



**PUBLIC NOTICE**  
**Board Meeting of the:**  
**Honey Lake Valley Resource Conservation District**  
**170 Russell Ave. Suite C**  
**Susanville, CA 96130**  
**5302574127 ext. 100**

Attachments available 07/24/23 at [www.honeylakevalleyrcd.us](http://www.honeylakevalleyrcd.us)

**Date: Thursday, July 27th, 2023**

**Location: 170 Russell Ave., Suite C, Susanville CA 96130**

**Time: 5:30 PM**

**AGENDA**

NOTE: THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT MAY ADVISE ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW.

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED ABOVE AT LEAST A DAY BEFORE THE MEETING.

**I. CALL TO ORDER, ROLL CALL**

**II. APPROVAL OF AGENDA -**

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

**III. PUBLIC COMMENT**

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

**IV. CONSENT ITEMS –**

- A. Correspondence
- B. Meeting Minutes – 5/22/23, 6/7/23, 6/22/23
- C. Financial Reports
- D. Agreements/Contracts

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

**V. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD**

- A. Consideration and approval of draft amended Policy 2330-Compensation. (attachment)

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

- B. Consideration and approval of draft Compensation – Wage Levels/Merit Advancement Steps Chart (Effective 7/1/2023). (attachment)

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

- C. Consideration and approval of draft amended Policy 2400-Work Schedules. (attachment)

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

**VI. ITEMS FOR BOARD ACTION AND/OR DISCUSSION– WATERMASTER**

- A. Old Channel Project Update - Stuemky

*Tie to the Strategic Plan: Strategic Issue 1.4 – Watermaster services are professionally provided.*

- B. Consideration, discussion and approval of increasing salary rate to \$64,500/year for WM position to maintain FSLA exemption for a salaried employee. (attachments)

*Tie to the Strategic Plan: Strategic Issue 1.4 – Watermaster services are professionally provided.*

**VII. REPORTS**

- A. District Manager Report – Stuemky/Siemer
- B. NRCS Agency Report – Stephens
- C. SWAT - Hanson
- D. WAC Report – Langston/Anderson
- E. Modoc Regional RCD/CARCD Report – Tippin
- F. Fire Safe Council Report – Johnson
- G. Post-Fire Recovery Report – Wooster
- H. IRWMP Report – Claypool
- I. NRCS Partnership Report – Hanson

J. Unagendized reports by board members

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

**VIII. ADJOURNMENT**

The next Honey Lake Valley RCD meeting will be **August 24th, 2023, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

*I certify that on Monday, July 24<sup>th</sup>, 2023 agendas were posted as required by Government Code Section 54956 and any other applicable law.*

X   
\_\_\_\_\_  
Andrea Stuenkel  
District Manager



**PUBLIC NOTICE**  
**Special Board Meeting of the:**  
**Honey Lake Valley Resource Conservation District**  
**170 Russell Ave. Suite C**  
**Susanville, CA 96130**  
**5302574127 ext. 100**

Attachments available 04/17/2023 at [www.honeylakevalleyrcd.us](http://www.honeylakevalleyrcd.us)

**Date: Thursday, May 25th, 2023**  
**Location: 170 Russell Ave., Suite C, Susanville CA 96130**

**MEETING MINUTES**  
**\*votes taken via role call\***

NOTE: THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT MAY ADVISE ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW.

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED ABOVE AT LEAST A DAY BEFORE THE MEETING.

**I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

Board member Jesse Claypool called the meeting to order at 5:12PM, and a quorum was noted.

**II. APPROVAL OF AGENDA**

Board member Will Johnson made a motion to approve the agenda, Board member Robin Hanson seconded, and the motion passed. All.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

**III. PUBLIC COMMENT - NONE**

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

**IV. ADJOURNMENT TO CLOSED SESSION – 5:13PM**

- A. EMPLOYEE HIRING. Title: District Manager, with respect to every item of business to be discussed in closed session pursuant to Section 54957(b)(1).

Board member Robin Hanson made a motion to hire a new District manager, Board member Will Johnson seconded, and the motion passed. All.

