MWH	0.00 MWH	0.00 MWH	0.00 MWH	\$0.00
June	0.00 MWH	0.00 MWH	0.00 MWH	0.00 MWH	\$0.00
July	0.00 MWH	0.00 MWH	0.00 MWH	0.00 MWH	\$0.00
August	0.00 MWH	0.00 MWH	0.00 MWH	0.00 MWH	\$0.00
September	0.00 MWH	0.00 MWH	0.00 MWH	0.00 MWH	\$0.00
October	0.00 MWH	0.00 MWH	0.00 MWH	0.00 MWH	\$0.00
November	0.00 MWH	0.00 MWH	0.00 MWH	0.00 MWH	\$0.00
December	0.00 MWH	0.00 MWH	0.00 MWH	0.00 MWH	\$0.00
	<u>1,464.03 MWH</u>	<u>14,638.59 MWH</u>	<u>9,072.71 MWH</u>	<u>8,777.56 MWH</u>	<u>\$2,302,742.73</u>



SOUTH FEATHER WATER & POWER AGENCY

TO: Board of Directors

FROM: Rath Moseley, General Manager

DATE: March 17, 2021

RE: General Information (regarding matters not scheduled on the agenda)
3/23/21 Board of Directors Meeting

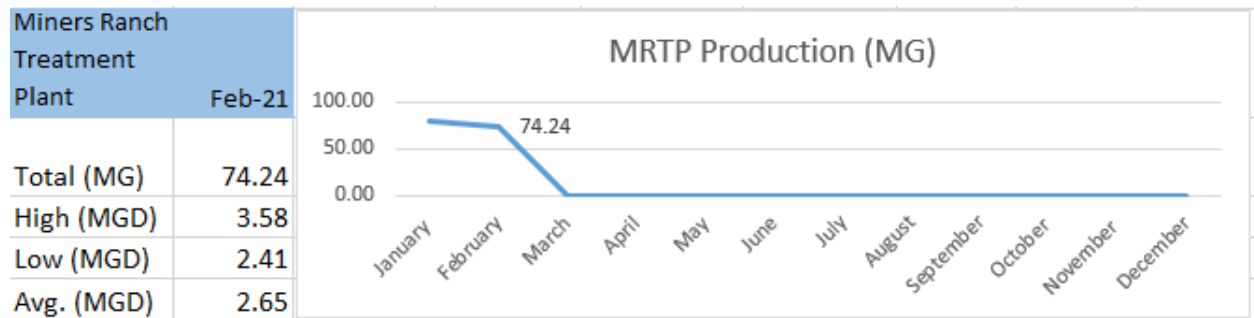
Water Treatment Operations

The total Miners Ranch Treatment Plant (MRTP) treated water production for the month of February totaled 74.24 million gallons.

The total Bangor Treatment Plant (BTP) treated water production for the month of February totaled .175 million gallons.

All bacteriological requirements were in compliance for the MRTP and BTP. Miners Ranch production was 105% of average over the past 5 years. Bangor's production was 63% of average over the past 5 years.

Annual clarifier maintenance was completed. Operators noticed algae growth on the clarifiers so an increase to pre-chlorination was implemented to correct the potential issue.



Water Operations

There were five primary areas of operational focus this month.

1. Install services and backflows
2. Irrigation Maintenance District Wide
3. Bangor raw water pump station at BTP
4. Service Repairs
5. Community Line domestic pipeline (seven days)

March	Install Service/Back flow	Locate Main	BTP	Install Pipe	Replace Hydrant	Repair Service	Saw Cut Driveways	Pipeline
	Hawley Trail	Old Olive Hwy	Concrete Pad	Citrus Ave.	Miners Ranch	Silver Leaf	Miners Ranch	Community Line 7 Days
	Oro Bangor Hwy		Install Pipe	BTP		Fortune Way		
	Oro Bangor Hwy		Pump Station			Mt. IDA		
	Skyline Blvd.							
	Pinecrest							
	Elva Ct.							

Miners Ranch Road Community Line

The pipeline install is ~500' from completion. Between rock and saturated ground with off/on rainfall, the work has moved much slower than desired. The goal is to finish the pipe install and add a hydrant by the end of this month (March). Domestic service connections for current community line customers with original or annexed parcels will be installed in April. For those that are RRC or not original parcels, they will need to be annexed into the district and as a result domestic service would be a few months out in order to complete the process.

Community Investment Program – RedHawk Ranch Bangor

The pictures below show the pump/ filter pad, and PLC control station being constructed. Efforts are continuing to achieve pumped water for this year's irrigation season. Staff is installing pump and filter component the week of March 26th and the control box continues to be configured and wired.



PG&E PPA and Force Majeure

The SFWPA disputed force majeure PPA extension for the upper three powerhouses (Woodleaf, Sly, Forbestown) is in the mediation scheduling phase and is likely to be conducted during the April or May timeframe. As of this writing, PG&E has made no formal proposal to a future power purchase agreement so it is likely other buyers will be presented to the board for consideration.

MSR – Oroville Area Sewer and Water Providers Municipal Service Review

An effort in the fall of 2019 to receive grant funds through a program with Butte County has materialized to perform and update Municipal Service Reviews with TWSD, LOAPUD, SCOR, and SFWPA.

Project kickoff was conducted on March 8th with an expected completion time in late October 2021.

The project is broken down into six steps:

1. Outreach to local agencies and information gathering
2. Prepare Administrative Draft MSR Update
3. Prepare Public Review Draft MSR
4. Public Workshops & Study Session
5. Response to Comments & Final MSR Update
6. LAFCO Hearing

SFWPA staff will keep the board updated on progress and changes as compared to the last published MSR in 2006.



SOUTH FEATHER WATER & POWER AGENCY

TO: Board of Directors

FROM: Jaymie Perrin, Environmental Health & Safety Manager

DATE: March 18th, 2021

RE: Informational Item – 03/23/2021 Board of Directors Meeting

Wildfire Risk Mitigation / Cal Fire Grant Opportunity Update

Cal Fire has announced a grant funding opportunity with appropriations through the California Climate Investments and other potential funding sources. Staff attended a one-hour online workshop on March 18th to learn more about the opportunity and ideally, select tasks from the lists below that align with the agency's Fire Related Water Availability Plan. According to the Cal Fire website ([Welcome to Fire Prevention Grants \(ca.gov\)](https://www.cal-fire.gov)), an estimated amount of \$165 million could be awarded under the following categories of fire prevention efforts:

Hazardous Fuel Reduction ▼

- Vegetation clearance in critical locations to reduce wildfire intensity and rate of spread.
- Creation or maintenance of fuel breaks in strategic locations, as identified in CAL FIRE Unit Fire Plans, a Community Wildfire Protection Plan, or similar strategic planning document.
- Removal of ladder fuels to reduce the risk of crown fires.
- Creation of community-level fire prevention programs, such as community chipping days, roadside chipping, and green waste bin programs.
- Selective tree removal (thinning) to improve forest health to withstand wildfire.
- Modification of vegetation adjacent to roads to provide for safer ingress and egress of evacuating residents and responding emergency personnel.
- Reduction of fuel loading around critical infrastructure to maintain continuity of government and other critical services, including, but not limited to fire, police, power, water, sewer, roads, etc.
- Purchase of fuel modification equipment not to exceed \$250,000. Equipment is an item exceeding \$5,000 or more per unit cost and has a tangible useful life of more than one year. Vehicle purchases are ineligible costs.
- Supplies include items under \$5,000 per unit cost. Chainsaws are an example of a supply item and are **not** considered equipment.
- Projects to improve compliance with defensible space requirements as required by Public Resources Code Section 4291 through increased inspections and assistance for low-income residents.
- Removal of dead and dying trees that pose a threat to public health and safety.

Fire Prevention Education

- Workshops, meetings, materials creation, and other educational activities with the purpose of increasing knowledge and awareness of information that could be used to reduce the total number of wildland fire and acres burned.
- To educate the public on wildfire mitigation and risk reduction strategies.
- Activities are subject to CAL FIRE approval.

Fire Prevention Planning

- Wildfire risk or related mapping
- Creation or update of strategic wildfire planning documents, such as:
 - Evacuation plans
 - Community Wildfire Protection Plans (CWPP)
 - Local Hazard Mitigation Plans
 - Safety Elements
 - Wildfire prevention plans
- Research to determine standards for structural codes and regulations
- Development of evacuation plans
- Creation or updates to wildfire mitigation plans

Milestone dates in the application process include:

- 1) Final Submit Date – May 19th, 2021
- 2) Review of Applications – May – July 2021
- 3) Notice of Award / Decline – July 2021
- 4) Execution of Grant Agreements – November 2021

If awarded, projects would need to be completed by March 15th, 2025 or March 15th, 2026. The difference in due dates is based on the funding source. Staff looks forward to pursuing this process and becoming a part of the solution to reduce wildfire threat and in-turn stabilizing the home insurance market in our service area.



SOUTH FEATHER WATER & POWER AGENCY

TO: Board of Directors

FROM: Kristen McKillop, Compliance and Regulatory Manager

DATE: March 15, 2021

RE: General Information (regarding matters not scheduled on agenda)
3/23/2021 Board of Directors Meeting

Technical Assistance Funding for Palermo

HISTORY

Over the last decade and a half, this Board has been apprised of Butte County led efforts to assist the Palermo Community remedy its' drinking water contamination issues. The entire community utilizes on-site wastewater systems (septic systems) for waste disposal, and the combination of small lot sizes, poorly drained soils, along with higher groundwater tables and a propensity for flooding have allowed for unusually high incidents of septic system failures. These septic system failures have introduced total coliform and nitrate contamination into the groundwater of shallower domestic wells, and fecal coliform into the surface water flowing into the storm drain system. Historically, the technical investigations were focused on finding an alternative solution for the septic system failures. These options have proven cost prohibitive, and have left the community waiting for a solution to this public health concern.

UPDATES

Supervisor Connelly has continued to work with the Butte County Department of Water and Resource Conservation while serving on the Northern Sacramento Valley Integrated Regional Water Management Group (NSVIRWM) in seeking funds to assist this disadvantaged community within his supervisorial district. In December 2017 the NSVIRWM Group determined that Palermo should be included on the list of Disadvantaged Community projects prioritized for a community based needs assessment. Since then, Water and Resource Conservation has reached out to both the Butte County Division of Environmental Health and South Feather Water & Power Agency in order to prepare a grant funding request that would explore the feasibility of providing treated water to residents in the Palermo community by expanding the service area and water delivery capabilities of SFWPA to these affected residences.

CURRENT STATUS

The Department of Water & Resource Conservation has received Proposition 1 grant funding for technical assistance for disadvantaged communities through the NSVIRWM process. One of the specific tasks was to secure a consultant to conduct tasks to identify and scope potential projects and funding sources for the drinking water needs of Palermo and other water and wastewater systems serving disadvantaged



SOUTH FEATHER WATER & POWER AGENCY

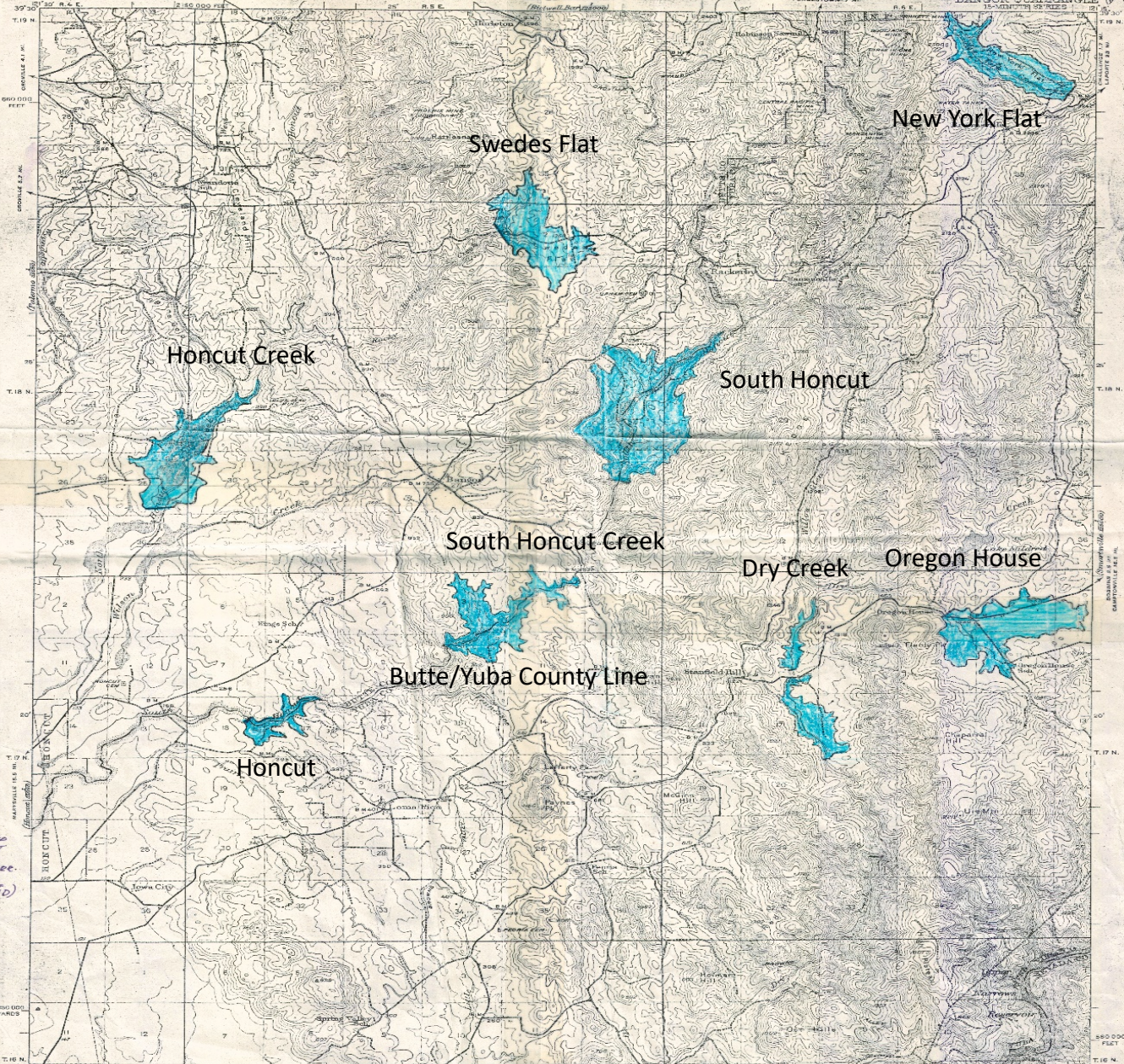
TO: Board of Directors

FROM: Rath Moseley, General Manager

DATE: March 16, 2021

RE: Water Storage
Information Item for 3/23/21 Board of Directors Meeting

Director Moreland will lead a discussion on the need for increased reservoir storage and speak to the 1922 map referencing storage locations within the area on the next page.



Swedes Flat

New York Flat

Honcut Creek

South Honcut

South Honcut Creek

Dry Creek

Oregon House

Butte/Yuba County Line

Honcut

LAKES
FRESHENED
BY 1942
ON OLD
BANGOR IRR.
DIST.
(New Blvd)

FROM G. E. SMALL
RE. CREECH T. PM

Scale 1:50,000
Miles
0 1 2 3 4 5 6 7 8 9 10

Contour Interval 50 Feet

Projection 1927 North American datum
5000 yard grid based on U.S. zone system, G
7000 foot grid based on California (2)
rectangular coordinate system

BANGOR, CALIF.
1942



SOUTH FEATHER WATER & POWER

TO: Board of Directors

FROM: Arthur V. Martinez, Manager of Information Systems

DATE: March 16, 2021

**RE: Encroachment Permit Fee – Rules and Regulations
Agenda Item for 3/23/21 Board of Directors Meeting**

Listed in South Feather Water and Power Agency's (SFWPA) Rules and Regulations is a set charge for a "Encroachment Permit (includes inspection)". Butte County Public Works requires a completed encroachment permit any time work is performed in the County right-of-way. The Rules and Regulations list the fee at \$338 and does not include a mechanism for annual increases or adjustments.

Our proposal is to change the cost to reflect the current cost of the permit plus a set percentage to reflect overhead costs for completing the permits and site inspections. The Rules and Regulations will update twice a year to reflect this new cost.

Currently the Rules and Regulations show:

Encroachment Permit (includes inspection)	\$338 ⁸⁹
⁸⁹ Amended 10/27/98	

We propose the following change:

Encroachment Permit (includes inspection)	\$458 ⁸⁹
---	---------------------

⁸⁹ Amended 3/23/21: Charge is based on current Butte County fees plus overhead percentage

The recommended form of action is:

"I move adoption of the proposed changes to the Rules and Regulations regarding the Encroachment Permit Fee."



SOUTH FEATHER WATER & POWER AGENCY

TO: Board of Directors

FROM: Rath Moseley, General Manager

DATE: March 15, 2021

**RE: LAFCO Election Ballot
Agenda Item for 3/23/21 Board of Directors Meeting**

The Butte County Local Agency Formation Commission is requesting a vote from SFWPA on one nominee to serve as a Regular “Non-Enterprise” Member and one nominee to serve as an Alternate “Enterprise/Non-enterprise” Member.

The Election Ballot is included on the following page for selection of a nominee candidate for Regular and Alternate.

The recommended form of action is:

**“I move approval to vote for _____ for the Special District Regular
“Non-Enterprise” Member and _____ as an Alternate
“Enterprise/Non-Enterprise” Member as identified on the Butte Local Agency
Formation Commission 2021 Election Ballot.”**



BUTTE LOCAL AGENCY FORMATION COMMISSION

1453 Downer Street, Suite C • Oroville, California 95965-4950
(530)538-7784 • Fax (530)538-2847 • www.buttelafco.org

TO: Butte County Special Districts
Butte County Special District Association

FROM: Jill Broderson, Management Analyst

SUBJECT: Election of a Special District *Regular* "Non-Enterprise" Member and an *Alternate* "Enterprise/Non-Enterprise" Member

DATE: March 12, 2021

Nominations Requested

On February 3, 2021, the Butte Local Agency Formation Commission called for nominations for:

- One (1) Special District ***Regular*** "Non-Enterprise" Member. The term for this seat is four years and will begin June 1, 2021 and expire May 31, 2025; and
- One (1) Special District ***Alternate*** "Enterprise/Non-Enterprise" Member. The term for this seat is four years and will begin June 1, 2021 and expire May 31, 2025.

Nominations Received

The nomination period closed on Thursday, March 11, 2021. Valid nominations received are as follows:

For the ***Regular*** "Non-Enterprise" Member:

- Larry Bradley, Durham Recreation & Park District (Non-Enterprise)
- Dave Donnan, Chico Area Recreation & Park District (Non-Enterprise)
- Al McGreehan, Paradise Recreation & Park District (Non-Enterprise)

For the ***Alternate*** "Enterprise/Non-Enterprise" Member:

- Larry Bradley, Durham Recreation & Park District (Non-Enterprise)
- Bruce Wristen, Director, Thermalito Water & Sewer District (Enterprise)

Instructions:

1. Votes shall be made by official action of the Districts' Board of Directors.
2. Ballots shall be certified by the signature of the Chair, or an alternate District Board Member chosen by the Districts' Board for the purpose of signing the attached ballot AND counter-signed by the Districts' General Manager/Secretary of Board.
3. Ballots shall be returned no later than **4:00 p.m. on Friday, May 14, 2021**. Ballots postmarked after the closing date will not be accepted.
4. Districts may submit their ballots one of the following ways:

Hand Delivered	Electronic Mail	Certified Mail
Stephen Lucas Executive Officer Butte LAFCO 1453 Downer Street, Suite C Oroville, CA 95965	slucas@buttecounty.net	Stephen Lucas Executive Officer Butte LAFCO 1453 Downer Street, Suite C Oroville, CA 95965

5. District ballots returned by electronic mail shall be scanned copies of the original signed certified ballot.
6. If you do not have a District Board meeting scheduled within this time frame, a special meeting shall be scheduled in order to submit a valid ballot.

In order for the election to be valid, a quorum (21) of districts must complete and return their ballots. Otherwise, the process will repeat until such time we receive ballots from a majority of the districts. This is an important ballot, as your Special District LAFCO Commissioner will be making decisions on budget issues, policies and projects that may have a direct impact on your district. Please participate in this election and submit your vote.

Should you have any questions, please feel free to me.

Attachment



BUTTE LOCAL AGENCY FORMATION COMMISSION
1453 Downer Street, Suite C
Oroville, CA 95965 – (530) 538-7784

2021 ELECTION BALLOT

Special District *Regular* “Non-Enterprise” Member and a Special District *Alternate* “Enterprise/Non-Enterprise” Member

Regular “Non-Enterprise” Member **Please Vote for One (1)**

~~Larry Bradley – Durham Recreation & Park District~~
(Mr. Bradley has withdrawn his nomination for “Regular” member)

Dave Donnan – Chico Area Recreation & Park District

Al McGreehan – Paradise Recreation & Park District

(Write in Candidate) (Name of District)

Alternate “Enterprise/Non-Enterprise” Member **Please Vote for One (1)**

Larry Bradley – Durham Recreation & Park District

Bruce Wristen – Thermalito Water & Sewer District

(Write in Candidate) (Name of District)

Certification of Ballot

District Board Chair or Designee

District Manager/Secretary of the Board

District

Date



Durham Recreation and Park District

9447 Midway, Durham, CA 95938 P.O. Box 364
Main Office (530) 345-1921 Fax (530) 345-6243

March 10, 2021

Dear LAFCO Member,

Durham Recreation and Park District highly recommends the election of Larry Bradley to the Butte Local Agency formation Commission (LAFCo) vacant Special District seat.

Larry has been active in the Durham community since 1987 as a member of Durham Rotary Club, serving as president in 2002 and again in 2018. The bulk of his professional career was in the healthcare industry, serving as an administrator, regional vice president and executive director of various long-term care companies, serving from 1973 to 2007.

Larry is also a past president of the California Association of Health Facilities, a trade association representing over 1500 nursing homes and assisted living facilities. He served on the board of directors of the Butte County Farm Bureau from 2010 until 2021. Larry has continued to farm 60 acres of almonds since 1996 and is a member of the Blue Diamond Almond Cooperative, North State Hulling Cooperative and the North Valley Ag Services Cooperative. He has served as an elder at the Chico Church of Christ for the past 25 years, and has served on the Durham Recreation and Parks District board of directors since 2017. Larry's wife, Nancy, is a retired elementary school teacher and they have been married since 1977 and have three children and four grandchildren. Originally from Tennessee, Larry is an alumnus of Peabody College, (now a part of Vanderbilt University), graduating in 1971 with a major in Business Administration.

Larry's background and experience plus his involvement in community service and events gives him a well-rounded understanding of the needs of Special Districts. We hope that your organization will consider voting for Larry Bradley in the election for the Butte LAFCo Special District seat.

Please feel free to contact us if you have any questions.

Sincerely,

Kelley Parsons
District Manager
Durham Recreation and Park District



SOUTH FEATHER WATER & POWER AGENCY

TO: Board of Directors

FROM: Rath Moseley, General Manager

DATE: March 15, 2021

**RE: CSEU, WTDEU, HGEU MOU's
Agenda Item for 3/23/21 Board of Directors Meeting**

The Memorandum of Understandings for bargaining units Clerical and Support, Water Treatment and Distribution and Hydro Generation are attached for review, public comment and approval based on direction provided during closed session of the February 23, 2021 regular board meeting.

The purpose of this business item is to seek formal board approval of the changes to the CSEU, WTDEU and HGEU Memorandum of Understandings.

Changes to the MOU's are as follows:

CSEU – Three Year Term
3% GWI annually

WTDEU - Two Year Term
2021 GWI 3% and 2022 GWI 3.75%
Article 2.7 – Union Dues
Article 2.9 – Union Leadership
Article 8.13 – Standby Pay
Article 15.1 - Holidays
Article 15.2 – Floating Holiday
Exhibit C-11 – Meter Reader Classification
Exhibit C-17 – Facilities Maintenance Worker Classification
Exhibit C-16 – Ditchtender Classification

HGEU – Two Year Term
2021 GWI 3% and 2022 GWI 3.75%
Article 2.7 – Union Dues
Article 2.9 – Union Leadership
Article 19.1 – Physical Fitness
MOU Signature Page
Exhibit “A” – Parity Rates
Exhibit “B” – Wage Rates

The recommended form of action is:

"I move approval of the 2021 SFWPA Clerical and Support Employees Unit, Water Treatment and Distribution Unit and Hydro Generation Employees Unit Memorandum of Understandings as listed on the following documents."

MEMORANDUM OF UNDERSTANDING

between

SOUTH FEATHER WATER AND POWER AGENCY



and

The Members of

the

CLERICAL AND SUPPORT EMPLOYEES UNIT

Effective: February 24, 2005
Amended: November 22, 2005
December 18, 2007
January 22, 2008
July 22, 2008
January 1, 2009
December 22, 2009
April 26, 2011
May 22, 2012 for 2013 through 2016
February 25, 2014
January 1, 2017
January 1, 2020
March 23, 2021

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Article I – Statement of Purpose

- 1.1. The South Feather Water and Power Agency, hereinafter referred to as “Agency”, is a public agency within the meaning of Section 3501 (c) of the Government code of the State of California.
- 1.2. The Clerical and Support Employees Unit, hereafter the CSEU, is a designated unit of employees of the Agency with a community of interest including responsibility, expertise, working hours, conditions, and location within the Agency. The employees within the CSEU are unrepresented, but Agency and the employees within CSEU wish to negotiate as a unit.
- 1.3. Agency's General Manager has met and conferred in good faith with the employees within the CSEU regarding wages, hours and other terms and conditions of employment and the parties have freely exchanged information, opinions, and proposals and have endeavored to reach agreement on matters within the scope of representation.

Article II - Employee Representation

The Agency recognizes the employees' rights of self-representation as set forth in chapter 10, Division IV of Title 1 of the Government Code of the State of California. To that end, the Board of Directors has appointed the General Manager to meet and confer with unit members on all matters of employer-employee relations, including but not limited to wages, hours and other terms and conditions of employment (Sections 3500 through 3509 of the Government Code and Section 923 of the Labor Code).

Article III - Preamble

- 3.1 The parties acknowledge the provisions of Chapter 10 (Sections 3500 et. seq.) of Division 4 of Title 1 of the Government Code of the State of California.
- 3.2 It is the policy of Agency not to interfere with, intimidate, restrain, coerce or discriminate against any employee because of race, age, religious creed, sex, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sexual orientation.
- 3.3 Agency is engaged in rendering public utility services to the public and Agency and employees of the CSEU recognize their mutual obligation for the continuous rendition and availability of uninterrupted services.

Article IV – Scope and Process of Self-Representation

- 4.1 The scope of self-representation shall include all matters relating to employment conditions and employer-employee relations, including, but not limited to wages, hours, and other terms and conditions of employment. Except, however, the scope of self-representation shall not include consideration of the merits, necessity, or organization of any service or activity provided by law or executive order.

4.2 Unit members may confer with each other on matters of employer-employee relations during normal business hours, but shall not interfere with the work of the Agency. Permission for unit members to meet to discuss matters of employer-employee relations may be withheld by their supervisor if, in his/her sole discretion, continuation of their job duties is necessary for the safe and efficient operations of the Agency.

4.3 Agency will not interfere with, intimidate, restrain, coerce or discriminate against any employee because of his/her participation in the meet-and-confer process.

4.4 Any employee, at his/her request, will be permitted to consult with, and have present, a representative from the unit of the employee's own choosing. The foregoing will apply to cases such as disciplinary actions, formal investigations, hearing, etc. However, hearing will not be delayed due to an employee's desire for a particular unit representative. An employee may choose to represent himself/herself at his/her own discretion. However, where such engagement with management of Agency affects issues falling within the scope of bargaining for other unit members, the other unit members should be informed and a unit representative should also be permitted to be present.

4.5 Agency will permit a reasonable number of unit employees to be present at negotiations, and to bargain on behalf of the employees in the CSEU. Such employees will receive regular compensation for any bargaining that takes place during normal business hours. Agency will be represented by the General Manager, or designee, and the Personnel Subcommittee of Agency's Board of Directors may also be present at its discretion.

Article V - Grievance Procedure

5.1 A grievance is defined as a claim or dispute arising between an employee or employees and the Agency. A grievance will include claims or disputes of employees regarding the interpretation or application of any of the terms and conditions of the Memorandum of Understanding and/or Agency rules and policies. A dispute over whether a particular claim of any employee or employees is subject to the grievance procedure shall be considered and resolved under the procedures established by this Article.

5.2 Step I, Preliminary Informal Resolution. Any employee who believes they have a grievance shall present the evidence thereof orally to their Division Manager at a meeting which may be attended by a unit representative of their choosing, within seven (7) calendar days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The Division Manager shall hold discussions and attempt to resolve the matter within five (5) calendar days after such presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the Division Manager.

5.3 Step II, General Manager. If the grievance has not been resolved at Step I, the grievant must present their grievance in writing on a form provided by Agency to the General Manager within fourteen (14) calendar days after the occurrence of the act or omission giving rise to the grievance. Attached hereto and made a part hereof is Exhibit "C", titled "Employee Grievance Form".

- (a) The Statement shall include the following:
- (1) A concise statement of the grievance including specific reference to any MOU provision, law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
 - (2) The circumstances involved;
 - (3) The decision rendered by the Division Manager at Step I;
 - (4) The specific remedy sought.
- (b) The General Manager shall communicate his/her decision within seven (7) calendar days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore, and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next step. Time limits for appeal shall begin the day following the receipt of the written decision by the General Manager. Within the above time limits, either party may request a personal conference with the other.

5.4 Step III, Labor Committee. In the event the grievant is not satisfied with the decision at Step II, the grievant may appeal the decision in writing on a form provided by the Agency (attached hereto and made a part hereof of as Exhibit C) to the Labor Committee within seven (7) calendar days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Step III.

- (a) Said Labor Committee shall be composed of: one member of the Agency's Board of Directors, the General Manager, the grievant, the grievant's Division Manager, and two other unit members chosen by the grievant.
- (1) The Labor Committee shall have the obligation and authority to obtain such factual information for its deliberations as is necessary and proper.
 - (2) The Labor Committee has the authority to decide, and its decision is binding upon the Agency and grievant. [Amended 2009]
 - (3) The Division Manager and the grievant shall not participate in the vote on the decision.
 - (4) To become binding, the decision vote shall be unanimous.
 - (5) Any member of the Labor Committee, other than the grievant, may nominate an alternate, if unable to attend a particular Labor Committee meeting, by notice, prior to the meeting, to all members and the grievant. Notice may be verbal. Absence from a Labor Committee meeting by any member or alternate, shall not cancel any decision of those of the committee in attendance. Attendance by the grievant is mandatory.

5.5 Step IV, Mediation. Mediation is a voluntary step in the grievance procedure. Upon failure of the Labor Committee to resolve the grievance, the grievant or grievant's representative may request mediation of the grievance. Such request shall be in writing within seven (7) calendar days after failure by the Labor Committee to resolve the grievance. The Agency shall grant the request for mediation. A mediator shall be requested through the State Mediation and Conciliation Service. Both parties shall cooperate in availability of a mediator in regard to location and time, etc.

5.6 Step V, Boards of Directors. Upon failure of the Labor Committee to resolve grievance, and failure of mediation to resolve the grievance if participation in mediation was voluntarily agreed to by both the grievant and the Agency, the grievant or grievant's representative may file a letter with Agency requesting referral of the matter to the Board of Directors. The letter shall be filed within fourteen (14) calendar days after the decision by the Labor Committee or after conclusion of mediation proceedings if participation in mediation was voluntarily agreed to by both the grievant and the Agency. The Board of Directors will consider the grievance at its next available regular monthly meeting.

5.7 The time periods and limits stated above shall be consecutive.

5.8 Where written notice is specified, such notice shall be sent by certified mail, return receipt requested.

5.9 Nothing prevents a grievance from being withdrawn or settled at any time prior to any steps of this procedure.

5.10 The purpose of this procedure is to expedite the process in a manner that will provide both the employee and the Agency with a satisfactory resolution to the problem in the shortest time span.

5.11 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

Article VI - Safety

6.1 The Board of Directors desires to maintain a safe place of employment for Agency employees and to that end Agency management shall make all reasonable provisions necessary for the safety of employees in the performance of their work.

6.2 Regular Safety meetings will be held as needed to make employees aware of job safety.

6.3 In the event of an accident resulting in serious injury or death of an employee of the Agency, Agency will notify Union immediately in order that they may conduct an investigation of the accident.

6.4 All employees not adhering to all Agency safety orders shall be subject to disciplinary action.

6.5 A "Safety Dollar" award will be presented once a month to each employee who has not had any time lost to accidents in the preceding month.

6.6 Once a year the Agency will furnish a "Safety Dinner" for employees and their spouse/guest; during which the annual Safety Award will be presented.

Article VII - Disability and Unemployment

7.1 (a) Workers' Compensation: Injuries or disabilities arising out of and in the course of employment with Agency are and will continue to be within the application of the Workers' Compensation and Insurance Chapters of the State Labor Code.

(b) When an employee is absent by reason of injury or illness arising out of and in the course of his/her employment with Agency that comes within the application of Workers' Compensation and Insurance chapters of the State Labor code, he/she shall be eligible for supplemental benefits for the duration of temporary disability. Such benefits shall commence with the first workday of absence immediately following the day of injury or onset of illness. The amount of the supplemental benefit payable for each day of absence shall be one hundred percent (100%) of an employee's basic compensation rate less the sum of any payments to which he/she may be entitled under the Worker' Compensation and Insurance Chapters of the State Labor Code and/or benefits for unemployment compensation disability benefits provided for in the California Unemployment Insurance Code. Any supplemental benefits paid during the first week of disability shall be considered as a credit against disability compensation that may be retroactively due under the provisions of the Workers' Compensation and Insurance Chapters of the State Labor Code. Supplemental benefits are payable from and only insofar as an employee has accrued sick leave credits as provided in Article 14.

7.2 State Unemployment and Disability Insurance: All Agency employees will continue to be covered by the California Unemployment Insurance Code.

7.3 Social Security: All Agency employees are and will continue to be covered by the United States Social Security Act.

Article VIII - Employee Status

8.1 Employees will be designated as regular, probationary, or temporary depending upon the purpose for which they were hired and their length of continuous service with the Agency.

8.2 A probationary employee is defined as an employee hired for a position that has been regularly established and is of indeterminate duration. A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature as he/she becomes eligible, but will not be eligible for a leave of absence. Upon satisfactory completion of twelve (12) months of continuous service with the Agency, a probationary employee will be given the status of a regular employee.

8.3 A regular employee is defined as an employee who has completed his/her probationary period with the Agency.

8.4 A temporary employee is defined as an employee hired for occasional or seasonal work for a period not to exceed one hundred eighty (180) days. Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of 180 days in which case it shall be filled by the bidding procedure specified in Article XII. A temporary employee will receive not less than the hourly minimum rate for the job and holiday pay, but will not be eligible for holiday pay, vacation pay, or items of a similar nature, nor will he/she accrue seniority or leave-of-absence rights. A temporary employee will be entitled to sick leave as provided in Labor Code sections 245, et seq., and set forth in Article 14. If a temporary employee is reclassified to probationary or regular status, he/she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him/her in his/her new status.

8.5 After meeting and conferring with unit members, Agency may, from time to time during the year, establish new and/or revise existing classifications and/or compensation as a result of changes in operations or requirements of the Agency in accordance with the "Meet and Confer Process" as provided in the Government Code of the State of California.

Article IX - Wages and Classifications

9.1 Employees shall be paid the hourly compensation rate established for their classification.

9.2 Wages shall be paid at biweekly intervals on Fridays for a 2-week payroll period ending not less than 4, nor more than 10 days prior to the pay date, provided that if the regular pay date falls on a holiday, payment shall be made on the preceding workday.

9.3 Attached hereto and made a part hereof is Exhibit "A", "Compensation Rates", and Exhibit B, "Classification Specifications".

9.4 A list of the unit job classifications and respective wage ranges are attached hereto as Exhibits "A" and "B", respectively. The Board of Directors has approved the compensation rates, which will be adjusted each year as negotiated, but in no case shall fall below the ranges established each year.

Article X - Hours and Overtime

10.1 All regular employees will receive full-time employment for each workweek employed, provided they report for duty and are capable of performing their work. This is not to be interpreted that the Agency does not retain the right to lay off or release employees on account of lack of work or other valid reasons.

10.2 Employees shall report for work at their regularly established work place.

A workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic workweek is defined to consist of five (5) workdays of eight (8) hours each.

(a) An employee may request a change of regular work hours to affect a "9-80s" schedule. The employee's division manager or the General Manager may approve the request if he/she believes the request can be accommodated without disrupting the efficient processing of Agency business and without leaving an inadequate number of personnel available at any time during normal business hours to respond to inquiries from customers and members of the public, as well as other Agency personnel. The employee's division manager or the General Manager has discretion to not only grant the request, but approve the requested schedule of at-work days. The employee's division manager or the General Manager also has discretion to modify the schedule in the future, or return the employee to a basic workweek if he/she determines that the 9-80s schedule is disrupting the efficient processing of Agency business or leaving an inadequate number of personnel available at any time during normal business hours to respond to inquiries from customers and members of the public, as well as other Agency personnel.

10.4 Overtime is defined as:

- (a) time worked in excess of forty (40) hours in a workweek,
- (b) time worked in excess of eight (8) hours on a scheduled workday in a basic workweek,
- (c) time worked in excess of nine (9) hours on a scheduled workday in a 9-80s schedule,
- (d) time worked on a non-workday,
- (e) time worked outside of regular hours on a workday, and
- (f) time worked on a holiday.

Overtime shall be computed to the nearest one-quarter (1/4) hour.

10.5 (a) Overtime compensation shall be paid at a rate equivalent to one and one-half (1½) times the regular rate.

(b) Time worked in excess of 16 consecutive hours and continuing until the employee is dismissed from such work shall be paid at the rate of two (2) times the employee's straight rate of pay; or,

(c) If, following an employee's dismissal from work or on an employee's non-workday, the employee is called out for work, he/she shall be paid at two (2) times his/her straight rate of pay for work performed in the eight (8) hours preceding his/her next regular work hours.

(d) Overtime compensation shall be paid at a rate equivalent to two (2) times the regular rate of pay for all overtime worked on Sundays and Holidays.

Article XI - Continuity

11.1 Continuity is defined as total length of continuous service with the Agency. An employee's continuity of service will be deemed to be broken by separation of employment by reason of:

- (a) Resignation,
- (b) Discharge for cause,

- (c) Layoff for more than six (6) consecutive months,
- (d) Failure to return immediately on the expiration of a Leave of Absence, or acceptance of other employment while on leave, or
- (e) Absence without pay for two (2) days without notifying the Agency, without a leave of absence.
- (f) Absence without pay for three (3) days without notifying the Agency if the employee is unable to do so, without a leave of absence.

Continuity of service will not be broken when an employee is:

- (a) Inducted, enlists, or is called to active duty in the Armed Forces of the United States, or service in the Merchant Marine, under any Act of Congress which provides that the employee is entitled to re-employment rights;
- (b) On duty with the National Guard;
- (c) Absent due to industrial injury;
- (d) On Agency-approved leave of absence; or,
- (e) Laid off for a period of less than six (6) consecutive months.

11.2 Authority for Leave of Absence is as outlined in Article XIV.

Article XII - Promotion and Transfer

12.1 When new jobs or additional jobs are created, or vacancies other than temporary vacancies occur, which Agency intends to fill, Agency shall post vacancy notices on all bulletin boards. Vacancy notices shall be posted for a period of seven (7) calendar days and shall set forth the date of posting, the classification, and location of the job, its duties, qualifications required, and the rate of pay. Employees may submit applications for such vacancies to the office of the Agency's General Manager. Agency shall not consider any applications received more than seven (7) calendar days from the date of posting. In filling jobs, Agency shall give preferential consideration to an employees' continuity of service with the Agency.

12.2 In filling vacancies, the Agency will consider the applicant's knowledge, skill, efficiency, adaptability and the physical ability required for the job. Agency need not consider the application of any employee who does not possess the knowledge, skill, efficiency, adaptability, and/or physical ability required for the job on which the application is made.

- (a) When an employee is temporarily required to fill a higher classification than his/her regular classification, he/she shall be paid for actual hours worked in the higher paid classification at a rate not less than the minimum rate established for the range of the higher classification, or an increase not less than 5% above his/her current rate of pay, whichever is greater, if the General Manager determines that the employee will be assuming the full responsibility of the higher classification. This provision will not apply when employees work with an employee in a higher classification for cross-training purposes, or when the employee is providing "relief" for an employee in a higher classification as specified in the relieving employee's classification specification.

(b) When an employee is temporarily required to work in a classification lower than his/her regular classification, his/her rate of pay shall not be reduced.

12.3 All positions filled by a promotion of an Agency employee shall be subject to a probationary period of twelve (12) months. Any employee who the Agency determines cannot successfully perform the duties of the new position during the probation period will be returned to his/her former position held prior to the promotion.

Article XIII – Displacement and Layoff

13.1 Should it become necessary for Agency to lay off regular employees, Agency will give regular employees involved as much notice as possible; but in no event will such employees receive less than two (2) weeks' notice prior to layoff. Where probationary or temporary employees are to be laid off, no notice of layoff need be given.

13.2 A regular employee whose job is being eliminated will be considered to displace an employee in a lower paid classification within the unit if the employee is qualified to perform the duties of the lower paid classification with consideration given to length of service with the Agency.

Article XIV - Leave Of Absence

14.1 (a) An unpaid leave of absence of up to one year may be granted to regular employees for urgent and substantial reasons, providing satisfactory arrangements can be made to perform the employee's duties without undue interference with the normal routine of work. Before a leave of absence may be granted, accumulated compensated leave and available leave afforded by the Family and Medical Act (FMLA) and the California Family Rights Act (CFRA) must be taken first.

(b) The FMLA and the CFRA provide employees a total of up to 12 concurrent weeks of leave in a 12-month period. When taking FMLA/CFRA leave for serious leave for serious personal health conditions, employees will be required to use sick leave first. If the purpose of the FMLA/CFRA leave is for any other approved purpose, employees will be required to use accrued vacation first and then accrued sick leave. FMLA/CFRA leave in Excess of these accumulated compensated-leave hours will be treated as unpaid leave.

(c) If an employee has been on leave for less than six months, is unable to return to work after exhausting compensated leave and FMLA/CFRA leave, an uncompensated leave of absence will be granted for up to 30 calendar days, with the total compensated and uncompensated leave not to exceed 180 calendar days.

