



**REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, OCTOBER 6, 2021, AT 5:30 P.M.
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

ON MARCH 4, 2020, CALIFORNIA GOVERNOR GAVIN NEWSOM DECLARED A STATE OF EMERGENCY IN CALIFORNIA AS A RESULT OF THE COVID-19 PANDEMIC, FOR WHICH STATE AND SAN BERNARDINO COUNTY PUBLIC HEALTH OFFICIALS HAVE CONTINUED TO RECOMMENDED MEASURES TO PROMOTE SOCIAL DISTANCING. PURSUANT TO GOVERNMENT CODE SECTION 54953, AND CORRESPONDING FINDINGS OF THE BOARD THAT CURRENTLY REMAIN IN EFFECT, THERE WILL BE NO PUBLIC LOCATION FOR THIS MEETING AND MEMBERS OF THE BOARD OF DIRECTORS AND PUBLIC MAY ATTEND THIS MEETING BY TELEPHONE OR VIDEO CONFERENCE. THE DISTRICT WILL OFFER ON A FIRST-COME FIRST-SERVE BASIS FOR UP TO SIX (6) MEMBERS OF THE PUBLIC TO ATTEND ITS MEETING IN PERSON. INTERESTED PERSONS SHALL CONTACT THE EXECUTIVE ASSISTANT, BEVERLY KRUSHAT, AT 760-974-0072 OR BKRUSHAT@JBWD.COM TO MAKE SUCH A RESERVATION IF SPACES ARE AVAILABLE.

There will be **no public location** to attend in person.

This meeting will be streamed on Zoom at:

<https://us02web.zoom.us/j/89800849594?pwd=THJtMUdDQWtuRnk0VTZLVDBPVTYrZz09>

or you may join by phone at 1-253-215-8782, Meeting ID: 89800849594 Passcode: 794312

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF A QUORUM (ROLLCALL) -**
4. **APPROVAL OF AGENDA -**
5. **PUBLIC COMMENT-** This is the time set aside for public comment on any District-related matter not appearing on the agenda. Government Code prohibits the Board from taking action on these items, but they may be referred to for future consideration. For those commenting in person, please state your name and limit your comments to three (3) minutes. Written comments shall likewise be limited to three (3) minutes.
6. **RESOLUTION NO. 21-1035 – STATE OF EMERGENCY FINDINGS –** The Board shall consider for adoption Resolution No. 21-1035 for the purpose of authorizing Remote Teleconference Meetings during the COVID-19 virus emergency, which shall provide the Board with the option of participating in meetings via teleconference using the emergency provisions of Government Code Section 54953 (e) and establish that, in light of the limited size of the District’s meeting facilities, there shall be no guaranteed physical location for such meetings. Notwithstanding such finding, the Board, in addition to the telephonic and internet attendance option for public attendance, will provide for a first-come, first serve reservation option for up to 6 members of the public to attend its legislative body meetings in-person.

STATE OF EMERGENCY FINDINGS – GOVT. CODE §54953(e) – The Board shall, by a majority vote, determine whether the conditions justifying the adoption of District Resolution No. 21-1035 on October 6, 2021, remain in effect, such that the Board will renew its findings in Resolution No. 21-1035 for an additional 30 days. Such conditions include that (1) the State of Emergency declared by California Governor Newsom on March 4, 2020, relative to the COVID -19 Emergency, remains in effect; and (2) State or Local Health Officials continue to recommend or impose measures to promote social distancing in connection with such Emergency, and/or due to existing rate of community transmission and the small meeting space available to the District for in-person attendance, the provision of an unrestricted physical location for the District’s meetings would present imminent risks to the health and safety of attendees.

Recommend that the Board of Directors adopt Resolution No. 21-1035.

7. **CONSENT CALENDAR** – Matters on the Consent Calendar are considered routine in nature and will be enacted in a single motion without discussion. Any Board member or member of the public may request that an item be removed from the Consent Calendar and acted on separately.

- Draft Minutes September 15, 2021

8. **EMPLOYEE COMPENSATION PLAN** – Director Sarah Johnson – Recommend that the Board of Directors adopt Resolution No. 21-1036 approving the Employee Compensation Plan.