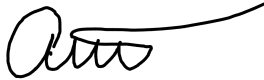
*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

**IV. RECONVENE IN OPEN SESSION – 5:31PM**

**V. ADJOURNMENT – 5:31PM**

The next Honey Lake Valley RCD meeting will be **May 25, 2023 at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

*Respectfully Submitted,*



Andrea Stuenkel  
District Manager

APPROVED: \_\_\_\_\_  
Jesse Claypool, RCD Board  
Chairperson

DATE: 7/27/2023



**PUBLIC NOTICE**  
**Board Meeting of the:**  
**Honey Lake Valley Resource Conservation District**  
**170 Russell Ave. Suite C**  
**Susanville, CA 96130**  
**5302574127 ext. 100**

Attachments available 04/24/2023 at [www.honeylakevalleyrccd.us](http://www.honeylakevalleyrccd.us)

**Date: Thursday, May 25th, 2023**  
**Location: 170 Russell Ave., Suite C, Susanville CA 96130**

**MEETING MINUTES**  
**\*votes taken via role call\***

NOTE: THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT MAY ADVISE ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW.

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED ABOVE AT LEAST A DAY BEFORE THE MEETING.

**I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

Board member Jesse Claypool called the meeting to order at 5:36PM, and a quorum was noted.

**II. APPROVAL OF AGENDA**

Board member Robin Hanson made a motion to approve the agenda, Board member Laurie Tippin seconded, and the motion passed. All.

***Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.***

**III. PUBLIC COMMENT**

David Lile commented about SWEEP grant introduction and possible RCD partnership.

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a

maximum of twenty (20) minutes to each subject matter.

#### **IV. CONSENT ITEMS –**

- a. Correspondence
- b. Financial Reports
- c. Agreements/Contracts

Board member Robin Hanson made a motion to approve the consent items, Board member Will Johnson seconded, and the motion passed. All.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

#### **V. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD**

- A. Consideration, decision, and approval of submission of HLVRCD's SDRMA Board Election Ballot. (attachment)

Board member Laurie Tippin made a motion to approve the submission of the ballot, Board member Will Johnson seconded, and the motion was passed. All.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

- B. Consideration and approval of CEQA NOE and environmental review for HLVRCD's Old Channel Project. (attachments)

Board member Laurie Tippin made a motion to sign CEQA NOE upon clarification of CEQA notes, Board member Robin Hanson seconded, and the motion was passed. All.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

- C. Consideration and approval of Agreement with Lassen Fire Safe Council, Inc. to act as CEQA Lead Agency for the Susanville Indian Rancheria (SIR) Cradle Valley Post-Dixie Fire Restoration Project. (attachment)

Board member Laurie Tippin made a motion to approve and sign the Agreement, Board member Robin Hanson seconded, and the motion was passed. All.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

- D. Consideration and approval of CEQA NOE and environmental review for Susanville Indian Rancheria (SIR) Cradle Valley Post-Dixie Fire Restoration Project. (attachments)

Board member Robin Hanson made a motion to sign CEQA NOE and environmental review, Board member Laurie Tippin seconded, and the motion was passed. All.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

- E. Direction to staff regarding PBA trailer storage location and program continuation while hiring a new PBA coordinator – Osborn

Direction was given to staff on trailer storage location and employee hiring.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

- F. Second review of the FY23/24 Draft Budget. (attachment)

Direction was given to call a budget hearing for final approval.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

## **VI. ITEMS FOR BOARD ACTION AND/OR DISCUSSION– WATERMASTER**

- A. Review of Draft watermaster apportionments (attachment) - Anderson.

Direction was given to update tracts.

*Tie to the Strategic Plan: Strategic Issue 1.4 – Watermaster services are professionally provided.*

- B. Review of Senate Bill (SB) 88 and Measurement Regulations. (attachment) - Anderson
- chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://www.waterboards.ca.gov/waterrights/water\_issues/programs/diversion\_use/docs/faq\_sb88.pdf

*Tie to the Strategic Plan: Strategic Issue 1.4 – Watermaster services are professionally provided.*

## **VII. REPORTS**

- A. District Manager Report – Stuemky (attachment)  
Reported on Book Keeper updates, grant admin, and employees
- B. NRCS Agency Report – Stephens  
Reported on active contracts and upcoming time off
- C. SWAT - Hanson  
NONE
- D. WAC Report – Langston/Anderson  
Reported on budget
- E. Modoc Regional RCD/CARCD Report – Tippin  
Reported on possible coordination for a fall meeting
- F. Fire Safe Council Report – Johnson  
Reported that he attended regular meeting where Catherine presented
- G. Post-Fire Recovery Report – Wooster  
NONE



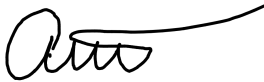
- H. Lassen PBA Report – Osborn  
NONE
- I. IRWMP Report – Claypool  
NONE
- J. NRCS Partnership Report – Hanson  
NONE
- K. Unagendized reports by board members  
Board member Will Johnson reported that he would not be able to attend the June Meeting. Board member Laurie Tippin reported on the June 3<sup>rd</sup> wildfire preparedness day.

***Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.***

**VIII. ADJOURNMENT – 8:07pm**

The next Honey Lake Valley RCD meeting will be **June 22nd, 2023, at 5:30 PM.**  
The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

*Respectfully Submitted,*



Andrea Stuemky  
District Manager

APPROVED: \_\_\_\_\_  
Jesse Claypool, RCD Board  
Chairperson

DATE: 7/27/2023



**PUBLIC NOTICE**  
**Board Meeting of the:**  
**Honey Lake Valley Resource Conservation District**  
**170 Russell Ave. Suite C**  
**Susanville, CA 96130**  
**5302574127 ext. 100**

Attachments available 04/24/2023 at [www.honeylakevalleyrcd.us](http://www.honeylakevalleyrcd.us)

**Date: Thursday, June 22nd, 2023**

**Location: 170 Russell Ave., Suite C, Susanville CA 96130**

**MEETING MINUTES**  
**\*votes taken via role call\***

NOTE: THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT MAY ADVISE ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW.

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED ABOVE AT LEAST A DAY BEFORE THE MEETING.

**I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

Board member Jesse Claypool called the meeting to order at 5:32PM, and a quorum was noted.

**II. APPROVAL OF AGENDA**

Board member Laurie Tippin made a motion to approve the agenda, Board member Wayne Langston seconded, and the motion passed. All.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

**III. PUBLIC COMMENT - NONE**

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

**IV. CONSENT ITEMS –**

- a. Correspondence
- b. Meeting Minutes – 3/23/23, 4/17/23, 4/24/23
- c. Financial Reports
- d. Agreements/Contracts

Board member Laurie Tippin made a motion to approve the consent items, Board member Wayne Langston seconded, and the motion passed. All.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

**V. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD**

- A. Consideration and approval of Final FY23/24 Budget. (attachment)

Board member Laurie Tippin made a motion to approve the Budget, Board member Wayne Langston seconded, and the motion was passed. All.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

- B. Consideration and approval of SDRMA Insurance - Workers Compensation FY23/24 Invoice. (attachment)

Board member Wayne Langston made a motion to pay the invoice, Board member Laurie Tippin seconded, and the motion was passed. All.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

- C. Consideration and approval of Larry Bain Audit FY22 Management Letter. (attachment)

Board member Laurie Tippin made a motion to approve the Management Letter, Board member Wayne Langston seconded, and the motion was passed. All.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

- D. Consideration and review of DRAFT Policy #2400. (attachment)

Direction to staff to bring back Policy #2330 with changes regarding Christmas Eve and Holiday Policy

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

**VI. ITEMS FOR BOARD ACTION AND/OR DISCUSSION– WATERMASTER**

- A. Old Channel Project Update - Anderson.

Project update was given with engineering design updates and timeline updates.

*Tie to the Strategic Plan: Strategic Issue 1.4 – Watermaster services are professionally provided.*

- B. Discussion regarding most important diversion location list - Anderson.

Update given on continuing conversations and discussion regarding Watermaster Workshop

*Tie to the Strategic Plan: Strategic Issue 1.4 – Watermaster services are professionally provided.*

- C. CDFA Sweep Project Update – Stuemky

Project submission was discussed.

*Tie to the Strategic Plan: Strategic Issue 1.4 – Watermaster services are professionally provided.*

## **VII. REPORTS**

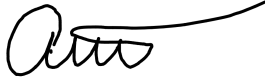
- A. District Manager Report – Stuemky  
Report given on grant project admin and employee update
- B. NRCS Agency Report – Stephens  
Report given on current contracts, EQIP applications, and fire-preparedness day
- C. SWAT - Hanson  
NONE
- D. WAC Report – Langston/Anderson  
Report given on Watermaster applications and apportionments
- E. Modoc Regional RCD/CARCD Report – Tippin  
NONE
- F. Fire Safe Council Report – Johnson  
NONE
- G. Post-Fire Recovery Report – Wooster  
Report given on Forest management Plan and landowner conflicts regarding road use
- H. IRWMP Report – Claypool  
NONE
- I. NRCS Partnership Report – Hanson  
NONE
- J. Unagendized reports by board members  
Board member Jesse Claypool reported that CSDA is working on a national definition of “special district” and that considerable other legislation is in the works  
Board member Laurie Tippin reported on NACD subcommittees and annual meeting

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

**VIII. ADJOURNMENT – 8:47pm**

The next Honey Lake Valley RCD meeting will be **July 27th, 2023, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

