

TWAIN HARTE COMMUNITY SERVICES DISTRICT Finance/Policy Committee Meeting

Chair: *Gary Sipperley*

Co-Chair: *Kathryn deGroot*

VIDEO TELECONFERENCE

January 6, 2021 1:30 p.m.

IMPORTANT NOTICE:

To help slow the spread of COVID-19, the District offices are closed to the public. Under the Governor's Executive Order N-25-20, this meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/88587425073>
- Meeting ID: 885 8742 5073
- Telephone: (669) 900-6833

ANYONE CAN PARTICIPATE IN THIS MEETING: see details at the end of this agenda.

AGENDA

- 1. Review draft Fiscal Year 2020-21 mid-year budget adjustment.**
- 2. Review Policy #3020 – Salary Plan Development.**
- 3. Review Policy #3031 – Customer Payment Arrangements.**
- 4. Review Policy #3040 – Purchasing and Expense Authorization.**
- 5. Adjourn.**

HOW TO OBSERVE THIS MEETING:

The public can observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter

your name and email. Your email will remain private and you may enter "anonymous" for your name.

- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

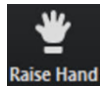
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

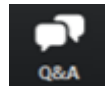
HOW TO SUBMIT PUBLIC COMMENTS:

The public will have an opportunity to comment before and after the meeting as follows:

- **Before the Meeting:** If you cannot attend the meeting, you may:
 - Email comments to ksilva@twainhartecsd.com, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:** The public will have opportunity to provide comment before and after the meeting as follows:
 - Computer/Tablet/Smartphone: Click the "Raise Hand" icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the "Q&A" icon and type your comment. You may need to tap your screen or click on "View Participants" to make icons visible.



Raise Hand Icon:



Q&A Icon:

- Telephone: The host will provide a time during each public comment period where telephone participants will be unmuted and enabled to share comments.

* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes, or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

ACCESSIBILITY:

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

WRITTEN MEETING MATERIALS:

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District's website: www.twainhartecsd.com