9. **GENERAL MANAGER REPORT (receive for information only)** – General Manager Ban

- Operations Updates (receive for information only) – Director Jim Corbin

10. **DIRECTOR MEETING REPORTS** –

- Kathleen Radnich, Public Information Consultant
- Mojave Water Agency Board of Directors – September 23, 2021, at 10:00 a.m. – Director Jarlsberg
- Legislative & Public Information Committee – October 6, 2021, at 9:30 a.m. – President Unger, Director Jarlsberg, & Kathleen Radnich, Public Information Consultant

11. **FUTURE DIRECTOR MEETINGS** –

- Mojave Water Agency TAC Meeting – October 7, 2021, at 10:00 a.m. – Vice President Floen
- Citizens Advisory Council – October 12, 2021, at 6:00 p.m. – Chairperson Barbara Delph
- JBWD Finance Committee – October 13, 2021, at 9:00 a.m.- President Unger & Vice President Floen
- JBWD Water Resources & Operations Committee – October 13, 2021, at 10:30 a.m. – Director Reynolds & Director Doolittle.
- Mojave Water Agency Board of Directors meeting – October 14, 2021, at 9:30 a.m. – Director Reynolds

12. **ADJOURNMENT** -

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RESOLUTION NO. 21-1035

**A RESOLUTION OF THE BOARD OF DIRECTORS OF JOSHUA BASIN
WATER DISTRICT AUTHORIZING REMOTE TELECONFERENCE
MEETINGS OF THE LEGISLATIVE BODIES OF THE JOSHUA BASIN
WATER DISTRICT DURING THE COVID-19 VIRUS EMERGENCY
PURSUANT TO RELEVANT PROVISIONS OF THE BROWN ACT**

WHEREAS, the Joshua Basin Water District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors (“Board”); and

WHEREAS, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code §54950 *et seq.*) (“Brown Act”), so that any member of the public may attend, participate in, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that either (1) state or local officials have imposed or recommended measures to promote social distancing, or (2) the Board by majority vote finds that meeting in person presents imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of the COVID-19 virus in order to be able to prepare, respond, and implement measures to mitigate the spread of the COVID-19 virus, and such proclamation of a State of Emergency remains in effect; and

WHEREAS, both State and local officials within the County of San Bernardino continue to recommend social distancing measures to mitigate the spread of the COVID-19 virus; and

WHEREAS, in light of the limited size of the District’s Board Room and the current community spread of the COVID-19 virus, the allowance of an in-person meeting for all members of the public presents’ imminent risks to the health and safety of all attendees, including any members of the Board, District staff, and members of the public present; and

WHEREAS, the meetings of the District’s legislative bodies continue to be open to the public, in accordance with the law.

NOW, THEREFORE, the Board of Directors of the Joshua Basin Water District hereby resolves as follows:

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

2. Governor's Proclamation of a State of Emergency. The Board hereby finds that the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, remains in effect.

3. State and Local Officials Recommendation of Social Distancing Measures. The Board hereby finds that State and local officials within the County of San Bernardino continue to recommend social distancing measures to mitigate the spread of the COVID-19 virus.

4. Imminent Risk to Health and Safety of Attendees. The Board hereby finds that the open allowance of public attendance at its legislative body meetings, based on current COVID-19 virus conditions, presents an imminent risk to the health and safety of all meeting attendees, including, but not limited to, the Board, District staff, and other members of the public.

5. Remote Teleconference Meetings. As a consequence of the proclaimed state of emergency pursuant to the COVID-19 virus that remains in effect, State and local officials continuing to recommend social distancing measures to mitigate the spread of the COVID-19 virus, and the imminent risk to the health and safety of attendees presented by the current COVID-19 virus circumstances, the Board does hereby find that the legislative bodies of the District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953.