*Respectfully Submitted,*



Andrea Stuemky  
District Manager

APPROVED: \_\_\_\_\_  
Jesse Claypool, RCD Board  
Chairperson

DATE: 7/27/2023

# Honey Lake Valley Resource Conservation District

## Statement of Financial Position

As of June 30, 2023

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
US - Grants Checking (7921)	170,875.98
US - RCD Checking (7897)	10,877.63
US - RCD Savings (7905)	2,453.20
US - Restricted RCD Savings (7913)	992,500.00
US - WaterMaster Checking (7947)	355,446.20
US - WaterMaster Savings (7954)	37,909.33
<b>Total Bank Accounts</b>	<b>\$ 1,570,062.34</b>
<b>Accounts Receivable</b>	
Accounts Receivable - Watermaster Fund	0.00
Grants Receivable	2,500.00
<b>Total Accounts Receivable</b>	<b>\$ 2,500.00</b>
<b>Other Current Assets</b>	
Due from Other Funds	25,630.57 *
Other Current Assets	0.00
Prepaid Expense	0.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$ 25,630.57</b>
<b>Total Current Assets</b>	<b>\$ 1,598,192.91</b>
<b>Fixed Assets</b>	
Other fixed assets	5,329.11
Vehicles	0.00
<b>Total Fixed Assets</b>	<b>\$ 5,329.11</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,603,522.02</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	

<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable (A/P)		91,641.95
<b>Total Accounts Payable</b>	<b>\$</b>	<b>91,641.95</b>
<b>Other Current Liabilities</b>		
Deferred Revenue - 120 Days		0.00
Deferred Revenue - Advance		9,541.98 *NACD
Deferred Revenue DWR Old Channel Grant		992,500.00
Deferred Revenue NACD TA2022		45,910.00
Deferred Revenue PBA		24,253.20
Deferred Revenue USFS Post Fire		377,781.16
<b>Total Deferred Revenue - Advance</b>	<b>\$</b>	<b>1,449,986.34</b>
Deferred Revenue - Retention		0.00
Due to Other Funds		25,630.57 *
Unpaid Payroll - Both		6,135.63 *
<b>Total Other Current Liabilities</b>	<b>\$</b>	<b>1,481,752.54</b>
<b>Total Current Liabilities</b>	<b>\$</b>	<b>1,573,394.49</b>
<b>Total Liabilities</b>	<b>\$</b>	<b>1,573,394.49</b>
<b>Equity</b>		
Opening Balance Equity		324,921.03
Restricted Opening Equity		0.00
Retained Earnings		-34,882.10
Net Revenue		-259,911.40
<b>Total Equity</b>	<b>\$</b>	<b>30,127.53</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$</b>	<b>1,603,522.02</b>

Thursday, Jul 20, 2023 10:59:02 PM GMT-7 - Accrual Basis

\*Items to be reviewed with Drew Consulting

# Honey Lake Valley Resource Conservation District

## Statement of Activity

July 2022 - June 2023

	Total
<b>Revenue</b>	
Apportionments	0.49
CEQA Filing Fees	4,601.25
Direct Billing - Apportionments	86,669.23
Donation	250.00
Grant Proceeds	284,137.66
Reimbursement	-43.29
Revenues	433,023.55
<b>Total Revenue</b>	<b>\$ 808,638.89</b>
<b>Gross Profit</b>	<b>\$ 808,638.89</b>
<b>Expenditures</b>	
Bank Charges & Fees	2,334.11
Car & Truck	2,979.56
CEQA	2.00
Contractors	743,820.33
Facilities	
Rent & Lease	5,653.00
Utilities	1,626.18
<b>Total Facilities</b>	<b>\$ 7,279.18</b>
Grant Expenditures	15,613.26
Insurance	14,785.60
Job Advertising & Marketing	80.41
Job Supplies	21,573.70
Lease	0.00
Legal & Professional Services	20,535.68
Meals & Entertainment	668.63



Membership Dues		971.90
Mileage Reimbursement		941.23
Office Supplies & Software		12,179.53
Payroll		
Payroll Taxes		51,137.15
Payroll Wages		158,901.37
<b>Total Payroll</b>	<b>\$</b>	<b>210,038.52</b>
Payroll Platform Expenses		3,328.26
Repairs & Maintenance		21.48
Taxes & Licenses		18.96
Telecommunications		2,476.46
Trainings + Conferences		2,305.70
Travel		1,826.54
WM Gas		1,324.95
WM Vehicle Service/Repair		3,473.45
<b>Total Expenditures</b>	<b>\$</b>	<b>1,068,579.44</b>
<b>Net Operating Revenue</b>	<b>-\$</b>	<b>259,940.55</b>
Other Revenue		
Interest Income		29.15
<b>Total Other Revenue</b>	<b>\$</b>	<b>29.15</b>
<b>Net Other Revenue</b>	<b>\$</b>	<b>29.15</b>
<b>Net Revenue</b>	<b>-\$</b>	<b>259,911.40</b>