Twain Harte Community Services District 2020/2021 MID-YEAR BUDGET REVISION																
	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL PROJECTED
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	
Revenue																
Service Charges	\$ 1,443,836	\$ 1,470,488	2%	\$ 1,134,923	\$ 1,136,732	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,607,219
Fees	10,245	14,530	42%	10,645	10,335	-3%	-	-	0%	1,000	5,500	450%	-	-	0%	30,365
Taxes & Assessments	107,825	107,825	0%	-	-	0%	1,135,367	1,135,367	0%	134,556	134,556	0%	-	-	0%	1,377,748
Grants & Donations	-	6,821	6821%	250,000	329,378	32%	7,700	22,595	193%	28,000	100,890	260%	-	-	0%	459,684
Other Revenue	11,500	13,775	20%	7,500	8,725	16%	16,500	104,374	533%	2,250	2,250	0%	1,000	1,000	0%	130,124
Total Program Revenue	\$ 1,573,406	\$ 1,613,438	3%	\$ 1,403,068	\$ 1,485,170	6%	\$ 1,159,567	\$ 1,262,336	9%	\$ 165,806	\$ 243,196	47%	\$ 1,000	\$ 1,000	0%	\$ 4,605,139
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 1,573,876	\$ 1,613,908	3%	\$ 1,403,318	\$ 1,485,420	6%	\$ 1,159,747	\$ 1,262,516	9%	\$ 165,906	\$ 243,296	47%	\$ -	\$ -	0%	\$ 4,605,139
Operating Expenses																
Salaries	\$ 311,480	\$ 314,797	1%	\$ 187,228	\$ 188,650	1%	\$ 515,151	\$ 529,464	3%	\$ 10,062	\$ 9,345	-7%	\$ 334,586	\$ 338,551	1%	\$ 1,380,807
Benefits	164,034	165,858	1%	94,135	94,617	1%	240,837	229,306	-5%	5,368	5,425	1%	154,233	155,760	1%	650,966
Equip, Auto, Maint, & Repairs	108,500	110,400	2%	47,200	46,100	-2%	103,100	99,900	-3%	41,700	47,850	15%	20,750	19,700	-5%	323,950
Materials & Supplies	41,450	41,750	1%	5,100	5,200	2%	11,600	12,100	4%	1,600	1,600	0%	4,150	5,250	27%	65,900
Outside Services	55,400	91,900	66%	269,150	347,628	29%	23,250	24,100	4%	4,250	4,250	0%	24,500	21,900	-11%	489,778
Other (Utilities, Prop/Liab Ins, TUD)	156,190	156,050	0%	506,585	508,652	0%	72,150	86,800	20%	18,120	23,500	30%	61,400	57,200	-7%	832,202
Debt Service	188,912	188,912	0%	17,011	17,011	0%	42,365	42,365	0%	-	-	0%	-	-	0%	248,288
Total Program Expenses	\$ 1,025,965	\$ 1,069,667	4%	\$ 1,126,409	\$ 1,207,858	7%	\$ 1,008,453	\$ 1,024,035	2%	\$ 81,100	\$ 91,970	13%	\$ 599,618	\$ 598,361	0%	\$ 3,991,891
Administrative Cost Allocation	281,821	281,230	0%	149,905	149,590	0%	107,931	107,705	0%	59,962	59,836	0%	(599,618)	(598,361)	0%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,307,786	\$ 1,350,897	3%	\$ 1,276,314	\$ 1,357,448	6%	\$ 1,116,384	\$ 1,131,740	1%	\$ 141,062	\$ 151,806	8%	\$ -	\$ -	0%	\$ 3,991,891
TOTAL OPERATING BALANCE	\$ 266,090	\$ 263,012		\$ 127,004	\$ 127,972		\$ 43,363	\$ 130,775		\$ 24,844	\$ 91,490		\$ -	\$ -		
Capital Expenses																
Capital Outlay	475,620	381,220	-20%	348,300	339,900	-2%	311,680	203,230	-35%	164,400	154,240	-6%	-	-	0%	1,078,590
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 475,620	\$ 381,220	-20%	\$ 348,300	\$ 339,900	-2%	\$ 311,680	\$ 203,230	-35%	\$ 164,400	\$ 154,240	-6%	\$ -	\$ -		\$ 1,078,590
GRAND TOTAL EXPENSES	\$ 1,783,406	\$ 1,732,117	-3%	\$ 1,624,614	\$ 1,697,348	4%	\$ 1,428,064	\$ 1,334,970	-7%	\$ 305,462	\$ 306,046	0%	\$ -	\$ -	0%	\$ 5,070,481
Transfer To/(From) Reserve	\$ (209,530)	\$ (118,208)		\$ (221,296)	\$ (211,928)		\$ (268,317)	\$ (72,455)		\$ (139,556)	\$ (62,750)		\$ -	\$ -		

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Other Revenue					
Grant Revenue			\$ -	0%	
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	
GRAND TOTAL REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		
	20/21 Approved	20/21 Requested	\$	%	REASON FOR CHANGE
Salaries - 51XXX					
Regular Time	\$ 319,886	\$ 323,051	3,165	1%	
Sick Leave/Vacation Pay	5,700	8,000	2,300	40%	
Director Stipends	9,000	7,500	(1,500)	-17%	
TOTAL SALARIES	\$ 334,586	\$ 338,551	\$ 3,965	1%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 47,189	\$ 47,818	\$ 629	1%	
HRA Reimbursement	18,625	18,625	0	0%	
Retirement	57,653	58,951	1,298	2%	
FICA	21,206	21,458	252	1%	
Medicare	4,959	5,018	59	1%	
Workers Comp	2,444	2,444	0	0%	
Unemployment Ins/ETT	2,156	1,446	(711)	-33%	Reduction in Unemployment Insurance Rates
TOTAL BENEFITS	\$ 154,233	\$ 155,760	\$ 1,527	1%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,500	\$ 1,500	\$ -	0%	
Facilities Maintenance & Repair	8,000	8,000	0	0%	
Vehicle Maintenance & Repair	1,250	1,000	(250)	-20%	
Janitorial/Cleaning Services	4,600	4,300	(300)	-7%	
Fuel	1,900	1,400	(500)	-26%	
Equipment Under \$5,000	3,500	3,500	0	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 20,750	\$ 19,700	\$ (1,050)	-5%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,200	\$ 3,300	\$ 1,100	50%	Large check order
Postage	1,700	1,700	0	0%	
Janitorial Supplies	250	250	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 4,150	\$ 5,250	\$ 1,100	27%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	