14.2 A leave of absence will commence on and include the first workday on which the employee is absent and terminates on and includes the workday preceding the day the employee returns to work.

14.3 All applications for leave of absence shall be made in writing except when the employee is unable to do so. The conditions under which an employee will be restored to employment on the termination of leave of absence shall be clearly stated by the Agency in conjunction with the granting of a leave of absence. Upon an employee's return to work after a leave of absence, he/she will be reinstated to his/her former position and working conditions, except that if there has been a reduction of forces or his/her position has been eliminated during said leave, he/she will be returned to the position he/she would have been in had he/she not been on a leave of absence. Nothing in this section precludes an employee on a leave of absence from being subject to layoff.

14.4 An employee's status as a regular employee will not be impaired by such leave of absence and his/her continuity will accrue. No sick leave, vacation, or holidays will be earned during the leave of absence.

14.5 If an employee fails to return immediately on the expiration of his/her leave of absence, or if he/she accepts other employment while on leave, he/she will thereby forfeit the leave of absence and terminate his/her employment with the Agency.

14.6 Leaves of absence shall be granted under the authority of the General Manager.

14.7 In the event of the death of the mother, father, step-mother, step-father, brother, sister, step-brother, step-sister, son, daughter, step-son, step-daughter, wife, husband, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandfather, grandmother, grandchild, or any relative or ward residing in the same home as the employee, bereavement leave of three (3) days with pay may be taken.

Article XV - Expenses

15.1 Whenever an employee uses his/her personal vehicle for the Agency's convenience, he/she will be reimbursed therefore at the maximum IRS mileage-rate allowable.

15.2 Under the direction of the General Manager, employees who are assigned to temporary work at such distance from their regular headquarters that it is impractical for them to return thereto each day, or to their regular place of abode, will be allowed actual personal expenses for board and lodging for the duration of such assignment, provided they board and lodge at places to be designated by the Agency. The time spent by such employees in traveling to such temporary job at its beginning, to and from home on holidays and weekends, and from such temporary job at its conclusion and any reasonable expense incurred thereby will be paid by the Agency. Employees attending schools, seminars, training, etc., shall have arrangements including fees, meals, lodging, travel, and miscellaneous expenses approved by the General Manager at the same time as attendance is approved.

15.3 The Assistant Engineer will receive an annual allowance for work boots of \$152.40. This amount shall be adjusted annually based on the U.S. Department of Labor's Consumer Price Index for All Urban Consumers (West - B/C) for the year ending November.

Article XVI - Sick Leave

16.1 Sick leave with pay shall be accumulated for each employee at the rate of one (1) day for each calendar month worked with accrual effective at the conclusion of each pay period.

16.2 Management may require satisfactory evidence of sickness or disability before payment for sick leave will be made only after three (3) consecutive days of sick leave or based on a previous showing of sick leave abuses.

16.3 If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on sick leave he/she shall receive pay for the holiday as such, and it shall not be counted as a day of sick leave.

16.4 Agency shall provide each employee with his/her sick leave balance each pay period.

16.5 Upon separation from service Agency will pay for one-half (½) of all accumulated sick leave. Reimbursement of accumulated sick leave will not be paid when an employee is discharged for fault or disciplinary purposes. In the event of layoff the Agency will pay for 100% of all accumulated sick leave at the then current rate of pay. In the event of death 100% of all accumulated sick leave will be paid to the beneficiary.

16.6 Any employee who in any calendar year uses four days or less of sick leave shall be entitled, at their option, to trade two (2) days of unused sick leave for one day of paid vacation, up to a maximum of four such additional days of vacation. These days to be taken at a time that meets with the approval of their immediate supervisor.

16.7 After an employee has accumulated more than thirty (30) days of sick leave, Agency shall pay, at the employee's option, for one-half (½) of accumulated sick leave beyond said thirty (30) days, up to a maximum of twelve (12) days in any calendar year at the current rate of pay.

16.8 Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin-care leave, to care for sick immediate family members. Kin-care-leave time will not accumulate from year to year. It is provided for those circumstances where the employee must take time off to care for a sick immediate family member, regardless of the seriousness of the illness. Immediate family members covered include parents, children and spouses or domestic partners and are defined as follows:

(a) A "child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child for which an employee has accepted the duties and responsibilities of raising, such as where a grandmother raises her grandchild.

(b) A "parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian. Mothers-in-law, fathers-in-law, and grandparents are considered "parents" for purposes of this provision.

Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time.

Article XVII - Holidays

17.1 Regular employees, except as otherwise provided herein, will be entitled to the following holidays off with pay when they fall on a workday in the basic workweek:

New Year's Eve	New Year's Day
Martin Luther King Jr. Day	President's Day
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day	Day After Thanksgiving
Christmas Eve	Christmas Day
Employee's Birthday	

(a) The employee's Birthday Holiday may be taken on any workday approved by the immediate supervisor.

17.2 Employees will be granted two days paid administrative leave annually. The leave shall be taken during the calendar year and may not be carried over or accrued to subsequent years.

17.3 When any of the above holidays fall on a Sunday, the Monday following will be observed as the holiday. If it falls on Saturday, the previous Friday will be observed as the holiday.

17.4 When any of the above holidays fall on a non-workday, either a workday in conjunction with the holiday or a workday in conjunction with the employee's vacation will be observed as the holiday. The foregoing selection to be at the option of the employee, subject to his/her immediate supervisor's approval.

17.5 If an employee is absent from work on either the workday prior to the holiday or the workday following the holiday, without permission or a bona fide reason, he/she will not receive pay for the holiday.

17.6 Notwithstanding the foregoing, employees may be scheduled to work on holidays, in which event any such employee will, in addition to his/her holiday pay, be compensated therefore at the overtime rate of pay for all time worked on such days. The maximum combination of pay shall not exceed three (3) times the base rate in any event.

17.7 In addition to the holidays listed above all regular employees, except for the Administrative Assistant, are entitled to two days annually of personal necessity leave.

(a) Personal necessity leave may be taken at each employee's discretion, subject to prior approval of their immediate supervisor. Approval may be withheld if the employee's absence from work on the day requested significantly impairs work production or the provision of service. Unused personal necessity leave may not be accumulated for use subsequent to the year in which it is earned. Also, upon separation from Agency employment, employees will not be compensated for unused personal necessity leave.

17.8 Whenever a "9-80s" schedule is in effect in accordance with Article 10.3(a), holidays will be counted as a nine-hour day when they fall on a day that an employee was scheduled to work a nine-hour day.

Article XVIII - Vacations

18.1 Employees may take vacation as it accrues (accrual is effective at the conclusion of each pay period), with the approval of their immediate supervisor. Vacation accrues monthly at a rate of:

4.615 hours/pay period for 15 days vacation,
6.154 hours/pay period for 20 days vacation; and,
7.692 hours/pay period for 25 days vacation.

Accrual of vacation for all employees will be as follows:

- (a) From employment, and on each anniversary date thereafter through five (5) years of continuity, the employee will accrue fifteen (15) days vacation with pay.
- (b) After completing five (5) years of Agency employment, and on each anniversary date thereafter through twenty (20) years of continuity, the employee will accrue twenty (20) days vacation with pay.
- (c) After completing twenty (20) years of Agency employment, and on each anniversary date thereafter, the employee will accrue twenty-five (25) days vacation with pay.

18.2 Vacations may be scheduled throughout the year as time is accrued. Employees with greater continuity will be given preference over those with less continuity in the selection of a vacation period.

18.3 The Agency will not require an employee to take his/her vacation in lieu of sick leave or leave of absence on account of illness.

18.4 If a holiday which an employee is entitled to have off with pay occurs on a workday during the employee's vacation period, such employee will be entitled to an additional day of vacation and will be compensated for same.

18.5 Vacation time may be accumulated to a maximum that is equal to the amount of vacation an employee would earn over a 24-month period. Vacation allowance stops accruing when this limit is reached; and begins again when the allowance drops below the 24-month maximum. Accrual beyond the maximum may be arranged only with prior written approval of the General Manager. Vacation accumulation may be allowed in unusual circumstances such as urgent or substantial personal reasons, extended trips, illnesses, disabilities, etc. All requests shall be made 3 months in advance of the employee's reaching the maximum.

18.6 Employees whose employment with the Agency is terminated for any reason will, at the time of termination, receive any unused vacation earned.

18.7 On January 1 of the fifth (5th) calendar year following their date of employment, and on January 1 of each fifth (5th) calendar year thereafter, Agency shall grant each employee a quinary-bonus vacation of five (5) work days with pay. A quinary-bonus vacation shall be in addition to the annual vacation set forth in section 18.1, above. Each year in which a quinary-bonus vacation is granted shall be referred to, herein, as a "quinary-bonus year."

(a) The five (5) days of quinary bonus vacation shall not accrue to the employee's vacation accumulation for the purpose of determining the maximum vacation entitlement (as discussed in Section 18.5 hereof) during the quinary bonus year. However, any quinary bonus vacation not used during the quinary bonus year shall accrue to the employee's vacation accumulation on January 1 of the year following the quinary bonus year.

Article XIX - Miscellaneous

19.1 A regular or probationary employee who is summoned for jury duty and is thus unable to perform his/her regular duties will be paid for the time lost at his/her regular rate of pay. All fees received for jury service shall be deducted from the employees' regular rate of pay.

Article XX - Employee Benefit Program

20.1 Defined contribution retirement programs (i.e., 401a and 457 deferred compensation plans) and a defined benefit retirement program (i.e., PERS) have been established by the Agency for all employees. Agency shall make no contribution to any retirement plan other than the PERS Plan. The employee's share of the PERS contract payment shall be the percentage (8% as of January 1, 2017) of each employee's reportable compensation as defined in the Public Employee Retirement Law (Government Code §20636 with Agency responsible for the balance as calculated by PERS. In addition to their PERS payment, each employee may make additional contributions to available deferred compensation plans.

20.2 (a) Agency will provide Medical Insurance coverage through the State of California Public Employees Retirement System (PERS) Medical Plan. Agency will contribute to the health benefit plan premium for each employee and their eligible dependents an amount equal to the average of the premiums of all the PERS plans available - excluding the plan with the lowest premium and the plan with the highest premium - in any given year.

(b) Where it is assured by the attending physician that the duration of an illness or disability will require the employee's absence from work in excess of ninety (90) calendar days, the Agency will, at its expense, pay the employee's required medical insurance premiums (including his/her dependents' coverage) for a period not to exceed six (6) months.

20.3 Vision and Dental insurance will be provided to the employees, their spouses, and dependents at no cost.

20.4 (a) Agency will provide for retirees and their dependents the same medical, dental and vision insurance coverage that is provided for active employees. Dependents of retirees will Continue to receive the coverage even after the death of the retiree. Agency-contributions for retirees' health-benefit plan-premiums is 100% of the maximum contribution for active employees. Annual increases will be applicable on January 1st of each year consistent with the requirements of the dental, vision and health insurance providers.

(b) Agency will provide the same medical, dental and vision insurance coverage, as is provided for active employees, for dependents of employees who died while actively employed by the Agency and were 55 years of age or older at the time of their death.

(c) To qualify as a retiree from the Agency for coverage in the PERS Health Plan and dental and vision plans, the employee has to meet the following criteria:

(1) Terminate his/her employment with the Agency with a minimum age of 55 years.

(2) Notify Agency within 120 days of his/her desire to be covered by the PERS Health Plan.

(3) All employees must have 10 years of employment with the Agency.

20.5 Employees retiring for health reasons, and are eligible for social security benefits, are exempt from the requirements of section 20.4 (b) 1 through 3.

20.6 Employees presently covered by the Agency's health insurance plan are eligible under COBRA to participate in the PERS Health Plan as retirees.

20.7 The "OWIDeas in Action" program is available to any employee, whereby they could be awarded monetary remuneration for any suggestion which would save money for the Agency; as outlined in General Policy #550.

20.8 Employees who participate in a verifiable exercise regimen at a physical-fitness facility within Butte County will be reimbursed for their individual monthly membership expense up to a maximum of \$60 per month. A verifiable exercise regimen at a physical-fitness facility can include, Yoga, Massage Therapy, Swimming, etc.

20.9 The Agency shall provide to each regular employee a life insurance policy of \$30,000, together with life insurance coverage for each employee's spouse and dependents in the amount of \$3,000 per person.

20.10 State Unemployment and Disability Insurance: All Agency employees will continue to be covered by the California Unemployment Insurance Code.

Article XXI - Merit System

21.1 The General Manager, at his discretion, may initiate a merit increase to deserving employees. Unit members may also recommend to the General Manager employees whom they consider deserving of a merit increase due to, but not limited to, an increase in job responsibilities, additional education to improve performance, or significant improvement to the Agency's operations beyond their job classification.

- (a) Performance evaluations of employees shall be conducted annually by their supervisor on or about their employment anniversary date. If a merit increase is warranted, the General Manager shall have the prerogative to increase an individual's compensation rate within the range specified.

Article XXII – Accrual of Compensating Time

22.1 Employees may have the opportunity to be paid for overtime worked, in accordance with Article VIII, or in lieu of extra compensation, may choose compensating time off. Compensating time off must be taken no later than the following pay period.

Article XXIII – Disciplinary Process

23.1 The General Manager may discipline any employee for just cause. The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay.

23.2 Grounds for Discipline:

- (a) Discourteous treatment of the public or fellow employees.
- (b) Drinking of intoxicating beverages or use of controlled substances on the job, or arriving on the job under the influence of such controlled substances.
- (c) Habitual absence or tardiness.
- (d) Abuse of sick leave.
- (e) Disorderly conduct.
- (f) Incompetence or inefficiency.
- (g) Being wasteful of material, property, or working time.
- (h) Violations of any lawful or reasonable regulation or order made or given by an employee's supervisor.

- (i) Insubordination.
- (j) Neglect of duty.
- (k) Dishonesty.
- (l) Misuse of Agency property.
- (m) Willful disobedience.
- (n) Conduct unbecoming an Agency employee.

23.3 All acts of discipline will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of seven (7) calendar days, respond in writing to the contents of the letter of warning.

23.4 All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluations shall not be used by the General Manager in decisions to dismiss if the performance has improved.

23.5 Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least seven (7) calendar days before the proposed effective date or dates. This notice shall be prepared by the General Manager and shall contain the following:

- (a) A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated.
- (b) A statement of the acts or omissions upon which the action is based.
- (c) A statement that a copy of the material upon which the action is based is attached or available for inspection upon request.
- (d) A statement advising the employee of the right to request a "Skelly" hearing, and of the right to be represented by a unit representative or, at the employee's expense, an attorney or other qualified professional.
- (e) A date by which time the employee must respond in writing if they wish to contest the action.

23.6 All notices of proposed action shall be personally served, or if personal service is not possible, then by certified mail, return receipt requested, to the last known address of the employee.

Article XXIV - Terms

24.1 This MOU shall remain in full force and effect until changed by mutual agreement between Agency and unit members in accordance with the provisions of the Government Code of the State of California.

24.2 Requests by unit members for amendments and/or augmentations will be limited to one item annually, in addition to any request for additional compensation (cost of living adjustment, Bonus, etc.), and shall be submitted in writing during the period of September 1 to October 1 of any new year.

24.3 Any provision of this MOU which may be in conflict with any Federal or State law, regulation, or executive order shall be suspended and inoperative to the extent of and for the duration of such conflict.

24.4 In the event any provision of this MOU is suspended or declared inoperative by reason of the operation of this section, the parties shall meet and confer within thirty (30) calendar days to negotiate a substitute provision that will, as early as possible, reflect the intent of the suspended clause in a lawful manner.

24.5 (a) Agency and unit members acknowledge that, during the negotiations that resulted in this MOU, Agency and unit members had the unlimited right and opportunity to make proposals regarding any matter not removed by law from the meet and confer or consultation arena, and that understandings and agreements arrived at by Agency and unit members after the exercise of such right and opportunity are set forth in this MOU. Therefore, Agency and unit members, for the duration of this MOU and subject to the exceptions contained herein, each waives the right, and each agrees that the other shall not be obligated, to meet and confer with respect to any subject or matter referred to or covered in this MOU.

(b) If, during the term of this MOU, Agency or unit members desire to meet and confer or consult in good faith with respect to any matter not specifically referred to or covered in this MOU, Agency and unit members agree to abide by the Meyers-Milias-Brown Act regarding the obligation to meet and confer in good faith.

Article XXV - Management Rights

Management of the Agency and its business, and the direction of its working forces are vested exclusively in Agency, and this includes, but is not limited to the following: to direct and supervise the work of its employees; to hire, promote, demote, transfer, suspend, and discipline or discharge employees for just cause; to plan, direct and control operations; to lay off employees because of lack of work or for other legitimate reasons; to introduce new or improved methods or facilities; except to the extent that all of the foregoing shall be subject to the provisions of this MOU or letters of agreement clarifying or interpreting this MOU, as well as Government Code §3500, et seq (Meyers-Milias-Brown Act).

WHEREFORE, in conclusion of negotiation for 2017, this Memorandum of Understanding has been amended by the parties hereto, effective the 1st day of January 2017 for the term of January 1, 2017 through December 31, 2019. Thereafter, this MOU will remain in full force and effect from year to year unless notice is provided by either Party to the other no more than 180 days and no less than 60 days prior to the above date of expiration.

Designated Representative of
the South Feather Water and Power Agency:

Clerical and Support Employees Unit

Rath T. Moseley, General Manager

Leroy Christophersen, Info. Systems Spec.

Cynthia Griffin, Account Technician

Cheri Richter, Accounting Specialist

Heather Benedict Account Technician

Jennifer Lacey, Account Technician

EXHIBIT "A" – C.S.E.U. COMPENSATION RATES

Position		Start	Top	Year
Account Technician I	A-1a	\$16.96	\$25.12	2016
		\$18.15	\$26.88	2017
		\$18.74	\$27.75	2018
		\$19.35	\$28.65	2019
		\$19.93	\$29.51	2020
		\$20.52	\$30.40	2021
		\$21.14	\$31.31	2022
		\$21.77	\$32.25	2023
Account Technician II	A-1b	\$18.95	\$28.07	2016
		\$20.28	\$30.03	2017
		\$20.94	\$31.01	2018
		\$21.62	\$32.02	2019
		\$22.26	\$32.98	2020
		\$22.93	\$33.97	2021
		\$23.62	\$34.99	2022
		\$24.33	\$36.04	2023
Account Technician III	A-1c	\$21.78	\$31.13	2016
		\$23.30	\$33.31	2017
		\$24.06	\$34.39	2018
		\$24.84	\$35.51	2019
		\$25.59	\$36.57	2020
		\$26.36	\$37.67	2021
		\$27.15	\$38.80	2022
		\$27.96	\$39.97	2023
Accounting Specialist I	A-1d	\$22.76	\$33.71	2016
		\$24.35	\$36.07	2017
		\$25.14	\$37.24	2018
		\$25.96	\$38.45	2019
		\$26.74	\$39.61	2020
		\$27.54	\$40.79	2021

		\$28.37	\$42.02	2022
		\$29.22	\$43.28	2023
Accounting Specialist II	A-1e	\$25.22	\$37.36	2016
		\$26.99	\$39.98	2017
		\$27.86	\$41.27	2018
		\$28.77	\$42.62	2019
		\$29.63	\$43.89	2020
		\$30.52	\$45.21	2021
		\$31.44	\$46.57	2022
		\$32.38	\$47.96	2023
Accounting Specialist III	A-1f	\$28.25	\$41.85	2016
		\$30.23	\$44.78	2017
		\$31.21	\$46.23	2018
		\$32.22	\$47.74	2019
		\$33.19	\$49.17	2020
		\$34.19	\$50.64	2021
		\$35.21	\$52.16	2022
		\$36.27	\$53.73	2023
Administrative Assistant	A-2	\$25.66	\$38.03	2016
		\$27.46	\$40.69	2017
		\$28.35	\$42.01	2018
		\$29.27	\$43.38	2019
		\$30.15	\$44.68	2020
		\$31.05	\$46.02	2021
		\$31.98	\$47.40	2022
		\$32.94	\$48.82	2023
Assistant Engineer	A-3	\$27.66	\$45.85	2016
		\$29.60	\$49.06	2017
		\$30.56	\$50.65	2018
		\$31.55	\$52.30	2019
		\$32.50	\$53.87	2020
		\$33.47	\$55.49	2021
		\$34.48	\$57.15	2022

		\$35.51	\$58.86	2023
Information Systems Specialist	A-4	\$24.34	\$36.42	2016
		\$26.04	\$38.97	2017
		\$26.89	\$40.24	2018
		\$27.76	\$41.54	2019
		\$28.60	\$42.79	2020
		\$29.45	\$44.07	2021
		\$30.34	\$45.40	2022
		\$31.25	\$46.76	2023
Accountant	A-5	\$ 44.11	\$ 58.23	2021
		\$ 45.43	\$ 59.98	2022
		\$ 46.80	\$ 61.78	2023

EXHIBIT "B" - CLASSIFICATION SPECIFICATIONS

Exhibit B-1

CLASSIFICATION SPECIFICATION

Job Titles: Account Technician Series
Divisions: Administration, Finance, Water and Power

All positions within the Account Technician series are under the direction of the Finance Division Manager and the supervision of the Manager of Information Systems. The positions within this series are:

Account Technician I;
Account Technician II;
Account Technician III;
Accounting Specialist I;
Accounting Specialist II; and,
Accounting Specialist III.
Accountant:

The General Manager may advance an incumbent in this series to the next level (e.g., AT I to AT II, AT III to AS I, etc.) upon demonstration of satisfactory aptitude and ability to perform all of the job duties, described below, for said next level. This will typically occur in conjunction with an annual performance evaluation.

Basic Hours of Work: Monday through Friday, 8:00 AM to 5:00 PM, or a "9-80s" schedule if approved in accordance with Article 10.3(a) of the Agency's Memorandum of Understanding (MOU) with the Clerical and Support Employees Unit (CSEU).

Hourly Compensation Range: As specified in Exhibit A of the CSEU MOU.

Environmental Demands

Almost always works indoors in temperature-controlled environment. Seldom works outside, but may encounter a variety of weather conditions when outside that range from snow to temperatures in excess of 100° F. Within the office environment, a person in one of this series' positions may experience exposure to various colognes/perfumes, fumes from printing cartridges and cleaning products, and dust from stored

supplies. Employees may experience some noise and vibration from office machines and HVAC equipment.

Physical Requirements

Activities include:

- Typing correspondence, checks, forms, etc.; operating a desktop computer, adding machine, FAX machine, cash register, credit card terminals, postage machine, mail-opening machine, forms buster, stapler, copier machine, hole punch, and document binding machine;
- Assistance of, and face-to-face interaction with, customers, vendors, contractors, consultants, other Agency employees, etc., in office and by telephone;
- Mail pickup and delivery, and occasional courier services;
- Filing;
- Routine and minor maintenance of office machines; and,
- Maintenance of interior office plants.

The above-listed activities necessitate the incumbent's ability to perform the following functions: sitting; standing; walking; stooping; squatting; bending; twisting; close vision; speaking; hearing; occasionally lifting up to 25 lbs.; pushing; pulling; use of hands to write, type on keyboard, finger or feel objects, tools or controls; and, driving a vehicle.

Mental Requirements

- Reading – Ability to read letters, reports, memos, messages, emails, complex financial documents, operating manuals for office equipment.
- Writing – Ability to write reports, letters, memos, messages, and emails; fill out forms and documents.
- Math – Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.
- Attention to Detail – High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents, and to input data into computer software.
- Repetition – Routine daily work practices, including keyboarding and operation of other office machines, filing, answering the phone, etc.
- Judgment – Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.
- Social Skills – Ability to relate positively and cooperatively with members of the public and Agency personnel.
- Communication Skills – Ability to quickly organize and communicate thoughts orally and in writing. Ability to understand communications from others.

ACCOUNT TECHNICIAN I

Prerequisite Qualifications

- High school diploma with business emphasis, or the equivalency thereof;
- Knowledge of basic math;

- Ability to accurately type at a minimum speed of 40 words per minute;
- Ability to proficiently operate 10-key adding machine;
- Ability to quickly learn Microsoft Word and Excel;
- Valid California driver license and satisfactory driving record.

General Job Description

- Receives and processes mail and payments from customers;
- Assists in the processing of accounts receivable and payable;
- Assists in the processing of customer utility billings;
- Assists with web- and electronic-payment processing;
- Performs receptionist duties, including answering telephone and personally answering inquiries or directing callers to staff qualified to provide answers;
- Provides information and assistance to customers regarding their accounts;
- Provides information and assistance to Agency field personnel regarding customer account information;
- Prepares miscellaneous documents including correspondence, purchase orders, checks, etc.;
- Prepares documents for mailing or courier delivery, including envelope stuffing, addressing and postage;
- Balances cash drawer;
- Routine clerical work, including filing, classifying and indexing records, copying, etc.;
- Researches customer account and/or application problems as directed;

ACCOUNT TECHNICIAN II

Prerequisite Qualifications

In addition to prerequisite qualifications for an Account Technician I:

- Two years of experience as an Account Technician I, or four years of increasingly responsible accounting experience outside the Agency, or the equivalency thereof;
- Knowledge of algebra;
- Proficient knowledge of Microsoft Word and Excel;
- Proficient use of Agency's accounting software.

General Job Description

- Receives and processes mail and payments from customers;
- Processes accounts receivable and payable;
- Processes customer utility billings;
- Performs receptionist duties, including answering telephone and personally answering inquiries or directing callers to staff qualified to provide answers;
- Provides information and assistance to customers regarding their accounts;
- Sets up new and maintains existing customer accounts within Agency's accounting software;
- Provides information and assistance to Agency field personnel regarding customer account information;
- Prepares miscellaneous documents including correspondence, purchase orders, checks, etc.;
- Prepares documents for mailing or courier delivery, including envelope stuffing, addressing and postage;
- Balances cash drawer;
- Composes correspondence as directed;
- Routine clerical work, including filing, classifying and indexing records, copying, etc.;
- Processes payroll reports as directed;
- Researches customer account and/or application problems as directed;
- Provides assistance to other personnel in the office.

ACCOUNT TECHNICIAN III

Prerequisite Qualifications

In addition to prerequisite qualifications for an Account Technician II:

- Associate of Arts degree with accounting or business emphasis, or the equivalency thereof;
- Two years of experience as an Account Technician II, or four years of increasingly responsible accounting experience outside the Agency, or the equivalency thereof;
- Knowledge of accounting principles.

General Job Description

- Receives and processes mail and payments from customers;
- Processes accounts receivable and payable;
- Processes customer utility billings;
- Sets up new and maintains existing customer accounts within Agency's accounting software;
- Performs receptionist duties, including answering telephone and personally answering inquiries or directing callers to staff qualified to provide answers;
- Provides information and assistance to customers regarding their accounts;
- Provides information and assistance to Agency field personnel regarding customer account information;
- Sets up and coordinates meter reading routes;
- Uploads current account data into meter readers' hand-held data recorders, and downloads meter readings from handhelds into customer-account software;
- Prepares miscellaneous documents including correspondence, purchase orders, checks, etc.;
- Prepares documents for mailing or courier delivery, including envelope stuffing, addressing and postage;
- Balances cash drawer;
- Orders office supplies for staff throughout the Agency, including preparing and processing requests for bids and vendor responses;
- Assists with Agency purchasing processes and procedures;
- Composes correspondence as directed;
- Routine clerical work, including filing, classifying and indexing records, copying, etc.;
- Processes payroll reports as directed;
- Researches customer account and/or application problems as directed;
- Prepares written reports describing personal analysis and evaluation of data, records, and/or procedures;
- Produces and reconciles monthly consumption and revenue reports;
- Provides accounting assistance to the Accountant and the Finance Division Manager;

- Provides relief and assistance to other personnel in the office.

Under the direction of the Power Division Manager and the supervision of the Special Projects Manager,

- Performs duties of Administrative Assistant for the Power Division Manager, Hydro Operations Manager and the Special Projects Manager;
- Serves as receptionist and dispatcher in the Power Division's Forbestown office.

ACCOUNTING SPECIALIST I

Prerequisite Qualifications

In addition to prerequisite qualifications for an Account Technician III:

- Associate of Arts degree with accounting or business emphasis (baccalaureate degree in accounting or business administration preferred), or equivalency thereof;
- Two years of experience as an Account Technician III, or four years of increasingly responsible accounting experience;
- Knowledge of advanced accounting principles;
- Ability to acquire a functional understanding of the policies, procedures, physical operation, maintenance and scheduling of the Power Division and its facilities within six months;
- Ability to acquire a functional understanding of the regulations and requirements of federal, state and county agencies, and of PG&E, relating to the Power Division and its facilities.

General Job Description

- Provides information and assistance to customers regarding their accounts;
- Processes accounts receivable and payable;
- Processes customer utility billings;
- Sets up new, and maintains existing, customer accounts within Agency's accounting software;
- Provides information and assistance to Agency field personnel regarding customer account information;
- Sets up and coordinates meter reading routes;
- Uploads current account data into meter readers' hand-held data recorders, and downloads meter readings from handhelds into customer-account software;
- Prepares miscellaneous documents including correspondence, purchase orders, checks, petitions, resolutions, easement descriptions, deed forms, agreements, billing and recap sheets, etc.;
- Orders office supplies for staff throughout the Agency, including preparing and processing requests for bids and vendor responses;
- Routine clerical work, including filing, classifying and indexing records, copying, etc.;
- Balances cash drawer;
- Researches customer account and/or application problems as directed;
- Prepares written reports describing personal analysis and evaluation of data, records, and/or procedures;
- Produces and reconciles monthly consumption and revenue reports;
- Processes Power Division payables, purchase orders, and special withdrawals;

- Maintains employee records relating to health insurance and retirement, and processes statements, documents and correspondence relating thereto;
- Maintains vacation and sick leave records for all Agency employees;
- Processes payroll reports;
- Maintains asset records for Water and Power Divisions;
- Assists independent auditor by producing documents, records and generating reports as requested;
- Provides accounting and budgeting assistance to the Accountant and the Finance Division Manager;
- Provides relief and assistance to other personnel in the office;
- Communicates with and provides requested information to the Agency's property liability and workers compensation insurance providers.

Under the direction of the Power Division Manager and the supervision of the Special Projects Manager,

- Performs duties of Administrative Assistant for the Power Division Manager, Hydro Operations Manager and the Special Projects Manager;
- Serves as receptionist and dispatcher in the Power Division's Forbestown office.

Under the direction of the General Manager,

- Performs duties of Administrative Assistant;
- Serves as Agency's public relations coordinator;
- Serves as Agency's annexation administrator and liaises with annexation consultants, LAFCo and the State Board of Equalization;
- Serves as the Agency historian.

ACCOUNTING SPECIALIST II

Prerequisite Qualifications

In addition to prerequisite qualifications for an Accounting Specialist I:

- Associate of Arts degree with accounting or business emphasis (baccalaureate degree in accounting or business administration preferred), or equivalency thereof;
- Two years of experience as an Accounting Specialist I, or four years of increasingly responsible accounting experience;
- Knowledge of advanced accounting principles;
- Knowledge of the policies, procedures, physical operation, maintenance and scheduling of the Power Division and its facilities with six months;
- Knowledge of the regulations and requirements of federal, state and county agencies, and of PG&E, relating to the Power Division and its facilities.

General Job Description

- Provides customer service backup for Account Technicians;
- Processes accounts receivable and payable;
- Processes customer utility billings;
- Sets up new, and maintains existing, customer accounts within Agency's accounting software;
- Provides information and assistance to Agency field personnel regarding customer account information;
- Sets up and coordinates meter reading routes;
- Uploads current account data into meter readers' hand-held data recorders, and downloads meter readings from handhelds into customer-account software;
- Prepares miscellaneous documents including correspondence, purchase orders, checks, petitions, resolutions, easement descriptions, deed forms, agreements, billing and recap sheets, etc.;
- Balances cash drawer;
- Researches customer account and/or application problems as directed;
- Produces and reconciles monthly consumption and revenue reports;
- Prepares written reports analyzing and evaluating data, records, policies and procedures as requested by division managers and the General Manager;
- Processes Power Division payables, purchase orders, and payroll;
- Maintains employee records relating to health insurance and retirement, and processes statements, documents and correspondence relating thereto;
- Maintains vacation and sick leave records for all Agency employees;

- Processes payroll reports;
- Maintains asset/inventory records for Water and Power Divisions;
- Assists independent auditor by producing documents, records and generating reports as requested;
- Assists with the accounting and invoicing components of the agreement between the Agency and North Yuba Water District;
- Provides accounting assistance to the Accountant and the Finance Division Manager;
- Provides relief and assistance to other personnel in the office;
- Communicates with and provides requested information to the Agency's property liability and workers compensation insurance providers.

Under the direction of the Power Division Manager and the supervision of the Special Projects Manager,

- Performs duties of Administrative Assistant for the Power Division Manager, Hydro Operations Manager and the Special Projects Manager;
- Serves as receptionist and dispatcher in the Power Division's Forbestown office.

Under the direction of the General Manager,

- Performs duties of Administrative Assistant;
- Serves as Agency's public relations coordinator;
- Serves as Agency's annexation administrator and liaises with annexation consultants, LAFCo and the State Board of Equalization;
- Serves as the Agency historian.

ACCOUNTING SPECIALIST III

Prerequisite Qualifications

In addition to prerequisite qualifications for an Accounting Specialist II:

- Baccalaureate degree in accounting or business administration, or equivalency thereof;
- Two years of experience as an Accounting Specialist II;
- Knowledge of advanced accounting principles;
- Knowledge of the policies, procedures, physical operation, maintenance and scheduling of the Power Division and its facilities with six months;
- Knowledge of the regulations and requirements of federal, state and county agencies, and of PG&E, relating to the Power Division and its facilities.

General Job Description

- Provides customer service backup for Account Technicians;
- Processes accounts receivable and payable;
- Processes customer utility billings;
- Sets up new, and maintains existing, customer accounts within Agency's accounting software;
- Provides information and assistance to Agency field personnel regarding customer account information;
- Prepares miscellaneous documents including correspondence, purchase orders, checks, petitions, resolutions, easement descriptions, deed forms, agreements, billing and recap sheets, etc.;
- Balances cash drawer;
- Researches customer account and/or application problems as directed;
- Prepares written reports analyzing and evaluating data, records, policies and procedures as requested by division managers and the General Manager;
- Processes Power Division payables, purchase orders, and payroll;
- Maintains employee records relating to health insurance and retirement, and processes statements, documents and correspondence relating thereto;
- Maintains vacation and sick leave records for all Agency employees;
- Processes payroll reports;
- Produces and reconciles monthly consumption and revenue reports;
- Maintains asset/inventory records for Water and Power Divisions;
- Assists independent auditor by producing documents, records and generating reports as requested;
- Assists with the accounting and invoicing components of the agreement between the Agency and North Yuba Water District;
- Provides accounting assistance to the Accountant and the Finance Division Manager;
- Provides relief and assistance to other personnel in the office;
- Communicates with and provides requested information to the Agency's property liability and workers compensation insurance providers.

Under the direction of the Power Division Manager and the supervision of the Special Projects Manager,

- Performs duties of Administrative Assistant for the Power Division Manager, Hydro Operations Manager and the Special Projects Manager;
- Serves as receptionist and dispatcher in the Power Division's Forbestown office.

Under the direction of the General Manager,

- Performs duties of Administrative Assistant;
- Serves as Agency's public relations coordinator;
- Serves as Agency's annexation administrator and liaises with annexation consultants, LAFCo and the State Board of Equalization;
- Serves as the Agency historian.

Added: 2/25/14

Exhibit B-2

CLASSIFICATION SPECIFICATION

Job Title: Administrative Assistant to the General Manager
Division: Administration

General Job Description

Under the direction of the General Manager and with a minimum of supervision:

acts as the General Manager's personal/confidential secretary and administrative assistant;

acts as Deputy Secretary to the Board of Directors;

prepares meeting agendas, information packets for Board and committee meetings, and minutes of Board and committee meetings;

composes correspondence on own initiative and as directed by the General Manager;

prepares miscellaneous documents including contracts, agreements, resolutions, easements, legal descriptions, and deed forms; and,

acts as coordinator and facilitator of staff, contractors and consultants in the preparation of reports and projects requested by the General Manager.

Under the direction of the Finance Division Manager:

opens and distributes daily mail to District staff;

maintains correspondence and project files for all divisions and departments;

monitors all correspondence to ensure that necessary responses are prepared by the appropriate staff in a timely and expeditious manner;

arranges for registrations and travel reservations for Board and staff attending conferences, seminars and meetings; and,

provides clerical support and relief as needed to other office staff to accommodate excessive work volume and absences due to vacation, sick leave, etc.

Prerequisite Qualifications

High school diploma and two (2) years of college with business emphasis, or experience that is the equivalency thereof. A four-year college degree in business, communications, public administration, or other related field is preferred.

Minimum of five (5) years of experience working as a professional secretary or administrative assistant to a public agency, business or corporation executive officer.

Ability to accurately type at a speed of 75 words per minute.

Ability to take dictation (shorthand or speed writing) at a speed of 100 words per minute.

Ability to proficiently use, or quickly learn the word processing software used by Agency.

Ability to proficiently use, or quickly learn the spreadsheet software used by Agency.

Valid California driver license and satisfactory driving record.

Basic Work Hours: 8:00 AM to 5:00 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit "A"

Essential Job Duties:

1. Task: Typing correspondence, agendas, Board meeting information packets, legal documents, forms, etc.; operates computer, printer, Dictaphone, adding machine, FAX machine, postage machine, mail opening machine, audio recording system, TV, VCR, stapler, copy machine, paper cutter, hole punch, document binding machine.

Physical Demand: Sitting; standing; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Assistance of and interaction with customers, vendors, contractors, consultants, etc., in office and by telephone for the General Manager.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.

3. Task: Attendance of, and preparation of minutes for Board and committee meetings.

Physical Demand: Sitting; standing; walking; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Filing.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

Environmental Demands:

Outside: Seldom, if ever, works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Almost always works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to various colognes/perfumes and fumes/dust from printing cartridges.

Noise/Vibration: Business office machines.

Mental Requirements:

Reading: Reads letters, reports, memos, messages, complex financial and legal documents, operating manuals for office equipment.

Writing: Writes reports, letters, memos, minutes, agendas, messages; fills out forms and documents.

Math: Ability to perform basic math calculations, with and without a calculator. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, etc.

Judgment: Ability to work independently, prioritize and organize work, coordinate the efforts and activities of others, and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals. Ability to maintain confidentiality.

Social Skills: Ability to relate courteously and cooperatively with members of the public, Board members, and District personnel; and ability to assertively administer the General Manager's appointment calendar and schedule.

Communication Skills: Ability to quickly organize and communicate thoughts orally and in writing. Ability to quickly understand communications from others.

Exhibit B-3

CLASSIFICATION SPECIFICATION

Job Title: Assistant Engineer
Division: Water

General Job Description

Under the direction of the Water Division Manager, and with a minimum of supervision:

performs a variety of duties related to the mapping of Agency facilities, including the ongoing development and maintenance of the Agency's geographical information system (GIS);

collects information using GPS receiver;

drafts detailed construction drawings and related maps and specifications used in planning and construction of public works projects such as potable water treatment and delivery systems together with non-potable water delivery systems;

performs a variety of duties relating to grant application and management, evaluation of environmental impacts, and easements and rights-of-way;

reviews plan proposals from consulting engineers and developers for compliance with Agency standards rules and regulations;

develops and maintains a water distribution model;

works as part of a team in establishing Agency's water distribution system maintenance program;

and, effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of engineering tasks in support of the Water Division Manager and General Manager.

Prerequisite Qualifications

Associate's degree (AA) from community college or technical school (four-year degree in civil engineering preferred), and three years experience and/or training in: drafting technology, surveying, or civil engineering; AutoCad and GIS or equivalent systems; or, equivalent combination of education and experience.

Valid California driver license and satisfactory driving record.

Basic Work Hours: 8:00 AM to 5:00 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit "A".

Essential Job Duties:

1. Task: Prepares drawings for various Agency projects, including plotting maps, charts, graphs, plans; drafts detailed drawings of structures and installations involved in potable and non-potable water distribution systems; and checks and updates as-built drawings.

Physical Demand: Sitting, close vision, use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Computes volumes and quantities; prepares estimates of construction materials and costs; develops spreadsheets, charts, and graphs.

Physical Demand: Sitting, close vision, use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Reviews plans and specifications for water delivery systems prepared by consulting engineers and recommends revisions for compliance with Agency standards and rules and regulations.

Physical Demand: Sitting, standing, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

4. Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of other county, state or federal agencies.

Physical Demand: Sitting, standing, close vision, speaking, hearing, use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Assists as member of survey crew in field to establish construction control points, locate property monuments, right-of-way alignment control points, or to collect data for mapping purposes.

Physical Demand: Sitting, standing, walking over uneven ground, close and distance vision, speaking, use of hands to operate surveying equipment, driving vehicle.

6. Task: Interacts with other special districts, county, state and federal agencies, to obtain permits, authorizations and information and to respond to inquiries for information from same.

Physical Demand: Sitting, standing, walking, close and distance vision speaking, hearing, driving vehicle.

7. Task: Coordinates other Agency personnel and assists in the locating of Agency facilities for the purpose of incorporating the facility location data into the Agency GIS.

Physical Demand: Sitting, standing, walking over uneven ground, close and distance vision, speaking, hearing, use of hands to operate locating equipment, driving vehicle.

8. Task: Creates and maintains Agency GIS.

Physical Demand: Sitting, close vision, use of hands to finger, handle, or feel objects, tools or controls.

9. Task: Coordinates other Agency personnel and assists in the development and updating of information related to the GIS.

Physical Demand: Sitting, close vision, speaking, hearing, use of hands to finger, handle, feel objects, tools or controls.

10. Task: Inspects and evaluates on-going projects to assure compliance with plans and specifications.

Physical Demand: Sitting, standing, walking over uneven ground, distance vision, speaking, hearing, use of hands to finger, handle, feel objects. tools or controls, driving vehicle.

Marginal Job Duties:

1. Task: Operates various pieces of equipment, including computers, various printers and plotters, blueprint and copy machines, calculators, etc.

Physical Demand: Sitting, close vision, use of hands to finger, handle, feel objects, tools or controls.

Environmental Demands:

Outside: Works outside on occasion in a variety of weather conditions ranging from snow to +100° F.

Inside: Usually works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to various colognes/perfumes; infrequent exposure to ammonia gas from blueprinting machine, and fumes/dust from printing cartridges.

Noise/Vibration: None.

Mental Requirements:

Reading: Reads complex manuals and instructions for computer software and hardware, letters, reports, memos and messages.

Writing: Writes reports, memos, messages, and fills out information forms. Needs ability to use or quickly learn the word-processing software used by Agency.