Thursday, Jul 20, 2023 10:58:42 PM GMT-7 - Accrual Basis

**POLICY TITLE: Compensation**  
**POLICY NUMBER: 2330**

**2330.1** This policy shall apply to all District employees.

**2330.2** Each position wage level has within it seven (7) merit advancement steps, which may be updated from time to time. Upon reaching step seven (7) of the wage range, further increase in monetary compensation shall be based on cost of living (COLA) increases only. All step increases are budget dependent and may be postponed pending adequate organization funding.

**2330.3** Compensation at Hiring.

**2330.3.1** New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed, except as provided elsewhere herein.

**2330.3.2** Advanced Step Hiring. If the District Manager finds that qualified applicants cannot be successfully recruited at the first step of the wage range, they may request the Board of Directors to authorize an appointment at an advanced step of the wage range.

**2330.3.3** Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

**2330.4** Merit Advancement Within Range.

**2330.4.1** Performance Evaluation Required. The District Manager may authorize a merit advancement/step increase within the salary range only after evaluating the employee's performance, as required in Policy 2010 – Performance Evaluation, and determining that it is satisfactory. Authorization for the merit advancement must be noted on the performance evaluation form.

**2330.4.1.1** The Board of Directors shall authorize a merit advancement for the District Manager only after evaluating the District Manager's performance, as required in Policy 2010 – Performance Evaluation, and determining that it is satisfactory. Authorization for the merit advancement must be approved in a public meeting and noted on the performance evaluation form.

**2330.4.2** Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete at least one (1) year of employment at their current level to be

eligible to receive a merit step increase. All merit advancements shall be effective the first full pay period following the employee's appointment date.

**2330.4.2.1** In certain cases, the District Manager may, at their discretion following an annual performance evaluation, approve an additional merit step increase in a year when the employee has performed well beyond expectations or has taken on significant new responsibilities.

**2330.4.2.2** In the event of less than satisfactory performance evaluation, a merit step increase may be withheld until satisfactory performance is demonstrated. The District Manager shall outline a work plan for the employee which delineates specific performance expectations to be attained for a merit step increase.

**2330.5** Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date established, which shall be effective the first full pay period following the promotion or demotion date.

**2330.5.1** Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range shall have no change in their merit advancement date.

**2330.6** Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

**2330.7** Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range shall have no change in their merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date that is one year following the effective date of the position reclassification.

**2330.8** Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater.

**2330.9** Cost of Living Adjustment. If sufficient funds exist, as determined by the Board of Directors, employees will be entitled to an annual cost of living adjustment (COLA) of 3 percent (3%) to their hourly wage. Such COLA will be effective starting the first full pay period in the fiscal year.

**Wage Levels/Merit Advancement Steps (FY 23/24; Effective 7/1/2023)**

Associated with Policy 2330 – Compensation

Includes a 3% COLA

Step	Project Coordinator		Project Manager		Program Manager		District Manager	
	Hourly \$	Annual \$	Hourly \$	Annual \$	Hourly \$	Annual \$	Hourly \$	Annual \$
1	24.72	51,417	29.13	60,590	30.00	62,400	31.93	66,414
2	25.46	52,956	30.00	62,400	30.90	64,272	34.37	71,490
3	26.22	54,537	30.90	64,272	31.83	66,206	35.40	73,632
4	27.00	56,160	31.83	66,206	32.78	68,182	36.46	75,836
5	27.81	57,844	32.78	68,182	33.76	70,220	37.55	78,104
6	28.64	59,571	33.76	70,220	34.77	72,321	38.68	80,454
7	29.50	61,360	34.77	72,321	35.81	72,485	39.84	82,867

DRAFT

w.w. **POLICY TITLE:** ~~Hours of Work~~ **Work Schedules** and Overtime  
**POLICY NUMBER:** 2400

**2400.1** This policy shall apply to all non-exempt employees.

**2400.2** The regular hours of work each day shall be consecutive except for interruptions for meal periods or as approved in writing by the District Manager.

**2400.3** A workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday **with work occurring within the 6 a.m. to 6:00 p.m. time period**, 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 occur between 8:00 a.m. and 5:00 p.m., with one (1) hour off for lunch. A majority of employees may request a change of regular work hours for their division with the consent of the District Manager, so that the regular work hours may be revised to accommodate needs of the public, such as 7:00 a.m. to 4:00 p.m. with one hour off for lunch.