Outside Services - 55XXX

Auditing/Accounting Services	\$ 10,500	\$ 7,600	\$ (2,900)	-28%	New auditor fees less than estimated
Legal Fees	7,400	7,400	0	0%	
IT Services	4,200	4,500	300	7%	
Other Professional Services	\$ 2,400	\$ 2,400	0	0%	
TOTAL OUTSIDE SERVICES	\$ 24,500	\$ 21,900	\$ (2,600)	-11%	

Other - 56XXX

Utilities	\$ 6,700	\$ 6,200	\$ (500)	-7%	
Phone/Communications	5,300	5,500	200	4%	
Software Licenses & Maintenance	11,600	11,600	0	0%	
Property/Liability Insurance	8,700	8,300	(400)	-5%	
Property Tax			0	0%	
Dues & Memberships	6,000	6,000	0	0%	
Licenses & Certifications	400	400	0	0%	
Training, Conferences & Travel	14,200	11,200	(3,000)	-21%	Due to COVID cancellations
Advertising & Public Education	3,500	3,000	(500)	-14%	
Bank/Investment Fees	5,000	5,000	-	0%	
TOTAL OTHER	\$ 61,400	\$ 57,200	\$ (4,200)	-7%	

Debt Service - 58XXX

Interest on Long Term Debt	\$ -	\$ -	\$ -	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	

GRAND TOTAL EXPENSES	\$ 599,618	\$ 598,361	\$ (1,257)	0%	
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Admin Transfer Out \$ (599,618) \$ (598,361) \$ (1,257)

GRAND TOTAL WITH TRANSFER	\$ -	\$ -			
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TWAIN HARTE COMMUNITY SERVICES DISTRICT

Policy and Procedure Manual

POLICY TITLE: Salary Plan Development

POLICY NUMBER: 3020

ADOPTED: November 12, 2009

AMENDED:

3020.10 Preparation of a Salary Plan

3020.11 The General Manager, with recommendations from subordinate supervisors, shall prepare a salary plan covering all job positions under his/her supervision in the Twain Harte Community Services District area. The plan shall depict minimum, intermediate and maximum rates of pay for each job class.

3020.12 In establishing salary ranges and arriving at specific rates of pay, the General Manager shall consider:

- A) Rates of pay for comparable work in other similar public and private employment in the immediate or a similar geographic area.
- B) Appropriate internal pay differences between the District's job classes.
- C) Current changes in cost of living.
- D) The District's financial condition, funding sources and fiscal policies.

NOTE: Employees must understand that salary, step and cost of living increases are not automatic, but subject to the financial health of the District and at the discretion of the Board.

- E) Such other sources of information that the General Manager deems necessary.

3020.13 The salary plan shall be prepared annually and completed for inclusion in the next fiscal year budget.

3020.20 Adoption of the Plan

3020.21 The General Manager shall submit the proposed salary plan of the Board of Directors for adoption, as deemed appropriate by the Board. Thereafter, no position shall be assigned a higher pay rate or a lower pay rate than that which is designated by the salary range assigned to its job class in the salary plan. Further studies of the plan shall be conducted as requested by the Board of Directors.

3020.30 Characteristics of the Salary Plan

3020.31 The salary range shall consist of a minimum rate, a maximum rate and three intervening rates.

3020.32 There shall be a uniform percentage between each rate on a salary range.

3020.33 The minimum and maximum step of each salary range shall be approximately 5.0% greater than the corresponding step(s) on the immediate lower range.

3020.34 Longevity ranges of 10, 15, 20, and 25 years in grade, shall be established; the minimum and maximum step of each salary range shall be approximately 5.0% greater than the corresponding step(s) on the immediate lower range.