Math: Ability to work with mathematical concepts such as fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the spreadsheet software used by Agency.

Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports and drawings.

Repetition: Repetitive data entry to computer system for drawings and text.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, Directors, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

Exhibit B-4

CLASSIFICATION SPECIFICATION

Job Title: Information Systems Specialist
Division: Administration

General Job Description

Under the direction of the Manager of Information Systems and with a minimum of supervision:

performs a variety of duties related to the mapping of Agency facilities, including the ongoing development and maintenance of the Agency's desktop and web-based geographical information system (GIS) and GPS applications;

assists in the development and maintenance of a water distribution model;

works as part of a team in establishing Agency's water distribution system maintenance program;

effectively works as a member of a problem solving team to resolve, within set time schedules, a variety of engineering tasks, including GIS/CAD integration, in support of the Water Division Manager and General Manager.

provides computer hardware technical support for other network users; and,

maintains computer network hardware and software;

Prerequisite Qualifications

Associate's degree (AA) from community college or technical school in: drafting technology; surveying or civil engineering; GIS or equivalent systems; computer science; information systems management; or, equivalent combination of education and experience (three years or more experience preferred).

Ability to successfully pass a background security check.

Ability to accurately type at a minimum speed of 40 words per minute.

Ability to proficiently use, or quickly learn Microsoft Word (word-processing software) and Excel (spreadsheet software).

Valid California driver license and satisfactory driving record.

Basic Work Hours: 8:00 AM to 5:00 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit "A".

Essential Job Duties:

1. Task: Operates computer, FAX machine, printers, scanners, digital cameras, document binding machine.

Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Provides assistance and instruction to other staff in the utilization of computer software and hardware.

Physical Demand: Sitting; standing; twisting; walking; kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; talking; listening.

3. Task: Analyzes and troubleshoots computer and communications network and makes corrections, adjustments and repairs to software and hardware.

Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Assists the Manager of Information Systems in wiring, cabling, and component set up.

Physical Demand: Sitting; standing; twisting; walking; crawling; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; working in confined spaces; close vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Coordinates other Agency personnel and assists in the locating of Agency facilities for the purpose of incorporating the facility location data into the Agency GIS.

Physical Demand: Sitting, standing, walking over uneven ground, close and distance vision, speaking, hearing, use of hands to operate locating equipment, driving vehicle.

6. Task: Creates and maintains Agency GIS.

Physical Demand: Sitting, close vision, use of hands to finger, handle, or feel objects, tools or controls.

7. Task: Coordinates other Agency personnel and assists in the development and updating of information related to the GIS.

Physical Demand: Sitting, close vision, speaking, hearing, use of hands to finger, handle, feel objects, tools or controls.

Marginal Job Duties:

1. Task: Assistance of and interaction with customers, vendors, contractors, consultants, etc., in office and by telephone.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.

Environmental Demands:

Outside: Seldom, if never, works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Almost always works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to various colognes/perfumes and fumes/dust from printing cartridges.

Noise/Vibration: None.

Mental Requirements:

Reading: Reads letters, reports, memos, messages, complex financial documents, operating manuals for office equipment.

Writing: Writes reports, letters, memos, messages; fills out forms and documents.

Math: Ability to perform math calculations. Ability to apply concepts such as fractions, percentages, ratios, proportions, and basic statistics to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, posting, etc.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. [Amended: 12/22/09]

ACCOUNTANT

Prerequisite Qualifications

In addition to prerequisite qualifications for an Accounting Specialist III:

- Baccalaureate degree in accounting or business administration, or equivalency thereof;
- Two years of experience as an Accounting Specialist III;
- Knowledge of advanced accounting principles;
- Knowledge of governmental accounting practices;
- Knowledge of Federal, State, local government and public utility policies and procedures;

General Job Description

- Provides customer service backup for Account Technicians;
- Processes accounts receivable and payable;
- Processes customer utility billings;
- Sets up new, and maintains existing, customer accounts within Agency's accounting software;
- Provides information and assistance to Agency field personnel regarding customer account information;
- Prepares miscellaneous documents including correspondence, purchase orders, checks, petitions, resolutions, easement descriptions, deed forms, agreements, billing and recap sheets, etc.;
- Balances cash drawer;
- Researches customer account and/or application problems as directed;
- Prepares written reports analyzing and evaluating data, records, policies and procedures as requested by division managers and the General Manager;
- Maintains, Reviews employee records relating to health insurance and retirement, and processes statements, documents and correspondence relating thereto;
- Maintains vacation and sick leave records for all Agency employees;
- Processes payroll reports;
- Produces and reconciles monthly consumption and revenue reports;
- Maintains Agency asset/inventory records for Water and Power Divisions;
- Primary liaison with independent auditor by providing the preliminary trial balance for the annual audit and financial report, and producing documents, records and generating reports as requested;
- Assist with the preparation of the annual budget;
- Assists with the accounting required by the Agency and North Yuba Water District;
- Accounts for the expenditures of grant and loan funds, and files reimbursement requests and associated reports with grantors;
- Reconciles Agency's general ledger with bank statements and subsidiary ledgers to general ledger control accounts (for example, utility billing module receivable balances with general ledger accounts receivable accounts);
- Provides accounting assistance to the Finance Division Manager;
- Assist the Finance Division Manager with banking relationships, investment and financing transactions;
- Provides relief and assistance to other personnel in the office;

- Communicates with and provides requested information to the Agency's property liability and workers compensation insurance providers.

Added: 3/23/21

EXHIBIT "C"

Employee Grievance Form

SOUTH FEATHER WATER AND POWER AGENCY
Clerical and Support Employees Unit

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any specific MOU provision, law, policy rule, regulation and/or instruction deemed to be violated, misapplied, or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Signature: _____

MEMORANDUM OF UNDERSTANDING

between

The Designated Representatives of
SOUTH FEATHER WATER AND POWER AGENCY



and

The Designated Representatives of
LOCAL UNION 1245
of
**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
AFL-CIO**

for the
WATER TREATMENT AND DISTRIBUTION EMPLOYEES UNIT

Effective: July 22, 2003
Amended: November 22, 2005; December 27, 2005;
February 26, 2008; July 22, 2008;
January 27, 2009; December 22, 2009;
January 26, 2010;
April 26, 2011;
May 22, 2012 for 2013 through 2016
January 1, 2017 for 2017 through December 31, 2019
January 1, 2020 through December 31, 2020
January 1, 2021 – December 31, 2022

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Statement of Purpose

1. The South Feather Water and Power Agency, hereinafter referred to as Agency, is a public agency within the meaning of Section 3501 (c) of the Government code of the State of California.
2. International Brotherhood of Electrical Workers Local 1245 hereinafter referred to as I.B.E.W., has been formally acknowledged by the Board of Directors of Agency as the exclusive representatives of employees in the Water Treatment and Distribution Unit in all matters of employer-employee relations regarding wages, hours and other terms and conditions of employment, subject to the provisions of the Meyers-Milias Brown Act at Government Code § 3500 *et seq.*, of the State of California. [Amended 2005]
3. The Labor Committee of Agency (Agency's designated representatives) has met and conferred in good faith with designated representatives of I.B.E.W. regarding wages, hours and other terms and conditions of employment and the parties have freely exchanged information, opinions and proposals and have endeavored to reach agreement on matters within the scope of representation.

General

The following employment policies and rules and regulations for the administration of employer-employee relations, hereinafter referred to as "Memorandum of Understanding," or "MOU" and all additions thereto and amendments and revisions thereof that may be hereafter made are for the guidance of the management and supervisory staff and for employees of the Agency and their employee organizations and are subject to the following limitations, conditions, constructions and interpretations: [Amended 1993]

- (a) They may be changed at any time and from time to time as specified in this Memorandum of Understanding between the Board of Directors of the Agency and the I.B.E.W. Local 1245 [Amended 1993].
- (b) They shall not be construed as a contract with any union or employee organization.
- (c) They shall not be construed as an unalterable relationship with any employee.

Employee Representation

The Agency recognizes the employees' rights of self-organization and to be represented by organizations of their own choosing as set forth in Chapter 10, Division IV of Title I of the Government Code of the State of California. To that end, the Board of Directors has appointed a labor committee to meet and confer with representatives of recognized employee organizations on all matters of employer-employee relations, including but not limited to wages, hours and other terms and conditions of employment. Sections 3500 through 3509 of the Government Code and Section 923 of the Labor Code are cited hereafter for reference.

ARTICLE 1
Preamble

- 1.1 The parties acknowledge the provisions of Chapter 10 (section 3500 et. seq.) of Division 4 Title I of the Government Code of the State of California.
- 1.2 It is the policy of Agency not to interfere with, intimidate, restrain, coerce or discriminate against any employee because of race, age, creed, religion, sex, sexual orientation, disability, color or national origin.

Any gender specific changes or eliminations made to the memorandum of Understanding, effective January 1, 1993, are not intended to change the context of the genders. Any remaining masculine gender references shall be understood to include the feminine gender and vice versa, but not to be construed to be sex limitations.

- 1.3 Agency is engaged in rendering public utility services to the public and Agency and Union recognize their mutual obligation for the continuous rendition and availability of uninterrupted services.

ARTICLE 2
Recognition

- 2.1 The scope of representation shall include all matters relating to employment conditions and employer-employee relations, including, but not limited to wages, hours, and other terms and conditions of employment. Except, however, the scope of representation shall not include consideration of the merits, necessity, or organization of any service or activity provided by law or executive order.
- 2.2 Official representatives of I.B.E.W. will be permitted access to Agency property to confer with Agency employees on matters of employer-employee relations but such representatives shall not interfere with work in progress, and shall request and receive the authorization of the Agency's manager or his representative before entering the premises. At times when authorization card and/or election procedures are in progress, Agency may prohibit all access to Agency property that relates to the authorization card or election procedures. Provided, however, access for purposes of discussing these procedures with management and for the purposes of processing grievances shall be permitted during this period.
- 2.3 The Agency recognizes the right of I.B.E.W. to appoint a shop steward. I.B.E.W. shall notify the Agency in writing as to such shop steward's identity and of subsequent appointments, if any. An employee appointed as shop steward shall, nevertheless, be required to and shall work full time in his/her respective classification and shall not interrupt the work of other employees. A steward may, with the permission of his/her supervisor, leave his/her work during working hours for reasonable periods to investigate pending grievances and to present said grievances to representatives of the Agency. No steward shall leave his/her job without first obtaining the permission of his/her supervisor, which permission may be withheld by the supervisor if, in the sole discretion of the supervisor, his/her presence is necessary for the safe conduct and efficiency of the operations.

- 2.4 Agency will provide I.B.E.W. with board space for the purpose of posting thereon matters relating to organization affairs.
- 2.5 Agency will not interfere with, intimidate, restrain, coerce or discriminate against any employee because of his/her membership in I.B.E.W.
- 2.6 All unit employees will be represented by I.B.E.W.. The foregoing will apply to cases such as disciplinary actions, formal investigations, hearings, etc. An employee will not be required to participate without representation. An employee may choose to represent himself at his/her own discretion.

2.7

unit because of transfer, promotion, demotion, lay-off, or leave of absence for more than 30 days. Upon the employee's return to the unit, the provisions of this section will apply to the employee.

- (e) The Union must indemnify the Agency against any liability arising from any claims, demands or actions made by any employee for deductions made in reliance on information provided by the Union.
- 2.8 Whenever, as approved by the General Manager, any employee is absent from work as a result of a formal request by the Union's Business Manager or designee and is engaged in official Union business, the Agency shall pay for all regular time lost and shall be reimbursed therefore by the Union.

2.9

- (a)** Union Leadership and Steward Leave Time is stand-alone leave time which is not subject the requirements of the other forms of Leave Time within Article 12.
- (b)** Upon the request of the Union and with the approval of the General Manager, the Agency shall grant employees a leave of absence without loss of compensation or other benefits to serve as stewards, officers, or delegates of the Union, or of any statewide or national employee organization with which the Union is affiliated. The Union request may be for full-time, part-time, periodic, or on an intermittent basis, and shall be specified in the request. Requests shall be made at least two weeks in advance and directed to the General Manager unless otherwise agreed to between the Agency and the Union.
- (c)** A regular employee appointed or elected to office in the Union which requires all the employee's time shall be granted a Union Leave of Absence, upon request of the union, for a period not more than four (4) years.
- (d)** During the leave, the Agency shall fund the retirement contributions required of the Agency as an employer and as specified in the Memorandum of Understanding (MOU). The

employee shall earn full-service credit during the leave of absence and shall pay his or her contributions as specified in the MOU.

- (e) The Union shall reimburse the Agency for all compensation paid to the employee on leave unless otherwise specified by the MOU. Reimbursement by the Union shall be made within 30 days after receipt of the Agency's certification of payment of compensation to the employee.
- (f) The leave provided under this section shall be in addition to any leave to which public employees may be entitled by other laws or by this MOU and shall not serve to invalidate any provision of this MOU.
- (g) At the conclusion or termination of the leave, the Agency shall reinstate the employee to the same position and work location held prior to the leave, or, if not feasible, a substantially similar position without loss of seniority, rank, or classification.
- (h) The Agency shall not be liable for any acts committed or omitted, or injuries suffered by the employee which occur during the course and scope of the employee's leave under this section. If held liable, the Union shall indemnify and hold the Agency harmless for any such acts.
- (i) The Union has no obligation to use leave under this section for an employee and may terminate that leave at any time, for any reason.

ARTICLE 3 Grievance Procedure

- 3.1 A grievance is defined as a claim or dispute arising between an employee or employees and the Agency. A grievance will include claims or disputes of employees regarding the interpretation or application of any of the terms and conditions of the Memorandum of Understanding, and will include such matters as alleged discriminatory and/or arbitrary discipline, demotion, or discharge of an employee or employees. A dispute over whether a particular claim of any employee or employees is subject to the grievance procedure shall be considered and resolved under the procedures established by this Article.
- 3.2 Step I, Preliminary Informal Resolution. Any employee who believes they have a grievance shall present the evidence thereof orally to their Division Manager, at a meeting which may be attended by the Shop steward, within seven (7) calendar days after the employee knew, or reasonably should have known of the circumstances which form the basis for the alleged grievance. The Division Manager shall hold discussions and attempt to resolve the matter within five (5) calendar days after such presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the Division Manager.

3.3 Step II, General Manager. If the grievance has not been resolved at Step I, the grievant must present their grievance in writing on a form provided by the Agency to the General Manager within seven (7) calendar days after the Division Manager's response in Step I. If the Division Manager fails to provide the employee with an opportunity to present their Step I evidence, as prescribed above, within seven (7) days of receiving a request for a meeting, the employee may proceed to Step II. Attached hereto and made a part hereof is Exhibit "E", titled "Employee Grievance Form".

(a) The Statement shall include the following:

- (1) A concise statement of the grievance including specific reference to any specific MOU provision, law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (2) The circumstances involved;
- (3) The decision rendered by the Division Manager at Step I;
- (4) The specific remedy sought.

(b) The General Manager shall communicate his decision within seven (7) calendar days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore, and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next step. Time limits for appeal shall begin the day following the receipt of the written decision by the General Manager. Within the above time limits, either party may request a personal conference with the other.

3.4 Step III, Labor Committee. In the event the grievant is not satisfied with the decision at Step II, the grievant may appeal the decision in writing on a form provided by the Agency (attached hereto and made a part hereof of as Exhibit E) to the Labor Committee within seven (7) calendar days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Step III.

(a) Said Labor Committee shall be composed of: one member of the Agency's Board of Directors, the General Manager, the grievant, the grievant's Division Manager, the grievant's representative, and the Shop Steward.

- (1) The Labor Committee shall have the obligation and authority to obtain such factual information for its deliberations as is necessary and proper.
- (2) The Labor Committee has the authority to decide, and its decision is binding upon the Agency, grievant, and grievant's representative.
- (3) The Division Manager and the grievant shall not participate in the vote on the decision.

- (4) To become binding, the decision vote shall be unanimous.
 - (5) Any member of the Labor Committee, other than the grievant, may nominate an alternate, if unable to attend a particular Labor Committee meeting, by notice, prior to the meeting, to all members and the grievant. Notice may be verbal. Absence from a Labor Committee meeting by any member or alternate, shall not cancel any decision of those of the committee in attendance. Attendance by the grievant is mandatory.
- 3.5 Step IV, Mediation. Upon failure of the Labor Committee to resolve the grievance, the grievant or grievant's representative may request mediation of the grievance. Such request shall be in writing within seven (7) calendar days after failure by the Labor Committee to resolve the grievance. The Agency shall grant the request for mediation. A mediator shall be requested through the Division of Conciliation of the Department of Industrial Relations of the State of California. Both parties shall cooperate in availability of a mediator in regard to location and time, etc.
- 3.6 Step V, Arbitration. Upon failure of mediation to resolve the grievance, the grievant's representative may file a letter with the Agency requesting referral of the matter to arbitration. The letter shall be filed within fourteen (14) calendar days after the conclusion of mediation proceedings. Arbitration shall be accepted by both the grievant's representative and the Agency prior to initiating the following and the decision shall be binding on all parties:
 - (a) Arbitration shall be conducted by the American Arbitration Association or any other agent that is mutually accepted by the grievant and the Agency;
 - (b) Each party shall pay one-half (1/2) of the arbitration fee in advance of the proceedings.
 - (c) Proceedings shall be conducted according to the California Evidence Code and California Code of Civil Procedure to the extent they are compatible with the arbitration proceedings.
 - (d) Arbitration shall be accepted only upon completion of mediation proceedings.
- 3.7 The time periods and limits stated above shall be consecutive. Failure by the Agency to meet any of the aforementioned time limits will result in forfeiture, and all demands made by the grievant will be met. Failure by grievant and/or their representative to meet any of the aforementioned time limits will result in forfeiture of all demands made by the grievant. The aforementioned time limits may be extended by mutual agreement in writing.
- 3.8 Where written notice is specified, such notice shall be sent by certified mail, return receipt requested.
- 3.9 Nothing prevents a grievance from being withdrawn or settled at any time prior to any steps of this procedure.
- 3.10 The purpose of this procedure is to expedite the process in a manner that will provide both the employee and the Agency with a satisfactory resolution to the problem in the shortest time span.

- 3.11 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

ARTICLE 4 Safety

- 4.1 The Board of Directors desires to maintain a safe place of employment for Agency employees and to that end Agency management shall make all reasonable provisions necessary for the safety of employees in the performance of their work.
- 4.2 Regular "tailgate" meetings will be held on all jobs to plan and emphasize safety in their performance.
- 4.3 Regular safety meetings will be held bimonthly for the purpose of reviewing accidents and preventing their recurrence, eliminating hazardous conditions and familiarizing employees with safe work procedures and applicable State Safety orders and for training in first aid. Agency will notify recognized employee organizations of the date, time and place of such meetings, in order that representatives may attend and participate.
- 4.4 In the event of an accident, resulting in serious injury or death of an employee of Agency, Agency will notify recognized employee organizations immediately in order that they may conduct an investigation of the accident.
- 4.5 All employees not adhering to all Agency safety orders shall be subject to disciplinary action.

ARTICLE 5 Disability and Unemployment

- 5.1 (a) Worker's Compensation: Injuries or disabilities arising out of and in the course of employment with Agency are and will continue to be within the application of the Worker's Compensation and Insurance Chapters of the State Labor Code.
- (b) When an employee is absent by reason of injury or illness, he/she shall be eligible for sick leave for the duration of temporary disability. The amount of sick leave payable for each day of absence shall be one hundred percent (100%) of an employee's basic wage rate less the sum of any payments to which he may be entitled under Workers' Compensation and/or State Disability Insurance. Sick leave is payable from and only insofar as an employee has accrued sick leave credits as provided in Article 14, but will be reduced by the amount of Workers' Compensation and/or State Disability Insurance paid.
- 5.2 State Unemployment and Disability Insurance: All Agency employees will continue to be covered by the California Unemployment Insurance Code.

- 5.3 Social Security: All Agency employees are and will continue to be covered by the United States Social Security Act.

ARTICLE 6 Employee Status

- 6.1 Employees will be designated as regular, probationary, or temporary depending upon the purpose for which they were hired and their length of continuous service with the Agency.
- 6.2 A regular employee is defined as an employee who has twelve (12) months, or more, of continuous employment with the Agency.
- 6.3 A probationary employee is defined as an employee hired for a position that has been regularly established and is of indeterminate duration. A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, as he becomes eligible, but will not be eligible for a leave of absence. Upon completion of twelve (12) months of continuous service with the Agency, a probationary employee will be given the status of a regular employee.
- 6.4 A temporary employee is defined as an employee hired by the hour for occasional or seasonal work for a period not to exceed one hundred eighty (180) days. Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of 180 days in which case it shall be filled by the bidding procedure at the location where the position is available. A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for holiday pay, vacation pay, or items of a similar nature, nor will he/she accrue seniority or leave of absence rights. A temporary employee will be entitled to sick leave as provided in Labor Code sections 245, et seq., and set forth in Article 14. If a temporary employee is reclassified to probationary or regular status he/she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him in his/her new status.

ARTICLE 7 Wages and Classifications

- 7.1 Employees shall be paid the wage established for their classification. Upon initial appointment to a classification an employee shall normally be paid the lowest wage rate for that classification. An employee may, however, be paid a wage rate above the lowest wage rate if circumstances justify it. When an employee is appointed to a classification that has a wage range overlapping the wage range of the employee's previous classification, the employee shall be paid at a wage rate that is at least 5% greater than their previous wage rate, but not more than the top wage rate of the classification to which the employee is appointed.

- 7.2 Wages shall be paid at biweekly intervals on Fridays for a week's payroll period ending not less than 4 nor more than 10 days prior to the pay date, provided that if the regular pay date falls on a holiday payment shall be made on the preceding work day.
- 7.3 When an employee is temporarily assigned to work in a classification which has a wage range higher than their regular classification, they shall be paid at a wage rate which is at least 5% greater than their regular wage rate, but not more than the top wage rate of the classification to which the employee is temporarily assigned, with a minimum of one hour and time computed to the next full hour.
- 7.4 When an employee is temporarily assigned to work in a classification lower than their regular classification, their rate of pay will not be reduced.
- 7.5 For purposes of wage rate progression in a temporary classification, the time worked by an employee in other than their regular classification shall also be accrued in such temporary classification.
- 7.6 Attached hereto and made a part hereof is Exhibit "A", titled "Schedule of Wage Rates".
- 7.7 The Agency and the Employees Representative may, from time to time during the year establish new and/or revise existing classifications and/or wage rates as a result of changes in operations or requirements of the Agency in accordance with the "Meet and Confer Process" as provided in the Government Code of the State of California. Attached hereto and made a part hereof is Exhibit "C", titled "Classification Specifications."
- 7.8 When an employee is permanently reclassified to a lower classification they shall be paid at a wage rate which is equal to their previous wage rate, but not more than the top wage rate of the classification to which the employee is permanently reclassified.
- 7.9 Lead Person Assignment and Compensation.
- (1) A lead person provides leadership to a work crew. A "work crew" is defined as being two or more employees that have been assigned to a specific task or project that necessitates, in the estimation of a foreman and/or division manager, cooperative and interdependent efforts by crew members, such that a leader is necessitated to ensure optimal safety, teamwork, efficiency, and productivity. A lead person shall not be assigned when two or more employees, working at the same site and outside the supervision of a foreman or division manager, have non-dependent tasks, or have dependent tasks but supervision is not required to maintain organization and orderliness of work. Also, the lead person stipend will not be authorized for training or assisting in the training of another employee. Responsibilities of a Lead Person include the following, when applicable:
- (a) Determining and implementing the most efficient work plan;
- (b) Assigning crew members to specific tasks within their classification;

- (c) Determining and implementing a safe and efficient traffic control plan when the work site is within a traveled area;
 - (d) Determining potential safety hazards and implementing appropriate safeguards;
 - (e) Ensuring the utilization of specific safety procedures where applicable (e.g., locking and tagging electrical circuits, chocking wheels of equipment parked on inclines, implementing confined space protocols, wearing hardhats, etc.);
 - (f) Coordinating with foremen or division manager for the scheduling and utilization of equipment and tools; and,
 - (g) Coordinating with warehouse personnel, foremen, and/or division manager for the delivery to job site of necessary supplies and materiel.
- (2) Employees (with the exception of Equipment Operators) who accept lead-person assignments will receive a 5% increase in pay for the duration of the assignment. Foremen or division managers make lead-person assignments on a daily basis, or for the duration of a specific job or project. Employees accepting lead-person assignments shall receive the 5% stipend on their time sheet for the actual period of time they perform lead-person duties.
- (3) A lead person is to be assigned whenever a foreman or division manager is not available to perform the functions itemized above. However, if a foreman or division manager can be present at the work site periodically throughout the day and frequently enough, in their estimation, to provide adequate supervision, they shall perform said functions. Otherwise, they will designate an on-site lead person. Once a lead person is assigned for a specific job, they shall maintain said assignment for the duration of the job, unless a foreman or division manager is available to provide supervision, or until another lead person is assigned.
- (4) Assignment of lead-person responsibilities is the exclusive responsibility of the foremen and/or division managers. Said assignment is to be made on the basis of competency and qualifications, with seniority a consideration if all else is equal. Assignment of lead-person responsibilities does not impose any new or additional legal liability on the employee. An employee may decline a lead-person assignment if another employee who is qualified for the assignment is available and willing to accept the assignment.
- (a) Employees in the Equipment Operator classification may not decline assignment of lead-person responsibilities. Performing lead-person duties is one of the essential job duties of the Equipment Operator classification. Compensation for employees in the Equipment Operator classification includes performance of lead-person duties and, therefore, the 5% lead-person stipend will not apply.
- (5) Only employees who are certified by the State of California as distribution operators (D2 minimum) will be assigned as Lead Person for the following operational activities:

- (a) Installing, tapping, relining, disinfecting, testing, and connecting water mains and appurtenances;
 - (b) Shutting down, repairing, disinfecting, and testing broken water mains;
 - (c) Overseeing the flushing, cleaning, and pigging of existing water mains;
 - (d) Draining, cleaning, disinfecting, and maintaining distribution reservoirs.
- (6) Only employees who are certified by the State of California as distribution or treatment operators (D2 and T2 minimum) will be assigned as Lead Person for the following operational activities:
- (a) Operation of pumps and related flow- and pressure-control and storage facilities manually or by use of a system control and data acquisition (SCADA) system;
 - (b) Maintaining and/or adjusting system flow and pressure requirements, controlling flows to meet consumer demands including fire-flow demands and minimum pressure requirements; and,
 - (c) Investigating water quality problems in the distribution system.

7.10 When an employee is appointed to fill a vacancy in an apprentice classification, such employee shall normally be placed at the beginning rate. Notwithstanding the foregoing, the Agency and Union by written letter agreement consistent with the apprentice program will place or advance an employee to an appropriate wage step. Such appointments shall be based on the employee's knowledge, skill, efficiency, adaptability and physical ability demonstrated by prior performance duties that supplant the need for training in an apprenticeship. [Added 1993, 2003]

7.11 Shift Differential Pay

- (a) Employees assigned to a shift during which the majority of their work time is between the hours of 3:00 p.m. and 11:00 p.m. ("PM shift") shall have their basic wage rate increased by 10% for the entire shift.
- (b) Employees assigned to a shift during which the majority of their work time is between the hours of 11:00 p.m. and 7:00 a.m. ("night shift") shall have their basic wage rate increased by 15% for the entire shift.

ARTICLE 8
Hours and Overtime

- 8.1 All regular employees will receive full time employment for each workweek employed, provided they report for duty and are capable of performing their work. This is not to be interpreted that the Agency does not retain the right to lay off or release employees on account of lack of work or other valid reason.
- 8.2 Employees shall report for work at their regularly established Agency headquarters and shall return thereto at the conclusion of the day's work and the time spent in traveling between such headquarters and the job site shall be considered as time worked. When assigned to a Power Division project, the employee's location for starting work shall be the same as Power Division employees assigned to work on that same project.
- 8.3 A workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic workweek is defined to consist of five (5) consecutive work days of eight (8) hours each, Monday through Friday. The regular work hours shall be 8:00 a.m. to 4:30 p.m. with one-half (1/2) hour off for lunch. A majority of Water Division employees may ratify a change of regular work hours, for their division, with the consent of the General Manager and the Union, occurring within the approximate designated daylight saving time period. The regular work hours shall then be 7:00 a.m. to 3:30 p.m. with one-half (1/2) hour off for lunch.
- (a) A three-fourths (3/4) majority of the employees within a division may ratify a change of regular work hours for their division to affect a "9-80s" schedule (i.e., employees would work eight nine-hour days and one eight-hour day during a pay period), subject to the consent of the General Manager and the Union. A simple majority (>50%) may ratify returning the regular work hours for a division to a traditional "10-80s" schedule (ten eight-hour days in a pay period).
- 8.4 In addition to other shift work schedules for Agency positions:
- (a) Utility Workers assigned to agricultural ditch-tending duties, may, as authorized by the Agency, have regularly scheduled basic workweeks with the first week beginning Tuesday through Saturday, and the second week beginning Sunday through Thursday, which provides for ten (10) consecutive workdays and four (4) consecutive non-workdays of two (2) non-workdays being Friday/Saturday and the other two (2) being Sunday/Monday;
- (b) Employees classified as Ditchtender may, as authorized by the Agency, have regularly scheduled basic workweeks with the first week beginning Tuesday through Saturday, and the second week beginning Sunday through Thursday, which provides for ten (10) consecutive workdays and four (4) consecutive non-workdays of two (2) non-workdays being Friday/Saturday and the other two (2) being Sunday/Monday;
- (c) Employees classified as Water Treatment Plant Operator or Trainee may, as authorized by the Agency, have regularly scheduled basic workweeks with the first week beginning Tuesday through Saturday, and the second week beginning Sunday through Thursday, which provides for ten (10) consecutive workdays and four (4) consecutive non-workdays of two (2) non-workdays being Friday/Saturday and the other two (2) being Sunday/Monday.

8.5 Shift work assignments.

- (a) When there is a need to operate a treatment plant on a 24-hour basis, certified Treatment Plant Operators may be assigned to shift work. Twenty-four (24) hours after the notification, the employee's regular hours and days of work will be that of the shift to which they are assigned and any overtime compensation paid will be on the basis of the new shift. All time worked outside of a regular shift shall be paid at the overtime rate.
- (b) When there is a need to operate facilities on a twenty-four (24) hour basis for security purposes (e.g., "Orange Alert", declared state of emergency, etc.), employees may be assigned to shift work. Twenty-four (24) hours after the notification, the employee's regular hours and days of work will be that of the shift to which they are assigned and any overtime compensation paid will be on the basis of the new shift. All time worked outside of a regular shift shall be paid at the overtime rate.

8.6 Overtime is defined as:

- (a) time worked in excess of forty (40) hours in a workweek,
- (b) time worked in excess of eight (8) hours on a scheduled workday,
- (c) time worked in excess of nine (9) hours on a 9-80s workweek schedule,
- (d) time worked on a non-workday,
- (e) time worked outside of regular hours on a workday, or
- (f) time worked on a holiday.

Overtime shall be computed to the nearest one-quarter (1/4) hour.

- 8.7
- (a) Overtime compensation shall be paid at a rate equivalent to one and one-half (1½) times the regular rate of pay.
 - (b) The time worked in excess of 16 consecutive hours and continuing until the employee is dismissed from such work shall be paid at the rate of two (2) times the employee's straight rate of pay, or
 - (c) If, following an employee's dismissal from work or on an employee's non-workday, the employee is called out for work, he shall be paid at two (2) times his/her straight rate of pay for work performed either after accumulation of twelve (12) hours and/or in the eight (8) hours preceding his/her next regular work hours.
 - (d) Overtime compensation shall be paid at a rate equivalent to two (2) times the regular rate of pay for all overtime worked on Sundays, Holidays, and on the second non-workday during four (4) consecutive non-workdays.

- 8.8 Employees who are required to report to work on their non-workdays, or on holidays they are entitled to have off, or outside of their regular hours on workdays, when called away from their residence, will be paid overtime compensation for the actual time worked, including travel time, but for not less than two (2) hours. If an employee who is called out for such work outside of his/her regular hours on a workday continues to work into his/her regular hours, he will be paid overtime compensation only for the actual time worked outside of his/her regular hours and travel time one way. Employees who have not left the Agency yard prior to being asked to work, and have completed an their regular shift, shall be paid for the actual time worked outside the regular hours. For purpose of this section only one (1) two-hour minimum call will be paid, subsequent calls will require pay for actual time worked plus any travel time and one hour meal time. The maximum of only one (1) two-hour minimum call will apply during any twenty-four (24) hour period of midnight to midnight.
- 8.9 Overtime will be distributed as equally as is practicable among those employees who are qualified and available and the Agency will not require employees who have worked overtime to take equivalent time off during the workday, without pay.
- 8.10 Agency may from time to time request employees to designate in writing their anticipated availability during non-work hours for the purposes of allowing Agency to compile lists of available employees for emergency work. Employees should report any changes from such anticipated availability and locations to Agency or its designated representative. Agency employees requested to perform emergency service should respond promptly to such request. "Emergency" is defined as a situation involving immediate hazard to life and/or property as determined by management or his authorized representative from the facts available at the time of action. This shall cover all job classifications.
- 8.11 Except where a hazard to life or property exists, employees will not be required to work more than three consecutive weeks (21 consecutive days) without having two (2) consecutive days off. If mandated to work more than twenty-one (21) consecutive days, all hours worked until a rest period of two (2) consecutive days is taken shall be paid at the applicable overtime rate.
- 8.12 Regularly scheduled employees whose workweek includes Saturday, Sunday, and Holiday workdays shall work eight (8) consecutive hours and be permitted to eat their meals during working hours on Saturday, Sunday, and Holidays only.
- 8.13 Standby employees shall be compensated a minimum of two (2) hours pay on regular workdays, and a minimum of four (4) hours pay for each regular non-workday and/or holiday even if they are not required to respond to a callout. The Agency will provide transportation and a means of communication for standby employees.
- (a) Only employees certified by the State of California as a distribution operator (D2 minimum) may perform stand-by and on-call emergency response duties for after-hours distribution system operational emergencies.
 - (b) Only employee certified as Treatment Operators (T3 minimum) may perform on-call emergency response duties for after-hours treatment system emergencies.

ARTICLE 9
Continuity

- 9.1 Continuity is defined as total length of continuous service with the Agency. An employee's continuity of service will be deemed to be broken by separation of employment by reason of:
- (a) Resignation;
 - (b) Discharge for cause;
 - (c) Layoff for more than six (6) consecutive months;
 - (d) Failure to return immediately on the expiration of a Leave of Absence or acceptance of other employment while on leave; or,
 - (e) Absence without pay for two (2) days without notifying the Agency, without a leave of absence.
- 9.2 Continuity of service will not be broken when an employee is:
- (a) Inducted, enlists, or is called to active duty in the Armed Forces of the United States, or service in the Merchant Marine, under any Act of congress which provides that the employee is entitled to re-employment rights;
 - (b) On duty with the National Guard;
 - (c) Absent due to industrial injury;
 - (d) On Agency-approved leave of absence; and,
 - (e) Absent due to layoff for a period of less than one (1) year.

ARTICLE 10
Promotion and Transfer

- 10.1 When new jobs or additional jobs are created, or vacancies other than temporary occur within the Agency, regardless of bargaining unit, which Agency intends to fill, the Agency shall post vacancy notices on all bulletin boards and a copy shall be mailed to the recognized employee organization. Vacancy notices shall be posted for a period of seven (7) calendar days and shall set forth the date of posting, the classification and location of the job, its duties, qualifications required and the rate of pay. Employees may submit bids on such vacancies by United States mail to the Office of the Agency and the Agency shall not consider any bids postmarked more than seven (7) calendar days from the date of posting.

- 10.2 The Agency shall within not less than seven (7) calendar days nor more than twelve (12) calendar days from the original date of posting, post on all bulletin boards, a notice regarding the disposition of the posted vacancy with the name of the applicant, if any, awarded the job, and mail a copy of such notice to all recognized employee organizations together with a list of all bidders on the job.
- 10.3 In filling vacancies, the Agency will give preferential consideration to the applicant's length of service with Agency and will consider the applicant's knowledge, skill, efficiency, adaptability and the physical ability required for the job. Notwithstanding anything contained herein, Agency need not consider the bid of any employee who does not possess the knowledge, skill, efficiency, adaptability and physical ability required for the job on which the bid is made.
- 10.4 All positions filled by promotion of an Agency employee shall be subject to a twelve (12) month probationary period, provided that any such employee who the Agency determines cannot successfully perform the duties of the new position during the probationary period will be returned to his/her former position held prior to the promotion.
- 10.5 Employees who complete an Agency apprenticeship program will not be eligible to apply for another apprenticeship program until they have completed a time equal to the length of the apprenticeship in the journeyman position subsequent to their training.

The Apprenticeship Committee shall make recommendation to the Labor Committee where a natural line of progression would supersede the proceeding provision.

ARTICLE 11 Displacement and Layoff

- 11.1 Should it become necessary for the Agency to lay off regular employees, the Agency will give regular employees involved as much notice as possible; but in no event will such employees receive less than two (2) weeks' notice prior to layoff. Where probationary or temporary employees are to be laid off, no notice of layoff need be given.
- 11.2 A regular employee whose job is being eliminated will be considered to displace an employee in a lower paid classification if the employee is qualified to perform the duties of the lower paid classification with consideration given to length of service with the Agency.
- 11.3 Regular employees who are laid off will be given preference over outside applicants in filling future vacancies for which they are qualified for a period up to one (1) year from date of separation, providing they keep the Agency advised of their current address.

ARTICLE 12 Leave of Absence

- 12.1 (a) Leave of absence may be granted to regular employees for urgent and substantial reasons, providing satisfactory arrangements can be made to perform the employee's duties without undue interference with the normal routine of work.
- (b) In cases of extended illness or injury, an employee's inability to return to work (verified in writing by an attending physician) after sick leave has been exhausted will be considered as an urgent and substantial reason, and in such cases a leave of absence will be granted of up to one (1) year.
- 12.2 A leave of absence will commence on and include the first workday on which the employee is absent and terminates on and includes the workday preceding the day the employee returns to work.
- 12.3 All applications for leave of absence shall be made in writing except when the employee is unable to do so. The conditions under which an employee will be restored to employment on the termination of leave of absence shall be clearly stated by the Agency in conjunction with the granting of a leave of absence. Upon an employee's return to work after a leave of absence, he will be reinstated to his/her former position and working conditions, except that if there has been a reduction of forces or his/her position has been eliminated during said leave, he will be returned to the position he would be in, had he not been on a leave of absence. Nothing in this section precludes an employee on a leave of absence from being subject to layoff.
- 12.4 An employee's status as a regular employee will not be impaired by such leave of absence and his/her continuity will accrue. However, an employee on a leave of absence will not earn compensation for sick leave, vacation, or holidays.
- 12.5 If an employee fails to return immediately on the expiration of his/her leave of absence or if he accepts other employment while on leave, he/she will thereby forfeit the leave of absence and terminate his/her employment with the Agency.
- 12.6 Leave of absence shall be granted under the following authority:
- (a) One day - Division Manager.
- (b) More than one day - General Manager or his designated representative.
- 12.7 In the event of the death of the mother, father, step-mother, step-father, brother, sister, step-brother, step-sister, son, daughter, step-son, step-daughter, wife, husband, domestic partner, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchild, or any relative or ward residing in the same home as the employee, funeral leave of three (3) days with pay may be taken.

ARTICLE 13 Expenses

- 13.1 Whenever an employee uses his/her personal vehicle with authorization by the Division Manager or the General Manager for the Agency's convenience, he/she will be reimbursed therefore at the maximum IRS rate allowable for mileage.
- 13.2 Employees who are assigned to temporary work at such distance from their regular headquarters that it is impractical for them to return thereto each day, or to their regular place of abode, will be allowed actual personal expenses for board and lodging for the duration of such assignment, provided they board and lodge at places to be designated by the Agency. The time spent by such employees in traveling to such temporary job at its beginning, to and from home on holidays and weekends, and from such temporary job at its conclusion and any reasonable expense incurred thereby will be paid by the Agency. Employees attending schools, seminars, training, etc. shall have arrangements including fees, meals, lodging, travel and miscellaneous expenses approved by the General Manager or his designated representative at the time attendance is approved.
- 13.3 If Agency requires an employee to perform work for two (2) hours or more beyond regular work hours, it will provide him with a meal and with meals at intervals of approximately four (4) hours, but not more than five (5) hours insofar as it is possible for the Agency to do so. The cost of any such meal and one hour to consume it will be at Agency's expense. The Agency will pay up to \$4.50 for breakfast, \$5.00 for lunch, and \$8.00 for dinner.
- 13.4 If Agency requires an employee to perform work on non-workdays or outside of regular hours on workdays, and the employee does not have sufficient time to prepare a meal, the Agency will provide meals at intervals of approximately four (4) hours, but not more than five (5) hours insofar as it is possible for Agency to do so and for as long as the work continues. The cost of any such meals and one hour to consume same will be at Agency's expense. Where any such work extends into regular work hours on workdays, the foregoing provisions shall be operative until such time as the employee is released from work for the day.
- 13.5 When work is to be performed during regular work hours on non-workdays and the employee is given time to prepare a lunch, the normal lunch practices will be followed on such days.
- 13.6 Agency shall pay the cost of any meal which it is required to provide, in accordance with this Article, and shall consider as hours worked one hour to consume such meal, except, however, that when a meal is taken at Agency's expense following dismissal from work the time allowance therefore shall be one-half (1/2) hour. If an employee who is entitled to a meal under the provisions of this Article upon dismissal from work does not accept such meal he shall nevertheless be entitled to such time allowance of one-half (1/2) hour.
- 13.7 The foregoing provisions relating to meals are applicable, except, where it is not possible for the Agency to provide meals on the job for such employees, they shall either provide their own meals or forego the meals and the Agency shall reimburse them at the rate of 80% of the maximum allowed in Section 13.3.
- 13.8 Employees requested by the Agency to relocate their permanent residence for the convenience of Agency operations shall have normal moving expenses paid by the Agency.

- 13.9 Coveralls shall be provided, at Agency expense to operators, mechanics, and others when needed.
- 13.10 The allowance for work pants (maximum of three pair annually) shall be \$38 per pair (plus sales tax), and the allowance for work boots shall be \$190 annually. These amounts shall be adjusted annually based on the U.S. Department of Labor's Consumer Price Index for All Urban Consumers (West-B/C)
- 13.11 Work shirts shall be provided to each regular employee as follows: (a) five "button-down" shirts with sleeve style (short or long) to be at each employee's discretion; or, (b) ten tee-shirts; or (c) and equivalent combination of "a" and "b".
- 13.12 Work coats shall be provided on an as-needed basis. Employees may be required to return a used coat to verify need.