~~**2400.3.1** A three-fourths majority of the employees within a division may ratify a change of regular work hours for their division to effect a 9-80s schedule (ie, employees would work eight 9-hour days and one 8-hour day during a two-week pay period), subject to the consent of the DM. A simple majority may ratify returning the regular work hours for a division to a traditional 10-80s schedule (ten 8-hour days in a two-week pay period). When a 9-80s schedule is in effect, holidays will be credited as 8-hour days, even when they fall on a day that would normally be assigned as a 9-hour day. One hour of vacation time will be added to the 8 hours of holiday credit to complete the compensated leave for the day.~~

**2400.4** The District recognizes the benefits to employees and the organization to allow employees to use several different types of work schedules. The District will make every effort to accommodate organization and employee needs when assigning employees to work schedules. The District Manager must approve each employee's work schedule in writing. Following are the work schedules approved for use by the Board of Directors.

**2400.4.1 Basic Work Schedule.** A basic work schedule consists of five (5) consecutive work days of eight (8) hours each, Monday through Friday. The regular work hours shall occur between 7:00 a.m. and 5:30 p.m., with either a 30-minute or 1-hour unpaid lunch break.

**2400.4.2 9/80 Work Schedule.** A 9/80 work schedule consists of eight (8) work days of nine (9) hours each and one (1) work day of 8 hours in a 2-week pay period. The regular work hours shall occur between 6:00 a.m. and 6:00 p.m., with either a 30-minute or 1-hour unpaid lunch break. The work days and number of hours to be worked daily must be established in writing at the time of District Manager approval of the work schedule.

**2400.4.2.1** When a holiday falls on an employee's regular work day, 8 or 9 hours of holiday pay will be provided, depending on their approved work schedule.

**2400.4.2.2** When a holiday falls on an employee's nonwork day, the "in lieu of" holiday is the workday immediately preceding the nonwork day on which the holiday falls.

**2400.4.2.3** Sick leave will be charged based on the employee's approved work schedule.

**2400.4.3** 4/10 Work Schedule. A 4/10 work schedule consists of a 4-day work week at 10 hours per day. The regular work hours shall occur between 6:00 a.m. and 6:00 p.m., with either a 30-minute or 1-hour unpaid lunch break. The work days and work times must be the same for each week of the 2-week pay period and established in writing at the time of District Manager approval of the work schedule.

**2400.4.3.1** When a holiday falls on an employee's regular work day, 10 hours of holiday pay will be provided, depending on their approved work schedule.

**2400.4.3.2** When a holiday falls on an employee's nonwork day, the "in lieu of" holiday is the workday immediately preceding the nonwork day on which the holiday falls.

**2400.4.3.3** Sick leave will be charged based on the employee's approved work schedule.

**2400.4.4** 80-hour Maxiflex Work Schedule. An 80-hour Maxiflex work schedule consists of working 80 hours in a pay period and up to 10 hours per day, Monday through Friday. The work schedule also consists of establishing three (3) core days each week when the employee must be present for work or on approved leave. Credit hours may be earned.

An employee may vary the arrival time each work day between 6:00 a.m. and 9:30 a.m. and their departure time between 3:30 p.m. and 6:00 p.m., on a daily basis. While an employee can alter their arrival and departure times, they also have a responsibility to inform their supervisor in a timely fashion of any significant time variation in their expected work schedule.

**2400.4.4.1** Core hours and core days are those hours and days during a pay period where the employee must be on duty or on approved leave. Three core days must be established in writing at the time of District Manager approval of the work schedule. Core hours are between 9:30 a.m. and 11:00 a.m. and 1 p.m. and 3:30 p.m. on each established core day. Employees must be on duty during core hours except for scheduled and approved use of leave.

**2400.4.4.2** Credit hours are those hours within a maxiflex work schedule that an employee elects to work in excess of their basic work requirement so as to vary the length of a workweek or workday. Employees have the option of recording credit hours earned daily or after 80 hours. Credit hours are earned at the election of the employee, but it is recommended that there be a general agreement between the supervisor and the employee prior to the earning of credit hours.

**2400.4.4.2.1** The use of credit hours must be scheduled and approved in advance like any other absence from work.

**2400.4.4.2.2** A maximum of 24 hours may be used as a credit hour carry-over from one pay period to another under a maxiflex work schedule.