6. Allowance of Limited In-Person Attendance. This Resolution shall be interpreted so as to allow, but not require, all members of the Board to attend legislative body meetings of the District by teleconference. All members of the Board shall be permitted to attend legislative body meetings in-person at their sole discretion. Additionally, the General Manager is hereby authorized to permit District staff, as deemed necessary or appropriate by the General Manager, to attend legislative body meetings in-person. Additionally, notwithstanding the findings set forth herein, the General Manager is authorized to establish a procedure, on a first-come, first-serve basis, for up to six (6) members of the public to in advance reserve and thereafter attend such meetings in-person, contingent upon the provision of adequate assurances including: (1) either the presentation of a valid record of vaccination against COVID-19 or the wearing of a mask in a manner so as to fully cover the attendees mouth and nose; and (2) the completion of a COVID questionnaire that confirms the attendee meets minimum health requirements established by the Center for Disease Control and/or the Occupational Safety & Health Administration (OSHA).

7. Delegation of Authority. The General Manager of the District and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, but not limited to, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

8. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until November 5, 2021, unless renewed by way of a duly noticed action by a majority of the Board confirming the continued existence of the findings set forth herein. Any such renewal shall extend the provisions of this Resolution for an additional 30-days following such action, permitting the legislative bodies of the District to continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED this 5th day of October, 2021, pursuant to the following votes:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

By: _____
Rebecca Unger, President

By: _____
Mark Ban, General Manager & Board Secretary

JOSHUA BASIN WATER DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, SEPTEMBER 15, 2021

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Unger called the meeting to order at 5:30 p.m. via teleconference.

DETERMINATION OF A QUORUM – President Unger asked for a rollcall and the following Directors were present; President Unger, Vice President Floen, Director Doolittle, Director Jarlsberg, and Director Reynolds are in attendance via teleconference.

STAFF PRESENT –Mark Ban, General Manager, Sarah Johnson, Director of Administration, Jim Corbin, Director of Operations, Autumn Rich, Accounting Supervisor, and Beverly Waszak, Executive Assistant, are in attendance via teleconference.

CONSULTANTS PRESENT –Jeff Hoskinson, Legal Counsel

APPROVAL OF AGENDA – MSC¹ (Floen/Reynolds) 5/0/0 motion carried to approve the Agenda.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger
Noes: None
Absent: None
Abstain: None

PUBLIC COMMENT – None

CONSENT CALENDAR - MSC¹ (Reynolds/Floen) 5/0/0 motion carried to approve the Consent Calendar.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger
Noes: None
Absent: None
Abstain: None

CAPACITY FEE REPORT FOR FISCAL YEAR ENDING 06/30/2021 – Director Anne Roman gave the staff report and informed the Board of Directors that Capacity fees are one-time development charges used to fund the capital improvements necessary for the expansion of the water system as a result of each new meter/connection. They reflect the property’s pro-rata share for the infrastructure costs that were built or will need to be built to service the new meter/connection. Capacity fee charges are legally restricted and may only be used to fund those projects associated with growth, such as expansion or upgrades. Replacement projects are funded with water rates. This was followed by a brief Q&A with the Board of Directors. The Capacity Fee Report was received for information only.

SADDLEBACK CIRP PROJECT WATER CAPACITY CHARGES TRANSFER 2021/22 – Director Anne Roman gave the staff report and stated that 2010 marked the last time the District utilized any Water Capacity charges, for the H-zone project. The Capacity charges used at that time depleted the fund balance and it has taken about eleven years to build up to its current balance of \$1,060,233.39. The staff recommended that \$102,671 be transferred to the LAIF Emergency Capital Replacement Reserve to bring it up to \$2 million target level and the remainder of the \$768,495.04 be transferred to the LAIF Capital Reserve to be designated for future capital use. This was followed by a brief Q&A period with the Board members.

MSC¹ (Jarlsberg/Doolittle) 5/0/0 motion carried to the Saddleback CIRP Project Water Capacity Charges Transfer of 2021/22.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger
Noes: None
Absent: None
Abstain: None

GENERAL MANAGER REPORT – General Manager Ban gave a brief update of the following:

- Marijuana grows
- Well 14 and Tilford projects
- Proposition 1 funding through Mojave Water Agency

DIRECTOR MEETING REPORTS – Each Board meeting gave a brief report on the meetings they attended.

DIRECTOR COMMENTS – Directors commented on District business.