ARTICLE 14 Sick Leave

- 14.1 Sick leave with pay shall be accumulated for each employee at the rate of one (1) day for each calendar month worked with accrual effective at the conclusion of each pay period.
- 14.2 The General Manager, or the Division Manager under the General Manager's direction, may require satisfactory evidence of sickness or disability before payment for sick leave will be made.
- 14.3 If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on sick leave he shall receive pay for the holiday as such, and it shall not be counted as a day of sick leave.
- 14.4 Agency shall pay for one-half (½) of all unused accumulated sick leave to any employee upon separation of employment or termination for just cause, at the then current rate of pay. In the event of layoff, the Agency will pay for 100% of all accumulated sick leave at the then current rate of pay. In the event of death, 100% of all accumulated sick leave will be paid to the beneficiary.
- 14.5 Any employee who in any calendar year uses four days or less of sick leave shall be entitled, at their option, to trade two (2) days of unused sick leave for one day paid vacation, up to a maximum of four such additional days of vacation. Employees will normally utilize these additional days from October through March.

After an employee has accumulated more than thirty (30) days of sick leave, Agency shall pay, at the employee's option, for one-half (½) of accumulated sick leave beyond said thirty (30) days, up to a maximum of twelve (12) days in any calendar year at the current rate of pay.

14.6 Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate family members. Kin care leave time will not accumulate from year to year. It is provided for those circumstances where the employee must take time off to care for a sick immediate family member, regardless of the seriousness of the illness. Immediate family members covered include parents, children and spouses or domestic partners and are defined as follows:

- (a) A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for which an employee has accepted the duties and responsibilities of raising, such as where a grandmother raises her grandchild.
- (b) A "parent" means a biological, foster or adoptive parent, a stepparent or a legal guardian. Mothers-in-law, fathers-in-law and grandparents are considered "parents" for purposes of this provision.

Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time.

ARTICLE 15 Holidays

15.1 Regular employees, except as otherwise provided herein, will be entitled to the following holidays off with pay when they fall on a workday in the basic workweek:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving Day
Day before Christmas Day
Christmas Day
New Year's Eve
Employee's Birthday

NOTE: The Employee's birthday holiday may be observed on the employee's birthday or anytime during the pay period in which the birthday occurs provided the employee gives the Division Manager at least (10) days advance notice, or the holiday may be deferred and scheduled as vacations are normally scheduled.

- 15.2 In addition to the holidays listed above, employees will be entitled to one floating holiday.
- Floating holidays may be taken at each employee's discretion, subject to the prior approval of their Division Manager. Approval may be withheld if the employee's absence from work on the day requested significantly impairs work production or the provision of service, as determined by the Water Division Manager.
- 15.3 When any of the above holidays fall on a Saturday, the Friday preceding will be observed as the holiday. When any of the above holidays fall on a Sunday, the Monday following will be observed as the holiday.
- 15.4 When any of the above holidays fall on a non-workday, either a workday in conjunction with the holiday or a workday in conjunction with the employee's vacation will be observed as the holiday. The foregoing selection to be at the option of the employee, subject to approval by the Water Division Manager.
- 15.5 If an employee is absent from work on either the workday prior to the holiday or the workday following the holiday, without permission or a bona fide reason, he will not receive pay for the holiday.
- 15.6 Notwithstanding the foregoing, employees may be scheduled to work on holidays, in which event any such employee will, in addition to his/her holiday pay, be compensated therefore at the overtime rate of pay for all time worked on such days. The maximum combination of salary shall not exceed three (3) times the base rate in any event.
- 15.7 A three-person crew may be assigned to work the Day after Thanksgiving in the Water Division. Volunteers will be solicited; if there are no volunteers the Agency may assign work on a rotating basis. Those employees who work the Day after Thanksgiving shall not receive overtime pay but will be granted an additional day to be taken as a holiday in lieu of the Day after Thanksgiving. This day will be the employee's choice and must be taken prior to July 1st of the following year.
- 15.8 Employees are entitled to two days annually of personal necessity leave which will match with his/her alternative work schedule.
- 15.9 Whenever a "9-80s" schedule is in effect in accordance with Article 8.3(a), holidays will be counted as a nine-hour day when they fall on a day that the employee was scheduled to work a nine-hour day.

ARTICLE 16

Vacations

- 16.1 Employees may take vacation as it accrues, with the approval of their Division Manager. Vacation accrues monthly at a rate of
- (a) 3.077 hours/pay period for 10 days vacation

4.615 hours/pay period for 15 days vacation
6.154 hours/pay period for 20 days vacation
7.692 hours/pay period for 25 days vacation.

Vacation accrual is effective at the conclusion of each pay period.

- (b) Employees will accrue ten (10) days vacation with pay from employment and on each anniversary date thereafter through three (3) years of continuity.
 - (c) Employees will accrue fifteen (15) days vacation with pay after completing three (3) years of continuity and on each anniversary date thereafter through twelve (12) years of continuity.
 - (d) Employees will accrue twenty (20) days vacation with pay after completing twelve (12) years of continuity and on each anniversary date thereafter through twenty-two (22) years of continuity.
 - (e) Employees will accrue twenty-five (25) days vacation with pay after completing twenty-two (22) years of continuity and on each anniversary date thereafter.
- 16.2 Vacation will be scheduled throughout the year by the full basic workweek. Vacations of less than a full basic workweek may be scheduled in unusual circumstances such as urgent or substantial personal reasons, illness, disabilities, etc. with approval of the Agency's General Manager. Employees with greater continuity will be given preference over those with less continuity in the selection of a vacation period.
- 16.3 The Agency will not require an employee to take his/her vacation in lieu of sick leave on account of illness.
- 16.4 If a holiday which an employee is entitled to have off with pay occurs on a workday during the employee's vacation period, such employee will be entitled to an additional day of vacation and will be compensated for same.
- 16.5 A maximum entitlement of eighteen (18) months of vacation allowance may be accumulated on a rolling calendar year anniversary basis. Forfeiture of additional vacation accrual under normal circumstances shall occur provided a minimum offset allowance is not utilized. With prior written approval by the Agency's General Manager, additional vacation accumulation may nevertheless be allowed in unusual circumstances such as urgent or substantial personal reasons, extended trips, illness, disabilities, etc.
- 16.6 Employees whose employment with the Agency is terminated for any reason, will, at the time of termination, receive any unused vacation previously earned. Earned vacation from the employee's anniversary date to the time of termination shall be based on the schedule in 16.1.
- 16.7 On January 1 of the fifth (5th) calendar year following their date of employment, and on January 1 of each fifth (5th) calendar year thereafter, Agency shall grant each employee a quinary-bonus vacation of five (5) work days with pay. A quinary-bonus vacation shall be in addition to the annual vacation

set forth in section 16.1, above. Each year in which a quinary-bonus vacation is granted shall be referred to, herein, as a "quinary-bonus year."

- (a) New employees hired on any date during or before 1988, or on any date before July 1 of any year after 1988, shall have the calendar year in which they were hired count as a completed year of service for future quinary bonus vacation benefit determination.
 - (b) New employees hired on or after July 1 of any year after 1988, shall not have that calendar year in which they were hired count as a completed year of service for the purpose of future quinary bonus vacation benefit determination.
 - (c) The five (5) days of quinary bonus vacation shall not accrue to the employee's vacation accumulation for the purpose of determining the maximum vacation entitlement (as discussed in Section 16.5 hereof) during the quinary bonus year. However, any quinary bonus vacation not used during the quinary bonus year shall accrue to the employee's vacation accumulation on January 1 of the year following the quinary bonus year.
- 16.8 Notwithstanding the above, an employee shall be entitled to utilize five (5) days of earned vacation accrual in daily increments. The employee may select such vacation days after preference has been given to all employees who have selected a full basic workweek or more of vacation accrual. Such daily selections shall be rotated with the initial preference over those with less continuity in the daily increment selection process.
- 16.9 Any employee who is willing to schedule vacation during the "off season" (defined as October 1 through March 31) will be entitled to one "Bonus Day" per week of vacation taken. To qualify for the said Bonus Day, vacation time must be taken at the convenience of the Agency, and in full workweek increments (i.e. fractional bonus days will not be granted for vacations taken in increments less than full workweek increments.) An employee requesting a vacation schedule for the purpose of qualifying for a Bonus Day(s) shall advise their Division Manager of this at the time the request is submitted prior to October 1 of each calendar year.

ARTICLE 17

Inclement Weather Practice

- 17.1 Regular or probationary employees who are unable to work in the field because of inclement weather or other similar causes will receive pay for the full day, provided they have reported for duty. During such day they may be held pending emergency calls, may be given first aid, safety or other instruction, or they may be assigned to perform miscellaneous duties in sheltered locations.
- 17.2 Temporary employees who are unable to work in the field because of inclement weather or other similar causes will be paid only for the time they work or are held by the Agency, except however, that they will be paid for not less than two (2) hours.

- 17.3 Agency supervisors will be responsible for determining whether weather conditions warrant cessation of outside work. In arriving at a decision with respect to weather conditions, the Supervisor shall taken into account such factors as:
- (a) Employee health and safety.
 - (b) Undue hazards.
 - (c) Operating requirements.
 - (d) Service to the public.
 - (e) Job site working conditions.
 - (f) Anticipated duration of time required to leave unfinished job in a safe condition.
 - (g) Anticipated duration of inclement weather.
 - (h) Distance from job site to operating headquarters.
- 17.4 If employees are required to work during inclement weather, Agency shall provide rain gear for such work.

ARTICLE 18 Miscellaneous

- 18.1 A regular or probationary employee who is summoned for jury duty and is thus unable to perform his/her regular duties will be paid for the time lost at his/her regular rate of pay. All fees received for jury service shall be deducted from the employee's regular rate of pay.
- 18.2 All employees who take on-call and/or standby assignments will reside within a 30-minute travel-time radius (under normal driving conditions) of their normal base of operations. This requirement will not affect any regular employee hired prior to January 1, 1999 whose residence is beyond the 30-minute radius, unless they request a promotion to a position for which the travel-time requirement applies.

ARTICLE 19 Employee Benefit Program

- 19.1 Defined contribution retirement programs (i.e., 401a and 457 deferred compensation plans) and a defined benefit retirement program (i.e., PERS) have been established by the Agency for all employees. Agency shall make no contribution to any retirement plan other than the PERS Plan. The employee's share of the PERS contract payment shall be the percentage (8% as of January 1, 2017) of each employee's reportable compensation as defined in the Public Employee Retirement Law (Government Code §20636) with Agency responsible for the balance as calculated by PERS. In addition to their PERS payment, each employee may make additional contributions to available deferred compensation plans.
- 19.2 (a) The Agency will provide and maintain the State of California Public Employees Retirement System Health Benefit Plans. The Agency will contribute to the health benefit plan premium

for each employee and their eligible dependents an amount equal to the average of the premiums of all the PERS plans available and applicable (i.e., may be different for individual employees when PERS differentiates premiums on a zip-code basis) for a family of three or more - excluding the plan with the lowest premium and the plan with the highest premium - in any given year.

- (b) The Agency will contribute for retirees (as defined in Section 19.2 (c), below) and their dependents as required by the dental and vision insurance providers and the State of California PERS Health Plan, up to the maximum contribution for active employees and dependents. Dependents of retirees will contribute to receive the coverage even after the death of the retiree.
 - (c) The Agency will contribute for dependents of employees who died while actively employed by the Agency and were 55 years of age or older at the time of their death, as required by the dental and vision insurance providers and the State of California PERS Health Plan, up to the maximum contribution for active employees and dependents.
 - (d) To qualify as a retiree from the Agency for coverage in the PERS Health Plan, the employee has to meet the following criteria:
 - 1. Terminate his/her employment with the Agency with a minimum age of 55 years. [Amended 1998, 2000]
 - 2. Notify the Agency within 120 days prior to their retirement date if they desire to be covered by the PERS Health Plan after retiring.
 - 3. Have 10 years of employment with the Agency to be eligible to participate in the PERS Health Plan.
 - (e) Employees retiring for health reasons, and are eligible for social security benefits, are exempt from the requirements of section 19.2 (c) 1 through 3.
 - (f) Employees presently covered by the Agency's health insurance plan under COBRA are eligible to participate in the PERS Health Plan as retirees.
- 19.3 Where it is assured by the attending physician that the duration of an illness or disability will require the employee's absence from work in excess of ninety (90) calendar days, the Agency will at its expense pay the employees required medical insurance premiums (including his/her dependent's coverage) for the two (2) month period following the last deducted payment made by the employee. In addition, for each completed five (5) years of service, the Agency will pay an additional one (1) month's premium.
- 19.4 The Agency will pay prescribed costs of dental coverage by the present policy under present policy and premium.

- 19.5 Vision Care will be provided to the employees at no cost to the employees.
- 19.6 The Agency shall provide to each regular employee a life insurance policy of \$30,000, together with life insurance coverage for each employee's spouse and dependents in the amount of \$3,000 per person.
- 19.7 The Agency shall not, by reason of the execution of this Memorandum of Understanding, abrogate or reduce the scope of any present plan or rule beneficial to its employees, such as, but not limited to, the retirement plan, group health, life insurance, vision and dental program, or reduce the wage rate of any employee covered hereby (unless demoted), or change the conditions of employment to such employee's disadvantage. The intent of this provision is not to restrict management rights as provided for in 22.1, but is intended to provide for certain past practices which are of value, have been previously considered by the Union during the Meet and Confer Meetings but were not included in the Memorandum of Understanding.
- 19.8 To promote the physical fitness of employees and to reduce the risk of illness and injury, it is the desire of both parties hereto to pursue a physical fitness program. Regular employees who participate in a verifiable exercise regimen at a physical-fitness facility within Butte County will be reimbursed for their individual monthly membership expense up to a maximum of \$60 per month. A verifiable exercise regimen at a physical fitness facility can include yoga, massage therapy, swimming, etc.

ARTICLE 20

Training

- 20.1 Enabling Clause: A joint training/apprenticeship committee shall be established and meet as required on set dates. The function of the committee shall be to discuss any relative training requirement and analysis of such subjects as job specifications, job numbers, qualifications, progression, testing, methods of grading, training periods, termination of training, pay schedule, relative training, previous experience, etc. By written agreement, the Agency and the Union may adopt additional training programs recommended by the training/apprenticeship committee. Adopted programs and job definitions shall be attached and made a part of the Memorandum of Understanding as an appendix.
- 20.2 The Agency will be responsible for the expense of specialized training needed by employees to qualify for operator certification exams if the certification is required for their position, or for a posted vacant position for which an employee has submitted a qualified bid. Time spent in such training shall be considered as part of the employee's normal workweek.
- 20.3 The Agency will pay for or provide 100% of the continuing education courses needed by certified-operator employees, including allowing the time spent by employees in said courses to count as part of their normal workweek. Whether to pay for outside courses or provide them "in house", as well as the content of said courses will be at the Agency's discretion.

ARTICLE 21
Merit System

- 21.1 The General Manager, at his/her discretion, may initiate a merit increase to deserving employees. Employee representatives may also recommend to the General Manager employees whom they consider deserving of a merit increase due to, but not limited to, an increase in job responsibilities, additional education to improve performance, or significant improvement to the Agency's operations beyond their job classification. If, based on an employee's annual performance appraisal, a merit increase is warranted, the General Manager shall have the prerogative to increase an individual's compensation rate within their respective wage range. Based on the ten-point performance scoring system prescribed on the employee performance appraisal form (Exhibit D) where a score of "5" or "6" is within the "satisfactory" range, an employee whose average score for all the performance categories in Section A of Exhibit D is at least 6.0 will be guaranteed a minimum annual merit increase of 2%.

Employees who, no more than two months prior to their annual employment anniversary date (or that date that has historically triggered their annual performance evaluation) have received an appointment (promotion) that affects the minimum 5% wage rate increase prescribed in Article 7.1, will not also be entitled to the merit increase described above.

ARTICLE 22
Management Rights

- 22.1 The management of the Agency and its business and the direction of its working forces are vested exclusively in Agency, and this includes, but is not limited to, the following: to direct and supervise the work of its employees; to hire, promote, demote, transfer, suspend, and discipline or discharge employees for just cause; to plan, direct and control operations; to lay off employees because of lack of work or for other legitimate reasons; to introduce new or improved methods or facilities, except to the extent that all of the foregoing shall be subject to the provisions of this Memorandum of Understanding, or letters of agreement interpreting this Memorandum of Understanding.

ARTICLE 23
Performance Evaluations

- 23.1 The Division Manager shall conduct a scheduled performance review of each employee annually. In the event the Division Manager is on a long-term leave (in excess of 30 days), or in the event the Division Manager's position is vacant, the General Manager shall conduct the scheduled performance review for the foremen, and the supervising foreman shall conduct the scheduled performance review for all other employees.
- 23.2 Performance evaluations shall be in writing on forms provided by the Agency. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. Attached hereto and made a part hereof is Exhibit "D" titled "Employee Performance Appraisal".

- 23.3 The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee's supervising foreman (or Water Treatment Superintendent in the case of treatment plant operators) shall be present during the Division Manager's discussion of the evaluation with the employee. If the supervising foreman or superintendent is unavailable, the employee may request the presence of a shop steward during the Division Manager's discussion of the evaluation with the employee. Foremen may also request the presence of a shop steward during the Division Manager's discussion of their evaluation.
- 23.4 Unscheduled performance evaluations may be made at the discretion of the General Manager and/or the Division Manager.

ARTICLE 24 Disciplinary Process

- 24.1 The General Manager may discipline any employee for just cause. The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay.
- 24.2 Grounds for discipline:
- (a) Discourteous treatment of the public or fellow employees.
 - (b) Drinking of intoxicating beverages or use of controlled substances on the job, or arriving on the job under the influence of such controlled substances.
 - (c) Habitual absence or tardiness.
 - (d) Abuse of sick leave.
 - (e) Disorderly conduct.
 - (f) Incompetence or inefficiency.
 - (g) Being wasteful of material, property, or working time.
 - (h) Violations of any lawful or reasonable regulation or order made or given by an employee's supervisor.
 - (i) Insubordination.
 - (j) Neglect of duty.
 - (k) Dishonesty.
 - (l) Misuse of Agency property.

- (m) Willful disobedience.
 - (n) Conduct unbecoming an Agency employee.
- 24.3 All acts of discipline will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of seven (7) calendar days, respond in writing to the contents of the letter of warning.
- 24.4 All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluations shall not be used by the General Manager in decisions to dismiss if the performance has improved or the action that merited a warning has not recurred for a period of at least two (2) years.
- 24.5 Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five (5) working days before the proposed effective date or dates. This notice shall be prepared by the General Manager and shall contain the following:
- (a) A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated.
 - (b) A statement of the acts or omissions upon which the action is based.
 - (c) A statement that a copy of the material upon which the action is based is attached or available for inspection upon request.
 - (d) A statement advising the employee of the right to request a "Skelly" hearing.
 - (e) A date by which time the employee must respond in writing if they wish to contest the action.
- 24.6 All notices of proposed action shall be personally served, or if personal service is not possible, then by certified mail, return receipt requested, to the last known address of the employee.

ARTICLE 25

Term

- 25.1 This "Memorandum of Understanding" shall remain in full force and effect until changed by mutual agreement between the Agency and the recognized employee organization in accordance with the provisions of the Government Code of the State of California.
- 25.2 This Memorandum of Understanding, having taken effect as of January 1, 1993, and having thereafter been amended from time to time shall continue in full force and effect until the first day of January 2019, and thereafter from year to year unless written notice of change or termination is

submitted with written proposals by either party during the period of August 1 to September 1 of any year. All amendments hereto shall only become effective with the approval of the Board of Directors.

- 25.3 Whenever notice is given for changes, the general written nature of the changes desired shall be specified in the notice, and until a satisfactory conclusion is reached in the matter of such changes, the original provision shall remain in full force and effect.
- 25.4 This Memorandum of Understanding shall not be amended or supplemented except by agreement of the parties hereto, reduced to writing and duly signed by each.
- 25.5 Annually negotiations shall reopen for one item.
- 25.6 Notwithstanding anything contained in the Memorandum of Understanding, the Agency and Union, by written agreement on a case-by-case basis, may substitute alternative provisions for Americans with Disabilities Act compliance.
- 25.7 Any provision of this Memorandum of Understanding which may be in conflict with any Federal or State law, regulation or executive order shall be suspended and inoperative to the extent of and for the duration of such conflict; the balance of the Memorandum of Understanding, however, shall remain in full force and effect.

In the event any provision of this Memorandum of Understanding is suspended or declared inoperative by reason of the operation of this section, the parties shall meet and confer within thirty (30) days to negotiate a substitute provision which will, as nearly as possible, reflect the intent of the suspended clause in a lawful manner.

APPENDIX I
Water Treatment Plant Operator Training Program
(also known as O.I.T. program)

Preamble:

It is the Agency's desire to employ competent operators at its Water Filtration Plant. Further, the Agency has a permit, from the State of California, to operate a domestic water system that requires compliance with the laws and regulations relating to certification of water treatment facility operation, California Health and Safety Code. In order to comply with the above regulations, the Agency will employ qualified and State of California certified operators. The Agency, at its discretion, may elect to train an unqualified person if a vacancy exists or additional personnel are needed at the water filtration plant.

The training program will be as follows:

A. Minimum Qualifications:

Applicant must have:

- 1) High school diploma or GED equivalent.
- 2) T2 Water Treatment Operator Certificate issued by the State of California, or must be able to obtain the certificate within 6 months of appointment.
- 3) Valid driver's license with a good driving record.

B. Training Period:

- 1) six months at step 1, Trainee must pass employee progress review to be promoted to Step 2.
- 2) six months at Step 2, Trainee must pass employee progress review to be promoted to step 3.
- 3) six months at step 3, Trainee must pass employee progress review to be promoted to Step 4.
- 4) six months at Step 4, Trainee must pass employee progress review and obtain T3 Water Treatment Operator Certificate issued by the State of California to be promoted to Water Treatment Plant Operator III.
- 5) Upon completion of Step 4, a Trainee failing to pass the State of California T3 test will be given time to pass the test at the next testing date for which the employee qualifies. Failure to pass the second attempt shall be cause for termination of employment at the Water Treatment Plant. The employee shall be reinstated to the position and salary from which the employee came.

C. Termination of Training:

- 1) If Trainee fails to pass any level of employee progress review the employee will be held at that training level for an additional three months of training. Following this additional period, a second employee-progress review will be conducted. Failure to pass this second review will terminate the training program and the employee will be returned to the position and salary from which the employee came.
- 2) Employees failing this training program will not receive any credit toward any other apprenticeship program the Agency may have.

D. Pay schedule.

- 1) Water Treatment Plant Operator Trainee at Step 1 shall be paid the same wages as the Utility Worker, per Exhibit "A", with recognition of his/her valid State of California T2 Water Treatment Operator Certificate.
- 2) Upon successful completion of each training step 2 through 4, the Trainee shall receive one-fourth increments of the difference between Water Treatment Operator III and Utility Worker. (See Exhibit "A".)

E. Credit for Previous Employment with SFWPA:

The specialized nature of this training program allows no credit from any other training program the Agency may have to be carried over. The State of California requires two years of actual water treatment plant experience as a T2 Operator, or a combination of one year of potable treatment experience and two years of other water related experience (California Code of Regulations Title 17, Part 1, Chapter 5, Group 2, certification of Water Facility Operators.) On obtaining a T3 Operator Certificate, a Trainee may be eligible, at the discretion of the Joint Apprenticeship Committee, for reduction of their training program, (not to exceed three months.) All trainees will start per D(1), above.

EXHIBIT "A"
Schedule of Wage Rates – Water Treatment & Distribution
Employees Unit

Position		Start	Top	Year
Construction Foreman	C-1	\$32.47	\$51.02	2010
		\$33.77	\$53.06	2011
		\$35.12	\$55.18	2012
		\$35.72	\$56.12	2013
		\$36.11	\$56.74	2014
		\$36.51	\$57.36	2015
		\$36.54	\$57.42	2016
		\$39.10	\$61.44	2017
		\$40.37	\$63.44	2018
		\$41.68	\$65.50	2019
		\$42.93	\$67.46	2020
		\$44.22	\$69.49	2021
		\$45.88	\$72.09	2022
Maintenance Foreman	C-2	\$32.47	\$51.02	2010
		\$33.77	\$53.06	2011
		\$35.12	\$55.18	2012
		\$35.72	\$56.12	2013
		\$36.11	\$56.74	2014
		\$36.51	\$57.36	2015
		\$36.54	\$57.42	2016
		\$39.10	\$61.44	2017
		\$40.37	\$63.44	2018
		\$41.68	\$65.50	2019
		\$42.93	\$67.46	2020
		\$44.22	\$69.49	2021
		\$45.88	\$72.09	2022
Senior Treatment Operator	C-3	\$29.46	\$47.69	2010
		\$30.64	\$49.60	2011
		\$31.86	\$51.58	2012

\$32.40	\$52.46	2013
\$32.76	\$53.04	2014
\$33.12	\$53.62	2015
\$33.15	\$53.67	2016
\$35.47	\$57.43	2017
\$36.62	\$59.30	2018
\$37.81	\$61.22	2019
\$38.95	\$63.06	2020
\$40.12	\$64.95	2021
\$41.62	\$67.39	2022

Water Treatment Operator V *	C-4	\$24.12	\$40.20	2010
		\$25.08	\$41.81	2011
		\$26.09	\$43.48	2012
		\$26.53	\$44.22	2013
		\$26.82	\$44.70	2014
		\$27.12	\$45.20	2015
		\$27.15	\$45.24	2016
		\$29.05	\$48.41	2017
		\$29.99	\$49.98	2018
		\$30.97	\$51.61	2019
		\$31.90	\$53.16	2020
		\$32.85	\$54.75	2021
		\$34.09	\$56.80	2022

Water Treatment Operator IV *	C-4	\$24.36	\$39.42	2010
		\$25.33	\$41.00	2011
		\$26.34	\$42.64	2012
		\$26.79	\$43.36	2013
		\$27.09	\$43.84	2014
		\$27.38	\$44.32	2015
		\$27.41	\$44.36	2016
		\$29.33	\$47.47	2017
		\$30.28	\$49.01	2018
		\$31.27	\$50.61	2019
		\$32.21	\$52.12	2020

		\$33.17	\$53.69	2021
		\$34.42	\$55.70	2022
Water Treatment Operator III *	C-4	\$23.87	\$38.64	2010
		\$24.82	\$40.19	2011
		\$25.82	\$41.79	2012
		\$26.26	\$42.50	2013
		\$26.54	\$42.97	2014
		\$26.84	\$43.44	2015
		\$26.86	\$43.49	2016
		\$28.74	\$46.53	2017
		\$29.67	\$48.04	2018
		\$30.64	\$49.60	2019
		\$31.56	\$51.09	2020
		\$32.50	\$52.62	2021
		\$33.72	\$54.60	2022
Water Treatment Operator-In-Training	C-5	**	**	2000 – 2022
Equipment Operator	C-6	\$23.37	\$37.82	2010
		\$24.31	\$39.33	2011
		\$25.28	\$40.90	2012
		\$25.71	\$41.60	2013
		\$25.99	\$42.06	2014
		\$26.28	\$42.52	2015
		\$26.30	\$42.56	2016
		\$28.14	\$45.54	2017
		\$29.05	\$47.02	2018
		\$30.00	\$48.55	2019
		\$30.90	\$50.00	2020
		\$31.83	\$51.50	2021
		\$33.02	\$53.44	2022
Apprentice Equipment Operator		***	***	2000 – 2022

Carpenter	C-7	\$21.24	\$34.38	2010
		\$22.09	\$35.76	2011
		\$22.97	\$37.19	2012
		\$23.36	\$37.82	2013
		\$23.62	\$38.24	2014
		\$23.88	\$38.66	2015
		\$23.90	\$38.69	2016
		\$25.57	\$41.40	2017
		\$26.40	\$42.75	2018
		\$27.26	\$44.13	2019
		\$28.08	\$45.46	2020
		\$28.92	\$46.82	2021
		\$30.00	\$48.58	2022

Maintenance Technician	C-8	\$24.11	\$39.02	2010
		\$25.08	\$40.58	2011
		\$26.08	\$42.20	2012
		\$26.52	\$42.92	2013
		\$26.82	\$43.39	2014
		\$27.11	\$43.87	2015
		\$27.14	\$43.91	2016
		\$29.03	\$46.98	2017
		\$29.97	\$48.51	2018
		\$30.95	\$50.08	2019
		\$31.88	\$51.59	2020
		\$32.83	\$53.13	2021
		\$34.06	\$55.13	2022

Mechanic	C-9	\$23.37	\$37.82	2010
		\$24.31	\$39.33	2011
		\$25.28	\$40.90	2012
		\$25.71	\$41.60	2013
		\$25.99	\$42.06	2014
		\$26.28	\$42.52	2015
		\$26.30	\$42.56	2016

		\$28.14	\$45.53	2017
		\$29.05	\$47.01	2018
		\$30.00	\$48.54	2019
		\$30.90	\$49.99	2020
		\$31.83	\$51.49	2021
		\$33.02	\$53.42	2022
Meter Service Technician	C-10	\$22.95	\$37.14	2010
		\$23.87	\$38.62	2011
		\$24.83	\$40.17	2012
		\$25.25	\$40.85	2013
		\$25.53	\$41.30	2014
		\$25.81	\$41.76	2015
		\$25.83	\$41.80	2016
		\$27.63	\$44.72	2017
		\$28.53	\$46.17	2018
		\$29.46	\$47.67	2019
		\$30.34	\$49.10	2020
		\$31.25	\$50.58	2021
		\$32.42	\$52.47	2022
Meter Reader	C-11	\$18.98	\$30.73	2010
		\$19.74	\$31.96	2011
		\$20.53	\$33.24	2012
		\$20.87	\$33.80	2013
		\$21.10	\$34.17	2014
		\$21.34	\$34.55	2015
		\$21.36	\$34.58	2016
		\$22.85	\$37.00	2017
		\$23.59	\$38.20	2018
		\$24.36	\$39.44	2019
		\$25.09	\$40.63	2020
		\$25.84	\$41.85	2021
		\$26.81	\$43.42	2022
Utility Worker	C-12	\$18.98	\$30.73	2010

\$19.74	\$31.96	2011
\$20.53	\$33.24	2012
\$20.87	\$33.80	2013
\$21.10	\$34.17	2014
\$21.34	\$34.55	2015
\$21.36	\$34.58	2016
\$22.85	\$37.00	2017
\$23.59	\$38.20	2018
\$24.36	\$39.44	2019
\$25.09	\$40.63	2020
\$25.84	\$41.85	2021
\$26.81	\$43.42	2022

Laborer	C-13	\$14.64	\$23.69	2010
		\$15.23	\$24.63	2011
		\$15.84	\$25.62	2012
		\$16.11	\$26.05	2013
		\$16.28	\$26.34	2014
		\$16.46	\$26.63	2015
		\$16.48	\$26.66	2016
		\$17.63	\$28.53	2017
		\$18.20	\$29.46	2018
		\$18.79	\$30.41	2019
		\$19.36	\$31.33	2020
		\$19.94	\$32.27	2021
		\$20.69	\$33.48	2022

Warehouse Technician	C-14	\$23.15	\$37.47	2010
		\$24.08	\$38.97	2011
		\$25.04	\$40.53	2012
		\$25.47	\$41.22	2013
		\$25.75	\$41.67	2014
		\$26.03	\$42.13	2015
		\$26.05	\$42.17	2016
		\$27.87	\$45.12	2017
		\$28.78	\$46.59	2018

		\$29.71	\$48.10	2019
		\$30.60	\$49.54	2020
		\$31.52	\$51.03	2021
		\$32.70	\$52.94	2022
Warehouse Worker	C-15	\$20.08	\$32.51	2010
		\$20.88	\$33.81	2011
		\$21.72	\$35.16	2012
		\$22.09	\$35.76	2013
		\$22.33	\$36.15	2014
		\$22.57	\$36.55	2015
		\$22.60	\$36.58	2016
		\$24.18	\$39.14	2017
		\$24.97	\$40.41	2018
		\$25.78	\$41.73	2019
		\$26.55	\$42.98	2020
		\$27.35	\$44.27	2021
		\$28.37	\$45.93	2022
Ditchtender	C-16	\$21.24	\$34.38	2010
		\$22.09	\$35.76	2011
		\$22.97	\$37.19	2012
		\$23.36	\$37.82	2013
		\$23.62	\$38.24	2014
		\$23.88	\$38.66	2015
		\$23.90	\$38.69	2016
		\$25.57	\$41.40	2017
		\$26.40	\$42.75	2018
		\$27.26	\$44.13	2019
		\$28.08	\$45.46	2020
		\$28.92	\$46.82	2021
		\$30.00	\$48.58	2022
Apprentice Ditchtender		***	***	2000 – 2020

Facilities Maintenance Worker	C-17	\$18.98	\$30.73	2010
		\$19.74	\$31.96	2011
		\$20.53	\$33.24	2012
		\$20.87	\$33.80	2013
		\$21.10	\$34.17	2014
		\$21.34	\$34.55	2015
		\$21.36	\$34.58	2016
		\$22.86	\$37.00	2017
		\$23.60	\$38.20	2018
		\$24.37	\$39.44	2019
		\$25.10	\$40.63	2020
		\$25.85	\$41.85	2021
		\$26.82	\$43.42	2022
Hydrographer	C-18	\$24.11	\$39.02	2010
		\$25.07	\$40.58	2011
		\$26.08	\$42.20	2012
		\$26.52	\$42.92	2013
		\$26.81	\$43.39	2014
		\$27.11	\$43.87	2015
		\$27.13	\$43.91	2016
		\$29.03	\$46.98	2017
		\$29.97	\$48.51	2018
		\$30.95	\$50.08	2019
		\$31.88	\$51.59	2020
		\$32.83	\$53.13	2021
		\$34.06	\$55.13	2022

* See Exhibit B, "Continuing Education Incentive Program."

** Progressive – apprentice program wage steps are even increments between Utility Worker and Water Treatment Operator III.

*** Progressive – apprentice program wage steps are even increments between Utility Worker and Journeyman.

EXHIBIT B – CONTINUING EDUCATION INCENTIVE PROGRAM

The purpose of this program is to compensate employees for education or training (hereafter called “courses”) which are beyond their basic duties and responsibilities, or beyond that which is a “pre-requisite qualification” in their classification specification.

Course Qualification. The compensation specified below (hereafter called “certification pay”) will be granted for courses which are directly related to the employee’s classification specification or to their routinely assigned tasks, and which will obviously enhance their effectiveness and efficiency. Specialized training used to maintain a certification will not be considered for certification pay.

Only courses provided by qualified trainers, professional organizations, water utility associations, vocational schools, colleges or universities will be considered for certification pay. Courses wherein the employee’s performance is graded will only be considered for certification pay if the earned grade is a “C” or better. In-service training requested and/or provided by the Agency (e.g., chlorine safety, CPR certification, word processing, etc.) does not qualify for this program.

Determination of Course Qualification. Prior to enrolling in a course for which an employee desires to receive certification pay, they will submit a request to the General Manager to determine if the course will qualify for this program. Along with the request the employee will provide information prepared by the course provider explaining its content. They may also include other information that explains the course’s subject matter, and/or a written statement as to why they believe the course satisfies the relevancy requirements discussed above.

The General Manager may determine that the course will qualify for this program or may submit it to the Labor Committee for consideration. If the General Manager determines that the course will not qualify for this program, the employee may request consideration by the Labor Committee. Decisions of the Labor Committee will be final.

Certification Pay Requests. Upon completion of a course that has been qualified for this program, the employee shall submit to the General Manager a request for certification pay. The course certificate, continuing education credit certificate, or college/university course grade report shall be included with the request to verify satisfactory completion of the subject course.

The General Manager will return a certification pay request to the employee if it does not include appropriate verification of satisfactory course completion. An employee who’s request has been returned on this basis may resubmit it if appropriate verification is included.

Effective Date of Certification Pay. After verification of satisfactory completion of a qualified course has been submitted to the General Manager, the employee’s wage will be increased retroactive to the first day of the pay period after the date the course was completed.

Basis of Compensation Certification pay will be a percentage increase based upon the employee’s classification wage. The increase percentage will be based on the formulae below, as determined by the

course's rated credit value: continuing education units (CEU); semester units (SU); or, classroom hours (Hours).

The certification pay increase will be based on the following formula:

$$4\frac{1}{2} \text{ CEU's} = 3 \text{ SU's} = 48 \text{ Hours} = 2\% \text{ certification pay increase.}$$

In this situation, if the employee has earned a total of 13½ CEU's by taking several qualified courses, the resulting certification pay increase would be 8% (4% for the first 4½ CEU's, and 4% for the next 9 CEU's). If the employee has taken several qualifying seminars totaling 60 Hours of credit value, the resulting certification pay increase would be 4.5% (4% for the first 48 Hours, and 0.5% for the next 12 Hours).

If the employee is not provided with certification of a course's rated credit value, the classroom hours will be determined by the General Manager or the Labor Committee from the course syllabus or agenda. If a course has credit values rated multiple ways (i.e., CEU's and Hours, or CEU's and SU's), the rating that generates the greatest certification pay increase will be used.

Certification Pay For More Than One Course. If the employee has received certification pay for more than one course, the percentage increase for all the courses are accumulated and applied to the classification wage.

Impact of Transfers or Promotions on Certification Pay. Once approved, certification pay increases continue to be applied to the employee's classification wage even if the employee transfers or is promoted to a classification for which the qualifying course is not directly related. After a transfer or promotion an employee may request certification pay for a course that had not qualified for their previous classification.

Special Consideration for State Water Treatment Plant Operator Training and Certification.

Water treatment plant operators will not be considered as qualifying for this program. However, Water Treatment Operators may request, in accordance with this program, certification pay for courses that are not preparatory for State water treatment plant operator certification.

EXHIBIT "C" – CLASSIFICATION SPECIFICATIONS
WATER TREATMENT & DISTRIBUTION EMPLOYEES UNIT

EXHIBIT C-1
CLASSIFICATION SPECIFICATION

Job Title: Construction Foreman

Department: Leak Repair / Pipe Replacement / Ditch Maintenance

General Job Description

Under the direction of the Water Division Manager:

primarily responsible for supervising the replacement of obsolete and failing components of the Agency's domestic water distribution system;

plans and prepares project and work schedules, and assigns individual employees and crews to specific tasks;

supervises and assists individual employees and crews in performing specific construction, replacement and/or repair project tasks to assure satisfactory performance of domestic and irrigation water systems;

reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, irrigation structures (e.g., flumes, measuring structures, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;

accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects;

responsible for fostering positive public relations in responding to questions and requests from Agency customers regarding service and maintenance;

supervises employees in the positions of Carpenter, Equipment Operator, Mechanic, Meter Service Technician, Welder, Meter Reader and Utility Worker; trains, or assists in training of subordinates;

develops and presents to subordinates information relating to safety in conformance with Agency's safety program; and,

processes records relating to job costs and time expenditures of equipment and Agency personnel.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Five (5) years of experience, or combination of training and experience, as an Agency journeyman, or comparable non-Agency position.

D3 Distribution Operator certification issued by the State of California, Department of Health Services.

Certification from AWWA or other qualified training institution in recognition of satisfactory completion of "Competent Person" (OSHA designation) training.

Knowledge of underground utility construction techniques and management, with emphasis in the area of construction of water distribution systems consisting of a variety of type (e.g., C900 PVC, ductile iron, asbestos cement, mortar lined and coated steel) and size (e.g., 4"0 through 24"0) pipe.

Knowledge of capability and operation of construction tools and equipment.

Knowledge of Agency's water distribution system.

Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable and non-potable water transmissions systems.

Ability to use, or learn within a reasonable time, WordPerfect 5.1 (or latest edition) for Windows word processing software.

Ability to use, or learn within a reasonable time, Excel 4 (or latest edition) for Windows spreadsheet software.

Valid Class B California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Gives supervisory direction to, and assists individual employees and crews in performing a variety of manual tasks involved in the construction, replacement and/or repair of domestic and irrigation water systems;

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping;

bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

2. Task: Prepares work schedules and job cards, reads contracts, specifications, details and plans, and does other paper work appurtenant to work in progress.

Physical Demand: Sitting; standing; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Uses calculating machines and computer programs to determine quantities of material, labor and equipment hours, and other values associated with work in progress.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of management.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Conducts meetings of personnel to disseminate information regarding work assignments, safety issues, etc.

Physical Demand: Sitting; standing; speaking; hearing.

6. Task: Inspects construction in progress by private contractors of water distribution or measurement facilities to enforce compliance with Agency policy, rules and regulations, and gives direction regarding necessary adjustments or changes in constructed facilities.

Physical Demand: Standing; walking over uneven ground; stooping; bending; squatting; climbing; sitting; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

7. Task: Interacts in person or by telephone with Agency customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to Agency facilities.

Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; driving vehicle.

8. Task: Inspects Agency facilities and/or the ground surface in and around the area of underground Agency facilities to plan repairs and surface restoration after repairs are complete.

Physical Demand: Sitting; standing; stooping; bending; squatting; climbing; close and distance vision; driving vehicle.

9. Task: Prepares as-built drawings of Agency facilities that have been constructed, repaired and/or replaced, and submits same to engineering personnel for incorporation into Agency's mapping system.

Physical Demand: Sitting; standing; stooping; bending; squatting; climbing; close and distance vision; walking over uneven ground; use of hands to finger, handle, or feel objects, tools or controls.

Environmental Demands:

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from construction equipment, and dust from construction operations.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

Mental Requirements:

Reading: Reads technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: Writes daily work orders, reports, memos, messages, daily payroll entries, prepares as-built sketches, and fills out other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

Repetition: Minimal repetitive work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

EXHIBIT C-2 CLASSIFICATION SPECIFICATION

Job Title: Maintenance Foreman

Department: Leak Repair / Pipe Replacement / Ditch Maintenance

General Job Description

Under the direction of the Water Division Manager:

plans and prepares project and work schedules, and assigns individual employees and crews to specific tasks;

supervises and assists individual employees and crews in performing specific construction, replacement and/or repair project tasks to assure satisfactory performance of domestic and irrigation water systems;

reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, irrigation structures (e.g., flumes, measuring structures, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;

accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects;

responsible for fostering positive public relations in responding to questions and requests from Agency customers regarding service and maintenance;

supervises employees in the positions of Maintenance Technician, Equipment Operator, Mechanic, Meter Service Technician, Welder, Ditchtender, Meter Reader and Utility Worker;

trains, or assists in training of subordinates;

develops and presents to subordinates information relating to safety in conformance with Agency's safety program;

and, processes records relating to job costs and time expenditures of equipment and Agency personnel.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Five (5) years of experience, or combination of training and experience, as an Agency journeyman, or comparable non-Agency position.