**2400.4.4.2.3** Credit hours may be earned and used within the same biweekly pay period.

**2400.4.4.2.4** Credit hours must be earned and used during the flexible time bands of 6 a.m. to 6 p.m.

**2400.4.4.2.5** Credit hours may be used during core hours.

**2400.4.4.2.6** Credit hours may not be earned while an employee is in training.

**H2400.4.4.2.7** Employees that are within the maximum 24 credit hour carryover cannot be forced to earn credit hours.

**2400.4.4.3** Eight hours of holiday pay will be provided. Use of approved leave or work will round out the 80-hour pay period schedule.

**2400.4.4.4** The maximum paid time off (PTO) or sick leave that an employee can use on a single day is 8 hours.

**2400.5** Work schedule changes must be requested in writing and approved by the District Manager at least one pay period in advance. The District Manager has the authority to change an employee's work schedule to the basic work schedule with at least one pay period advance written notice to the employee due to employee performance issues or to meet District objectives.

**2400.6** Overtime requires advanced District Manager written approval and is defined as:

**2400.6.1** Time worked in excess of 40 hours in a workweek; or,

**2400.6.2** Time worked in excess of 8 hours on a scheduled work day ~~if a 5-day, 8-hr per day workweek is in effect~~ under the Basic Work Schedule; or,

**2400.6.3** Time worked in excess of scheduled hours on a scheduled workday on all other approved work schedules (9/80, 4/10 or 80-hr Maxiflex); or,

**2400.6.4** Time worked on a designated holiday.

**2400.6.5** Overtime is compensated at 1.5 times an employee's regular rate of pay, except for work in excess of 12 hours per day, which is compensated at double the employee's regular rate of pay.

**\*\*\*NOTE**: Propose deletion of the following, rewording & replacing Policy 2440 Standby & Call Out with 2440 Emergency Work & Call Out Pay --

~~**2400.7** Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.~~

~~**2400.7.1** A schedule shall be maintained by the [maintenance supervisory or other responsible managing employee] whereby maintenance employees shall be assigned, on a rotational basis, to be "on call" on weekends, holidays and other times not considered regular hours of work for District employees.~~

~~**2400.7.2** When an employee is on call, they shall be provided a mobile telephone which will provide notification in the event of an emergency repair/maintenance work need. Said mobile telephone shall be kept in the on call employee's possession during the entire on call period. Notification of an emergency repair/maintenance job may also be given verbally in person by the [maintenance supervisory or other responsible managing employee].~~

~~**2400.7.3** When an employee is on call, they shall be free to utilize their time as desired but must remain within the general District area, going no further than {TIME} minutes travel time away from any District facility. Said employee will be compensated as agreed upon in writing by policy for standby days/time.~~





**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

# Fact Sheet #17A: Exemption for Executive, Administrative, Professional, Computer & Outside Sales Employees Under the Fair Labor Standards Act (FLSA)

Revised September 2019

**\*Note:** The Department of Labor revised the regulations located at 29 C.F.R. part 541 with an effective date of January 1, 2020. WHD will continue to enforce the 2004 part 541 regulations through December 31, 2019, including the \$455 per week standard salary level and \$100,000 annual compensation level for Highly Compensated Employees. The final rule is available at: <https://www.federalregister.gov/documents/2019/09/27/2019-20353/defining-and-delimiting-the-exemptions-for-executive-administrative-professional-outside-sales-and-computer-employees>.

This fact sheet provides general information on the exemption from minimum wage and overtime pay provided by Section 13(a)(1) of the FLSA as defined by Regulations, [29 C.F.R. Part 541](#).

The [FLSA](#) requires that most employees in the United States be paid at least the [federal minimum wage](#) for all hours worked and [overtime pay](#) at not less than time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both [minimum wage](#) and [overtime pay](#) for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$684\* per week. Employers may use nondiscretionary bonuses and incentive payments (including commissions) paid on an annual or more frequent basis, to satisfy up to 10 percent of the standard salary level. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

See other fact sheets in this series for more information on the exemptions for [executive](#), [administrative](#), [professional](#), [computer](#) and [outside sales](#) employees, and for more information on the [salary basis](#) requirement.

## Executive Exemption

To qualify for the executive employee exemption, all of the following tests must be met:

- The employee must be compensated on a [salary basis](#) (as defined in the regulations) at a rate not less than \$684\* per week;
- The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

## Administrative Exemptions

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a [salary](#) or fee basis (as defined in the regulations) at a rate not less than \$684\* per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

## Professional Exemption

To qualify for the **learned professional** employee exemption, all of the following tests must be met:

- The employee must be compensated on a [salary](#) or fee basis (as defined in the regulations) at a rate not less than \$684\* per week;
- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

To qualify for the **creative professional** employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$684\* per week;
- The employee's primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

## Computer Employee Exemption

To qualify for the computer employee exemption, the following tests must be met:

- The employee must be compensated **either** on a [salary](#) or fee basis (as defined in the regulations) at a rate not less than \$684\* per week **or**, if compensated on an hourly basis, at a rate not less than \$27.63 an hour;
- The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below;
- The employee's primary duty must consist of:
  1. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
  2. The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
  3. The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
  4. A combination of the aforementioned duties, the performance of which requires the same level of skills.