3020.40 Administration of the Salary Plan

3020.41 After adoption of the salary plan, the General Manager may authorize advancements within an established pay range in accordance with these rules. Advancement may be authorized up to and including the fifth step. Only one step advancement may be authorized on the designated salary advancement date within a fiscal year. Exceptional advancements of more than one step must be specifically recommended to and approved by the Board of Directors.

3020.42 Salary advancement with an established salary range **shall not be automatic.** Instead, it shall depend upon the increased service value of an employee to the District, as shown by the recommendation of an employee's supervisor. An employee shall demonstrate good job performance, completion of special training, or other pertinent evidence of merit in receiving a recommendation for salary advancement, to include documented performance evaluation by the immediate supervisor. An increase of pay shall be withheld in cases of inferior work, lack of application and an unsatisfactory evaluation.

3020.42.1 The **first salary Step A,** is the minimum rate and normal hiring rate for a position. An employee may be hired above this rate in the event that he/she possesses unusually high qualifications and when such action is clearly in the best interest of the District. The General Manager may authorize only initial hiring up to and including the third salary step.

3020.42.2 The **second salary Step B,** is an incentive adjustment to encourage work improvement. An employee shall be eligible for a merit increase to this step after satisfactory completion of the introductory period. Such increase shall only be upon the recommendation of the immediate supervisor and approval of the General Manager. **Minimum of one year is required at this step.**

3020.42.3 The **third salary Step C**, is the rate at which an employee should be paid after one year's satisfactory evaluation performance at the second salary step. Again, appropriate supervisory recommendation and General Manager approval are required for advancement to this step. **Minimum of one year is required at this step.**

3020.42.4 The **fourth salary Step D**, should be granted only after one year of satisfactory evaluation performance at the third salary step. The employee's supervisor must verify the fully satisfactory evaluation of the work performance and must be approved by the General Manager. **Minimum of one year is required at this step.**

3020.42.5 The **fifth salary Step E**, is the rate for a qualified and fully experienced employee whose work is rated fully competent. An employee can reach this step after one year at the fourth step and upon recommendation from his/her supervisor. The employee must have the same job occupation in all steps. **Minimum of one year is required at this step.**

3020.42.6 **10 years Step F** - Employees completing ten years of service in grade will move to Step F pay level (not applicable until 2010/2011 budget year).

3020.42.7 **15 years Step G** - Employees completing 15 years of service in grade will move to Step G pay level.

3020.42.8 **20 years Step H** - Employees completing 20 years of service in grade will move to Step H pay level.

3020.42.9 **25 years Step I** – Employees completing 25 years of service in grade will move to Step I pay level.

3020.43 Performance Review Date

An annual job performance review of each employee is completed by his/her immediate supervisor for a 12-month period ending June 30th.

Step advancement for employees reviewed on June 30th annually shall be effective July 1st of the same calendar year. Introductory employees in steps A or B may receive a step raise at the end of their introductory period. Step raises, thereafter, will be given on a fiscal year basis, but not within the same calendar year.

3020.50 General Salary Adjustment

3020.51 The Twain Harte Community Services District **may** grant general “**cost of living**” (**COLA**) salary adjustments as follows. **NOTE:** COLA adjustments are not automatic and are subject to the financial health of the District, funding sources available and at the discretion of the Board.

- A) COLA will be effective on July 1st based on the annual period, no later than March 31st.
- B) COLA adjustments based on the annual **increase** or **decrease** in the Federal Consumer Price Index shall be reflected in the District salary structure, up to a maximum of a 5% adjustment, as determined by the Board.
- C) The revised Consumer Price Index U.S. city average, as determined by the U.S. Department of Labor, shall be used by the District. The base period of the 1982-84 at index of 100 is utilized in the Consumer Price Index.

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Policy and Procedure Manual

POLICY TITLE: Salary Plan Development
POLICY NUMBER: 3020
ADOPTED: November 12, 2009
AMENDED:

3020.10 Salary Plan Preparation

3020.11 The General Manager, with recommendations from subordinate supervisors, shall prepare a Salary Plan covering that specifies the salary ranges for all District job positions under his/her supervision in the Twain Harte Community Services District area. The plan shall depict minimum, intermediate and maximum rates of pay for each job class.