D3 Distribution Operator certification issued by the State of California, Department of Health Services.

Certification from AWWA or other qualified training institution in recognition of satisfactory completion of "Competent Person" (OSHA designation) training.

Certification from AWWA or other qualified training institution (e.g., University of Southern California) in recognition of satisfactory completion of a course for "Specialists in Cross-Connection Control" (or ability to obtain within six months of appointment).

Certification from AWWA or other qualified training institution (e.g., University of Southern California) in recognition of competency as a "Backflow Prevention Assembly General Tester" (or ability to obtain within six months of appointment).

Knowledge of capability and operation of construction tools and equipment.

Knowledge of Agency's water distribution system.

Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable and non-potable water transmissions systems.

Ability to use, or learn within a reasonable time, WordPerfect 5.1 (or latest edition) for Windows word processing software.

Ability to use, or learn within a reasonable time, Excel 4 (or latest edition) for Windows spreadsheet software.

Valid Class B California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Gives supervisory direction to, and assists individual employees and crews in performing a variety of manual tasks involved in the construction, replacement and/or repair of domestic and irrigation water systems;

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

2. Task: Prepares work schedules and job cards, reads contracts, specifications, details plans, and does other paper work appurtenant to work in progress.

Physical Demand: Sitting; standing; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Uses calculating machines and computer programs to determine quantities of material, labor and equipment hours, and other values associated with work in progress.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of management.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Conducts meetings of personnel to disseminate information regarding work assignments, safety issues, etc.

Physical Demand: Sitting; standing; speaking; hearing.

6. Task: Inspects construction in progress by private contractors of water distribution or measurement facilities to enforce compliance with Agency policy, rules and regulations, and gives direction regarding necessary adjustments or changes in constructed facilities.

Physical Demand: Standing; walking over uneven ground; stooping; bending; squatting; climbing; sitting; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

7. Task: Interacts in person or by telephone with Agency customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to Agency facilities.

Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; driving vehicle.

8. Task: Inspects Agency facilities and/or the ground surface in and around the area of underground Agency facilities to plan repairs and surface restoration after repairs are complete.

Physical Demand: Sitting; standing; stooping; bending; squatting; climbing; close and distance vision; driving vehicle.

9. Task: Prepares as-built drawings of Agency facilities that have been constructed, repaired and/or replaced, and submits same to engineering personnel for incorporation into Agency's mapping system.

Physical Demand: Sitting; standing; stooping; bending; squatting; climbing; close and distance vision; walking over uneven ground; use of hands to finger, handle, or feel objects, tools or controls.

Environmental Demands:

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases Exposure to fumes from construction equipment, and dust from construction operations.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

Mental Requirements:

Reading: Reads technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: Writes daily work orders, reports, memos, messages, daily payroll entries, prepares as-built sketches, and fills out other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

Repetition: Minimal repetitive work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

EXHIBIT C-3 CLASSIFICATION SPECIFICATION

Job Title: Senior Treatment Operator

General Job Description

Under the direction of the General Manager, the Water Division Manager and the Treatment Plant Superintendent, and with a minimum of supervision:

will assume the Water Treatment Superintendent's responsibilities (as specified in the Superintendent's classification specification) in his/her absence;

performs a wide variety of skilled and semi-skilled manual and automated tasks;

administers and is responsible for the efficient daily operation of the water treatment plants and associated valves, pumps, motors and controls, including all aspects of the water treatment system;

administers and is responsible for the efficient daily operation of the treated water storage facilities;

supervises and evaluates the performance of treatment plant staff;

trains, or supervises the training of subordinates;

performs both chemical and bacteriological sampling, performs the various standardized laboratory tests, and interprets test results for process control and distribution system water quality control;

enforces the Agency's safety programs and policies;

prepares or supervises the preparation of payroll reports, together with other records and logs pertinent to the operation of the Agency's treatment facilities;

compiles records and reports as required by county, state and federal health agencies;

prepares, or supervises the preparation of specifications and/or purchase orders for the acquisition of equipment, tools, fittings, etc.;

supervises and performs a variety of duties relating to developing and providing information requested by Agency customers and other members of the public having an interest in the Water Division's treatment plant;

attends meetings of the Agency's Board of Directors when requested by the General Manager;

attempts at all times to build a consensus among Agency personnel through an exchange of ideas and facts, to facilitate the successful implementation of operational changes and policy administration;

effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operational and administrative tasks in support of the Treatment Plant Superintendent, Water Division Manager and the General Manager.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Four (4) years minimum experience, or combination of training and experience, in the operation and maintenance of a conventional filtration water treatment plant.

T4 Water Treatment Operator Certificate issued by the Department of Health Services, State of California.

Basic knowledge of computers, including ability to operate, or learn to operate within a reasonable time, the treatment system control and data acquisition system and the latest versions of Excel™ (spreadsheet software) and WordPerfect™ (word processing software).

Valid California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, per shift schedule.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Reviews and prepares reports, forms, questionnaires, etc., in response to requirements of, and personally interfaces with staff of other special districts, city, county, state and federal agencies.

Physical Demand: Sitting; standing; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Inspects equipment, pumps, motors, valves, fittings and other facilities appurtenant to treatment facilities, and determines priority of maintenance and rehabilitation projects.

Physical Demand: Sitting; standing; close and distant vision; walking over uneven ground; stooping; bending; squatting; climbing; pulling; pushing; occasionally lifting up to 25 lbs., and infrequently lifting up to 50 lbs.; driving vehicle.

3. Task: Prepares handwritten and printed (from word processor) reports for use by management and/or the Board of Directors.

Physical Demand: Close vision; use of hands to write and finger, handle, feel objects, tools or controls.

4. Task: Determines the requirements of, and regulates the water flow through treatment systems.

Physical Demand: Standing; walking; climbing stairs; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Operates and maintains various water treatment plant equipment and machinery, including pumps, flocculators, clarifiers, filters and chemical feeders.

Physical Demand: Standing; walking; climbing stairs; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

6. Task: Takes water samples and makes standardized laboratory tests for processing and distributing water quality control.

Physical Demand: Standing; walking; climbing stairs; close, distance and color vision; lifting and carrying up to 10 lbs.; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Marginal Job Duties

1. Task: Operation of telephone, two-way radio, computer, calculator, copier, typewriter, printers, and other related office and laboratory machines and equipment, and accesses file cabinets and data storage facilities.

Physical Demand: Sitting; standing; stooping; bending; squatting; walking; occasionally lifting and carrying up to 25 lbs., and infrequently lifting and carrying up to 50 lbs.; pushing; pulling; close and distance vision; speaking; hearing; use of hands to finger, handle, feel objects, tools or controls.

Environmental Demands:

Outside: Works on occasion in a variety of weather conditions ranging from snow to +100° F.

Inside: Usually works indoors in temperature-controlled environment.

Perfumes/Gases: Exposure to chlorine, solvents and lab chemicals.

Noise/Vibration: Pumps, motors, and other water treatment related equipment.

Mental Requirements:

Reading: Reads complex manuals, instructions and reports for equipment and computer software and plans, details and specifications of water treatment facility construction.

Writing: Writes letters, reports, memos, messages, and fills out information forms.

Math: Ability to work with mathematical concepts such as algebra. Ability to quickly apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time required to comprehend or produce reports and to perform laboratory tests.

Repetition: Repetitive data entry to computer system for text and spreadsheets.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with staff of local, state and federal agencies, members of the public, Directors, and Agency personnel on a constant and face-to-face basis.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

EXHIBIT C-4
CLASSIFICATION SPECIFICATION

Job Title: Water Treatment Operator

General Job Description

Under the direction of the Water Treatment Plant Superintendent:

operates and maintains water treatment plant facilities, pumping systems and reservoirs;

takes both chemical and bacteriological samples, runs the various standardized laboratory tests, and interpret test results for process control and distribution system water quality control;

performs a wide variety of skilled and semi-skilled manual and automated tasks;

trains or assists in training of subordinates.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Two (2) years of experience, or combination of training and experience, in the operation and maintenance of a conventional filtration water treatment plant.

T3 Water Treatment Operator certificate issued by the Department of Health Services, State of California.

If assigned to cross connection program, must have demonstrated competency in testing and repairing backflow prevention assemblies and inspecting users' premises for cross connections, and should be certified in backflow testing by AWWA.

Basic knowledge of computers, including ability to use, or learn within a reasonable time, the treatment plant's data acquisition and control system.

Valid California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Determines the requirements of, and regulates the water flow through treatment systems.

Physical Demand: Standing; walking; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Operates and maintains various water treatment plant equipment and machinery, including pumps, flocculators, clarifiers, filters and chemical feeders.

Physical Demand: Standing; walking; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

3. Task: Takes water samples and makes standardized laboratory tests for processing and distributing water quality control.

Physical Demand: Standing; walking; close and distance vision; color vision; lifting and carrying up to 10 lbs.; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Marginal Job Duties:

1. Task: If qualified, inspects users' premises for cross connections.

Physical Demand: Standing; walking over uneven ground; close and distance vision; driving vehicle.

2. Task: If qualified, tests and repairs backflow prevention assemblies.

Physical Demand: Standing; walking over uneven ground; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; lifting and carrying (regularly up to 25 lbs., infrequently up to 50 lbs.); driving vehicle.

Environmental Demands:

Outside: Occasionally works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Frequently works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from chlorine, bacteria, chemicals used in the treatment process and lab odors.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from pumps and motors.

Mental Requirements:

Reading: Reads road maps, construction plans and details, instructions, work orders, technical reports, magazine and journal reports, safety manuals, letters, reports, memos and messages.

Writing: Reports, messages and instructions.

Math: Ability to perform basic math and algebra calculations.

Attention to Detail: Above average level concentration and attention to detail.

Repetition: Routine daily work practices, especially relating to laboratory work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

EXHIBIT C-5 CLASSIFICATION SPECIFICATION

Job Title: Water Treatment Plant Operator-in-Training

General Job Description

Under the direction of the Water Treatment Plant Superintendent, and training by Treatment Plant Operators:

learns the operation and maintenance of water treatment plant facilities, pumping systems and reservoirs in accordance with the "Water Treatment Plant Operator Training Program" Appendix to the Memorandum of Understanding between the I.B.E.W. Local 1245 and the Agency;

learns to take both chemical and bacteriological samples, runs the various standardized laboratory tests, and interpret test results for process control and distribution system water quality control, in accordance with the training program noted above; performs a wide variety of unskilled and semi-skilled manual and automated tasks.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

T2 Water Treatment Operator certificate issued by the State of California or the ability to obtain said certificate within six (6) months of appointment.

Valid California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Determines the requirements of, and regulates the water flow through treatment systems.

Physical Demand: Standing; walking; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Operates and maintains various water treatment plant equipment and machinery, including pumps, flocculators, clarifiers, filters and chemical feeders.

Physical Demand: Standing; walking; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; lifting and carrying (regularly up to 25 Lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

3. Task: Takes water samples and makes standardized laboratory tests for processing and distributing water quality control.

Physical Demand: Standing; walking; close and distance vision; color vision; lifting and carrying up to 10 lbs.; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Environmental Demands:

Outside: Occasionally works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Frequently works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from chlorine, bacteria, chemicals used in the treatment process and lab odors.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from pumps and motors.

Mental Requirements:

Reading: Reads road maps, construction plans and details, instructions, work orders, technical reports, magazine and journal reports, safety manuals, letters, reports, memos and messages.

Writing: Reports, messages and instructions.

Math: Ability to perform basic math and algebra calculations.

Attention to Detail: Above average level concentration and attention to detail.

Repetition: Routine daily work practices, especially relating to laboratory work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

EXHIBIT C-6
CLASSIFICATION SPECIFICATION

Job Title: **Equipment Operator**

Department: **Leak Repair/Pipe Replacement/Ditch Maintenance**

General Job Description

Under the direction of the Maintenance Foreman, Construction Foreman, Ditch Foreman, Division Manager or Water Treatment Plant Superintendent:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities;

performs a wide variety of unskilled and semi-skilled manual and automated tasks including, but not limited to, the operation of mechanical and hydraulically operated construction equipment;

reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, irrigation structures (e.g., flumes, siphons, measuring structures, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;

trains or assists in training of subordinates;

develops and presents to subordinates information relating to safety in conformance with Agency's safety program;

processes records relating to job costs and time expenditures of equipment and Agency personnel;

assumes lead-person responsibilities when assigned;

as lead person, supervises other employees in construction activities.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Two (2) years of experience, or combination of training and experience, as an apprentice equipment operator, or comparable non-Agency position.

Knowledge of capability and operation construction tools and mechanical and hydraulically operated construction equipment.

D2 Distribution Operator certificate from the State of California, Department of Health Services.

Knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable and non-potable water transmission systems; and.

Valid Class A California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Operates backhoe, excavator, end loader, compactors, etc., in the repair of pipe leaks on Agency's potable water distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Operates backhoe, excavator, end loader, compactors, etc., in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Operates backhoe, excavator, end loader, compactors, etc., in the maintenance and repair of raw water distribution facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Operates backhoe, excavator, end loader, compactors, etc., in the cleaning and maintenance of Agency irrigation ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

6. Task: Applies weed control chemicals to ditch banks and around above-ground Agency facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

7. Task: Assists in the maintenance, repair and/or replacement of pumps, motors, valves and various other water treatment plant facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Marginal Job Duties:

1. Task: Assists in locating Agency facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

2. Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle

3. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Repair and maintenance of Agency buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Environmental Demands:

Outside: Always works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Seldom works indoors in a temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise and vibration from tools and equipment.

Mental Requirements:

Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

Repetition: Routine daily work practices.

Judgment: Frequently works unsupervised; good judgment required.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

EXHIBIT C-7
CLASSIFICATION SPECIFICATION

Job Title: Carpenter

Department: Shop/Warehouse/Yard/Office/Treatment Plant
Leak Repair/Pipe Replacement/Ditch Maintenance

General Job Description

Under the direction of the Water Division Manager, Maintenance Foreman and/or Construction Foreman, constructs, remodels or removes wood frame, concrete, masonry, metal and other types of structures utilizing a variety of skills including carpentry, plumbing, and concrete placing and finishing.

Under the direction of the Water Division Manager, Maintenance Foreman and/or Construction Foreman, works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Journeyman-level training and experience as a carpenter.

Basic knowledge of, and experience in plumbing and concrete placing and finishing.

Knowledge of basic construction tools and equipment; basic knowledge of Agency operations and materials used in potable and non-potable water transmission systems.

Valid California Class B driver license and satisfactory driving record, or ability to obtain within six (6) weeks of appointment.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Constructs, remodels, repairs and removes structures, including buildings, concrete forms, flumes, weirs, spills, water service and diversion structures, etc.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping;

bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Constructs, remodels, repairs and removes potable and non-potable plumbing systems and delivery facilities.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Places and finishes concrete in a variety of construction applications.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Gives direction and supervision to Agency employees assigned to assist this position in the essential job duties listed above..

Physical Demand: Standing; walking over uneven ground; kneeling; stooping; bending; squatting; sitting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

Marginal Job Duties:

1. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the replacement of pipeline on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Maintains tools and equipment used in performance of position's jobs.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Environmental Demands:

Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes generated during metal brazing, welding and cutting.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from construction and fabrication tools and equipment.

Mental Requirements:

Reading: Reads construction and fabrication plans and specifications, technical manuals, material data sheets, safety manuals work orders, street maps, letters reports, memos and messages.

Writing: Writes memos, messages, daily work orders, prepares diagrams and sketches, and fills out materials lists and other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to accurately measure distances at degree of accuracy appropriate for application to work in progress.

Attention to Detail: High level concentration and attention to detail for extended periods of time required.

Repetition: Moderate repetition level; usually performing a variety of tasks each day.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

EXHIBIT C-8
CLASSIFICATION SPECIFICATION

Job Title: Maintenance Technician

Department: Shop/Warehouse/Yard/Office/Treatment Plant
Leak Repair/Pipe Replacement/Ditch Maintenance

General Job Description

Under the direction of the Water Division Manager:

constructs, remodels or removes wood frame, concrete, masonry, metal and other types of structures utilizing a variety of skills including carpentry, plumbing, electrical, masonry, concrete placing and finishing, arc and acetylene welding/cutting;

fabricates tools, fittings and other parts or components needed for Agency maintenance and construction projects which cannot be readily or economically acquired commercially, utilizing a variety of skills including arc and acetylene welding/cutting and machining.

Under the direction of the Maintenance and Construction Foremen:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Journeyman-level training and experience as a carpenter.

Basic knowledge of, and experience in a majority of the following crafts: plumbing, electrical, masonry, concrete placing and finishing, arc and acetylene welding/cutting, and machining.

Knowledge of basic construction tools and equipment; basic knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Valid California Class B driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Constructs, remodels, repairs and removes structures, including buildings, flumes, concrete forms, etc.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Constructs, remodels, repairs and removes potable and non-potable plumbing systems and delivery facilities.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Installs and repairs electrical circuitry.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Places and finishes concrete in a variety of construction applications.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Constructs (including layout and fabrication), remodels and repairs structures, tools, equipment parts and plumbing fittings utilizing arc and acetylene welding and cutting equipment, as well as basic machining tools.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

6. Task: Gives direction and supervision to Agency employees assigned to assist this position in the essential job duties listed above.

Physical Demand: Standing; walking over uneven ground; kneeling; stooping; bending; squatting; sitting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

Marginal Job Duties:

1. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the replacement of pipeline on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Maintains tools and equipment used in performance of position's jobs.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Environmental Demands:

Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes generated during metal brazing, welding and cutting.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from construction and fabrication tools and equipment.

Mental Requirements:

Reading: Reads construction and fabrication plans and specifications, technical manuals, material data sheets, safety manuals work orders, street maps, letters reports, memos and messages.

Writing: Writes memos, messages, daily work orders, prepares diagrams and sketches. and fills out materials lists and other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to accurately measure distances at degree of accuracy appropriate for application to work in progress.

Attention to Detail: High level concentration and attention to detail for extended periods of time required.

Repetition: Moderate repetition level; usually performing a variety of tasks each day.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

EXHIBIT C-9
CLASSIFICATION SPECIFICATION

Job Title: **Mechanic**

Department: **Shop/Warehouse/Yard**

General Job Description

Under the direction of the Water Division Manager:

maintains and repairs all Agency mechanical equipment, vehicles and construction equipment;

in conjunction with warehouse functions, operates a computer-based equipment preventative maintenance program;

maintains an appropriate inventory of spare parts and other maintenance items;

reads and interprets mechanical equipment and vehicle specifications and details;

fosters a positive attitude among Agency employees about the proper and safe use, service and maintenance of Agency equipment;

supervises employees assigned to vehicle maintenance and, when directed, trains or assists in the training of subordinates;

and, processes records and receipts relating to job costs and time expenditures of equipment and Agency personnel engaged in the repair and maintenance of Agency equipment.

Prerequisite Qualifications

High school diploma or the equivalency thereof, together with advanced technical training in equipment repair (gas and diesel) from an accredited training institution.

Three (3) years of experience, or combination of training and experience, as a Master Mechanic, or comparable non-Agency position.

Knowledge of capability and operation of construction tools and equipment.

Valid California Class A driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Uses hand and power tools to maintains and repairs vehicles and equipment.

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

2. Task: Reads and interprets mechanical equipment and vehicle specifications and details.

Physical Demand: Sitting; standing; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Operates computer equipment to input information into the preventative maintenance program and to generate reports regarding inventory and expenses.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Trains Agency employees in the proper and safe use, service and maintenance of Agency equipment.

Physical Demand: Sitting; standing; close vision; speaking; hearing.

5. Task: Supervises employees assigned to vehicle maintenance.

Physical Demand: Standing; walking over uneven ground; stooping; bending; squatting; climbing; sitting; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Environmental Demands:

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from construction equipment, and dust from construction operations.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

Mental Requirements:

Reading: Reads technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents related to the, repair and maintenance of Agency equipment.

Writing: Writes daily work orders, reports, memos, messages, and fills out other information forms, makes entries in preventive maintenance program.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

Repetition: Minimal repetitive work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

EXHIBIT C-10
CLASSIFICATION SPECIFICATION

Job Title: Meter Service Technician

Department: Shop/Warehouse/Yard/Leak Repair/Pipe Replacement

General Job Description

Under the direction of the Water Division Manager:

removes, repairs, tests and installs a variety of sizes and types of water meters and pressure regulators;

facilitates account management by providing meter turn-on/turn-off services;

responds to customer complaints and seeks to resolve problems;

locates and delineates Agency facilities as requested by Underground Service Alert (USA), other agencies, utility companies, contractors and property owners.

Under the direction of the Maintenance and Construction Foremen:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

D2 Distribution Operator certificate issued by the State of California, Department of Health Services.

Knowledge of basic procedures and techniques in the repair, testing and installation of a variety of sizes and types of water meters; knowledge of basic construction tools and equipment, basic knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Valid California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Installs and removes water meters and pressure regulators at service locations.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 75 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle or feel objects, tools or controls; driving vehicle.

2. Task: Repairs and tests water meters.

Physical Demand: Standing, kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Operates and locks valves on water meters to turn-on or turn-off services.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 lbs., and infrequently up to 75 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Talks to customers to: obtain information about their inquiries, problems and complaints; inform about requirements for service imposed by the Agency; explain how a problem or complaint is going to be handled.

Physical Demand: Sitting; standing; walking; distance vision; driving vehicle; clear and complete speech.

5. Task: Locates and marks underground and surface facilities utilizing as-built plans and electronic locating equipment.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Marginal Job Duties:

1. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the replacement of pipeline on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Maintains tools and equipment used in performance of position's jobs.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Environmental Demands:

Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations.

Noise/Vibration: Moderate exposure to noise and minimal vibration from construction equipment.

Mental Requirements:

Reading: Reads construction plans and specifications, technical manuals, material data sheets, safety manuals, work orders, street maps, letters, reports, memos and messages.

Writing: Writes memos, messages, daily work orders, prepares diagrams and sketches, and fills out materials lists and other information forms.

Math: Ability to perform basic math calculations.

Attention to Detail: High level concentration and attention to detail for extended periods of time required.

Repetition: Moderate repetition level; usually performing a variety of tasks each day.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

EXHIBIT C-11
S.F.W.P.A. CLASSIFICATION SPECIFICATION

Job Title: Meter Reader

Department: Shop/Warehouse/Yard

General Job Description

Under the supervision of the Maintenance Forman, and/or Construction Foreman, General Manager and/or assigned Business Manager:

- reads and records water usage data from meters;
- organizes accounts into routes for optimal data collection efficiency;
- facilitates account management by monitoring and controlling meter usage;
- provides support to office clerical staff and to pipeline construction and maintenance crews;
- trains other staff as necessary for relief or replacement purposes;
- delivery of account information or notification forms;
- performs a wide variety of unskilled and semi-skilled manual and automated tasks.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Valid California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Reads and records water usage data from water meters.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

2. Task: Respond to customer requests for service turn-on and turn-offs, and locking or unlocking meters.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Installs and removes meters.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Maintains access to meters by clearing away soil, debris, weeds, leaves, brush, etc., and uses appropriate tools to do so, including brush saw, weed-eater, shovel, rake, etc.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Marginal Job Duties:

1. Task: Provides assistance to clerical staff in office.

Physical Demand: Sitting; standing; walking; close vision; use of hands to operate office equipment, including copy, binding and fax machines, telephone, and typewriter; driving vehicle.

2. Task: Assists pipeline construction and maintenance crews in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

Environmental Demands:

Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from animal repellent spray.

Noise/Vibration: Moderate exposure to noise and minimal vibration from tools and equipment.

Mental Requirements:

Reading: Reads road maps, instructions, work orders, meter route books, forms, safety manuals, letters, reports, memos and messages.

Writing: Prepares work orders, response forms, reports, memos and messages.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: High level concentration and attention to detail to accurately enter data into hand-held data-collectors.

Repetition: Data entry into hand-held data-collectors.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to understand communications from others.

EXHIBIT C-12
CLASSIFICATION SPECIFICATION

Job Title: Utility Worker

Department: Leak Repair/Pipe Replacement/Ditch Maintenance

General Job Description

Under the direction of the Maintenance Foreman, Construction Foreman, Ditch Foreman, Water Treatment Plant Superintendent, or Water Division Manager:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities;

performs a wide variety of unskilled and semi-skilled manual and automated tasks.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Knowledge of basic construction tools and equipment; basic knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Valid Class B California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting;

close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

3. Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Assists in the cleaning and maintenance of Agency irrigation ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Applies weed control chemicals to ditch banks and around above-ground Agency facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

6. Task: Assists in the maintenance, repair and/or replacement of pumps, motors, valves and various other water treatment plant facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Marginal Job Duties:

1. Task: Assists in the locating of Agency facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

2. Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking, hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

3. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Repair and maintenance of Agency buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Reading meters, on backup or relief basis.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Environmental Demands:

Outside: Always works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Seldom works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

Mental Requirements:

Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

Repetition: Routine daily work practices.

Judgment: Works under direct supervision; minimal judgment required.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

EXHIBIT C-13
CLASSIFICATION SPECIFICATION

Job Title: Laborer

Department: Leak Repair / Pipe Replacement / Ditch Maintenance / Facility Maintenance

General Job Description

Under the direction of the Water Division Manager, Construction Foreman, Maintenance Foreman, Irrigation Foreman, Operator, or Ditch Tender:

works as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities;

performs a wide variety of unskilled and manual tasks.

Prerequisite Qualifications

Knowledge and experience in the use of basic construction tools and equipment, and the basic hand and power tools such as shovel, mattock, chain saw, weed eater, etc.

Valid Class 3 California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Assists in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting; pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle or feel objects, tools or controls.

2. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Assists in the placement of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Assists in the cleaning and maintenance of Agency irrigation ditches and canals.

Physical Demand: Sitting (traveling to job site); standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to operate hand and power tools.

5. Task: Applies weed control chemicals to ditch banks and around above-ground Agency facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls.

Marginal Job Duties:

1. Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators.

2. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Repair and maintenance of Agency buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls.

Environmental Demands:

Outside: Almost always works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Seldom works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

Mental Requirements:

Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

Writing: None.

Math: Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

Repetition: Routine daily work practices.

Judgment: Works under direct supervision; minimal judgment required.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

EXHIBIT C-14
CLASSIFICATION SPECIFICATION

Job Title: Warehouse Technician

Department: Shop/Warehouse/Yard

General Job Description

Under the direction of the Water Division Manager:

receives, stores, and distributes material, fittings, parts, tools, equipment and products to Agency personnel for use in the repair, replacement, operations and maintenance of Agency facilities;

operates and maintains the Water Distribution and Administration Division's inventory control system;

responsible for fostering positive public relations in responding to telephone inquiries and requests from Agency customers regarding service and maintenance;

supervises the Warehouse Worker;

and, assists in processing records relating to job costs and time expenditures of equipment and Agency personnel.

Under the direction of the Maintenance Foreman and/or the Construction Foreman:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Two (2) years of experience in the Agency classification "Warehouse Worker."

Knowledge of basic construction tools and equipment; basic knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Course work or training in computer keyboarding, and basic maintenance of computer hardware, software and data bases; or, equivalent combination of education and experience.

Ability to operate forklift.

Valid California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Operates computerized inventory control system.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Computes inventory quantities by organizing and counting stock, and recording data on appropriate forms.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Develops inventory data forms.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of Agency supervisory personnel.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Obtains materials and equipment price quotes from vendors.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

6. Task: Interacts in person or by telephone with Agency customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to Agency facilities.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

7. Task: Serves as radio dispatcher.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

8. Task: Prepares and processes payroll time sheets for Water Distribution personnel.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

9. Task: Serves as shipping and receiving agent; appropriately packages and posts items for shipping; takes delivery of packages and goods, processes invoices, bills, warranties, product information sheets, and material safety sheets; labels parts and fittings with appropriate identifying numbers and stores in appropriate location.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

10. Task: Distributes tools, equipment and uniforms to Agency personnel as needed.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

11. Task: Maintains clean and orderly office, warehouse and yard.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

12. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

13. Task: Operates forklift to load and unload material, parts, fittings and equipment from trucks and storage locations.

Physical Demand: Sitting; close and distance vision; use of hands to finger, handle, or feel objects or controls.

Marginal Job Duties:

1. Task: Cleans and repairs salvaged fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Environmental Demands:

Outside: Works outside on occasion in a variety of weather conditions ranging from snow to +100° F.

Inside: Usually works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

Mental Requirements:

Reading: Reads manuals and instructions for computer software and hardware, letters, reports, memos and messages.

Writing: Writes reports, memos, messages, daily work orders, daily payroll entries, daily leak statistics, and fills out other information forms. Has ability to proficiently use the Agency's computer inventory control system, and to use, or quickly learn, WordPerfect 5.1 (or latest edition) for Windows word processing software.

Math: Ability to perform basic math calculations. Ability to use or quickly learn Excel 4 (or latest edition) for Windows spreadsheet software.

Attention to Detail: High level concentration and attention to detail for extended periods of time required.

Repetition: Repetitive data entry to computer inventory system; data entry to forms and processing of paper work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

EXHIBIT C-15
CLASSIFICATION SPECIFICATION

Job Title: Warehouse Worker

Department: Shop/Warehouse/Yard

General Job Description

Under the direction of the Water Division Manager and the Warehouse Technician or Warehouse Foreman:

receives, stores, and distributes material, fittings, parts tools, equipment and products to Agency personnel for use in the repair, replacement, operations and maintenance of Agency facilities:

operates and maintains the Water Distribution and Administration Division's inventory control system;

responsible for fostering positive public relations in responding to telephone inquiries and requests from Agency customers regarding service and maintenance;

assists in processing records relating to job costs and time expenditures of equipment and Agency personnel.

Under the direction of the Construction Foreman, Maintenance Foreman, and/or Ditch Foreman:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Knowledge of basic construction tools and equipment; basic knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Course work or training in computer keyboarding, and basic maintenance of computer hardware, software and databases; or, equivalent combination of education and experience.

Ability to operate forklift.

Valid Class B California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Operates computerized inventory control system.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls .

2. Task: Computes inventory quantities by organizing and counting stock, and recording data on appropriate forms.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Develops inventory data forms.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls .

3. Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of Agency supervisory personnel.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Obtains materials and equipment price quotes from vendors.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools, or controls.

6. Task: Interacts in person or by telephone with Agency customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to Agency facilities.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

7. Task: Serves as radio dispatcher.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

8. Task: Prepares and processes payroll time sheets for Water Distribution Division personnel.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

9. Task: Serves as shipping and receiving agent; appropriately packages and posts items for shipping; takes delivery of packages and goods, processes invoices, bills, warranties, product information sheets,

and material safety sheets; labels parts and fittings with appropriate identifying numbers and stores in appropriate location.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

10. Task: Distributes tools, equipment and uniforms to Agency personnel as needed.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

11. Task: Maintains clean and orderly office, warehouse and yard.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

12. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

13. Task: Assists in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

14. Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle. or feel objects, tools or controls.

15. Task: Assists in the cleaning and maintenance of Agency irrigation ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

16. Task: Operates forklift to load and unload material, parts, fittings and equipment from trucks and storage locations.

Physical Demand: Sitting; close and distance vision; use of hands to finger, handle, or feel objects or controls.

17. Task: Applies weed control chemicals to ditch banks and around above-ground Agency facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

Marginal Job Duties:

1. Task: Cleans and repairs salvaged fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Assists in the locating of Agency facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

3. Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle

4. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Repair and maintenance of Agency buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

6. Task: Reading meters.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Environmental Demands:

Outside: Usually works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Frequently works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

Mental Requirements:

Reading: Reads manuals and instructions for computer software and hardware, letters, reports, memos and messages.

Writing: Writes reports, memos, messages, daily work orders, daily payroll entries, daily leak statistics, and fills out other information forms. Needs ability to use or quickly learn the Agency's computer inventory control system, WordPerfect 5.1 (or latest edition) for Windows word processing software.

Math: Ability to perform basic math calculations. Ability to use or quickly learn Excel 4 (or latest edition) for Windows spreadsheet software.

Attention to Detail: High level concentration and attention to detail for extended periods of time required.

Repetition: Repetitive data entry to computer inventory system; data entry to forms and processing of paper work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

EXHIBIT C-16
CLASSIFICATION SPECIFICATION

Job Title: Ditchtender

Department: Irrigation Service, Ditch Maintenance

General Job Description

Under the direction of the Maintenance Foreman and/or Construction Foreman:

operates ditch system - including valves, weirs, measuring structures, spills, etc. - to ensure efficient delivery of water to customers in response to their requests and needs;

works alone or assists individual employees and crews in performing specific construction, replacement and/or repair project tasks and irrigation system operation as directed by Irrigation Foreman.

reads and interprets specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, irrigation structures (e.g., flumes, measuring structures, etc.) and appurtenant facilities, and structural trench sections;

responsible for fostering positive public relations in responding to questions and requests from Agency customers regarding service and maintenance;

as lead person, supervises other employees in irrigation activities, including maintenance and construction;

trains, or assists in training of subordinates;

develops and presents to subordinates information relating to safety in conformance with Agency's safety program;

processes records relating to job costs and time expenditures of equipment and Agency personnel.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Two (2) years of experience, or combination of training and experience, as an apprentice ditchtender, or comparable non-Agency position.

Water Distribution System Certificate from AWWA, California State University Sacramento, or other qualified training institution, or ability to acquire same within six (6) months of appointment.

Knowledge of capability and operation of construction tools and equipment.

Knowledge of Agency's raw water distribution system, together with a functional understanding of the Agency's potable water distribution system.

Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable and non-potable water transmission systems.

Valid California Class B driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Operates ditch system by visually inspecting, removing debris, and setting weir boards, spill boards and measuring structures

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

2. Task: Reads and interprets specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, irrigation structures (e.g., flumes, siphons, measuring structures, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;

Physical Demand: Sitting; standing; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Constructs, remodels, repairs and removes irrigation structures, including pipe, siphons, flumes, weirs, spills, measuring boxes, sluice gates, etc.

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

4. Task: Constructs, remodels, repairs and removes raw water plumbing systems and delivery facilities.

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

5. Task: Talks with Agency customers to understand their irrigation water needs and to positively communicate Agency operations and policies regarding the delivery of irrigation water.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

6. Task: As lead person, supervises other employees in irrigation activities; trains, or assists in training of subordinates; develops and presents to subordinates information relating to safety in conformance with Agency's safety program;

Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; driving vehicle.

7. Task: Conducts meetings of personnel to disseminate information regarding work assignments, safety issues, etc.

Physical Demand: Sitting; standing; speaking; hearing.

8. Task: Processes records relating to job costs and time expenditures of equipment and Agency personnel.

Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; driving vehicle.

Environmental Demands:

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from construction equipment, and dust from construction operations.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

Mental Requirements:

Reading: Reads technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: Writes daily work orders, reports, memos, messages, and fills out other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

Repetition: Minimal repetitive work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

EXHIBIT C-17
CLASSIFICATION SPECIFICATION

Job Title: Facilities Maintenance Worker

Department: Buildings/Grounds

General Job Description

Under the direction of the Maintenance Foreman, Construction Foreman, Water Treatment Plant Superintendent, or Water Division Manager, works independently to efficiently and productively provide cleaning, custodial, renovation, repair, and maintenance services for Agency buildings and landscaping, as follows:

Performs a variety of landscaping and grounds maintenance duties in the care and maintenance of landscaped areas at Agency facilities involving operating medium to light equipment, installing, operating and maintaining landscape irrigation systems, and using hand tools to plant, mow and edge lawns, trim trees and plants, construct new landscaping, fertilize plants, and eradicate pests;

Prepares and interprets working drawings in connection with landscape construction and plot layouts, including selection of regionally appropriate plants;

Performs a variety of janitorial duties within Agency buildings, including keeping buildings in a clean and orderly condition and servicing, cleaning and supplying restrooms;

Performs heavy cleaning duties such as cleaning floors, shampooing carpets, washing walls and windows, and removing trash;

Performs a variety of general building maintenance repairs and services including painting interior and exterior walls and cabinets, removing and hanging wallpaper and pictures, and assembling and moving furniture;

Operates, maintains and performs routine repairs to equipment used in groundskeeping and janitorial work.

Occasionally, under the direction of an Equipment Operator or Ditch Tender, the Maintenance Foreman, Construction Foreman, Water Treatment Plant Superintendent, or Water Division Manager, works as a member of a crew to efficiently and productively provide unskilled and manual assistance as needed in the repair, replacement, operations and maintenance of the Agency's water treatment and distribution facilities.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Two years of janitorial, building renovation, and/or landscape maintenance experience. College training in a two-year course in landscaping or in horticulture, or its equivalent, may be substituted for one year of the required experience.

Knowledge of:

methods, material, and equipment used in comprehensive building maintenance and cleaning services;

basic principles of plumbing, electricity, carpentry, wood finishing, and painting;

use of tools and equipment used in the construction and maintenance of landscaping;

principles of plant growth and the relationship of plants to their environment, plant propagation, lawn and turf management, plant materials, basic soil science, and plant pests and diseases.

Valid Class C California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Performs routine cleaning and custodial maintenance duties, including: carpet vacuuming, stain removal, and shampooing; tile floor stripping, waxing, buffing, sweeping, and mopping; furniture and woodwork washing, dusting, waxing, and polishing; bathroom cleaning and disinfecting; unclogging drains; garbage collection and disposal; HVAC filter changing; light bulb replacing; supplies restocking; interior and exterior window cleaning; and window-covering cleaning.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Moving heavy furniture, equipment, and supplies, either manually or by using hand trucks.

Physical Demand: Sitting, standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

3. Task: Performs a variety of general building maintenance repairs and services including caulking and painting interior and exterior walls and cabinets, cleaning roof gutters and drains.

Physical Demand: Sitting, standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

4. Task: Performs a variety of landscape maintenance duties including operating and maintaining irrigation systems, mowing, aerating, applying approved landscape materials, edging, blowing, fertilizing, mulching, planting, trimming, raking, pruning, watering, etc.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

5. Task: Performs a variety of landscape construction duties including installing irrigation systems, rototilling, excavating and embanking soil by hand and with equipment, digging holes and installing plants by hand, digging trenches by hand and with equipment for irrigation piping, etc.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

6. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

7. Provides assistance to clerical staff in office.

Marginal Job Duties:

1. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

3. Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Assists in the cleaning and maintenance of Agency irrigation ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking, hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

Environmental Demands:

Outside: Often works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Often works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during building and landscape cleaning and maintenance operations; exposure to fumes from pesticides.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

Mental Requirements:

Reading: Reads instructions, work orders, safety manuals, letters, reports, memos and messages.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

Repetition: Routine daily work practices.

Judgment: Ability to identify problems and implement solutions, and to work independently in the absence of supervision.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to communicate with and understand communications from others in English, both orally and in writing.

Exhibit B-18

CLASSIFICATION SPECIFICATION

Job Title: Hydrographer

General Job Description

Under the supervision of the Water Division Manager, and also with direction from the Power Division Manager and the Regulatory Compliance Manager, and with a minimum of supervision:

Performs a variety of duties related to the operation and maintenance of hydrographic equipment for the purpose of measuring water levels in reservoirs and water flow and pressure in streams, conduits, and pipelines, and the recording and reporting of water level, temperature and flow data for regulatory compliance purposes.

Manages and maintains stream and reservoir gauges, ensuring proper calibration and data retrieval from field stations.

Processes water level, temperature and flow data and develops reports thereof for both Agency needs and operational decisions, and to comply with the respective requirements of the United States Geological Survey (USGS), the Federal Energy Regulatory Commission (FERC), and the California Department of Water Resources' Division of Safety of Dams (DSOD).

Effectively works as a member of a problem solving team to develop and improve the Agency's water measurement techniques.

Effectively works as a member of a construction/maintenance crew in the repair and construction of Agency recreational facilities within the boundaries of the South Feather Power Project.

Effectively works as a member of a team conducting snow surveys to determine the amount of potential runoff from watersheds.

Occasionally, under the direction of an Equipment Operator or Ditch Tender, the Maintenance Foreman, Construction Foreman, or Water Treatment Plant Superintendent works as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of the Agency's water treatment and distribution facilities.

Prerequisite Qualifications

High school diploma or the equivalency thereof, preferably with an emphasis in mathematics up to and including geometry, and specialized training in computer and electronics.

Ability to successfully pass a background security check.

Ability to complete the Agency's *Arithmetic Computation Test* with a score of 70% or higher prior to the award of the position.

Personal physical condition sufficient to tolerate helicopter travel and to work in challenging environments, including snow, steep terrain, heights and temperature variations.

Basic proficiency in typing and in the use of Microsoft Word (word-processing software) and Excel (spreadsheet software).

Valid California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 4:30 PM, Monday through Friday.

Hourly Compensation Range: Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Installs, maintains and replaces hydrographic equipment.

Physical Demand: Sitting; standing; twisting; walking; hiking in steep terrain, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); kneeling; stooping; bending; squatting; close color vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Occasionally works as a member of a maintenance or construction crew repairing or building recreational facilities operated by the Agency, including water distributions, storm drainage systems, streets and parking lots and spurs, picnic tables, fire rings, boat launching ramps, boat docks, hiking trails, etc.

Physical Demand: Sitting; standing; twisting; walking; hiking in steep terrain, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Analyzes and troubleshoots computer and hydrographic equipment and makes minor corrections, adjustments and repairs.

Physical Demand: Sitting; standing; twisting; walking; hiking in steep terrain, lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close color vision; use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

4. Task: Processes data from hydrographic equipment and develops reports thereof for both Agency needs and operational decisions, and to comply with the regulatory requirements.

Physical Demand: Sitting; standing; walking; working in confined spaces; close color vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Collects sample data at various locations to confirm accuracy of data gathered by automatic hydrographic monitors.

Physical Demand: Sitting; standing; twisting; walking; hiking in steep terrain, lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

6. Task: Coordinates other Agency personnel and assists in the design and installation of new water temperature, level and flow measurement facilities.

Physical Demand: Sitting; standing; twisting; walking; hiking in steep terrain, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

7. Task: Conducts snow surveys by helicopter or ground vehicles.

Physical Demand: Sitting; standing; walking in snow; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Marginal Job Duties:

1. Task: Assistance of and interaction with regulatory agency employees, vendors, contractors, consultants, etc., in office and by telephone.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close color vision; speaking; hearing; use of hands to write, type and use telephone.

2. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Environmental Demands:

Outside: Frequently works outside in environments including steep terrain, heights and a variety of weather conditions ranging from snow to +100° F.

Inside: Infrequently works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from construction tools and equipment.