FUTURE DIRECTOR MEETINGS – President Unger read off the list of the upcoming meetings.

ADJOURN TO CLOSED SESSION – President Unger adjourned to Closed Session at 6:22 p.m.

RETURN TO OPEN SESSION – President Unger returned to open session at 7:02 p.m.

REPORT ON CLOSED SESSION – Jeff Hoskinson, Legal Counsel, reported that the Board met in closed session on item #13 of the Agenda with no reportable action.

ADJOURNMENT – MSC¹ (Floen/Reynolds) 5/0/0 motion carried adjourn the Board meeting of September 15, 2021.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger

Noes: None

Absent: None

Abstain: None

Respectfully Submitted,

Mark Ban, General Manager & Board Secretary

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA ITEM STAFF REPORT**

Regular Meeting of the Board of Directors

DATE: October 6, 2021

REPORT TO: Board of Directors
PREPARED BY: Sarah Johnson, Director of Administration
TOPIC: **EMPLOYEE COMPENSATION PLAN**
RECOMMENDATION: Recommend that the Board of Directors adopt Resolution No. 21-1036 approving the Employee Compensation Plan.

ANALYSIS: Beginning June 2021, District negotiators and American Federation of State, County & Municipal Employees (AFSCME) representatives began regular Memorandum of Understanding (MOU) negotiations.

The District negotiators and AFSCME representatives made quite a bit of progress during negotiation sessions. On August 19, 2021, before negotiations concluded, represented District employees voted to decertify AFSCME, which nullified all bargaining that had taken place along with the former MOU.

Staff recommends that the Board adopt the attached Employee Compensation Plan to establish a competitive and equitable strategy that promotes employee engagement and high performance. Competitive compensation practices are essential to employee recruitment and retention efforts; aid in meeting regulatory requirements and transparency measures; and provide open communication to valued employees.

The Employee Compensation Plan is considered a complementary document to the Employee Handbook (view the handbook at jbwd.com/hr). The most significant difference between the two documents is that the Employee Handbook focuses primarily on policy and procedures. The Employee Compensation Plan focuses primarily on staff compensation and benefits.

STRATEGIC PLAN ITEM: 2.9.1 - Continuously improve, maintain, and comply with Employee Life Cycle best practices
3.1.5 – Engage in Labor Relations

FISCAL IMPACT: This proposal includes an increase of \$69,007 (3.2%) over the FY21/22 budgeted wages & benefits. The costs of the Employee Compensation Plan implementation will not require FY21/22 budget adjustments. The increase is offset by the savings from several vacant positions amounting to \$82,743, resulting in no additional costs to the District in this fiscal year.

Joshua Basin Water District

Employee Compensation Plan

Compensation plan items below shall be effective the first full pay period after approval by the District's Board of Directors.

A. Cost of Living Adjustment

Effective the first full pay period after approval by the District's board of Directors, the salary ranges for all classifications shall receive a cost-of-living adjustment for all steps matching the August 2021 Riverside-San Bernardino-Ontario, CA Consumer Price Index equal to 6.5%.

B. Performance Evaluation Merit Increases

Each regular employee shall be evaluated following procedures outlined in the Employee Handbook. Merit increases shall be based upon the evaluation score as follows:

Exceeds Expectations: 2-Step Increase

Meets Expectations: 1-Step Increase

Not Meeting Expectations: No Increase

No employee will be entitled to salary in excess of the top step for the employee's classification.

C. Longevity Pay

Each regular full-time employee shall be eligible for longevity pay in the following amounts:

After 10 years of continuous District service: \$20.00 per month;

After 15 years of continuous District service: \$40.00 per month; and

After 20 years of continuous District service: \$60.00 per month.

Although stated as a monthly amount, the longevity pay shall be paid in each pay period in an amount equal to the monthly amounts stated above. Continuous District service preceding the approval of this resolution by the District's Board of Directors shall count toward meeting the service thresholds described above.