## Outside Sales Exemption

To qualify for the outside sales employee exemption, all of the following tests must be met:

- The employee's primary duty must be making sales (as defined in the FLSA), or obtaining orders or contracts for services or for the use of facilities for which a consideration will be paid by the client or customer; and
- The employee must be customarily and regularly engaged away from the employer's place or places of business.

## Highly Compensated Employees

Highly compensated employees performing office or non-manual work and paid total annual compensation of \$107,432 or more (which must include at least \$684\_ per week paid on a salary or fee basis) are exempt from the FLSA if they customarily and regularly perform at least one of the duties of an exempt executive, administrative or professional employee identified in the standard tests for exemption.

## Blue-Collar Workers

The exemptions provided by FLSA Section 13(a)(1) apply only to “white-collar” employees who meet the salary and duties tests set forth in the Part 541 regulations. The exemptions do not apply to manual laborers or other “blue-collar” workers who perform work involving repetitive operations with their hands, physical skill and energy. FLSA-covered, non-management employees in production, maintenance, construction and similar occupations such as carpenters, electricians, mechanics, plumbers, iron workers, craftsmen, operating engineers, longshoremen, construction workers and laborers are entitled to minimum wage and overtime premium pay under the FLSA, and are not exempt under the Part 541 regulations no matter how highly paid they might be.

## Police, Fire Fighters, Paramedics & Other First Responders

The exemptions also do not apply to police officers, detectives, deputy sheriffs, state troopers, highway patrol officers, investigators, inspectors, correctional officers, parole or probation officers, park rangers, fire fighters, paramedics, emergency medical technicians, ambulance personnel, rescue workers, hazardous materials workers and similar employees, regardless of rank or pay level, who perform work such as preventing, controlling or extinguishing fires of any type; rescuing fire, crime or accident victims; preventing or detecting crimes; conducting investigations or inspections for violations of law; performing surveillance; pursuing, restraining and apprehending suspects; detaining or supervising suspected and convicted criminals, including those on probation or parole; interviewing witnesses; interrogating and fingerprinting suspects; preparing investigative reports; or other similar work.

## Other Laws & Collective Bargaining Agreements

The FLSA provides minimum standards that may be exceeded, but cannot be waived or reduced. Employers must comply, for example, with any Federal, State or municipal laws, regulations or ordinances establishing a higher minimum wage or lower maximum workweek than those established under the FLSA. Similarly, employers may, on their own initiative or under a collective bargaining agreement, provide a higher wage, shorter workweek, or higher overtime premium than provided under the FLSA. While collective bargaining agreements cannot waive or reduce FLSA protections, nothing in the FLSA or the Part 541 regulation relieves employers from their contractual obligations under such bargaining agreements.

### **Where to Obtain Additional Information**

For additional information, visit our Wage and Hour Division Website: <http://www.dol.gov/agencies/whd> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).



This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

8 CCR 11040:

(3) **Professional Exemption** A person employed in a professional capacity means any employee who meets all of the following requirements:

(a) Who is licensed or certified by the State of California and is primarily engaged in the practice of one of the following recognized professions: law, medicine, dentistry, optometry, architecture, engineering, teaching, or accounting; or

(b) Who is primarily engaged in an occupation commonly recognized as a learned or artistic profession. For the purposes of this subsection, “learned or artistic profession” means an employee who is primarily engaged in the performance of:

(i) Work requiring knowledge of an advanced type in a field or science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or work that is an essential part of or necessarily incident to any of the above work; or

(ii) Work that is original and creative in character in a recognized field of artistic endeavor (as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training), and the result of which depends primarily on the invention, imagination, or talent of the employee or work that is an essential part of or necessarily incident to any of the above work; and

(iii) Whose work is predominantly intellectual and varied in character (as opposed to routine mental, manual, mechanical, or physical work) and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time.

(c) Who customarily and regularly exercises discretion and independent judgment in the performance of duties set forth in subparagraphs (a) and (b).

(d) Who earns a monthly salary equivalent to no less than two (2) times the state minimum wage for full-time employment. Full-time employment is defined in Labor Code Section 515(c) as 40 hours per week.