Mental Requirements:

Reading: Reads letters, reports, memos, messages, operating manuals for hydrographic equipment.

Writing: Writes reports, letters, memos, emails, messages; fills out forms and documents.

Math: Ability to perform math calculations. Ability to apply concepts such as fractions, percentages, ratios, proportions, and basic statistics to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time required to accurately collect data and produce reports, correspondence, and documents.

Repetition: Routine daily work practices, including driving long distances and operation of hydrographic equipment.

Judgment: Ability to work without close supervision. Ability to be self-motivated and work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret regulations, policies and schematics. Ability to work with others and formulate appropriate instructions to achieve desired goals. Ability to work safely.

Social Skills: Must demonstrate personal integrity and have the ability to relate cooperatively with members of the public, as well as Agency and regulatory personnel.

Communication Skills: Ability to quickly organize and effectively communicate thoughts orally and written.

EXHIBIT C-19
CLASSIFICATION SPECIFICATION

Job Title: Industrial Maintenance Technician

Department: Treatment Plant/Industrial Facility Operations
Leak Repair/Pipe Replacement/Ditch Maintenance

General Job Description

Under the direction of the Water Division Manager and Water Treatment Superintendent

performs electrical work with AC voltages from 120 to 480 volts in an industrial environment.

develops electrical and logic schematics and process flow drawings.

performs maintenance, repair, design and/or modifications of the plant's control network and control/electrical systems. Includes troubleshooting, calibration and installation of pneumatic and electromechanical components, programmable logic controllers and control valves.

fabricates tools, fittings and other parts or components needed for Agency maintenance and construction projects which cannot be readily or economically acquired commercially, utilizing a variety of skills including arc and acetylene welding/cutting and machining.

Under the direction of the Maintenance and Construction Foremen:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Understanding of preventive, corrective, and predictive maintenance methods.

Must be able to read and comprehend electrical diagrams, schematics and blue prints.

Ability to troubleshoot problems, identify root causes and implement remedies.

Knowledge of principles, methods and equipment to troubleshoot and repair electrical motors and control systems.

Ability to troubleshoot automated equipment such as electric motors, PLCs, VFDs, sensors, breakers, pressure switches, pumps, etc.

Ability to perform calibrations, installation and maintenance of process and analytical instrumentation.

Knowledge of utility grade electrical components, DC and AC electrical circuits.

Basic knowledge of, and experience in a majority of the following crafts: plumbing, electrical, arc and acetylene welding/cutting, and machining.

Knowledge of basic construction tools and equipment; basic knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday or defined by the Water Division Manager.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Installs and repairs electrical circuitry, including diagnosis and maintenance.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Performs preventive and predictive maintenance of pneumatic systems, electronic and electrical equipment.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Troubleshoot, maintain and modify Programmable Logic Controllers (PLCs) and programming to repair, improve and optimize performance of process equipment.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Interpret schematics and equipment manuals to troubleshoot equipment.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Calibrate analog and digital instrumentation.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

6. Task: Constructs (including layout and fabrication), remodels and repairs structures, tools, equipment parts and plumbing fittings utilizing arc and acetylene welding and cutting equipment, as well as basic machining tools.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

7. Task: Gives direction and supervision to Agency employees assigned to assist this position in the essential job duties listed above.

Physical Demand: Standing; walking over uneven ground; kneeling; stooping; bending; squatting; sitting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

Marginal Job Duties:

1. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the replacement of pipeline on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Maintains tools and equipment used in performance of position's jobs.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Environmental Demands:

Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes generated during metal brazing, welding and cutting.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from construction and fabrication tools and equipment.

Mental Requirements:

Reading: Reads construction and fabrication plans and specifications, technical manuals, material data sheets, safety manuals work orders, street maps, letters reports, memos and messages.

Writing: Writes memos, messages, daily work orders, prepares diagrams and sketches. and fills out materials lists and other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to accurately measure distances at degree of accuracy appropriate for application to work in progress.

Attention to Detail: High level concentration and attention to detail for extended periods of time required.

Repetition: Moderate repetition level; usually performing a variety of tasks each day.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

EXHIBIT "D"
EMPLOYEE PERFORMANCE APPRAISAL
South Feather Water and Power Agency

Average Score, All Factors =

Name	Position:
Division:	Status: Regular [] Probationary [] Evaluation Period:
Appraisal Date:	Employment Date: Date Assigned to this Position:
Vacation time used during this evaluation period (hrs.):	Sick leave used during this evaluation period (hrs.):

SECTION A Careful consideration must be given in answering the following.

	1	2	3	4	5	6	7	8	9	10
1. Quality of Work Appraise the success in controlling errors, waste, etc.	Quality of work below desired minimum.	Quality meets minimum requirements; some errors, waste, etc.	Quality is satisfactory.	Only minimum amount of errors and waste.	Quality exceeds normal requirements.	Consistently turns out highest quality of satisfactory work.	Exceptional.			
Consider accuracy, work produced under pressure, etc.	<i>Comments:</i>									
2. Quantity of Work Appraise the output of acceptable work.	Quantity falls below minimum requirements.	Quantity meets minimum requirements.	Quantity is satisfactory.	Generally turns out superior quantity of satisfactory work.	Consistently turns out superior quantity of work.	Exceptional.				
Indicate how pressure affects quantity, etc.	<i>Comments:</i>									
3. Industry Indicate willingness to work and assume responsibility.	Often late. No energy. Never assumes responsibility. Needs prodding.	Occasionally late. Seldom assumes responsibility.	Satisfactory attendance. Generally assumes responsibility.	Superior attendance. Unusual energy, drive. Readily assumes responsibilities.	Maximum industry, energy, drive. Seeks responsibilities.	Exceptional.				
Indicate reasons for lack of energy, high absenteeism, etc.	<i>Comments:</i>									
4. Dependability	Cannot be depended on to do assigned tasks. Needs constant supervision.	Occasionally completes assigned tasks. Not very dependable. Needs close supervision.	Can be depended on for routine tasks. Needs average amount of supervision.	Can be depended on in most cases. Needs little supervision.	Can be depended on regardless of task. Needs no supervision.	Exceptional.				
Indicate conscientiousness & other such explanations.	<i>Comments:</i>									
5. Aptitude/Ability Indicate how well equipped individual is in the skills necessary for his/her job.	Considerable training needed. Know-how limited to mere essentials of job.	Has minimum experience and skills. Needs improvement, additional experience & training.	Satisfactory know-how to perform most aspects of job. Some knowledge of related work.	Has superior skills. Capable of filling in. Helps others in related tasks. Flexible.	Has mastery of skills. Capable of filling in all phases within his/her grade.	Exceptional.				
Indicate teachability.	<i>Comments:</i>									
6. Cooperation How well does individual blend with co-workers. Indicate willingness to work, etc.	Frequently at odds with others. Ignores feelings of others.	Sometimes fails to recognize personal role in cooperative efforts. Occasionally overlooks person's feelings.	Satisfactory participation. Cooperative efforts. Well-accepted by others.	Superior acceptance by others, and good participation in cooperative efforts.	Outstanding acceptance by others. Highest level in cooperative effort.	Exceptional.				
Indicate any other cooperative characteristics & examples.	<i>Comments:</i>									

7. Personality	1	2	3	4	5	6	7	8	9	10
What impression has this employee created among fellow employees.	Employee is despised and disliked by fellow employees.		Frequently has quarrels and misunderstandings with fellow employees.		Seldom has any disputes with fellow employees.		Very seldom has disputes with others.		Never has trouble with others. Well-liked.	
Indicate characteristics or practices that facilitate disputes.	<i>Comments:</i>									
Sections B & C to be completed only when applicable. For example, this portion should be completed for any supervisory personnel.										
SECTION B										
Section D is to be completed for all employees.										
1. Leadership	1	2	3	4	5	6	7	8	9	10
To what extent does he/she hold the respect & confidence of his/her associates.	Secures limited cooperation of subordinates. Has little or no control.		Has fair degree of respect and confidence of subordinates. Methods get results.		Success in getting respect & confidence of subordinates & others. Gets results without undue friction.		Leads people very capably. Results consistently good. Inspires confidence.		Outstanding, superior, inspiring, and forceful.	
	<i>Comments:</i>									
2. Utilization of Personnel Resources	1	2	3	4	5	6	7	8	9	10
Consider success in delegation of authority and proper placement.	Seldom delegates authority. Sometimes delegates authority to wrong people.		Does not always recognize and take advantage of opportunities.		Successful in making assignments and delegating authority under normal conditions.		Successful under normal and unusual conditions. Superior ability.		Shows outstanding powers of delegation.	
	<i>Comments:</i>									
3. Development of Subordinates	1	2	3	4	5	6	7	8	9	10
Consider to what extent he/she recognizes & develops the possibilities of others.	Sometimes fails to recognize potential in subordinates. Displays no interest in developing them.		Makes a fair effort to improve subordinates and is moderately successful.		Recognizes potential in subordinates and is successful in their training and development.		Shows superior ability in developing subordinates for advancement. Quickly recognizes latent abilities.		Usually successful in recognizing latent abilities of subordinates. Advances them in own group.	
	<i>Comments:</i>									
SECTION C										
4. Creativity	1	2	3	4	5	6	7	8	9	10
Consider the number and the quality of new & original ideas that relate to his/her job and the District.	Ideas usually not practical or useful.		Contributes some good ideas.		Ideas generally good and usually adopted.		Has advanced many superior ideas and occasionally some outstanding ones.		Exceptionally prolific concerning practical and useful ideas, most of which are very good.	
Indicate examples of creativity and innovative ideas.	<i>Comments:</i>									
SECTION D										
1. In areas where employee scored less than 5, indicate what measures are being taken to improve his/her performance.										
a. Quality of Work										
b. Quantity of Work										
c. Industry										
d. Dependability										
e. Aptitude										
f. Cooperation										
g. Personality										
2. Do you consider this employee capable of future advancement? If Yes, give reasons.										
3. What is employee doing to prepare for advancement?										
4. Have you formulated plans for helping this employee improve his/her performance? If so, please indicate.										
Evaluator _____ Date _____ General Manager _____ Date _____										
Employee Comments:										
I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement. My comments regarding this appraisal have been annotated above, and on attached sheets, if necessary.										
Employee _____										Date _____

EXHIBIT "E"

Employee Grievance Form

**SOUTH FEATHER WATER AND POWER AGENCY
Water Treatment and Distribution Unit**

Employee's Name:

Date:

Statement of grievance, including specific reference to any specific MOU provision, law, policy rule, regulation and/or instruction deemed to be violated, misapplied, or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Signature:

EXHIBIT "F"
Payroll Deduction Form

**AUTHORIZATION FOR SALARY OR WAGE DEDUCTIONS
FOR LOCAL 1245 IBEW DUES**

In accordance with Section 1157.3 of the Government Code of the State of California, I hereby authorize the South Feather Water and Power Agency to deduct from my wages or salary the sum of \$ _____ per month or such other sum as Local Union 1245, International Brotherhood of Electrical Workers, may from time to time vote as such membership dues, and to transmit the same to the Financial Secretary of Local Union 1245, IBEW, P.O. Box 4790, Walnut Creek, California 94596 from and after the date hereof.

I understand this authorization may be terminated by me on written notice to the South Feather Water and Power Agency Accounting Department, during the 10-day period beginning July 1, through July 10, of any year.

Dated this day of ,20____

Signed Address

S/S No. City

Classification State Zip code
(AGENCY COPY)

MEMORANDUM OF UNDERSTANDING

between

The Designated Representatives of
SOUTH FEATHER WATER AND POWER AGENCY



and

The Designated Representatives of
LOCAL UNION 1245
of
**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
AFL-CIO**
for the
HYDROPOWER GENERATION EMPLOYEES UNIT

Effective: January 1, 2003
Amended: December 22, 2003
March 23, 2004
January 24, 2005
August 23, 2005
February 27, 2007
July 22, 2008
January 27, 2009
May 22, 2012
February 10, 2017
March 23, 2021

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Statement of Purpose

1. The South Feather Water and Power Agency, hereinafter referred to as Agency, is a public agency within the meaning of Section 3501 (c) of the Government code of the State of California.
2. International Brotherhood of Electrical Workers Local 1245 hereinafter referred to as I.B.E.W., has been formally recognized by the Board of Directors of Agency as the exclusive representatives of employees in the Hydropower Generation Unit in all matters of employer - employee relations regarding wages, hours and other terms and conditions of employment, subject to the provisions of the Meyers-Milias Brown Act at Government Code § 3500 *et seq.*, of the State of California.
3. The Labor Committee of Agency (Agency's designated representatives) has met and conferred in good faith with designated representatives of I.B.E.W. regarding wages, hours and other terms and conditions of employment and the parties have freely exchanged information, opinions and proposals and have endeavored to reach agreement on matters within the scope of representation.

General

The following employment policies and rules and regulations for the administration of employer-employee relations, hereinafter referred to as "Memorandum of Understanding," or "MOU" and all additions thereto and amendments and revisions thereof that may be hereafter made are for the guidance of the management and supervisory staff and for employees of the Agency and their employee organizations and are subject to the following limitations, conditions, constructions and interpretations:

- (a) They may be changed at any time and from time to time as specified in this Memorandum of Understanding between the Board of Directors of the Agency and the I.B.E.W. Local 1245.
- (b) They shall not be construed as a contract with any union or employee organization.
- (c) They shall not be construed as an unalterable relationship with any employee.

Employee Representation

The Agency recognizes the employees' rights of self-organization and to be represented by organizations of their own choosing as set forth in Chapter 10, Division IV of Title I of the Government Code of the State of California. To that end, the Board of Directors has appointed the General Manager or his/her designee to meet and confer with Union representatives on all matters of employer-employee relations, including but not limited to wages, hours and other terms and conditions of employment. Sections 3500 through 3509 of the Government Code and Section 923 of the Labor Code are cited herein for reference.

ARTICLE 1
Preamble

- 1.1 The parties acknowledge the provisions of Chapter 10 (section 3500 et. seq.) of Division 4 Title I of the Government Code of the State of California.
- 1.2 It is the policy of Agency not to interfere with, intimidate, restrain, coerce or discriminate against any employee because of race, age, creed, religion, sex, sexual orientation, disability, color or national origin.
- Any gender specific changes or eliminations made to the memorandum of Understanding, effective January 1, 1993, are not intended to change the context of the genders. Any remaining masculine gender references shall be understood to include the feminine gender and vice versa, but not to be construed to be sex limitations.
- 1.3 Agency is engaged in rendering public utility services to the public and Agency and Union recognize their mutual obligation for the continuous rendition and availability of uninterrupted services.

ARTICLE 2
Recognition

- 2.1 The scope of representation shall include all matters relating to employment conditions and employer-employee relations, including, but not limited to wages, hours, and other terms and conditions of employment. Except, however, the scope of representation shall not include consideration of the merits, necessity, or organization of any service or activity provided by law or executive order.
- 2.2 Official representatives of recognized employee organizations will be permitted access to Agency property to confer with Agency employees on matters of employer-employee relations but such representatives shall not interfere with work in progress, and shall request and receive the authorization of the Agency's manager or his representative before entering the premises. At times when authorization card and/or election procedures are in progress, Agency may prohibit all access to Agency property that relates to the authorization card or election procedures. Provided, however, access for purposes of discussing these procedures with management and for the purposes of processing grievances shall be permitted during this period.
- 2.3 The Agency recognizes the right of recognized employee organizations to appoint a shop steward. The recognized employee organization shall notify the Agency in writing as to such shop steward's identity and of subsequent appointments, if any. An employee appointed as shop steward shall, nevertheless, be required to and shall work full time in his/her respective classification and shall not interrupt the work of other employees. A steward may, with the permission of his/her supervisor, leave his/her work during working hours for reasonable periods to investigate pending grievances and to present said grievances to representatives of the Agency. No steward shall leave his/her job without first obtaining the permission of his/her supervisor, which permission may be withheld by the supervisor if, in the sole discretion of the supervisor, his/her presence is necessary for the safe conduct and efficiency of the operations.

- 2.4 Agency will provide the recognized employee organization with board space for the purpose of posting thereon matters relating to organization affairs.
- 2.5 Agency will not interfere with, intimidate, restrain, coerce or discriminate against any employee because of his/her membership in a recognized employee organization.
- 2.6 Any employee, at his/her request, will be permitted representation by a recognized employee organization. The foregoing will apply to cases such as disciplinary actions, formal investigations, hearings, etc. An employee will not be required to participate without representation. An employee may choose to represent himself at his/her own discretion.
- 2.7 (a) Agency shall deduct from their wages the regular membership dues of employees who are members of the Union and who individually and voluntarily authorize such deductions in writing in accordance with the provisions of Section 1157.3 or the Government Code of the State of California (Added 1988). Attached hereto and made a part hereof is Exhibit "F," titled "Payroll Deduction Form". Union Dues and Fair Share Fees: An Employee may join the Union or may pay the Union a fair share service fee in an amount not to exceed the standard initiation fee, periodic dues, and general assessments of the organization. (Amended 2020).
- (b) The Union shall notify the Agency of any employee who (i) is a member of the Union, who has applied for membership, or who elects to pay a fair share service fee, and (ii) has given the Union written authorization for deduction of unified membership dues, initiation fees and general assessments to the Union. The Union certifies that it shall collect and will maintain records of individual employee authorizations for deductions of said dues or fees. [Added 2020]
- (c) Upon Union notification to the Agency of written authorization by an employee, Deductions shall be made from the first payroll period of each month and the total deductions shall be submitted to the recognized employee organization, within five (5) working days of the date the dues are withheld from the employee's check. The Union agrees to notify the Agency of any membership status changes. The Agency shall rely on the information provided by the Union regarding canceling or changing deductions. At least every 120 days, the Agency will provide the Union with a master list of all bargaining unit employees. [Amended 2020]

The list will include the following information: Name, Address, Social Security Number, Classification, Agency Seniority, Birth Date, Wage Rate and Amount of Union Dues withheld if the employee is a member of Union and has authorized Union dues withholding. The Agency will provide the Union with not less than 10 calendar days' advanced notice of the time, date, and location of a new hire orientation session of any new employee (except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the Agency's operations that was not reasonably foreseeable). Subsequent to receipt of the master list, Agency will notify Union each month at the time of the dues transmittal to Union of any changes in the master list and the reasons therefore. [Added 1988]

(d) The provisions of Article 2.7 will not apply to an employee that is separated from the unit because of transfer, promotion, demotion, lay-off, or leave of absence for more than 30 days. Upon the employee's return to the unit, the provisions of this section will apply to the employee. [Added 2020]

(e) The Union must indemnify the Agency against any liability arising from any claims, demands, or actions made by any employee for deductions made in reliance on information provided by the Union. [Added 2020]

2.8 Whenever, as approved by the General Manager, any employee is absent from work as a result of a formal request by the Union's Business Manager or designee and is engaged in official Union business, the Agency shall pay for all regular time lost and shall be reimbursed therefore by the Union.

2.9 (a) Union Leadership and Steward Leave Time is stand-alone leave time which is not subject the requirements of the other forms of Leave Time within Article 12.

(b) Upon the request of the Union and with the approval of the General Manager, the Agency shall grant employees a leave of absence without loss of compensation or other benefits to serve as stewards, officers, or delegates of the Union, or of any statewide or national employee organization with which the Union is affiliated. The Union request may be for full-time, part-time, periodic, or on an intermittent basis, and shall be specified in the request. Requests shall be made at least two weeks in advance and directed to the General Manager unless otherwise agreed to between the Agency and the Union.

(c) A regular employee appointed or elected to office in the Union which requires all the employee's time shall be granted a Union Leave of Absence, upon request of the union, for a period not more than four (4) years.

(d) During the leave, the Agency shall fund the retirement contributions required of the Agency as an employer and as specified in the Memorandum of Understanding (MOU). The employee shall earn full-service credit during the leave of absence and shall pay his or her contributions as specified in the MOU.

(e) The Union shall reimburse the Agency for all compensation paid to the employee on leave unless otherwise specified by the MOU. Reimbursement by the Union shall be made within 30 days after receipt of the Agency's certification of payment of compensation to the employee.

(f) The leave provided under this section shall be in addition to any leave to which public employees may be entitled by other laws or by this MOU and shall not serve to invalidate any provision of this MOU.

(g) At the conclusion or termination of the leave, the Agency shall reinstate the employee to the same position and work location held prior to the leave, or, if not feasible, a substantially similar position without loss of seniority, rank, or classification.

(h) The Agency shall not be liable for any acts committed or omitted, or injuries suffered by the employee which occur during the course and scope of the employee's leave under this section. If held liable, the Union shall indemnify and hold the Agency harmless for any such acts.

(i) The Union has no obligation to use leave under this section for an employee and may terminate that leave at any time, for any reason.

ARTICLE 3 Grievance Procedure

3.1 A grievance is defined as a claim or dispute arising between an employee or employees and the Agency. A grievance will include claims or disputes of employees regarding the interpretation or application of any of the terms and conditions of the Memorandum of Understanding, and will include such matters as alleged discriminatory and/or arbitrary discipline, demotion, or discharge of an employee or employees. A dispute over whether a particular claim of any employee or employees is subject to the grievance procedure shall be considered and resolved under the procedures established by this Article.

3.2 Step I, Preliminary Informal Resolution. Any employee who believes they have a grievance shall present the evidence thereof orally to their Division Manager, at a meeting which may be attended by the Shop steward, within seven (7) calendar days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The Division Manager shall hold discussions and attempt to resolve the matter within five (5) calendar days after such presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the Division Manager.

3.3 Step II, General Manager. If the grievance has not been resolved at Step I, the grievant must present their grievance in writing on a form provided by the Agency to the General Manager within fourteen (14) calendar days after the occurrence of the act or omission giving rise to the grievance. Attached hereto and made a part hereof is Exhibit "D", titled "Employee Grievance Form".

(a) The Statement shall include the following:

- (1) A concise statement of the grievance including specific reference to any specific MOU provision, law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (2) The circumstances involved;
- (3) The decision rendered by the Division Manager at Step I;

- (4) The specific remedy sought.
 - (b) The General Manager shall communicate his decision within seven (7) calendar days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore, and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next step. Time limits for appeal shall begin the day following the receipt of the written decision by the General Manager. Within the above time limits, either party may request a personal conference with the other.
- 3.4 Step III, Labor Committee. In the event the grievant is not satisfied with the decision at Step II, the grievant may appeal the decision in writing on a form provided by the Agency (attached hereto and made a part hereof of as Exhibit D) to the Labor Committee within seven (7) calendar days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Step III.
- (a) Said Labor Committee shall be composed of: one member of the Agency's Board of Directors, the General Manager, the grievant, the grievant's Division Manager, the grievant's representative, and the Shop Steward.
 - (1) The Labor Committee shall have the obligation and authority to obtain such factual information for its deliberations as is necessary and proper.
 - (2) The Labor Committee has the authority to decide, and its decision is binding upon the Agency, grievant, and grievant's representative.
 - (3) The Division Manager and the grievant shall not participate in the vote on the decision.
 - (4) To become binding, the decision vote shall be unanimous.
 - (5) Any member of the Labor Committee, other than the grievant, may nominate an alternate, if unable to attend a particular Labor Committee meeting, by notice, prior to the meeting, to all members and the grievant. Notice may be verbal. Absence from a Labor Committee meeting by any member or alternate, shall not cancel any decision of those of the committee in attendance. Attendance by the grievant is mandatory.
- 3.5 Step IV, Mediation. Upon failure of the Labor Committee to resolve the grievance, the grievant or grievant's representative may request mediation of the grievance. Such request shall be in writing within seven (7) calendar days after failure by the Labor Committee to resolve the grievance. The Agency shall grant the request for mediation. A mediator shall be requested through the Division of Conciliation of the Department of Industrial Relations of the State of California. Both parties shall cooperate in availability of a mediator in regard to location and time, etc.
- 3.6 Step V, Arbitration. Upon failure of mediation to resolve the grievance, the grievant's representative may file a letter with the Agency requesting referral of the matter to arbitration. The letter shall be filed

within fourteen (14) calendar days after the conclusion of mediation proceedings. Arbitration shall be accepted by both the grievant's representative and the Agency prior to initiating the following and the decision shall be binding on all parties:

- (a) Arbitration shall be conducted by the American Arbitration Association or any other agent that is mutually accepted by the grievant and the Agency;
 - (b) Each party shall pay one-half (1/2) of the arbitration fee in advance of the proceedings.
 - (c) Proceedings shall be conducted according to the California Evidence Code and California Code of Civil Procedure to the extent they are compatible with the arbitration proceedings.
 - (d) Arbitration shall be accepted only upon completion of mediation proceedings.
- 3.7 The time periods and limits stated above shall be consecutive. Failure by the Agency to meet any of the aforementioned time limits will result in forfeiture, and all demands made by the grievant will be met. Failure by grievant and/or their representative to meet any of the aforementioned time limits will result in forfeiture of all demands made by the grievant. The aforementioned time limits may be extended by mutual agreement in writing.
- 3.8 Where written notice is specified, such notice shall be sent by certified mail, return receipt requested.
- 3.9 Nothing prevents a grievance from being withdrawn or settled at any time prior to any steps of this procedure.
- 3.10 The purpose of this procedure is to expedite the process in a manner that will provide both the employee and the Agency with a satisfactory resolution to the problem in the shortest time span.
- 3.11 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

ARTICLE 4 Safety

- 4.1 The Board of Directors desires to maintain a safe place of employment for Agency employees and to that end Agency management shall make all reasonable provisions necessary for the safety of employees in the performance of their work.
- 4.2 Regular "tailgate" meetings will be held on all jobs to plan and emphasize safety in their performance.
- 4.3 Regular safety meetings will be held bimonthly for the purpose of reviewing accidents and preventing their recurrence, eliminating hazardous conditions and familiarizing employees with safe work procedures and applicable State Safety orders and for training in first aid. Agency will notify recognized employee organizations of the date, time and place of such meetings, in order that representatives may attend and participate.

- 4.4 In the event of an accident, resulting in serious injury or death of an employee of Agency, Agency will notify recognized employee organizations immediately in order that they may conduct an investigation of the accident.
- 4.5 All employees not adhering to all Agency safety orders shall be subject to disciplinary action.

ARTICLE 5 Disability and Unemployment

- 5.1 (a) Worker's Compensation: Injuries or disabilities arising out of and in the course of employment with Agency are and will continue to be within the application of the Worker's Compensation and Insurance Chapters of the State Labor Code.
- (b) When an employee is absent by reason of injury arising out of and in the course of his/her employment with the Agency that comes within the application of Workers' Compensation and State Disability Insurance, he/she shall be eligible for sick leave for the duration of temporary disability. The amount of sick leave payable for each day of absence shall be one hundred percent (100%) of an employee's basic wage rate less the sum of any payments to which he may be entitled under Workers' Compensation and State Disability Insurance. Sick leave is payable from and only insofar as an employee has accrued sick leave credits as provided in Article 14, but will be reduced by the amount of Workers' Compensation and/or State Disability Insurance paid.
- 5.2 State Unemployment and Disability Insurance: All Agency employees will continue to be covered by the California Unemployment Insurance Code.
- 5.3 Social Security: All Agency employees are and will continue to be covered by the United States Social Security Act.

ARTICLE 6 Employee Status

- 6.1 Employees will be designated as regular, probationary, or temporary depending upon the purpose for which they were hired and their length of continuous service with the Agency.
- 6.2 A regular employee is defined as an employee who has twelve (12) months, or more, of continuous employment with the Agency.
- 6.3 A probationary employee is defined as an employee hired for a position that has been regularly established and is of indeterminate duration. A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, as he becomes eligible, but will not be eligible for a leave of absence. Upon completion of twelve (12) months of continuous service with the Agency, a probationary employee will be given the status of a regular employee.

- 6.4 A temporary employee is defined as an employee hired by the hour for occasional or seasonal work for a period not to exceed one hundred eighty (180) days. Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of 180 days in which case it shall be filled by the bidding procedure at the location where the position is available. A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for holiday pay, vacation pay, insurance coverage or items of a similar nature, nor will he/she accrue seniority or leave of absence rights. A temporary employee will be entitled to sick leave as provided in Labor Code sections 245, et seq., and set forth in Article 14. If a temporary employee is reclassified to probationary or regular status he/she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him in his/her new status. Upon completion of 180 days as a temporary employee the employee will be placed as a probationary employee.

ARTICLE 7

Wages and Classifications

- 7.1 Employees shall be paid a wage within the range established for their classification. Upon initial appointment to a classification, an employee shall normally be paid the lowest wage rate for that classification. A new employee may, however, receive a starting wage rate above the lowest rate if the General Manager determines that circumstances warrant the higher rate. When an employee is appointed to a classification that has a wage range overlapping the wage range of the employee's previous classification, the employee shall be paid at a wage rate that is at least 5% greater than their previous wage rate, but not more than the top wage rate of the classification to which the employee is appointed.
- (a) When employees who were unit members prior to 2009 are appointed to an apprenticeship program, they shall be paid the PG&E-parity rate (see Exhibit A) for each step in the apprenticeship program and, upon successful completion of the apprenticeship program and appointment to the journeyman position, shall be paid the PG&E-parity rate for the journeyman position.
 - (b) Employees who became unit members after 2008 and who are appointed to an apprenticeship program after occupying a journeyman position in which their wage rate was less than the PG&E-parity rate for the journeyman position, shall be paid a wage rate at each step of the apprenticeship program that is the same percentage of the PG&E-parity rate for each step as the percentage their wage rate was of the PG&E-parity rate for the journeyman position they previously occupied. Upon successful completion of the apprenticeship program and appointment to the journeyman position, the employee shall be paid a wage rate that is the same percentage of the PG&E-parity rate for the journeyman position as the percentage their wage rate was of the PG&E-parity rate for the journeyman position they previously occupied.

(Example – An electrical machinist who earns \$33.88/hour, which is 90% of the \$37.64/hour PG&E-parity rate for the position (in 2008), applies for and is appointed to an apprenticeship program for Roving Operator, Step 1 which has a PG&E-parity rate of \$29.95/hour (in 2008). As a Step 1 Operator-in-Training, he will be compensated 90% of \$29.95, or \$26.96/hour. At

each new step in the apprenticeship his wage rate will be 90% of the PG&E-parity rate for the step. Upon successful completion of the apprenticeship program he will become a journeyman Roving Operator and will start at a wage rate of \$35.94/hour, which is 90% of the \$39.93/hour PG&E-parity rate for the position (in 2008).

[Added 2009]

- 7.2 Wages shall be paid at biweekly intervals on Fridays for a week's payroll period ending not less than 4 nor more than 10 days prior to the pay date, provided that if the regular pay date falls on a holiday payment shall be made on the preceding work day.
- 7.3 When an employee is temporarily assigned to work in a classification which has a wage range higher than their regular classification, they shall be paid at a wage rate which is at least 5% greater than their regular wage rate, but not more than the top wage rate of the classification to which the employee is temporarily assigned, with a minimum of one hour and time computed to the next full hour.
- 7.4 When an employee is temporarily assigned to work in a classification lower than their regular classification, their rate of pay will not be reduced.
- 7.5 For purposes of wage rate progression in a temporary classification, the time worked by an employee in other than their regular classification shall also be accrued in such temporary classification.
- 7.6 Attached hereto and made a part hereof is Exhibit "A", titled "PG&E-Parity Rates". Attached hereto and made a part hereof is Exhibit "B", titled "Schedule of Wage Rates". The top rate of the wage range for each classification in Exhibit "B" shall be 10% greater than the PG&E-parity rate for that classification shown in Exhibit "A". The beginning rate will be 20% less than the PG&E-parity rate.

Employees shall have one hundred percent (100%) parity, in wages only, including Sunday Shift Premiums, with Pacific Gas and Electric Company (PG&E) for like classifications beginning January 1, 1993 and continuing thereafter. Retroactivity will be granted if granted to PG&E employees in any year affected.

Effective June 29, 2008, each incumbent employee will receive a 3.58% wage-rate increase. The top rate of the wage range for employees who were unit members prior to June 30, 2008 shall be 3.58% higher than the top rate of the respective ranges shown in Exhibit "B".
- 7.7 The Agency and the Employees Representative may, from time to time during the year establish new and/or revise existing classifications and/or wage rates as a result of changes in operations or requirements of the Agency in accordance with the "Meet and Confer Process" as provided in the Government Code of the State of California. Attached hereto a made a part hereof is Exhibit "B", titled "Classification Specifications."
- 7.8 When an employee is permanently reclassified to a lower classification they shall be paid at a wage rate which is equal to their previous wage rate, but not more than the top wage rate of the classification to which the employee is permanently reclassified.
- 7.9 Lead Person Assignment and Compensation.

- (1) A lead person provides leadership to a work crew. A "work crew" is defined as being two or more employees that have been assigned to a specific task or project that necessitates, in the estimation of a foreman and/or division manager, cooperative and interdependent efforts by crew members, such that a leader is necessitated to ensure optimal safety, teamwork, efficiency, and productivity. A lead person shall not be assigned when two or more employees, working at the same site and outside the supervision of a foreman or division manager, have non-dependent tasks, or have dependent tasks but supervision is not required to maintain organization and orderliness of work. Also, the lead person stipend will not be authorized for training or assisting in the training of another employee. Responsibilities of a Lead Person include the following, when applicable:
 - (a) Determining and implementing the most efficient work plan;
 - (b) Assigning crew members to specific tasks within their classification;
 - (c) Determining and implementing a safe and efficient traffic control plan when the work site is within a traveled area;
 - (d) Determining potential safety hazards and implementing appropriate safeguards;
 - (e) Ensuring the utilization of specific safety procedures where applicable (e.g., locking and tagging electrical circuits, chocking wheels of equipment parked on inclines, implementing confined space protocols, wearing hardhats, etc.);
 - (f) Coordinating with foremen or division manager for the scheduling and utilization of equipment and tools; and,
 - (g) Coordinating with warehouse personnel, foremen, and/or division manager for the delivery to a job site of necessary supplies and materiel.
- (2) Employees who accept lead-person assignments will receive a 5% increase in pay for the duration of the assignment. Foremen or division managers make lead-person assignments on a daily basis, or for the duration of a specific job or project. Employees accepting lead-person assignments may claim the 5% stipend on their time sheet for the actual period of time they perform lead-person duties.
- (3) A lead person is to be assigned whenever a foreman or the division manager is not available to perform the functions itemized above. However, if a foreman or the division manager can be present at the work site periodically throughout the day and frequently enough, in their estimation, to provide adequate supervision, they shall perform said functions. Otherwise, they will designate an on-site lead person. Once a lead person is assigned for a specific job, they shall maintain said assignment for the duration of the job, unless a foreman or the division manager is available to provide supervision, or until another lead person is assigned.
- (4) Assignment of lead-person responsibilities is the exclusive responsibility of the foremen and/or division manager. Said assignment is to be made on the basis of competency and

qualifications, with seniority a consideration if all else is equal. Assignment of lead-person responsibilities does not impose any new or additional legal liability on the employee. An employee may decline a lead-person assignment if another employee who is qualified for the assignment is available and willing to accept the assignment.

- 7.10 When an employee is appointed to fill a vacancy in an apprentice classification, such employee shall normally be placed at the beginning rate. Notwithstanding the foregoing, the Agency and Union by written letter agreement consistent with the apprentice program will place or advance an employee to an appropriate wage step. Such appointments shall be based on the employee's knowledge, skill, efficiency, adaptability and physical ability demonstrated by prior performance duties that supplant the need for training in an apprenticeship.

ARTICLE 8 Hours and Overtime

- 8.1 All regular employees will receive full time employment for each workweek employed, provided they report for duty and are capable of performing their work. This is not to be interpreted that the Agency does not retain the right to lay off or release employees on account of lack of work or other valid reason.
- 8.2 Employees shall report for work at their regularly established Agency headquarters and shall return thereto at the conclusion of the day's work and the time spent in traveling between such headquarters and the job site shall be considered as time worked.
- 8.3 A workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic workweek is defined to consist of five (5) consecutive work days of eight (8) hours each, Monday through Friday. The regular work hours shall be 8:00 a.m. to 4:30 p.m. with one-half (1/2) hour off for lunch. A majority of employees may ratify a change of regular work hours, for their division, with the consent of the General Manager and the Union, occurring within the approximate designated daylight saving time period. The regular work hours shall then be 7:00 a.m. to 3:30 p.m. with one-half (1/2) hour off for lunch.
- (a) A three-fourths (3/4) majority of the employees within a division may ratify a change of regular work hours for their division to affect a "9-80s" schedule (i.e., employees would work eight nine-hour days and one eight-hour day during a pay period), subject to the consent of the General Manager and the Union. A simple majority (>50%) may ratify returning the regular work hours for a division to a traditional "10-80s" schedule (ten eight-hour days in a pay period).
- 8.4 Employees classified as Roving Operator or shall have a regularly scheduled basic workweek, which will provide for nine (9) consecutive workdays and five (5) consecutive non-workdays with two (2) of the non-workdays being Saturday and Sunday. The regular hours of work will be 7:00 a.m. to 12:00 noon and 12:30 p.m. to 4:30 p.m., with one day of eight (8) hours.

8.5 Occasionally, because of the need to operate a plant on a twenty-four (24) hour basis, employees may be assigned to shift work. After a minimum twenty-four-hour notification, the employee's regular hours and days of work will be that of the shift to which they are assigned and any overtime compensation paid will be on the basis of the new shift. Upon completion of the work necessitating the change in shift, and subsequent to a minimum twenty-four-hour notification, employees will be returned to their previous shift. All time worked outside of a regular shift shall be paid at the overtime rate.

8.6 Overtime is defined as:

- (a) time worked in excess of forty (40) hours in a workweek,
- (b) time worked in excess of eight (8) hours on a scheduled workday,
- (c) time worked in excess of nine (9) hours on a 9-80s workweek schedule.
- (d) time worked on a non-workday,
- (e) time worked outside of regular hours on a workday, or
- (f) time worked on a holiday.

Overtime shall be computed to the nearest one-quarter (1/4) hour.

[Amended 2003]

- 8.7
- (a) Overtime compensation shall be paid at a rate equivalent to one and one-half (1½) times the regular rate of pay.
 - (b) The time worked in excess of 16 consecutive hours and continuing until the employee is dismissed from such work shall be paid at the rate of two (2) times the employee's straight rate of pay, or
 - (c) If, following an employee's dismissal from work or on an employee's non-workday, the employee is called out for work, he shall be paid at two (2) times his/her straight rate of pay for work performed either after accumulation of twelve (12) hours and/or in the eight (8) hours preceding his/her next regular work hours.
 - (d) Overtime compensation shall be paid at a rate equivalent to two (2) times the regular rate of pay for all overtime worked on Sundays, Holidays, and on the second non-workday during four (4) consecutive non-workdays.

8.8 Employees who are required to report to work on their non-workdays, or on holidays they are entitled to have off, or outside of their regular hours on workdays, when called away from their residence, will be paid overtime compensation for the actual time worked, including travel time, but for not less than two (2) hours. If an employee who is called out for such work outside of his/her regular hours on a workday continues to work into his/her regular hours, he will be paid overtime compensation only for the actual time worked outside of his/her regular hours and travel time one way. Employees who have not left the Agency yard prior to being asked to work, and have completed their regular shift, shall be paid for the actual time worked outside the regular hours. For purpose of this section only one (1) two-hour minimum call will be paid, subsequent calls will require pay for actual time worked plus any travel time and one hour meal time. The maximum of only one (1) two-hour minimum call will apply during any twenty-four (24) hour period of midnight to midnight.

- 8.9 Overtime will be distributed as equally as is practicable among those employees who are qualified and available and the Agency will not require employees who have worked overtime to take equivalent time off during the workday, without pay.
- 8.10 [Deleted 2003]
- 8.11 Except where a hazard to life or property exists, employees will not be required to work more than three consecutive weeks (21 consecutive days) without having two (2) consecutive days off. If mandated to work more than twenty-one (21) consecutive days, all hours worked until a rest period of two (2) consecutive days is taken shall be paid at the applicable overtime rate.
- 8.12 Regularly scheduled employees whose workweek includes Saturday, Sunday, and Holiday workdays shall work eight (8) consecutive hours and be permitted to eat their meals during working hours on Saturday, Sunday, and Holidays only.
- 8.13 [Deleted 2003]

ARTICLE 9

Continuity

- 9.1 Continuity is defined as total length of continuous service with the Agency. In determining an employee's continuity his/her service will be deemed to be broken by termination of employment by reason of:
- (a) Resignation;
 - (b) Discharge for cause;
 - (c) Layoff for more than six (6) consecutive months;
 - (d) Failure to return immediately on the expiration of a Leave of Absence or acceptance of other employment while on leave; or,
 - (e) Absence without pay for two (2) days without notifying the Agency, without a leave of absence.
- 9.2 Continuity of service will not be broken when an employee is:
- (a) Inducted, enlists, or is called to active duty in the Armed Forces of the United States, or service in the Merchant Marine, under any Act of congress which provides that the employee is entitled to re-employment rights;
 - (b) On duty with the National Guard;
 - (c) Absent due to industrial injury;

- (d) On leave of absence; and,
- (e) Absent due to layoff for a period of less than one (1) year [Amended 1993].

9.3 Authority for Leave of Absence is as outlined in Article 12.6.

ARTICLE 10 Promotion and Transfer

- 10.1 When new jobs or additional jobs are created or vacancies, other than temporary occur within the Agency, regardless of bargaining unit, which Agency intends to fill, the Agency shall post vacancy notices on all bulletin boards and a copy shall be mailed to recognized employee organization. Vacancy notices shall be posted for a period of five (5) days and shall set forth the date of posting, the classification and location of the job, its duties, qualifications required and the rate of pay. Employees may submit bids on such vacancies by United States mail to the Office of the Agency and the Agency shall not consider any bids postmarked more than five (5) days from the date of posting.
- 10.2 The Agency shall within not less than seven (7) nor more than twelve (12) days from the original date of posting, post on all bulletin boards, a notice regarding the disposition of the posted vacancy with the name of the applicant, if any, awarded the job, and mail a copy of such notice to all recognized employee organizations together with a list of all bidders on the job.
- 10.3 In filling vacancies, the Agency will give preferential consideration to the applicant's length of service with Agency and will consider the applicant's knowledge, skill, efficiency, adaptability and the physical ability required for the job. Notwithstanding anything contained herein, Agency need not consider the bid of any employee who does not possess the knowledge, skill, efficiency, adaptability and physical ability required for the job on which the bid is made.
- 10.4 All positions filled by promotion of an Agency employee shall be subject to a twelve (12) month probationary period, provided that any such employee who the Agency determines cannot successfully perform the duties of the new position during the probationary period will be returned to their former position that they would have received had they not accepted the promotion.
- 10.5 Employees who complete an Agency apprenticeship program will not be eligible to apply for another apprenticeship program until they have completed a time equal to the length of the apprenticeship in the journeyman position subsequent to their training.