3020.12 In establishing salary ranges and arriving at specific rates of pay, the General Manager shall consider:

1. Rates of pay for comparable work in other similar public and private employment in the immediate or a similar geographic area.
2. Appropriate internal pay differences between the District's job classes.
3. Current changes in cost of living.
4. The District's financial condition, funding sources and fiscal policies.

NOTE: Employees must understand that salary, step and cost of living increases are not automatic, but subject to the financial health of the District and at the discretion of the Board.

5. Such other sources of information that the General Manager deems necessary.

3020.13 The Salary Plan shall include any wage changes specified in a labor union agreement or memorandum of understanding approved by the District's Board of Directors. All other increases to the salary ranges in the Salary Plan are subject to the financial health of the District and at the sole discretion of the Board.

~~3020.13~~3020.14 The Salary Plan shall be prepared annually and completed for inclusion in the next fiscal year budget.

3020.20 Salary Plan Adoption

The General Manager shall submit the proposed Salary Plan ~~of to~~ the Board of Directors for adoption with the fiscal year budget, as deemed appropriate by the Board. Thereafter, no position shall be assigned a higher pay rate or a lower pay rate than that which is designated by the salary range assigned to its job class in the Salary Plan. Further studies of the plan shall be conducted as requested by the Board of Directors or recommended by the General Manager.

3020.30 Salary Plan Characteristics

The Salary Plan shall have the following characteristics:

1. Each job class shall have a salary range consisting of nine salary steps: a minimum rate, a maximum rate and three intervening rates.
 - Competence Steps: The first five salary steps (Steps 1-5) in the salary range will encourage employees to develop competency within their job class. Unless otherwise noted below, a minimum of one year of satisfactory performance in each salary step is required to advance to the next competence salary step.
 - Expertise Steps: The last four salary steps (Steps 6-9) in a salary range will encourage employees to become an expert in their job class. A minimum of five years of satisfactory performance in the previous salary step is required to advance to each of the expertise salary steps.
- ~~1.2.~~ There shall be a uniform 5% between each salary step on a the salary range, with each rate step greater than the previous step.
- ~~2.~~ The minimum and maximum step of each salary range shall be approximately 5.0% greater than the corresponding step(s) on the immediate lower range.
- ~~3.~~ Longevity ranges of 10, 15, 20, and 25 years in grade, shall be established; the minimum and maximum step of each salary range shall be approximately 5.0% greater than the corresponding step(s) on the immediate lower range.

3020.40 Salary Plan Administration

3020.41 After adoption of the salary plan, the General Manager may authorize advancements within ~~the an~~ established pay salary range in accordance with the following rules and the salary step descriptions within this section: these rules

- ~~1. Advancement may be authorized up to and including the fifth step.~~
Only one salary step advancement may be authorized ~~on the~~

~~designated salary advancement date~~ within a fiscal year. Exceptional advancements of more than one salary step must be specifically recommended to and approved by the Board of Directors.

2. Salary step advancement with an established salary range *shall not be automatic*. Instead, it shall depend upon the increased service value of an employee to the District, as shown by ~~the a~~ satisfactory annual (fiscal year) performance evaluation recommendation of any by the employee's supervisor. An employee shall demonstrate good job performance, completion of special training, or other pertinent evidence of merit in receiving a recommendation for salary advancement ~~satisfactory evaluation, to include documented performance evaluation by the immediate supervisor. An increase of pay~~ Salary step advancement shall be withheld in cases of inferior work, lack of application and other performance issues that result in an unsatisfactory evaluation.
3. Salary step advancements will be given on a fiscal year basis, effective July 1st, based on the annual performance evaluation for the previous fiscal year(s).
- 4.4. Introductory/probationary employees hired at Salary Steps 1 or 2 may advance one salary step, effective immediately upon successful completion of their introductory/probationary period. Subsequent salary step advancements will be on a fiscal year basis, but not within the same calendar year.
5. Introductory/probationary employees may not receive salary step advancements prior to successful completion of their introductory/probationary period.
6. An employee may not advance more than one salary step within the same calendar year.
7. The General Manager may authorize initial hiring up to and including Salary Step 3, when the employee possesses unusually high qualifications and when such action is clearly in the best interest of the District.
- 2.8. Employees who are promoted will be advanced to the first salary step within their new job class salary range which results in a pay increase over the salary step they held in their previous job class. They may then advance through the salary steps in their new job class salary range, in accordance with this policy.