D. Overtime Compensation

Non-Exempt employees shall work overtime in accordance with the procedures outlined in the Employee Handbook. A nonexempt employee will be compensated at one and one-half times their regular rate of pay for hours worked in excess of 8 hours in a day for 5/8 employees, 10 in a day for 4/10 employees, and 40 hours in a workweek. Nonexempt employees will be compensated at two times their regular rate of pay for worked hours in excess of 12 in a day. Hours actually worked, plus all paid time off, including floating holidays, and district holidays, will be included in the overtime calculation.

E. Standby (on-call) Pay

Field employees shall work standby in accordance with the procedures outlined in the Employee Handbook.

▪ **Regular Standby Pay**

In addition to the employee's regular workweek hours, employees who complete standby will be paid the following:

- Monday – Thursday: One (1) hour of straight-time pay each day;
- Friday, Saturday, & Sunday: Three (3) hours of straight-time pay each day.

▪ **Holiday Standby**

In addition to the employee's regular holiday pay, employees who complete standby starting or ending on a District observed holiday will be paid the following:

- Ten (10) hours of 1.5 times the regular rate of pay. This compensation is intended to provide advance consideration of five minimum call back periods. Any time spent performing work in excess of five call back periods on a holiday will be compensated at 2.5 times the regular rate of pay for actual time worked.

F. Call Back Pay

Call back work shall be conducted in accordance with the procedures outlined in the Employee Handbook. Call back occurs when a non-exempt employee is called back to perform work (either physically reporting to a work site or performing work remotely).

Non-exempt employees shall receive call back pay if they are called back after they worked the full day preceding the call back; or they were called back after taking a full or partial day of paid leave preceding the call back; or any combination thereof.

Call back pay is in addition to standby pay.

▪ **Call Back (electronic response)**

If the call back involves only a telephone call, e-mail, or other electronic response (e.g., telemetry operator response to alarm), the employee shall be paid at 1.5 times the regular rate of pay for their actual time responding to the telephone call, e-mail or other electronic response.

▪ **Call Back (2-hour minimum call-back period)**

If the call back requires a response in excess of a telephone call, e-mail, or other electronic response, the employee shall be paid at 1.5 times the regular rate of pay for the actual time worked, with a minimum of two hours pay.

If more than one call back is received during the 2-hour minimum call back period and the additional call(s) can be completed within the same 2-hour minimum call back period, an employee will only be compensated for one minimum call back period. The District retains the right to require the employee to remain at work and perform other duties if the work they are called back to perform is completed in less than the 2-hour minimum call-back period.

G. Safety Boot Allowance for Eligible Employees

Regular field employees shall wear safety boots following procedures outlined in the Employee Handbook. Eligible regular field employees will be provided an annual boot allowance up to \$225.00 per calendar year.

H. Uniform Allowance

All field employees are required to wear district-provided uniforms in accordance with the procedures outlined in the Employee Handbook. Eligible field employees will be provided an annual uniform allowance up to \$650.00 per calendar year (\$25.00 per pay period). Uniform allowance is considered taxable income to the employee and will be recorded as such.

I. Health & Welfare Benefits

Group Health Insurance

The District provides group medical, dental, and vision insurance for regular full-time employees and their eligible dependents. Coverage shall begin on the first day of the month following one month of continuous employment. The District shall contribute toward the monthly premiums for medical, dental, and vision plans for eligible employees and their eligible dependents, subject to a monthly cap subject to the Tier levels below. The employee is responsible for any costs above the monthly cap.

Eligibility must be proven to enroll dependents (i.e., birth certificate, marriage license, etc.). It is mandatory to report changes in dependent status within thirty (30) days of the event (such as adding a dependent(s) due to birth or adoption of a child, adding a spouse, or deleting a dependent due to divorce or death).

Any employee who is regularly scheduled to work less than forty (40) hours per week is not eligible for a District contribution or to enroll in group health benefits.

Health Plans

To learn more about District health plans, review the [Summary of Benefits & Coverage \(SBC\) documents](#) online or ask HR for copies. Each employee is encouraged to review these important documents before selecting their health plans.

Medical Enrollment

Eligible employees may choose from available medical plans offered. All regular full-time employees shall be enrolled in a District provided medical insurance at a minimum employee level. Dependent coverage is optional.

Dental Enrollment

All regular full-time employees shall be enrolled in the District provided dental insurance at the minimum employee level. Dependent coverage is optional.