The Apprenticeship Committee shall make recommendation to the Labor Committee where a natural line of progression would supercede the proceeding provision.

ARTICLE 11 Demotion and Layoff

- 11.1 Should it become necessary for the Agency to lay off regular employees, the Agency will give employees involved as much notice as possible; but in no event will such employees receive less than two (2) weeks' notice prior to layoff. Where probationary or temporary employees are to be laid off, no notice of layoff need be given.
- 11.2 An employee whose job is being eliminated will be considered to displace an employee in a lower paid classification if qualified to perform the duties of the lower paid classification with consideration given to length of service with the Agency.
- 11.3 Regular employees who are laid off will be given preference in filling future vacancies for a period up to one (1) year, providing they keep the Agency advised of their current address.

ARTICLE 12

Leave of Absence

- 12.1 (a) Leave of absence may be granted to regular employees for urgent and substantial reasons, providing satisfactory arrangements can be made to perform the employee's duties without undue interference with the normal routine of work.
- (b) In cases of extended illness or injury, an employee's inability to return to work (verified in writing by an attending physician) after sick leave has been exhausted will be considered as an urgent and substantial reason and in such cases a leave of absence will be granted of up to one (1) year.
- 12.2 A leave of absence will commence on and include the first workday on which the employee is absent and terminates on and includes the workday preceding the day the employee returns to work.
- 12.3 All applications for leave of absence shall be made in writing except when the employee is unable to do so. The conditions under which an employee will be restored to employment on the termination of leave of absence shall be clearly stated by the Agency in conjunction with the granting of a leave of absence. Upon an employee's return to work after a leave of absence, he will be reinstated to his/her former position and working conditions, except that if there has been a reduction of forces or his/her position has been eliminated during said leave, he will be returned to his/her position he would be in, had he not been on a leave of absence.
- 12.4 An employee's status as a regular employee will not be impaired by such leave of absence and his/her continuity will accrue. However, an employee on a leave of absence will not earn compensation for sick leave, vacation, or holidays.
- 12.5 If an employee fails to return immediately on the expiration of his/her leave of absence or if he accepts other employment while on leave, he/she will thereby forfeit the leave of absence and terminate his/her employment with the Agency.
- 12.6 Leave of absence shall be granted under the following authority:
 - (a) One day - Division Manager.

(b) More than one day - General Manager or his designated representative.

12.7 In the event of the death of the mother, father, step-mother, step-father, brother, sister, step-brother, step-sister, son, daughter, step-son, step-daughter, wife, husband, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchild, or any relative or ward residing in the same home as the employee, funeral leave of three (3) days with pay may be taken.

ARTICLE 13 Expenses

- 13.1 Whenever an employee uses his/her personal vehicle with authorization by the Division Manager or the General Manager for the Agency's convenience, he/she will be reimbursed therefore at the maximum IRS rate allowable for mileage.
- 13.2 Employees who are assigned to temporary work at such distance from their regular headquarters that it is impractical for them to return thereto each day, or to their regular place of abode, will be allowed actual personal expenses for board and lodging for the duration of such assignment, provided they board and lodge at places to be designated by the Agency. The time spent by such employees in traveling to such temporary job at its beginning, to and from home on holidays and weekends, and from such temporary job at its conclusion and any reasonable expense incurred thereby will be paid by the Agency. Employees attending schools, seminars, training, etc. shall have arrangements including fees, meals, lodging, travel and miscellaneous expenses approved by the General Manager or his designated representative at the time attendance is approved.
- 13.3 If Agency requires an employee to perform work for two (2) hours or more beyond regular work hours, it will provide him with a meal and with meals at intervals of approximately four (4) hours, but not more than five (5) hours insofar as it is possible for the Agency to do so. The cost of any meal and one hour to consume it will be at Agency's expense. The Agency will pay up to \$4.50 for breakfast, \$5.00 for lunch, and \$8.00 for dinner.
- 13.4 If Agency requires an employee to perform work on non-workdays or outside of regular hours on workdays, and the employee does not have sufficient time to prepare a meal, the Agency will provide meals at intervals of approximately four (4) hours, but not more than five (5) hours insofar as it is possible for Agency to do so and for as long as the work continues. The cost of any such meals and one hour to consume same will be at Agency's expense. Where any such work extends into regular work hours on workdays, the foregoing provisions shall be operative until such time as the employee is released from work for the day.
- 13.5 When work is to be performed during regular work hours on non-workdays and the employee is given time to prepare a lunch, the normal lunch practices will be followed on such days.
- 13.6 Agency shall pay the cost of any meal which it is required to provide, in accordance with this Article, and shall consider as hours worked one hour to consume such meal, except, however, that when a meal is taken at Agency's expense following dismissal from work the time allowance therefore shall be one-half (1/2) hour. If an employee who is entitled to a meal under the provisions of this Article upon dismissal from work does not accept such meal he shall nevertheless be entitled to such time allowance of one-half (1/2) hour.
- 13.7 The foregoing provisions relating to meals are applicable, except, where it is not possible for the Agency to provide meals on the job for such employees, they shall either provide their own meals or forego the meals and the Agency shall reimburse them at the rate of 80% of the maximum allowed in Section 13.3.

- 13.8 Employees requested by the Agency to relocate their permanent residence for the convenience of Agency operations shall have normal moving expenses paid by the Agency.
- 13.9 Coveralls shall be provided, at Agency expense to operators, mechanics, and others when needed.
- 13.10 The allowance for work pants (maximum of three pair annually) shall be \$38.00 per pair (plus sales tax), and the allowance for work boots shall be \$190 annually. These amounts shall be adjusted annually based on the U.S. Department of Labor's Consumer Price Index for All Urban Consumers (West – B/C).
- 13.11 Work shirts shall be provided to each regular employee as follows: (a) five "button-down" shirts with sleeve style (short or long) to be at each employee's discretion; or, (b) ten tee-shirts; or (c) and equivalent combination of "a" and "b".
- 13.12 Work coats shall be provided on an as-needed basis. Employees may be required to return a used coat to verify need.

ARTICLE 14

- 14.1 Sick leave with pay shall be accumulated for each employee at the rate of one (1) day for each calendar month worked with accrual effective at the conclusion of each pay period.
- 14.2 The General Manager, or the Division Manager under the General Manager's direction, may require satisfactory evidence of sickness or disability before payment for sick leave will be made.
- 14.3 If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on sick leave he shall receive pay for the holiday as such, and it shall not be counted as a day of sick leave.
- 14.4 Agency shall notify each employee as to his/her sick leave status in January of each year.
- 14.5 Agency shall pay for one-half (½) of all unused accumulated sick leave to any employee upon separation of employment or termination for just cause, at the then current rate of pay. In the event of layoff the Agency will pay for 100% of all accumulated sick leave at the then current rate of pay. In the event of death 100% of all accumulated sick leave will be paid to the beneficiary.
- 14.6 Any employee who in any calendar year uses four days or less of sick leave shall be entitled, at their option, to trade two (2) days of unused sick leave for one day paid vacation, up to a maximum of four such additional days of vacation. Employees will normally utilize these additional days from May through August. After an employee has accumulated more than thirty (30) days of sick leave, Agency shall pay, at the employee's option, for one-half (½) of accumulated sick leave beyond said thirty (30) days, up to a maximum of twelve (12) days in any calendar year at the current rate of pay.

- 14.7 Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate family members. Kin care leave time will not accumulate from year to year. It is provided for those circumstances where the employee must take time off to care for a sick immediate family member, regardless of the seriousness of the illness. Immediate family members covered include parents, children and spouses or domestic partners and are defined as follows:
- (a) A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for which an employee has accepted the duties and responsibilities of raising, such as where a grandmother raises her grandchild.
 - (b) A "parent" means a biological, foster or adoptive parent, a stepparent or a legal guardian. Mothers-in-law, fathers-in-law and grandparents are considered "parents" for purposes of this provision.

Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time.

ARTICLE 15 Holidays

- 15.1 Regular employees, except as otherwise provided herein, will be entitled to the following holidays off with pay when they fall on a workday in the basic workweek:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving Day
Day before Christmas Day
Christmas Day
New Year's Eve
Employee's Birthday

NOTE: The Employee's birthday holiday shall be the work day immediately preceding the employee's next non-work day, or, if desired by the employee, may be any other work day agreed to by the employee's Division Manager.

- 15.2 In addition to the holidays listed above, employees will be entitled to one floating holiday if the average amount of sick leave usage was not greater than 1.50 hours per employee per pay period in the prior

calendar year. Evaluation of sick leave usage will not include sick leave used for long-term (greater than 10 days) illnesses, recuperation from accidental injuries or after major surgery.

Floating holidays may be taken at each employee's discretion, subject to the prior approval of their Division Manager. Approval may be withheld if the employee's absence from work on the day requested significantly impairs work production or the provision of service.

- 15.3 When any of the above holidays fall on a Saturday, the Friday preceding will be observed as the holiday. When any of the above holidays fall on a Sunday, the Monday following will be observed as the holiday.
- 15.4 When any of the above holidays fall on a non-workday, either a workday in conjunction with the holiday or a workday in conjunction with the employee's vacation will be observed as the holiday. The foregoing selection to be at the option of the employee, subject to management approval.
- 15.5 If an employee is absent from work on either the workday prior to the holiday or the workday following the holiday, without permission or a bona fide reason, he will not receive pay for the holiday.
- 15.6 Notwithstanding the foregoing, employees may be scheduled to work on holidays, in which event any such employee will, in addition to his/her holiday pay, be compensated therefore at the overtime rate of pay for all time worked on such days. The maximum combination of salary shall not exceed three (3) times the base rate in any event.
- 15.7 In addition to the holidays listed above, two days of personal necessity leave may be taken by employees in the position of Hydro Maintenance Foreman and Operations Foreman.
- 15.8 Whenever a "9-80s" schedule is in effect in accordance with Article 8.3(a), holidays will be counted as a nine-hour day when they fall on a day that the employee was scheduled to work a nine-hour day.

ARTICLE 16

Vacations

- 16.1 Employees may take vacation as it accrues, with the approval of their Division Manager. Vacation accrues monthly at a rate of:

- (a) 3.077 hours/pay period for 10 days vacation
4.615 hours/pay period for 15 days vacation
6.154 hours/pay period for 20 days vacation
7.692 hours/pay period for 25 days vacation.

Vacation accrual is effective at the conclusion of each pay period.

- (b) Employees in the positions of Powerhouse Foreman and Hydro Maintenance Foreman will accrue ten (10) days vacation with pay from employment and on each anniversary date thereafter through three (3) years of continuity. Employees in all other positions will accrue ten (10) days vacation with pay from employment and on each anniversary date thereafter through six (6) years of continuity.
 - (c) Employees in the positions of Powerhouse Foreman and Hydro Maintenance Foreman will accrue fifteen (15) days vacation with pay after completing three (3) years of continuity and on each anniversary date thereafter through twelve (12) years of continuity. Employees in all other positions will accrue fifteen (15) days vacation with pay after completing six (6) years of continuity and on each anniversary date thereafter through fourteen (14) years of continuity.
 - (d) Employees in the positions of Powerhouse Foreman and Hydro Maintenance Foreman will accrue twenty (20) days vacation with pay after completing twelve (12) years of continuity and on each anniversary date thereafter through twenty-two (22) years of continuity. Employees in all other positions will accrue twenty (20) days vacation with pay after completing fourteen (14) years of continuity and on each anniversary date thereafter.
 - (e) Employees will accrue twenty-five (25) days vacation with pay after completing twenty-two (22) years of continuity and on each anniversary date thereafter.
- 16.2 Vacation will be scheduled throughout the year by the full basic workweek or taken in increments of a full workday. Vacations of less than a full basic workweek may be scheduled in unusual circumstances such as urgent or substantial personal reasons, illness, disabilities, etc., with approval of the Agency's Power Division Manager. Employees with greater continuity will be given preference over those with less continuity in the selection of a vacation period.
- 16.3 The Agency will not require an employee to take his/her vacation in lieu of sick leave on account of illness.
- 16.4 If a holiday which an employee is entitled to have off with pay occurs on a workday during the employee's vacation period, such employee will be entitled to an additional day of vacation and will be compensated for same.
- 16.5 A maximum entitlement of twenty-four (24) months of vacation allowance may be accumulated by the Routine Hydro Clerk, Powerhouse Foreman, and Hydro Maintenance Foreman on a rolling calendar year anniversary basis. A maximum entitlement of eighteen (18) months of vacation allowance may be accumulated by all other employees on a rolling calendar year anniversary basis. Forfeiture of additional vacation accrual under normal circumstances shall occur provided a minimum offset

allowance is not utilized. With prior written approval by the Agency's General Manager, additional vacation accumulation may nevertheless be allowed in unusual circumstances such as urgent or substantial personal reasons, extended trips, illness, disabilities, etc.

- 16.6 Employees whose employment with the Agency is terminated for any reason, will, at the time of termination, receive any unused vacation previously earned. Earned vacation from the employee's anniversary date to the time of termination shall be based on the schedule in 16.1.
- 16.7 On January 1 of the fifth (5th) calendar year following their date of employment, and on January 1 of each fifth (5th) calendar year thereafter through 20 years of employment, Agency shall grant each employee a quinary-bonus vacation of five (5) work days with pay. A quinary-bonus vacation shall be in addition to the annual vacation set forth in section 16.1, above. Each of the four years in which a quinary-bonus vacation is granted shall be referred to, herein, as a "quinary-bonus year."
- (a) New employees hired on any date during or before 1988, or on any date before July 1 of any year after 1988, shall have the calendar year in which they were hired count as a completed year of service for future quinary bonus vacation benefit determination.
 - (b) New employees hired on or after July 1 of any year after 1988, shall not have that calendar year in which they were hired count as a completed year of service for the purpose of future quinary bonus vacation benefit determination.
 - (c) The five (5) days of quinary bonus vacation shall not accrue to the employee's vacation accumulation for the purpose of determining the maximum vacation entitlement (as discussed in Section 16.5 hereof) during the quinary bonus year. However, any quinary bonus vacation not used during the quinary bonus year shall accrue to the employee's vacation accumulation on January 1 of the year following the quinary bonus year.
- 16.8 An employee will be entitled to add one "Bonus Day" of vacation whenever a minimum of five vacation days are taken sequentially. An employee working a "9-80s" schedule will be entitled to add two Bonus Days of vacation whenever a minimum of nine vacation days are taken sequentially. Another Bonus Day of vacation may be taken for each five sequential days of vacation thereafter. Bonus Days may only be added to a vacation when such vacation and Bonus Day(s) are requested by the employee and subsequently approved in advance by the Division Manager. The Division Manager may approve said vacation and Bonus Day request when: (1) the request is received at least 30 days in advance of the commencement date of the vacation; and, (2) when such vacation is scheduled for a time that will not impact facility outages or other high-priority work requiring a maximum number of staff to be present (e.g., during storm season, special projects, etc.). Fractional bonus days will not be granted for vacations taken in increments less than five successive work days.
- 16.9 Approvals for vacations, including those with an added Bonus Day, may be rescinded by the Division Manager if conditions change that necessitate the employees involvement in outages, projects, or other high-priority work requiring a maximum number of staff to be present. In the event of a vacation approval being rescinded, the employee will be permitted to reschedule their vacation within a reasonable time and will not forfeit additional vacation accrual (see Article 16.5, above) when the maximum accrual is reached before the rescheduled vacation occurs. Decisions to rescind vacation approval will be made with reasonable consideration for the fiscal impact on the affected employee.

ARTICLE 17
Inclement Weather Practice

- 17.1 Regular or probationary employees who are unable to work in the field because of inclement weather or other similar causes will receive pay for the full day, provided they have reported for duty. During such day they may be held pending emergency calls, may be given first aid, safety or other instruction, or they may be assigned to perform miscellaneous duties in sheltered locations.
- 17.2 Temporary employees who are unable to work in the field because of inclement weather or other similar causes will be paid only for the time they work or are held by the Agency, except however, that they will be paid for not less than two (2) hours.
- 17.3 Agency supervisors will be responsible for determining whether weather conditions warrant cessation of outside work. In arriving at a decision with respect to weather conditions, the Supervisor shall taken into account such factors as:
- (a) Employee health and safety.
 - (b) Undue hazards.
 - (c) Operating requirements.
 - (d) Service to the public.
 - (e) Job site working conditions.
 - (f) Anticipated duration of time required to leave unfinished job in a safe condition.
 - (g) Anticipated duration of inclement weather.
 - (h) Distance from job site to operating headquarters.
- 17.4 If employees are required to work during inclement weather, Agency shall provide rain gear for such work.

ARTICLE 18
Miscellaneous

- 18.1 A regular or probationary employee who is summoned for jury duty and is thus unable to perform his/her regular duties will be paid for the time lost at his/her regular rate of pay. All fees received for jury service shall be deducted from the employee's regular rate of pay.
- 18.2 All employees will reside within a 30-minute travel-time radius (under normal driving conditions) of their normal base of operations. This requirement will not affect any regular employee hired prior to January 1, 1999 whose residence is beyond the 30-minute radius, unless they request a promotion to a position for which the travel-time requirement applies.

ARTICLE 19
Employee Benefit Program

- 19.1 Defined contribution retirement programs (i.e., 401a and 457 deferred compensation plans) and a defined benefit retirement program (i.e., PERS) have been established by the Agency for all employees. Agency shall make no contributions to any retirement plan other than the PERS plan. The employee's share of the PERS contract payment shall be the percentage (8% as of January 1, 2017) of each employee's reportable compensation as defined in the Public Employee Retirement Law (Government Code §20636) with Agency responsible for the balance as calculated by PERS. In addition to their PERS payment, each employee may make additional contributions to available deferred compensation plans.
- 19.2 (a) The Agency shall continue to provide and maintain the State of California Public Employees Retirement System Health Benefit Plans. The Agency will contribute to the health benefit plan premium for each employee and their eligible dependents an amount equal to the average of the premiums of all the PERS plans available - excluding the plan with the lowest premium and the plan with the highest premium - in any given year.
- (b) The Agency will contribute 100% of the health insurance premium for retirees, as defined in Section 19.2(c), below, up to the maximum contribution for active employees and dependents.
- (c) To qualify as a retiree from the Agency for coverage in the PERS Health Plan, the employee has to meet the following criteria:
1. Terminate his/her employment with the Agency with a minimum age of 55 years.
 2. Notify the Agency within 120 days prior to their retirement date if they desire to be covered by the PERS Health Plan after retiring.
 3. Have 10 years of employment with the Agency to be eligible to participate in the PERS Health Plan.
- (d) Employees retiring for health reasons, and are eligible for social security benefits, are exempt from the requirements of section 19.2 (c) 1 through 3.
- (e) Employees presently covered by the Agency's health insurance plan under COBRA are eligible to participate in the PERS Health Plan as retirees.
- 19.3 Where it is assured by the attending physician that the duration of an illness or disability will require the employee's absence from work in excess of ninety (90) calendar days, the Agency will at its expense pay the employees required medical insurance premiums (including his/her dependent's coverage) for the two (2) month period following the last deducted payment made by the employee. In addition, for each completed five (5) years of service, the Agency will pay an additional one (1) month's premium.
- 19.4 The Agency will pay prescribed costs of dental coverage by the present policy under present policy and premium.
- 19.5 Vision Care will be provided to the employees at no cost to the employees.

- 19.6 The Agency shall provide to each regular employee a life insurance policy of \$30,000, together with life insurance coverage for each employee's spouse and dependents in the amount of \$3,000 per person.
- 19.7 The Agency shall not, by reason of the execution of this Memorandum of Understanding, abrogate or reduce the scope of any present plan or rule beneficial to its employees, such as, but not limited to, the retirement plan, group health, life insurance, vision and dental program, or reduce the wage rate of any employee covered hereby (unless demoted), or change the conditions of employment to such employee's disadvantage. The intent of this provision is not to restrict management rights as provided for in 22.1, but is intended to provide for certain past practices which are of value, have been previously considered by the Union during the Meet and Confer Meetings but were not included in the Memorandum of Understanding.
- 19.8 To promote the physical fitness of employees and to reduce the risk of illness and injury, it is the desire of both parties hereto to pursue a physical fitness program. Regular employees who participate in a verifiable exercise regimen at a physical-fitness facility within Butte County will be reimbursed for their individual monthly membership expense up to a maximum month.

ARTICLE 20

Training

- 20.1 Enabling Clause: A joint training/apprenticeship committee shall be established and meet as required on set dates. The function of the committee shall be to discuss any relative training requirement and analysis of such subjects as job specifications, job numbers, qualifications, progression, testing, methods of grading, training periods, termination of training, pay schedule, relative training, previous experience, etc. By written agreement, the Agency and the Union may adopt additional training programs recommended by the training/apprenticeship committee. Adopted programs and job definitions shall be attached and made a part of the Memorandum of Understanding as an appendix.

ARTICLE 21

Management Rights

- 21.1 The management of the Agency and its business and the direction of its working forces are vested exclusively in Agency, and this includes, but is not limited to, the following: to direct and supervise the work of its employees; to hire, promote, demote, transfer, suspend, and discipline or discharge employees for just cause; to plan, direct and control operations; to lay off employees because of lack of work or for other legitimate reasons; to introduce new or improved methods or facilities, except to the extent that all of the foregoing shall be subject to the provisions of this Memorandum of Understanding, or letters of agreement interpreting this Memorandum of Understanding.

ARTICLE 22

Performance Evaluations

- 22.1 The Division Manager, with input from supervising foremen, shall conduct a scheduled performance review of each employee annually. In the event the Division Manager is on a long-term leave (in

excess of 30 days), or in the event the Division Manager's position is vacant, the General Manager shall conduct the scheduled performance review for the foremen, and the supervising foreman shall conduct the scheduled performance review for all other employees.

- 22.2 Performance evaluations shall be in writing on forms provided by the Agency. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. Attached hereto and made a part hereof is Exhibit "C" titled "Employee Performance Appraisal".
- 22.3 The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee's supervising foreman shall be present during the Division Manager's discussion of the evaluation with the employee. If the supervising foreman is unavailable, the employee may request the presence of a shop steward during the Division Manager's discussion of the evaluation with the employee. Foremen may also request the presence of a shop steward during the Division Manager's discussion of their evaluation.
- 22.4 Unscheduled performance evaluations may be made at the discretion of the General Manager and the Division Manager.
- 22.5 The General Manager, at his/her discretion, may initiate a merit increase to employees based on their annual performance appraisal. If a merit increase is warranted, the General Manager shall have the prerogative to increase an individual's compensation rate within their respective wage range. Based on the ten-point performance scoring system prescribed on the employee performance appraisal form (Exhibit D) where a score of "5" or "6" is within the "satisfactory" range, an employee whose average score for all the performance categories in Section A of Exhibit D is at least 6.0 will be guaranteed a minimum annual merit increase of 2%. Any such increase, however, will not result in the employee's compensation rate being higher than the top of the range (see Exhibit B) for his/her position.

ARTICLE 24 Disciplinary Process

- 24.1 The General Manager may discipline any employee for just cause. The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay.
- 24.2 Grounds for Discipline:
- (a) Discourteous treatment of the public or fellow employees.
 - (b) Drinking of intoxicating beverages or use of controlled substances on the job, or arriving on the job under the influence of such controlled substances.
 - (c) Habitual absence or tardiness.
 - (d) Abuse of sick leave.
 - (e) Disorderly conduct.

- (f) Incompetence or inefficiency.
 - (g) Being wasteful of material, property, or working time.
 - (h) Violations of any lawful or reasonable regulation or order made or given by an employee's supervisor.
 - (i) Insubordination.
 - (j) Neglect of duty.
 - (k) Dishonesty.
 - (l) Misuse of Agency property.
 - (m) Willful disobedience.
 - (n) Conduct unbecoming an Agency employee.
- 24.3 All acts of discipline will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of five (5) working days, respond in writing to the contents of the letter of warning.
- 24.4 All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluations shall not be used by the General Manager in decisions to dismiss if the performance has improved.
- 24.5 Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five (5) working days before the proposed effective date or dates. This notice shall be prepared by the General Manager and shall contain the following:
- (a) A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated.
 - (b) A statement of the acts or omissions upon which the action is based.
 - (c) A statement that a copy of the material upon which the action is based is attached or available for inspection upon request.
 - (d) A statement advising the employee of the right to request a "Skelly" hearing.
 - (e) A date by which time the employee must respond in writing if they wish to contest the action.
- 24.6 All notices of proposed action shall be personally served, or if personal service is not possible, then by certified mail, return receipt requested, to the last known address of the employee.

ARTICLE 25
Term

- 25.1 This "Memorandum of Understanding" shall remain in full force and effect until changed by mutual agreement between the Agency and the recognized employee organization in accordance with the provisions of the Government Code of the State of California.
- 25.2 This Memorandum of Understanding, having taken effect as of January 1, 1993, and having thereafter been amended from time to time shall continue in full force and effect until the first day of January 2012, and thereafter from year to year unless written notice of change or termination is submitted with written proposals by either party during the period of August 1 to September 1 of any year. All amendments hereto shall only become effective with the approval of the Board of Directors.
- 25.3 Whenever notice is given for changes, the general written nature of the changes desired shall be specified in the notice, and until a satisfactory conclusion is reached in the matter of such changes, the original provision shall remain in full force and effect.
- 25.4 This Memorandum of Understanding shall not be amended or supplemented except by agreement of the parties hereto, reduced to writing and duly signed by each.
- 25.5 Annually negotiations shall reopen for one item. In consideration for the amendments ratified during the annual negotiations for 2005, no reopeners will be submitted by Union for 2006.
- 25.6 Notwithstanding anything contained in the Memorandum of Understanding, the Agency and Union, by written agreement on a case-by-case basis, may substitute alternative provisions for Americans with Disabilities Act compliance.
- 25.7 Any provision of this Memorandum of Understanding which may be in conflict with any Federal or State law, regulation or executive order shall be suspended and inoperative to the extent of and for the duration of such conflict; the balance of the Memorandum of Understanding, however, shall remain in full force and effect.

In the event any provision of this Memorandum of Understanding is suspended or declared inoperative by reason of the operation of this section, the parties shall meet and confer within thirty (30) days to negotiate a substitute provision which will, as nearly as possible, reflect the intent of the suspended clause in a lawful manner.

WHEREAS, in conclusion of annual negotiations for 2021, this MEMORANDUM OF UNDERSTANDING has been amended by the parties hereto, effective March 23, 2021, for the term of January 1, 2021 through December 31, 2022.

IN WITNESS THEREFORE, the parties below have executed this amended Memorandum of Understanding:

South Feather Water and Power Agency

International Brotherhood of Electrical
Electrical Workers Local 1245, AFL-CIO:

Rath Moseley
General Manager Date

Bob Dean
Business Manager Date

Steve Wong
Finance Division Manager Date

Dylan Gottfried
Assistance Business Manager Date

Dan Leon
Power Division Manager Date

Dominic McCurtain
Business Representative Date

Brian Howerton, Communications Tech
Shop Steward Date

EXHIBIT "A"
PG&E-Parity Rates

CLASSIFICATION		PG&E Job No.	2020	2021	2022
Communication Technician	B-1	2390	\$60.83	\$62.65	\$65.00
Electrical Technician	B-2	2387	\$65.22	\$67.18	\$69.70
Electrical Machinist	B-3	1140	\$54.70	\$56.34	\$58.45
Equipment Mechanic/Operator	B-4	1255	\$54.70	\$56.34	\$58.45
Heavy Tractor Driver	B-5	0442	\$47.65	\$49.08	\$50.92
Roving Operator	B-6	1740	\$58.03	\$59.77	\$62.01
Electrician	B-7	0467	\$54.70	\$56.34	\$58.45
Hydro. Plant O-I-T	B-8	1825	+	+	+
Hydro Maintenance Foreman	B-9	0751	\$64.84	\$66.79	\$69.29
Operations Foreman	B-10	3933	\$70.03	\$72.13	\$74.83
Routine Hydro Clerk	B-11	0265	\$45.21	\$46.57	\$48.32
Utility Worker	B-12	0925	\$41.38	\$42.62	\$44.22

+ Progressive – Refer to latest edition of "Exhibit X, Schedule of Wage Ranges of Agreement to Operation, Maintenance and Construction Employees between Pacific Gas & Electric Company and Local Union No. 1245 of International Brotherhood of Electrical Workers."
All apprentices who were unit members prior to 2009: 100% of PG&E rate for each apprentice step.
All apprentices who were not unit members prior to 2009: see Article 7.1(b).

EXHIBIT "B"
Schedule of Wage Rates

Position	PG&E #		Start	PG&E Exhibit "X"	Top	Top + 3.58%	Year
				<u>PG&E Parity</u>		(Article 7.6)	
Communication Technician	2390	B-1	\$33.48	\$41.85	\$46.04	\$47.68	2008
			\$34.74	\$43.42	\$47.76	\$49.47	2009
			\$36.04	\$45.05	\$49.56	\$51.33	2010
			\$37.48	\$46.85	\$51.54	\$53.38	2011
			\$38.51	\$48.14	\$52.95	\$54.85	2012
			\$39.57	\$49.46	\$54.41	\$56.36	2013
			\$40.66	\$50.82	\$55.90	\$57.91	2014
			\$41.78	\$52.22	\$57.44	\$59.50	2015
			\$43.03	\$53.79	\$58.96	\$61.11	2016
			\$44.32	\$55.41	\$60.72	\$62.94	2017
			\$45.76	\$57.21	\$62.70	\$64.99	2018
			\$47.25	\$59.07	\$64.74	\$67.10	2019
			\$48.67	\$60.84	\$66.92	\$69.32	2020
			\$50.13	\$62.66	\$68.93	\$71.40	2021
\$52.01	\$65.01	\$71.51	\$74.07	2022			
Electrical Technician	2387	B-2	\$33.48	\$41.85	\$46.04	\$47.68	2008
			\$34.74	\$43.42	\$47.76	\$49.47	2009
			\$36.04	\$45.05	\$49.56	\$51.33	2010
			\$37.48	\$46.85	\$51.54	\$53.38	2011
			\$38.51	\$48.14	\$52.95	\$54.85	2012
			\$41.19	\$51.49	\$56.64	\$58.67	2013
			\$42.32	\$52.91	\$58.20	\$60.28	2014
			\$43.49	\$54.36	\$59.80	\$61.94	2015
			\$44.79	\$55.99	\$61.37	\$63.61	2016
			\$47.52	\$59.40	\$65.34	\$67.68	2017
			\$49.06	\$61.33	\$67.46	\$69.88	2018
			\$50.66	\$63.32	\$69.66	\$72.15	2019
			\$52.18	\$65.22	\$71.74	\$74.31	2020
			\$53.74	\$67.18	\$73.89	\$76.54	2021
\$55.76	\$69.70	\$76.66	\$79.41	2022			
Electrical Machinist	1140	B-3	\$30.11	\$37.64	\$41.40	\$42.89	2008
			\$31.24	\$39.05	\$42.96	\$44.49	2009

			\$32.41	\$40.51	\$44.56	\$46.16	2010
			\$33.70	\$42.13	\$46.34	\$48.00	2011
			\$34.63	\$43.29	\$47.62	\$49.32	2012
			\$35.58	\$44.48	\$48.93	\$50.68	2013
			\$36.56	\$45.70	\$50.27	\$52.07	2014
			\$37.57	\$46.96	\$51.65	\$53.50	2015
			\$38.70	\$48.37	\$53.02	\$54.95	2016
			\$39.86	\$49.82	\$54.61	\$56.60	2017
			\$41.15	\$51.44	\$56.38	\$58.44	2018
			\$42.49	\$53.11	\$58.21	\$60.34	2019
			\$43.87	\$54.71	\$60.18	\$62.33	2020
			\$45.30	\$56.35	\$61.98	\$64.20	2021
			\$46.77	\$58.46	\$64.31	\$66.61	2022
Equipment Mechanic/Operator	1255	B-4	\$30.11	\$37.64	\$41.40	\$42.89	2008
			\$31.24	\$39.05	\$42.96	\$44.49	2009
			\$32.41	\$40.51	\$44.56	\$46.16	2010
			\$33.70	\$42.13	\$46.34	\$48.00	2011
			\$34.63	\$43.29	\$47.62	\$49.32	2012
			\$35.58	\$44.48	\$48.93	\$50.68	2013
			\$36.56	\$45.70	\$50.27	\$52.07	2014
			\$37.57	\$46.96	\$51.65	\$53.50	2015
			\$38.70	\$48.37	\$53.02	\$54.95	2016
			\$39.86	\$49.82	\$54.61	\$56.60	2017
			\$41.15	\$51.44	\$56.38	\$58.44	2018
			\$42.49	\$53.11	\$58.21	\$60.34	2019
			\$43.77	\$54.71	\$60.18	\$62.33	2020
			\$45.08	\$56.35	\$61.98	\$64.20	2021
			\$46.77	\$58.46	\$64.31	\$66.61	2022
Heavy Tractor Driver	442	B-5	\$26.22	\$32.77	\$36.05	\$37.34	2008
			\$27.20	\$34.00	\$37.40	\$38.74	2009
			\$28.22	\$35.28	\$38.81	\$40.20	2010
			\$29.35	\$36.69	\$40.36	\$41.80	2011
			\$30.16	\$37.70	\$41.47	\$42.95	2012
			\$30.99	\$38.74	\$42.61	\$44.13	2013
			\$31.84	\$39.80	\$43.78	\$45.35	2014
			\$32.72	\$40.90	\$44.98	\$46.60	2015

\$33.70	\$42.13	\$46.17	\$47.86	2016
\$34.71	\$43.39	\$47.56	\$49.29	2017
\$35.84	\$44.80	\$49.10	\$50.89	2018
\$37.01	\$46.26	\$50.70	\$52.55	2019
\$38.12	\$47.64	\$52.41	\$54.29	2020
\$39.26	\$49.07	\$53.98	\$55.91	2021
\$40.73	\$50.91	\$56.01	\$58.01	2022

Top + 3.58%

Position			Start	PG&E Parity	Top	(Article 7.6)	Year
Roving Operator	1740	B-6	\$31.94	\$39.93	\$43.92	\$45.50	2008
			\$33.14	\$41.43	\$45.57	\$47.20	2009
			\$34.38	\$42.98	\$47.28	\$48.97	2010
			\$35.76	\$44.70	\$49.17	\$50.93	2011
			\$36.74	\$45.93	\$50.52	\$52.33	2012
			\$37.75	\$47.19	\$51.91	\$53.77	2013
			\$38.79	\$48.49	\$53.34	\$55.25	2014
			\$39.86	\$49.82	\$54.81	\$56.77	2015
			\$41.06	\$51.32	\$56.25	\$58.30	2016
			\$42.29	\$52.86	\$57.93	\$60.05	2017
			\$43.66	\$54.58	\$59.82	\$62.00	2018
			\$45.08	\$56.35	\$61.76	\$64.01	2019
			\$46.43	\$58.04	\$63.85	\$66.13	2020
			\$47.83	\$59.78	\$65.76	\$68.12	2021
\$49.62	\$62.02	\$68.23	\$70.67	2022			
Electrician	467	B-7	\$30.12	\$37.65	\$41.42	\$41.56	2008
			\$31.24	\$39.05	\$42.96	\$44.49	2009
			\$32.41	\$40.51	\$44.56	\$46.16	2010
			\$33.70	\$42.13	\$46.34	\$48.00	2011
			\$34.63	\$43.29	\$47.62	\$49.32	2012
			\$35.58	\$44.48	\$48.93	\$50.68	2013
			\$36.56	\$45.70	\$50.27	\$52.07	2014
			\$37.57	\$46.96	\$51.65	\$53.50	2015
			\$38.70	\$48.37	\$53.02	\$54.95	2016
			\$39.86	\$49.82	\$54.61	\$56.60	2017
\$41.15	\$51.44	\$56.38	\$58.44	2018			

			\$42.49	\$53.11	\$58.21	\$60.34	2019	
			\$43.77	\$54.71	\$60.18	\$62.33	2020	
			\$45.08	\$56.35	\$61.98	\$64.20	2021	
			\$46.77	\$58.46	\$64.31	\$66.61	2022	
Hydro Maintenance Foreman	751	B-9	\$34.74	\$43.42	\$47.76	\$49.47	2008	
Electric Maintenance Crew Leader (Helms)			\$36.04	\$45.05	\$49.56	\$51.33	2009	
			\$37.39	\$46.74	\$51.41	\$53.25	2010	
			\$38.89	\$48.61	\$53.47	\$55.38	2011	
			\$39.96	\$49.95	\$54.94	\$56.91	2012	
			\$41.06	\$51.32	\$56.45	\$58.47	2013	
			\$42.18	\$52.73	\$58.00	\$60.08	2014	
			\$43.34	\$54.18	\$59.60	\$61.73	2015	
			\$44.64	\$55.80	\$61.16	\$63.39	2016	
			\$47.24	\$59.05	\$64.96	\$67.28	2017	
			\$48.78	\$60.97	\$67.07	\$69.47	2018	
			\$50.36	\$62.95	\$69.25	\$71.72	2019	
			\$51.87	\$64.84	\$71.32	\$73.88	2020	
			\$53.43	\$66.78	\$73.46	\$76.09	2021	
			\$55.43	\$69.29	\$76.22	\$78.95	2022	
Operation Foreman	1805	B-10	\$34.06	\$42.57	\$46.83	\$48.50	2008	
			\$36.35	\$45.44	\$49.98	\$51.77	2009	
			\$37.72	\$47.14	\$51.86	\$53.71	2010	
			\$39.22	\$49.03	\$53.93	\$55.86	2011	
			\$40.30	\$50.38	\$55.42	\$57.40	2012	
			\$41.41	\$51.76	\$56.94	\$58.98	2013	
			\$42.55	\$53.19	\$58.51	\$60.60	2014	
			\$43.72	\$54.65	\$60.11	\$62.27	2015	
			\$45.03	\$56.29	\$61.69	\$63.94	2016	
			\$46.38	\$57.98	\$63.54	\$65.86	2017	
			\$47.89	\$59.86	\$65.61	\$68.00	2018	
			\$49.45	\$61.81	\$67.74	\$70.17	2019	
			\$54.39	\$67.99	\$74.79	\$77.47	2019	Effective April 24, 2019
System Operator	3393		\$56.02	\$70.03	\$77.03	\$79.79	2020	
			\$57.70	\$72.13	\$79.34	\$82.18	2021	
			\$59.87	\$74.83	\$86.87	\$88.55	2022	

Routine Hydro Clerk	265	B-11	\$24.88	\$31.10	\$34.21	\$35.43	2008
			\$25.82	\$32.27	\$35.50	\$36.77	2009
			\$26.78	\$33.48	\$36.83	\$38.15	2010
			\$27.86	\$34.82	\$38.30	\$39.67	2011
			\$28.62	\$35.78	\$39.36	\$39.50	2012
			\$29.41	\$36.76	\$40.44	\$41.89	2013
			\$30.22	\$37.77	\$41.55	\$43.04	2014
			\$31.05	\$38.81	\$42.69	\$44.22	2015
			\$31.98	\$39.98	\$43.81	\$45.41	2016
			\$32.94	\$41.18	\$45.13	\$46.78	2017
			\$34.01	\$42.51	\$46.60	\$48.30	2018
			\$35.12	\$43.90	\$48.11	\$49.87	2019
			\$36.17	\$45.21	\$49.73	\$51.51	2020
			\$37.26	\$46.57	\$51.23	\$53.06	2021
\$38.65	\$48.32	\$53.15	\$55.05	2022			

Utility Worker	925	B-12	\$22.77	\$28.46	\$31.31	\$32.43	2008
			\$23.62	\$29.53	\$32.48	\$33.65	2009
			\$24.51	\$30.64	\$33.70	\$34.91	2010
			\$25.49	\$31.86	\$35.05	\$36.30	2011
			\$26.19	\$32.74	\$36.01	\$37.30	2012
			\$26.91	\$33.64	\$37.00	\$38.32	2013
			\$27.65	\$34.56	\$38.02	\$39.38	2014
			\$28.41	\$35.51	\$39.06	\$40.46	2015
			\$29.26	\$36.58	\$40.09	\$41.55	2016
			\$30.14	\$37.68	\$41.29	\$42.80	2017
			\$31.12	\$38.90	\$42.63	\$44.19	2018
			\$32.13	\$40.16	\$44.02	\$45.63	2019
			\$33.10	\$41.37	\$45.51	\$47.13	2020
			\$34.09	\$42.61	\$46.87	\$48.55	2021
\$35.37	\$44.21	\$48.63	\$50.37	2022			

EXHIBIT "C" - CLASSIFICATION SPECIFICATIONS

HYDROPOWER GENERATION EMPLOYEES UNIT

EXHIBIT C-1 Classification Specification

Job Title: Communication Technician (PG&E Classification No. 2390)

General Job Description

Under the direction of the Power Division Manager:

as a journeyman, installs, operates and maintains data acquisition and control (SCADA), radio telemetry, microwave radio and mobile radio equipment;

performs a wide variety of skilled and semi-skilled manual and automated tasks.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Completion of a recognized three-year apprenticeship program, or equivalent college courses or military training.

Five years of experience in the maintenance and operation of communications and control equipment.

FCC First Class radio telephone license, FCC Second Class radio telephone license, or FCC General Radio telephone license.

Valid California drivers license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit "A" of the MOU between Agency and Union.

Essential Job Duties:

1. Task: Installs, repairs and maintains all communication equipment (telephone, microwave, etc.), electronic control equipment, telemetry, mobile radio equipment and associated antennae.

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.; infrequently up to 100 lbs.); driving vehicle; climbing towers up to 200 feet in height.

2. Task: Operates manual and power hand tools (drills, saws, benders, etc.).

Physical Demand: Sitting; standing; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Designs complicated electronic circuits.

Physical Demand: Sitting; standing; close vision; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls.

4. Task: Operates meters and test equipment.

Physical Demand: Sitting; standing; stooping; kneeling; bending; walking; close and distance vision; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Layout and planning of jobs for contractors and SFWP crews.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

6. Task: Directs SFWP crews in the installation of towers, antennae and communication equipment.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

7. Task: Trains other employees in the use of equipment or new techniques, including training operators in the use of the SCADA system.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

8. Task: Operates various electronic equipment (radios, computers, meters, calculators, test equipment, etc.).

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle; climbing towers.

Tools and Equipment Used:

Computer, calculator, manual and power hand tools, forklift, painting equipment, chain saw, test meters, small hand tools (soldering iron, wire wrap gun, small pliers, wire cutters, etc.), and safety belts and lanyards.

Marginal Job Duties:

1. Task: Driving vehicles in adverse weather conditions (e.g., heavy rain, snow, ice); installing snow chains on tires; clearing fallen trees (including operating chain saws) from roadways and facilities.

Physical Demand: Sitting; standing; walking on slippery and uneven ground, snow and ice; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 lbs. for a distance of up to 200 feet).

Environmental Demands:

Outside: Regularly works outside in a variety of weather conditions ranging from below freezing and snow to +100° F.

Inside: Frequently works indoors in temperature-controlled environment, as well as in confined spaces where temperature is not controlled.

Fumes/Gases: Exposure to fumes and gases from solvents, lubricants, paints, carbon dioxide, nitrogen, oxygen and acetylene.

Noise/Vibration: Moderate exposure to loud noise and vibration from large rotating equipment, air compressors and falling water.

Mental Requirements:

Reading: Reads instructions, work orders, technical reports and operation procedures, safety manuals, letters, reports, memos and messages.

Writing: Reports, procedures, logs, messages and instructions. Should have touch typing and/or keyboarding skills.

Math: Ability to perform basic math calculations, including percentages, algebra and trigonometry.

Attention to Detail: Above average level concentration and attention to detail. Must be accurate and precise.

Repetition: Routine daily work practices, especially relating to data collection.

Judgment: Ability to work independently with little supervision, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, PG&E personnel and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

ADOPTED: 3/25/97

EXHIBIT C-2 Classification Specification

Job Title: Electrical Technician (PG&E Classification No. 2387)

General Job Description

Under the direction of the Hydro Maintenance Foreman:

as a journeyman, performs all types of skilled testing and calibration of relays, meters and control systems on hydroelectric plants and related facilities, and other Agency electrical facilities;

performs a wide variety of skilled and semi-skilled manual and automated tasks.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Completion of a recognized apprenticeship program for utility industry electrical technicians.

Valid California drivers license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit "A" of the MOU between Agency and Union.

Essential Job Duties:

1. Task: Installation, field testing and maintenance of protective relay equipment, relay carriers, supervisory equipment, station apparatus, instruments, remote and local control devices, and associated wiring.

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Operates meters and test equipment.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Operates and maintains vehicles and equipment, including checking of wiring, computer chips or control circuits on vehicles and equipment.

Physical Demand: Sitting; standing; stooping; kneeling; bending; walking; close and distance vision; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Planning work assignments and directing other Agency employees as Lead Person or while assuming the responsibilities of the Hydro Maintenance Foreman as assigned by the Power Division Manager in the Foreman's absence.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Training others, including print reading classes for Electricians and Electrical Machinist, and assisting in the training of Apprentice Electrical Technicians.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

6. Task: Inspects, maintains, and operates water conveyance facilities, including cleaning "grizzlies".

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

Tools and Equipment Used:

Computer, typewriter, calculator, power hand tools, forklift, painting equipment, test meters, computer, small cranes, lifting equipment, chain saw.

Marginal Job Duties:

1. Task: Operates various pieces of equipment, including computers, meters, radios, typewriters and calculators.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Driving vehicles in adverse weather conditions (e.g., heavy rain, snow, ice); installing snow chains on tires; clearing fallen trees (including operating chain saws) from roadways and facilities.

Physical Demand: Sitting; standing; walking on slippery and uneven ground, snow and ice; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 lbs. for a distance of up to 200 feet).

Environmental Demands:

Outside: Regularly works outside in a variety of weather conditions ranging from below freezing and snow to +100°F.

Inside: Frequently works indoors in temperature-controlled environment, as well as in confined damp spaces where temperature is not controlled.

Fumes/Gases: Exposure to fumes and gases from solvents, lubricants, paints, carbon dioxide, nitrogen, oxygen and acetylene.

Noise/Vibration: Moderate exposure to loud noise and vibration from large rotating equipment, air compressors and falling water.

Mental Requirements:

Reading: Reads instructions, work orders, technical reports and operation procedures, safety manuals, letters, reports, memos and messages.

Writing: Reports, messages and instructions.

Math: Ability to perform advanced math calculations, including algebra and trigonometry.

Attention to Detail: Above average level concentration and attention to detail. Must be accurate and precise.

Repetition: Routine daily work practices, especially relating to data collection.

Judgment: Ability to work independently with little supervision, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, PG&E personnel and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

ADOPTED: 3/25/97

EXHIBIT C-3 Classification Specification

Job Title: Electrical Machinist (PG&E Classification No. 1140)

General Job Description

Under the direction of the Hydro Maintenance Foreman:

as a journeyman, repairs, installs and maintains all types of mechanical and electrical equipment in hydroelectric plants and related facilities, and other Agency electrical facilities;

performs a wide variety of skilled and semi-skilled manual and automated tasks, including operating machining tools, welding, and rigging.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Completion of a recognized apprenticeship program for hydroelectric machinists.

Journeyman level welding skills utilizing TIG, MIG, acetylene and arc systems.

Valid California drivers license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit "A" of the MOU between Agency and Union.

Essential Job Duties:

1. Task: Repairs, installs and maintains mechanical and electrical equipment.

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

2. Task: Operates precision machining tools and equipment, including lathe, drill press, milling machine, and grinders.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls.

3. Task: Welding and metal fabrication.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls.

4. Task: Operates and maintains vehicles and equipment.

Physical Demand: Sitting; standing; stooping; kneeling; bending; walking; close and distance vision; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Planning work assignments and directing other Agency employees as Lead Person ("Safety Man") or while assuming the responsibilities of the Hydro Maintenance Foreman as assigned by the Power Division Manager in the Foreman's absence.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

6. Task: Training other in the operation of outlying facilities (including valves on dams and gates on intake structures), assisting in the training of Apprentice Electrical Machinists, and providing periodic safety meetings regarding electrical devices and their operation.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

7. Task: Inspects, maintains, and operates water conveyance facilities, including cleaning "grizzlies".

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

Tools and Equipment Used:

Computer, typewriter, calculator, air compressor, small cranes, lifting equipment, and metal machining power hand tools, forklift, painting equipment, chain saw, weed eater, test meters, welding equipment (TIG, MIG, acetylene, arc), tools.

Marginal Job Duties:

1. Task: Operates various pieces of equipment, including computers, meters, radios, typewriters and calculators.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Driving vehicles in adverse weather conditions (e.g., heavy rain, snow, ice); installing snow chains on tires; clearing fallen trees (including operating chain saws) from roadways and facilities.

Physical Demand: Sitting; standing; walking on slippery and uneven ground, snow and ice; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 lbs. for a distance of up to 200 feet).

Environmental Demands:

Outside: Regularly works outside in a variety of weather conditions ranging from below freezing and snow to +100° F.

Inside: Frequently works indoors in temperature-controlled environment, as well as in confined damp spaces where temperature is not controlled.

Fumes/Gases: Exposure to fumes and gases from solvents, lubricants, paints, carbon dioxide, nitrogen, oxygen and acetylene.

Noise/Vibration: Moderate exposure to loud noise and vibration from large rotating equipment, air compressors and falling water.

Mental Requirements:

Reading: Reads instructions, work orders, technical reports and operation procedures, safety manuals, letters, reports, memos and messages.

Writing: Reports, messages and instructions.

Math: Ability to perform basic math calculations, including algebra and geometry.

Attention to Detail: Above average level concentration and attention to detail. Must be accurate and precise.

Repetition: Routine daily work practices, especially relating to data collection.

Judgment: Ability to work independently with little supervision, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, PG&E personnel and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

ADOPTED: 3/25/97

EXHIBIT C-4 Classification Specification

Job Title: **Equipment Mechanic/Operator (PG&E Classification No. 1255)**

General Job Description

Under the direction of the Hydro Maintenance Foreman:

as a journeyman mechanic, performs all types of repairs and maintenance on gasoline and diesel powered trucks and equipment;

as a journeyman heavy equipment operator, operates backhoe, articulated loader, road grader, boom truck, dump truck, and snow cat;

works as a mechanic in the maintenance of powerhouses;

operates and maintains outlying facilities, including gauging stations, intake structures, canals, gates, etc.;

performs a wide variety of skilled and semi-skilled manual and automated tasks.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Completion of a recognized three-year apprenticeship program, or certification of completion of courses regarding hydraulics, brakes, ignition, smog systems, air conditioning, vehicle/equipment electrical systems, carburetion, fuel injection, transmissions, and diesel engines.

Five years of experience as a full-time operator of the equipment listed herein.

Valid California Class A driver license and satisfactory driving record.

Valid crane operator certification, or ability to acquire within 12 months after appointment.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit "A" of the MOU between Agency and Union.

Essential Job Duties:

1. Task: Operates heavy equipment (as listed herein) in the construction and maintenance projects of the South Feather Power Project.

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.; infrequently up to 100 lbs.); driving vehicle.

2. Task: Repairs and maintains South Feather Power Project vehicles and equipment.

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.; infrequently up to 100 lbs.); driving vehicle.

3. Task: Operates manual and power hand tools (chain saws, sprayers, weed eaters, mechanic's tools, chipper, etc.).

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.; infrequently up to 100 lbs.); driving vehicle.

4. Task: Operates precision machining tools and equipment.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls.

5. Task: Operates computer and engine analysis devices.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls.

6. Task: Inspects, maintains, and operates water conveyance facilities, including cleaning "grizzlies".

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

7. Task: Assists in mechanic work in powerhouses and outlying facilities.

Physical Demand: Sitting; standing; stooping; kneeling; bending; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

8. Task: Planning work assignments and directing other Agency employees as Lead Person or while assuming the responsibilities of the Hydro Maintenance Foreman as assigned by the Power Division Manager in the Foreman's absence.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

Tools and Equipment Used:

Manual and power hand tools, forklift, paint equipment, chain saw, weed eater, test meters, computer, welding equipment, air compressor, small cranes, lifting devices, backhoe, articulated loader, road grader, snow cat, dump truck, boom truck.

Marginal Job Duties:

1. Task: Driving vehicles in adverse weather conditions (e.g., heavy rain, snow, ice); installing snow chains on tires; clearing fallen trees (including operating chain saws) from roadways and facilities.

Physical Demand: Sitting; standing; walking on slippery and uneven ground, snow and ice; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 lbs. for a distance of up to 200 feet).

Environmental Demands:

Outside: Regularly works outside in a variety of weather conditions ranging from below freezing and snow to +100°F.

Inside: Occasionally works indoors in temperature-controlled environment, as well as in confined spaces where temperature is not controlled.

Fumes/Gases: Exposure to fumes and gases from solvents, lubricants, paints, carbon dioxide, nitrogen, oxygen and acetylene.

Noise/Vibration: Moderate exposure to loud noise and vibration from large rotating equipment, gasoline and diesel engines, air compressors and falling water.

Mental Requirements:

Reading: Reads instructions, work orders, operation logs, technical reports and operation procedures, repair manuals, safety manuals, letters, reports, memos and messages.

Writing: Reports, procedures, logs, and messages.

Math: Ability to perform basic math calculations, including percentages.

Attention to Detail: Above average level concentration. Must be accurate and precise.

Repetition: Routine daily work practices.

Judgment: Ability to work independently with little supervision, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, PG&E personnel and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

ADOPTED: 3/25/97

AMENDED: 1/27/09

EXHIBIT C-5 Classification Specification

Job Title: Heavy Tractor Driver (PG&E Classification No. 0442)

General Job Description

Under the direction of the Hydro Maintenance Foreman:

as a journeyman heavy equipment operator, operates backhoe, articulated loader, road grader, boom truck, dump truck, and snow cat;

works as a mechanic in the maintenance of powerhouses;

works as a mechanic in the maintenance of heavy equipment;

operates and maintains outlying facilities, including gauging stations, intake structures, canals, gates, etc.;

performs a wide variety of skilled and semi-skilled manual and automated tasks.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Completion of a recognized apprenticeship program or five years of experience as a journeyman operator of the equipment listed herein;

Valid California Class A driver license and satisfactory driving record.

Valid crane operator certification, or ability to acquire within 12 months after appointment.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit "A" of the MOU between Agency and Union.

Essential Job Duties:

1. Task: Operates heavy equipment (as listed herein) in the construction and maintenance projects of the South Feather Power Project.

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing,

pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.; infrequently up to 100 lbs.); driving vehicle.

2. Task: Operates manual and power hand tools (chain saws, sprayers, weed eaters, mechanic's tools, chipper, etc.).

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.; infrequently up to 100 lbs.); driving vehicle.

3. Task: Light maintenance and repair of heavy equipment.

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.; infrequently up to 100 lbs.); driving vehicle.

4. Task: Inspects, maintains, and operates water conveyance facilities, including cleaning "grizzlies".

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

5. Task: Assists in mechanic work in powerhouses and outlying facilities.

Physical Demand: Sitting; standing; stooping; kneeling; bending; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

6. Task: Planning work assignments and directing other Agency employees as Lead Person ("Safety Man") or while assuming the responsibilities of the Hydro Maintenance Foreman as assigned by the Power Division Manager in the Foreman's absence.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

Tools and Equipment Used:

Manual and power hand tools, forklift, paint equipment, chain saw, weed eater, test meters, computer, welding equipment, air compressor, small cranes, lifting devices, backhoe, articulated loader, road grader, snow cat, dump truck, boom truck.

Marginal Job Duties:

1. Task: Driving vehicles in adverse weather conditions (e.g., heavy rain, snow, ice); installing snow chains on tires; clearing fallen trees (including operating chain saws) from roadways and facilities.

Physical Demand: Sitting; standing; walking on slippery and uneven ground, snow and ice; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 lbs. for a distance of up to 200 feet).

Environmental Demands:

Outside: Regularly works outside in a variety of weather conditions ranging from below freezing and snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment, as well as in confined damp spaces where temperature is not controlled.

Fumes/Gases: Exposure to fumes and gases from solvents, lubricants, paints, carbon dioxide, nitrogen, oxygen and acetylene.

Noise/Vibration: Moderate exposure to loud noise and vibration from large rotating equipment, heavy construction equipment, air compressors and falling water.

Mental Requirements:

Reading: Reads instructions, work orders, operation logs, technical reports and operation procedures, safety manuals, letters, reports, memos and messages.

Writing: Reports, messages and instructions.

Math: Ability to perform basic math calculations, including percentages.

Attention to Detail: Above average level concentration.

Repetition: Routine daily work practices, especially relating to data collection.

Judgment: Ability to work independently with little supervision, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, PG&E personnel and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

ADOPTED: 3/25/97

AMENDED: 1/27/09

EXHIBIT C-6 Classification Specification

Job Title: Roving Operator (PG&E Classification No. 1740)

General Job Description

Under the direction of the Operations Foreman and Power Division Manager:

operates and performs minor routine maintenance of hydroelectric powerhouses, reservoirs, diversions, intakes, tunnels, canals, and miscellaneous equipment and facilities;

performs a wide variety of skilled and semi-skilled manual and automated tasks;

trains, or assists in training of subordinates.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Completion of recognized apprenticeship program for hydroelectric system operators.

Valid California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday

Hourly Compensation Range: See Exhibit "A" of M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Operates all power plant generation, transmission equipment and ancillary facilities, and does related work.

Physical Demand: Sitting; standing; stooping; kneeling; bending; walking; climbing stairs; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Directs switching in accordance with established procedures, isolates equipment and places "Man On Line" tags.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision, speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls.

3. Task: Performs routine tests on automatic equipment.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls.

4. Task: Records all pertinent generation and water data, and changes recording charts as required.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls.

5. Task: Receives and dispatches calls by telephone and radio.

Physical Demand: Sitting; standing; close vision; hearing; speaking; use of hands to finger, handle, or feel objects, tools or controls.

6. Task: Performs routine maintenance and inspection of generators, auxiliary equipment and outlying stations.

Physical Demand: Sitting; standing; stooping; bending; kneeling; walking; climbing stairs; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 Lbs. for a distance of up to 200 feet).

7. Task: Attends PG&E refresher operating courses and completes course assignments.

Physical Demand: Sitting; standing; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

8. Task: Inspects water conveyance facilities and cleans trash racks.

Physical Demand: Sitting; standing; stooping; bending; kneeling; walking over uneven ground; climbing; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 Lbs., frequently up to 75 Lbs., and infrequently up to 100 Lbs.).

9. Task: Trains Hydroelectric Plant Operator-in-Training.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls, driving vehicle.

10. Task: Driving vehicles in adverse weather conditions (e.g., heavy rain, snow, ice); installing snow chains on tires; clearing fallen trees (including operating chain saws) from roadways and facilities.

Physical Demand: Sitting; standing; walking on slippery and uneven ground, snow and ice; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 Lbs. for a distance of up to 200 feet).

Tools and Equipment Used:

Computer, typewriter, calculator, multimeter test meter, hydroelectric powerhouse switchboards, power hand tools, forklift, painting equipment, chain saw, weed eater.

Marginal Job Duties:

1. Task: Operates various pieces of equipment, including computers, radios, typewriters and calculators.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

Environmental Demands:

Outside: Regularly works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Frequently works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes and gases from solvents, lubricants, paints, carbon dioxide, nitrogen, oxygen and acetylene.

Noise/Vibration: Moderate exposure to noise and minimal vibration from large rotating equipment ,air compressors and falling equipment.

Mental Requirements:

Reading: Reads instructions, work orders, technical reports, safety manuals, letters, reports, memos and messages.

Writing: Reports, messages and instructions.

Math: Ability to perform basic math and algebra calculations.

Attention to Detail: Above average level concentration and attention to detail.

Repetition: Routine daily work practices, especially relating to data collection.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, PG&E personnel and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

ADOPTED: 4/26/94

EXHIBIT C-7 Classification Specification

Job Title: Electrician (PG&E Classification No. 0467)

General Job Description

Under the direction of the Hydro Maintenance Foreman:

as a journeyman, performs all types of skilled electrical work on hydroelectric plants and related facilities, and other Agency electrical facilities;

performs a wide variety of skilled and semi-skilled manual and automated tasks.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Completion of a recognized apprenticeship program for hydroelectric system electricians.

Valid California drivers license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit "A" of the MOU between Agency and Union.

Essential Job Duties:

1. Task: Installs, repairs and maintains electrical equipment.

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

2. Task: Operates meters and test equipment.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Operates and maintains vehicles and equipment, including the forklift and Bobcat loader.

Physical Demand: Sitting; standing; stooping; kneeling; bending; walking; close and distance vision; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Planning work assignments and directing other Agency employees as Lead Person ("Safety Man") or while assuming the responsibilities of the Hydro Maintenance Foreman as assigned by the Power Division Manager in the Foreman's absence.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Training others.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

6. Task: Inspects, maintains, and operates water conveyance facilities, including cleaning "grizzlies".

Physical Demand: Sitting; standing; stooping; kneeling; bending; squatting; walking over uneven ground and objects; climbing; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

Tools and Equipment Used:

Computer, typewriter, calculator, power hand tools, forklift, Bobcat loader, painting equipment, computer, lifting equipment, chain saw.

Marginal Job Duties:

1. Task: Operates various pieces of equipment, including computers, radios, typewriters and calculators.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Driving vehicles in adverse weather conditions (e.g., heavy rain, snow, ice); installing snow chains on tires; clearing fallen trees (including operating chain saws) from roadways and facilities.

Physical Demand: Sitting; standing; walking on slippery and uneven ground, snow and ice; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 lbs. for a distance of up to 200 feet).

Environmental Demands:

Outside: Regularly works outside in a variety of weather conditions ranging from below freezing and snow to +100°F.

Inside: Frequently works indoors in temperature-controlled environment, as well as in confined damp spaces where temperature is not controlled.

Fumes/Gases: Exposure to fumes and gases from solvents, lubricants, paints, carbon dioxide, nitrogen, oxygen and acetylene.

Noise/Vibration: Moderate exposure to loud noise and vibration from large rotating equipment, air compressors and falling water.

Mental Requirements:

Reading: Reads instructions, work orders, technical reports and operation procedures, safety manuals, letters, reports, memos and messages.

Writing: Reports, messages and instructions.

Math: Ability to perform advanced math calculations, including algebra and trigonometry.

Attention to Detail: Above average level concentration and attention to detail. Must be accurate and precise.

Repetition: Routine daily work practices, especially relating to data collection.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, PG&E personnel and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

ADOPTED: 3/25/97

EXHIBIT C-8 Classification Specification

Job Title: Hydroelectric Plant Operator-in-Training (PG&E Classification No. 1825)

General Job Description

Under the direction and training of the Operations Foreman, and training by Roving Operators:

learns the operation and maintenance of hydroelectric powerhouses, reservoirs, diversions, intakes, tunnels, canals, and miscellaneous equipment;

performs a wide variety of unskilled and semi-skilled manual and automated tasks.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Valid California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Learns to operate all power plant generation and transmission equipment and related works.

Physical Demand: Sitting; standing; walking; stooping; bending; kneeling; squatting; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Learns to direct switching and isolate equipment in accordance with established procedures.

Physical Demand: Standing; walking; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Learns to perform routine tests on automatic equipment.

Physical Demand: Standing; walking; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Learns to record all pertinent generation and water data on recording charts as required.

Physical Demand: Close vision; use of hands to write data on charts; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Learns to receive and dispatch calls by telephone and radio.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

6. Task: Learns minor maintenance and inspection of generators, auxiliary equipment and outlying stations.

Physical Demand: Standing; walking; stooping; bending; squatting; kneeling; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.).

7. Task: Attends PG&E operator-in-training sessions and successfully completes assignments.

Physical Demand: Sitting; standing; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

8. Task Inspects water conveyance facilities and cleans trash racks.

Physical Demand: Standing; walking over uneven ground; climbing; stooping; bending; kneeling; upper and lower body flexibility; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

Marginal Job Duties:

1. Task: Operates various pieces of equipment including computers, radios, typewriters, and calculators.

Physical Demand: Sitting; close vision; use of hands to finger, handle, feel objects, tools or controls.

Environmental Demands:

Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Frequently works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes and gases from solvents, lubricants, paints, carbon dioxide, nitrogen, oxygen and acetylene.

Noise/Vibration: Large rotating equipment, air compressors, falling water.

Mental Requirements:

Reading: Reads construction plans and details, instructions, work orders, technical reports, magazine and journal reports, safety manuals, letters, reports, memos and messages.

Writing: Reports, messages and instructions.

Math: Ability to perform basic math and algebra calculations.

Attention to Detail: Above average level concentration and attention to detail.

Repetition: Routine daily work practices, especially relating to data collection and recording.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and PG&E and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

ADOPTED: 8/24/93

EXHIBIT C-9 Classification Specification

Job Title: Hydro Maintenance Foreman (PG&E Classification No. 0751)

General Job Description

Under the direction of the Power Division Manager:

as a working foreman, supervises the Power Division's maintenance crew performing civil, mechanical and electrical maintenance on all facilities of the South Feather Power Project;

performs a wide variety of skilled and semi-skilled manual and automated tasks;

trains, or assists in training of subordinates.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Five (5) years minimum experience as a journeyman in the maintenance of hydroelectric projects, with increasing responsibilities in operations, maintenance and supervision.

Valid California Class B driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Coordinates with the Power Division Manager in the maintenance of the South Feather Power Project, including delegation of work assignments.

Physical Demand: Sitting; standing; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Supervises Electrical Machinist, Electrician, Electrical Technician, Mechanic and Equipment Operator.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Performing journeyman-level work in the civil, mechanical and electrical maintenance of all facilities of the South Feather Power Project.

Physical Demand: Sitting; standing; stooping; kneeling; bending; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

4. Task: Operation of vehicles and equipment (backhoe, loader, road grader).

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls.

5. Task: Inspection, maintenance and operation of water conveyance facilities.

Physical Demand: Sitting; standing; stooping; kneeling; bending; walking over uneven ground and objects; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; upper and lower body flexibility; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

6. Task: Operate PG&E OHMS computer maintenance program.

Physical Demand: Sitting; close vision; use of hands to write and to finger, handle, or feel objects, tools or controls.

Tools and Equipment Used:

Computer, typewriter, calculator, power hand tools, forklift, painting equipment, chain saw, weed eater, test meters, welding equipment, air compressor, small cranes, lifting equipment, metal machining tools, backhoe, loader, and road grader.

Marginal Job Duties:

1. Task: Operates various pieces of equipment, including computers, radios, typewriters and calculators.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Driving vehicles in adverse weather conditions (e.g., heavy rain, snow, ice); installing snow chains on tires; clearing fallen trees (including operating chain saws) from roadways and facilities.

Physical Demand: Sitting; standing; walking on slippery and uneven ground, snow and ice; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 lbs. for a distance of up to 200 feet).

Environmental Demands:

Outside: Regularly works outside in a variety of weather conditions ranging from below freezing and snow to +100°F.

Inside: Frequently works indoors in temperature-controlled environment, as well as in confined spaces where temperature is not controlled.

Fumes/Gases: Exposure to fumes and gases from solvents, lubricants, paints, carbon dioxide, nitrogen, oxygen and acetylene.

Noise/Vibration: Moderate exposure to loud noise and vibration from large rotating equipment, air compressors and falling water.

Mental Requirements:

Reading: Reads instructions, operation logs, work orders, technical reports and operation procedures, safety manuals, letters, reports, memos and messages.

Writing: Reports, procedures, logs, messages and instructions.

Math: Ability to perform basic math calculations, including percentages.

Attention to Detail: Above average level concentration and attention to detail. Must be accurate and precise.

Repetition: Routine daily work practices, especially relating to data collection and logging.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, PG&E personnel and District personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

ADOPTED: 2/25/97

EXHIBIT C-10 Classification Specification

Job Title: Operations Foreman (PG&E "System Operator No.1", Class. No. 1805)

General Job Description

Under the direction of the Power Division Manager:

operates and maintains hydroelectric powerhouses, reservoirs, diversions, intakes, tunnels, canals, and miscellaneous appurtenant equipment and facilities;

performs a wide variety of skilled and semi-skilled manual and automated tasks;

trains, or assists in training of subordinates.

Prerequisite Qualifications

High school diploma or the equivalency thereof

Completion of recognized apprenticeship program for hydroelectric system operators.

Five (5) years minimum experience working in the South Feather Power Project, with increasing responsibilities in operations, maintenance and supervision.

Valid California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Coordinates with the Power Division Manager and PG&E's Operations Center in the operation of the South Feather Power Project.

Physical Demand: Sitting; standing; stooping; kneeling; bending; walking; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Supervises Roving Operators.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; speaking; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Operates all power plant generation and transmission equipment and does related work.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Directs switching in accordance with established procedures, isolates equipment, and places "Man on Line" tags.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls.

5. Task: Performs routine tests on automatic equipment.

Physical Demand: Sitting; standing; walking; climbing stairs; close and distance vision; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls.

6. Task: Records all pertinent generation and water data, and changes recording charts as required.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; use of hands to write and to finger, handle, or feel objects, tools or controls.

7. Task: Receives and dispatches calls by telephone and radio.

Physical Demand: Sitting; standing; close vision; hearing; speaking; use of hands to finger, handle, or feel objects, tools or controls.

8. Task: Performs routine maintenance and inspection of generators, auxiliary equipment and outlying stations.

Physical Demand: Sitting; standing; stooping; bending, kneeling; walking; climbing stairs; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 Lbs. for a distance of up to 200 feet).

9. Task: Trains Hydroelectric Plant Operator-in-Training and Roving Operators.

Physical Demand: Sitting; standing; walking; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

10. Task: Attends PG&E refresher operating courses and completes course assignments.

Physical Demand: Sitting; standing; close and distance vision; hearing; speaking; use of hands to write and to finger, handle, or feel objects, tools or controls; driving vehicle.

11. Task: Inspects water conveyance facilities and cleans trash racks.

Physical Demand: Sitting; standing; stooping; bending; kneeling; walking over uneven ground; climbing; close and distance vision, hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 Lbs., frequently up to 75 Lbs., and infrequently up to 100 Lbs.).

Tools and Equipment Used:

Computer, typewriter, calculator, multimeter test meter, hydroelectric powerhouse switchboards, power hand tools, forklift, painting equipment, chain saw, weed eater.

Marginal Job Duties:

1. Task: Operates various pieces of equipment, including computers, radios, typewriters and calculators.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Driving vehicles in adverse weather conditions (e.g., heavy rain, snow, ice); installing snow chains on tires; clearing fallen trees (including operating chain saws) from roadways and facilities.

Physical Demand: Sitting; standing; walking on slippery and uneven ground, snow and ice; close and distance vision; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle; lifting, pushing, pulling and carrying (regularly up to 50 Lbs. for a distance of up to 200 feet).

Environmental Demands:

Outside: Regularly works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Frequently works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes and gases from solvents, lubricants, paints, carbon dioxide, nitrogen, oxygen and acetylene.

Noise/Vibration: Moderate exposure to noise and minimal vibration from large rotating equipment, air compressors and falling equipment.

Mental Requirements:

Reading: Reads instructions, work orders, technical reports, safety manuals, letters, reports, memos and messages.

Writing: Reports, messages and instructions.

Math: Ability to perform basic math and algebra calculations.

Attention to Detail: Above average level concentration and attention to detail.

Repetition: Routine daily work practices, especially relating to data collection.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, PG&E personnel and District personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

[Adopted 4/26/94]

EXHIBIT C-11 Classification Specification

Job Title: Routine Hydro Clerk

General Job Description

Under the direction of the Power Division Superintendent and with a minimum of supervision:

serves as secretary and administrative assistant to Power Division Superintendent;

serves as receptionist and dispatcher;

serves as material acquisition coordinator for Power Division, including preparing and processing requests-for-bids and vendor responses;

processes accounting, payroll, purchase orders, billing and work orders;

prepares miscellaneous documents including correspondence, reports, forms, etc.;

Prerequisite Qualifications

High school diploma with business emphasis, or the equivalency thereof.

Knowledge of policies, procedures, physical operation, maintenance and scheduling of Power Division.

Knowledge of, or ability to quickly learn regulations and requirements of federal, state and county agencies, and of P.G. & E., relating to the Power Division.

Knowledge of elementary accounting principles;

Ability to accurately type at a minimum speed of 40 words per minute.

Ability to proficiently use, or quickly learn the word processing software used by the Agency.

Valid California driver license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit "A".

Essential Job Duties:

1. Task: Typing correspondence, legal documents, forms, etc.; operates adding machine, FAX machine, cash register, postage machine, mail opening machine, forms burster, stapler, copy machine, hole punch, document binding machine.

Physical Demand: Sitting; standing; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Assistance of and interaction with customers, vendors, contractors, consultants, etc. in office and by telephone.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.

3. Task: Filing.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Operation of radio in emergency and non-emergency situations.

Physical Demand: Sitting; speaking; hearing; use of hands to finger, handle, or feel controls.

Environmental Demands:

Outside: Seldom, if never, works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Almost always works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to various colognes/perfumes and fumes/dust from printing cartridges.

Mental Requirements:

Reading: Reads letters, reports, memos, messages; complex financial documents, operating manuals for office equipment.

Writing: Writes reports, letters, memos, messages; fills out forms and documents.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Attention to Detail: High-level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, posting, etc.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

[Added 3/23/04]

EXHIBIT C-12
CLASSIFICATION SPECIFICATION

Job Title: Utility Worker
(PG&E Classification No. 0925)

Division: Power

General Job Description

Under the direction of the Hydro Maintenance Foreman or Power Division Manager:

Works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities including powerhouses, dams, gauging stations, intake structures, canals, gates, etc.;

Performs a wide variety of unskilled and semi-skilled manual and automated tasks.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Knowledge of basic tools and equipment; basic knowledge of Power Division operations and facilities.

Valid Class B California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

Basic Work Hours: 7:00 AM to 4:30 PM, Monday through Friday.

Hourly Compensation Range: See Exhibit A of the M.O.U. between Agency and Union.

Essential Job Duties:

1. Task: Assists in the maintenance of roads to Power Division facilities.

Physical Demand: Sitting; standing; walking over uneven ground and objects; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the maintenance of dams, tunnels and canals.

Physical Demand: Sitting; standing; walking over uneven ground and objects; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); climbing stairs and/or ladders; crawling in confined spaces; wearing a respirator; kneeling; stooping; bending; squatting;

close vision; distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls, writing; driving vehicle.

3. Task: Assists in the maintenance of powerhouses.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); climbing stairs and/or ladders; crawling in confined spaces; wearing a respirator; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; writing; driving vehicle.

4. Task: Applies herbicides to roads and road banks and algaecides to Miners Ranch Conduit.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); climbing ladders; wearing a respirator; distance and close vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

5. Task: Maintains grounds and buildings, and assists in maintenance of equipment and tools, at Forbestown headquarters.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); climbing ladders and stairs; kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; writing; driving vehicle; operating forklift.

6. Task: Collects routine readings and adjusts flow releases at outlying facilities.

Physical Demand: Sitting; standing; walking over slippery or uneven ground and objects; climbing ladders and stairs; turning manually operated valves; kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; writing; driving vehicle.

Marginal Job Duties:

1. Task: Assists in conducting snow surveys.

Physical Demand: Sitting; standing; walking over slippery or uneven ground, snow and ice; wearing snowshoes; close and distance vision; use of hands to handle measuring equipment; writing; driving vehicle.

2. Task: Driving vehicles in adverse weather conditions (e.g., heavy rain, snow, ice, fog); installing snow chains on tires; clearing fallen trees (including operating chain saws) from roadways and facilities.

Physical Demand: Sitting; standing; stooping; walking over slippery or uneven ground, snow and ice; close and distance vision; hearing; use of hands to finger, handle or feel objects, tools or controls; upper and lower body flexibility; lifting, pushing, pulling and carrying (regularly up to 50 lbs. for a distance of up to 200 feet).

Environmental Demands:

Outside: Regularly works outside in a variety of weather conditions ranging from below freezing to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Confined Spaces: Occasionally works in spaces subject to confined space or tunnel entry procedures.

Fumes/Gases: Exposed occasionally to fumes and gases from solvents, lubricants, paint, pesticides, carbon dioxide, nitrogen, oxygen, acetylene and other materials. Must be capable of wearing a respirator when appropriate.

Noise/Vibration: Regularly exposed to loud noise and vibration from road maintenance equipment, large rotating equipment, air compressors and falling water.

Mental Requirements:

Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

Writing: Writes logs, records, hours worked, and descriptions of work done.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

Repetition: Routine daily work practices.

Judgment: Works under direct supervision in powerhouses; may work alone at outlying facilities; average judgment required.

Social Skills: Ability to relate cooperatively with members of the public, consultants, regulatory personnel and Agency personnel.

Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction and crane operations.

[Adopted 1/24/05]

EXHIBIT "D"
EMPLOYEE PERFORMANCE APPRAISAL
South Feather Water and Power Agency

Average Score, All Factors =

Name	Position:
Division:	Status: Regular [] Probationary [] Evaluation Period:
Appraisal Date:	Employment Date: Date Assigned to this Position:
Vacation time used during this evaluation period (hrs.):	Sick leave used during this evaluation period (hrs.):

SECTION A Careful consideration must be given in answering the following.

1. Quality of Work	1	2	3	4	5	6	7	8	9	10
Appraise the success in controlling errors, waste, etc.	Quality of work below desired minimum.	Quality meets minimum requirements; some errors, waste, etc.	Quality is satisfactory. Only minimum amount of errors and waste.	Quality exceeds normal requirements.	Consistently turns out highest quality of satisfactory work.	Exceptional.				
Consider accuracy, work produced under pressure, etc.	<i>Comments:</i>									
2. Quantity of Work	1	2	3	4	5	6	7	8	9	10
Appraise the output of acceptable work.	Quantity falls below minimum requirements.	Quantity meets minimum requirements.	Quantity is satisfactory.	Generally turns out superior quantity of satisfactory work.	Consistently turns out superior quantity of work.	Exceptional.				
Indicate how pressure affects quantity, etc.	<i>Comments:</i>									
3. Industry	1	2	3	4	5	6	7	8	9	10
Indicate willingness to work and assume responsibility.	Often late. No energy. Never assumes responsibility. Needs prodding.	Occasionally late. Seldom assumes responsibility.	Satisfactory attendance. Generally assumes responsibility.	Superior attendance. Unusual energy, drive. Readily assumes responsibilities.	Maximum industry, energy, drive. Seeks responsibilities.	Exceptional.				
Indicate reasons for lack of energy, high absenteeism, etc.	<i>Comments:</i>									
4. Dependability	1	2	3	4	5	6	7	8	9	10
	Cannot be depended on to do assigned tasks. Needs constant supervision.	Occasionally completes assigned tasks. Not very dependable. Needs close supervision.	Can be depended on for routine tasks. Needs average amount of supervision.	Can be depended on in most cases. Needs little supervision.	Can be depended on regardless of task. Needs no supervision.	Exceptional.				
Indicate conscientiousness & other such explanations.	<i>Comments:</i>									
5. Aptitude/Ability	1	2	3	4	5	6	7	8	9	10
Indicate how well equipped individual is in the skills necessary for his/her job.	Considerable training needed. Know-how limited to mere essentials of job.	Has minimum experience and skills. Needs improvement, additional experience & training.	Satisfactory know-how to perform most aspects of job. Some knowledge of related work.	Has superior skills. Capable of filling in. Helps others in related tasks. Flexible.	Has mastery of skills. Capable of filling in all phases within his/her grade.	Exceptional.				
Indicate teachability.	<i>Comments:</i>									
6. Cooperation	1	2	3	4	5	6	7	8	9	10
How well does individual blend with co-workers. Indicate willingness to work, etc.	Frequently at odds with others. Ignores feelings of others.	Sometimes fails to recognize personal role in cooperative efforts. Occasionally overlooks person's feelings.	Satisfactory participation. Cooperative efforts. Well-accepted by others.	Superior acceptance by others, and good participation in cooperative efforts.	Outstanding acceptance by others. Highest level in cooperative effort.	Exceptional.				
Indicate any other cooperative characteristics & examples.	<i>Comments:</i>									

7. Personality	1	2	3	4	5	6	7	8	9	10
What impression has this employee created among fellow employees.	Employee is despised and disliked by fellow employees.		Frequently has quarrels and misunderstandings with fellow employees.		Seldom has any disputes with fellow employees.		Very seldom has disputes with others.		Never has trouble with others. Well-liked.	
Indicate characteristics or practices that facilitate disputes.	<i>Comments:</i>									
Sections B & C to be completed only when applicable. For example, this portion should be completed for any supervisory personnel. Section D is to be completed for all employees.										
SECTION B										
1. Leadership	1	2	3	4	5	6	7	8	9	10
To what extent does he/she hold the respect & confidence of his/her associates.	Secures limited cooperation of subordinates. Has little or no control.		Has fair degree of respect and confidence of subordinates. Methods get results.		Success in getting respect & confidence of subordinates & others. Gets results without undue friction.		Leads people very capably. Results consistently good. Inspires confidence.		Outstanding, superior, inspiring, and forceful.	
	<i>Comments:</i>									
2. Utilization of Personnel Resources	1	2	3	4	5	6	7	8	9	10
Consider success in delegation of authority and proper placement.	Seldom delegates authority. Sometimes delegates authority to wrong people.		Does not always recognize and take advantage of opportunities.		Successful in making assignments and delegating authority under normal conditions.		Successful under normal and unusual conditions. Superior ability.		Shows outstanding powers of delegation.	
	<i>Comments:</i>									
3. Development of Subordinates	1	2	3	4	5	6	7	8	9	10
Consider to what extent he/she recognizes & develops the possibilities of others.	Sometimes fails to recognize potential in subordinates. Displays no interest in developing them.		Makes a fair effort to improve subordinates and is moderately successful.		Recognizes potential in subordinates and is successful in their training and development.		Shows superior ability in developing subordinates for advancement. Quickly recognizes latent abilities.		Usually successful in recognizing latent abilities of subordinates. Advances them in own group.	
	<i>Comments:</i>									
SECTION C										
4. Creativity	1	2	3	4	5	6	7	8	9	10
Consider the number and the quality of new & original ideas that relate to his/her job and the District.	Ideas usually not practical or useful.		Contributes some good ideas.		Ideas generally good and usually adopted.		Has advanced many superior ideas and occasionally some outstanding ones.		Exceptionally prolific concerning practical and useful ideas, most of which are very good.	
Indicate examples of creativity and innovative ideas.	<i>Comments:</i>									
SECTION D										
1. In areas where employee scored less than 5, indicate what measures are being taken to improve his/her performance.										
a. Quality of Work										
b. Quantity of Work										
c. Industry										
d. Dependability										
e. Aptitude										
f. Cooperation										
g. Personality										
2. Do you consider this employee capable of future advancement? If Yes, give reasons.										
3. What is employee doing to prepare for advancement?										
4. Have you formulated plans for helping this employee improve his/her performance? If so, please indicate.										
Evaluator _____ Date _____ General Manager _____ Date _____										
Employee Comments:										
I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement. My comments regarding this appraisal have been annotated above, and on attached sheets, if necessary.										
_____ Employee										Date _____

EXHIBIT "E"

Employee Grievance Form

**SOUTH FEATHER WATER AND POWER AGENCY
Hydropower Generation Unit**

Employee's Name:

Date:

Statement of grievance, including specific reference to any specific MOU provision, law, policy rule, regulation and/or instruction deemed to be violated, misapplied, or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Signature:

EXHIBIT "F"
Payroll Deduction Form

**AUTHORIZATION FOR SALARY OR WAGE DEDUCTIONS
FOR LOCAL 1245 IBEW DUES**

In accordance with Section 1157.3 of the Government Code of the State of California, I hereby authorize the South Feather Water and Power Agency to deduct from my wages or salary the sum of \$ _____ per month or such other sum as Local Union 1245, International Brotherhood of Electrical Workers, may from time to time vote as such membership dues, and to transmit the same to the Financial Secretary of Local Union 1245, IBEW, P.O. Box 4790, Walnut Creek, California 94596 from and after the date hereof.

I understand this authorization may be terminated by me on written notice to the South Feather Water and Power Agency Accounting Department, during the 10-day period beginning July 1, through July 10, of any year.

Dated this day of ,20__

Signed Address

S/S No. City

Classification State Zip code
(AGENCY COPY)



SOUTH FEATHER WATER & POWER AGENCY

TO: Public Recipients of Agenda Information

FROM: Rath Moseley, General Manager

DATE: March 15, 2021

RE: Real Property Negotiations, and Anticipated and Existing Litigation
Closed Session Agenda Item for 3/23/21 Board of Directors Meeting

The information provided to directors for this agenda item is not available to the public. The purpose for this item is to give the Board an opportunity to confer with legal counsel about litigation in which the Agency is already involved or is anticipating. The Board is permitted by law (Brown Act) to confidentially discuss information that might prejudice its legal position, to have a confidential and candid discussion about meet-and-confer issues. Such discussions are exempt from the Brown Act's requirement that matters before the Board be discussed in public. Attendance during the closed-session will be limited to directors, together with such support staff and legal counsel as determined necessary by directors for each subject under discussion.