Vision Enrollment

All regular full-time employees and all their eligible dependents shall be enrolled in the District provided vision insurance plan.

District Contribution for Group Health Insurance:

- **Legacy - Employee's Hired before January 1, 2017, and selected the legacy option during the 2017 open enrollment.**

The District shall provide a monthly contribution of \$1,000.00 to eligible legacy employees to be used for health premiums including medical, dental, vision, and related insurance benefits.

Legacy employees are entitled to receive cashback on any unused portion of the monthly contribution that is not used for the required enrollment in dental and vision plans. The cashback will be paid as an addition to the employee's paycheck, in accordance with the District's normal pay schedule, and will be recorded as taxable (non-PERS) income.

Legacy employees are permitted to opt out of the District medical plan, after submitting a signed notice of declination indicating that the employee is declining the District's medical insurance coverage and they must submit proof of acceptable alternative group coverage annually.

If the legacy employee has a qualifying loss of acceptable alternative group medical coverage, the employee must notify the District of their loss in coverage within thirty (30) days of the event. The employee would become eligible to enroll in the District provided medical plan (subject to applicable waiting periods) under Tier III provisions.

- **Tier I – Employee's Hired before January 1, 2017**

The District shall provide a monthly contribution of \$1,800.00 to eligible Tier I employees to be used for health premiums including medical, dental, vision, and related insurance benefits.

Tier I employees are entitled to receive cashback on any unused portion of the monthly contribution that is not used for the required enrollment in medical, dental, and vision plans. The cashback will be paid as an addition to the employee's paycheck, in accordance with the District's normal pay schedule, and will be recorded as taxable (non-PERS) income.

- **Tier II – Employee's hired between January 1, 2017 – September 3, 2019 and were enrolled in voluntary Colonial insurance products during 2016-2019.**

The District shall provide a monthly contribution of \$1,800.00 to eligible Tier II employees to be used for health premiums including medical, dental, vision, and related insurance benefits.

Tier II employees are entitled to use any unused portion of the monthly contribution that is not used for the required enrollment in medical, dental, and vision plans to purchase any insurance products offered by the District (example: voluntary Colonial products).

Tier II employees are not entitled to receive cashback on any unused portion of the monthly contribution.

- **Tier III – Employee’s Hired after to January 1, 2017, or Employees who request to convert to Tier III (conversion provisions below).**

The District shall contribute and pay 100% toward group medical, dental, and vision premiums for the employee and their eligible dependents, subject to a monthly cap. The monthly cap shall be calculated utilizing the monthly premiums for the group medical Kaiser HMO with Chiro Family Plan, 3307 Delta Dental Family Plan, and 4029 VSP Composite Plan.

Employee’s hired after January 1, 2017, are not entitled to receive cashback on any unused portion of the monthly contribution cap that is not used by the required enrollment in medical, dental, and vision plans.

Tier Conversion Provisions

During open enrollment or a qualifying event (the plan administrator must receive notification of the qualifying event within 30 days of the qualifying event), Legacy, Tier I, or II employees may opt to convert to the Tier III provisions to obtain the benefit contributions available in Tier III. Legacy, Tier I or II employees who opt into Tier III, cannot revert to their former Tier following the conversion.

Contribution Proration (if applicable)

Any benefit eligible regular employee who earns less than forty (40) paid hours per week, shall receive the applicable contribution prorated (i.e., the number of paid hours per week will be compared to forty (40) hours per week to determine the basis of proration). Please note, a prorated contribution may subject the employee to an increased share of cost in the health premiums depending upon the employees’ selected plans and Tier level.

J. Life Insurance

A life insurance policy of twice the employee’s base salary will be provided to each regular full-time employee at no cost, subject to maximum coverage to \$150,000 without medical testing. The insurer shall require a medical exam and/or testing if the twice the employee’s salary is greater than \$150,000. If the employee passes the medical exam and testing to the insurer’s requirements, the District shall pay the additional premium.

Life insurance coverage shall be adjusted prospectively for all employees on at least an annual basis at one time to reflect changes in base salary over the prior year. The District shall have no obligation to adjust life insurance levels for individual employees more than annually time to reflect changes in their personal compensation level.

At the employees’ cost, eligible employees may purchase available dependent life insurance for eligible spouse and dependents, subject to insurability.

K. Long Term Disability

The District provides and pays 100% of the premium for long-term disability insurance for regular full-time employees.

L. Wellness Program

Each fiscal year, regular full-time employees are eligible to participate in the District’s Wellness Program. The District may provide a corporate gym membership (if available) or reimburse for eligible wellness related activities and/or products in accordance with procedures outlined in the Wellness Program Policy.

Reimbursements are subject to budget availability set by the Board each year. The per person wellness reimbursement cap is equal to the total wellness budget divided by the number of eligible positions. The amount received is considered a benefit in-kind and will be a taxable income for employees unless not required by local tax rules.

M. Retirement Programs – Deferred Compensation/457

Eligible employees may participate in the District’s deferred compensation/457 plan as outlined in the Employee Handbook. The District shall make a matching contribution equal to 25% of the eligible employee’s per pay period contribution, not to exceed a \$1500.00 cap per calendar year.

Example 1: Employee Contribution: \$100.00 per pay period
District 25% Contribution: \$ 25.00 per pay period

Example 2: Employee Contribution: \$230.00 per pay period
District 25% Contribution: \$ 59.69 per pay period

Example 3: Employee Contribution: \$600.00 per pay period
District 25% Contribution: \$150.00 per pay period until \$1500 annual cap is met

Both the employee and employer contributions combined must not exceed IRS limits. The District shall remit the employer and employee contributions no later than 30 days of each applicable pay day.

N. Vacation Accrual

In accordance with procedures outlined in the Employee Handbook, regular full-time employees accrue vacation leave while in paid status in accordance with the following schedule:

Years of Service	Hours Accrued Per Pay Period	
	Non-Exempt	Exempt
1 - 4	3.08	4.62
5 - 10	4.62	6.15
11 +	6.15	7.70
Max accrual = 2-year annual accrual rate		

Upon hire or promotion, eligible employees may be placed into a higher accrual tier at the discretion of the General Manager.

O. Off Duty Education - Tuition Reimbursement

Regular full-time employees may be eligible for tuition reimbursement utilizing procedures outlined in the Employee Handbook.

Regular full-time employees who desire to obtain skills and/or knowledge that enables them to become more proficient in their present duties and/or prepare them for future assignments. This education may occur after regular working hours at a college, vocational trade school, or through a self-study correspondence course that leads to a certificate, license or diploma related to the District operations.

Regular full-time non-exempt employees may receive reimbursement for approved off-duty educational expenses (including tuition, books, required fees, and parking) up to a maximum of \$1200 in any one fiscal year, in accordance with grades earned and rules set forth in the employee handbook.

Regular full-time exempt employees may receive full reimbursement (subject to the reimbursement budget cap set by the board each fiscal year) for pre-approved off-duty educational expenses (including tuition, books, required fees, and parking) in accordance with grades earned and rules set forth in the employee handbook.

P. Credential Reimbursement

The District shall reimburse regular full-time employees for voluntary or required professional credentials, licenses, and/or certifications which enhances the employee's usefulness to the District as a whole and to their jobs. The entire program shall be subject to rules established in the employee handbook and the General Manager's approval.

RESOLUTION NO. 21-1036

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE JOSHUA BASIN WATER DISTRICT APPROVING THE COMPENSATION PLAN FOR THE EMPLOYEES

WHEREAS, the Board of Directors of the Joshua Basin Water District (hereafter “District”), amends and restates the compensation plan for employees; and

WHEREAS, other benefits included in the employee handbook and any benefits provided prior to the adoption of Resolution No. 21-1036 remain in full affect.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Joshua Basin Water District hereby adopts the attached Employee Compensation Plan.

ADOPTED, SIGNED, AND APPROVED this 6th day of October 2021.

Stacy Doolittle _____
Tom Floen _____
Jane Jarlsberg _____
Mike Reynolds _____
Rebecca Unger _____

Rebecca Unger, President

Mark Ban, General Manager and Board Secretary