3020.42 Competence Salary Steps (Steps 1-5)

The Competence Salary Steps, the first five steps in a salary range, serve to progressively increase employees' rate of pay as they gain competence and experience.

1. ~~The **first salary Step A** Salary Step 1;~~ is The minimum pay rate in a salary range and normal entry-level hiring rate for Salary Step for an employee newly hired to a position in a specific job class. An employee may be hired above this ~~rate-salary step~~ in the event that he/she possesses unusually high qualifications and when such action is clearly in the best interest of the District.

~~The General Manager may authorize only initial hiring up to and including the third salary step.~~

2. ~~The **second salary Step B**, is an~~ Salary Step 2: A Step 2 employee has advanced beyond basic job class competence as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 1. If the employee was hired at Salary Step 1, the employee must also successfully complete the introductory/probationary period before advancing to Step 2. The General Manager may start a newly hired employee at Step 2 if he/she possesses unusually high qualifications and ~~the~~ if such action is in the best interest of the District. ~~incentive adjustment to encourage work improvement. An employee shall be eligible for a merit increase to this step after satisfactory completion of the introductory period. Such increase shall only be upon the recommendation of the immediate supervisor and approval of the General Manager.~~ **Minimum of one year is required at this step**

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- ~~4.3.~~ Salary Step 3: A Step 3 employee has moderate job class competency and experience, as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 2. If the employee was hired at Salary Step 2, the employee must also successfully complete the introductory/probationary period before advancing to Step 3. The General Manager may start a newly hired employee at Step 3 if he/she possesses unusually high qualifications and the if such action is in the best interest of the District. ~~he~~ **third salary Step C**, is the rate at which an employee should be paid after one year's satisfactory evaluation performance at the second salary step. Again, appropriate supervisory recommendation and General Manager approval are required for advancement to this step. **Minimum of one year is required at this step.**

- ~~2.4.~~ Salary Step 4: A Step 4 employee has District-specific experience and above average job class competency and experience, as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 3. If the employee was hired at Salary Step 3, the employee must also successfully complete the introductory/probationary period before advancing to Step 4. ~~The~~ **fourth salary Step D**, should be granted only after one year of satisfactory evaluation performance at the third salary step. The

~~employee's supervisor must verify the fully satisfactory evaluation of the work performance and must be approved by the General Manager. **Minimum of one year is required at this step.**~~

5. ~~Salary Step 5: The **fifth salary Step E**, is the rate for a A Step 5 employee is qualified and fully competent and experienced employee in all aspects of his/her job class at the District, as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 4. whose work is rated fully competent. An employee can reach this step after one year at the fourth step and upon recommendation from his/her supervisor. The employee must have the same job occupation in all steps. **Minimum of one year is required at this step.**~~

3020.43 Expertise Salary Steps (Steps 6-9)

The Expertise Salary Steps, the last four steps in a salary range, serve to progressively increase employees' rate of pay as they gain significant District-specific experience and expertise in their job class.

1. ~~Salary Step 6: A Step 6 employee has significant District-specific experience and job class expertise, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 5.**10 years Step F** - Employees completing ten years of service in grade will move to Step F pay level (not applicable until 2010/2011 budget year).~~
2. ~~Salary Step 7: A Step 7 employee has significant District-specific experience and job class expertise, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 6.**15 years Step G** - Employees completing 15 years of service in grade will move to Step G pay level.~~
3. ~~Salary Step 8: A Step 8 employee has exceptional District-specific experience and expertise in all aspects of his/her job class, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 7.**20 years Step H** - Employees completing 20 years of service in grade will move to Step H pay level.~~
4. ~~Salary Step 9: Salary Step 9 is the maximum rate of pay in a salary range. A Step 9 employee has exceptional District-specific experience and mastery over all aspects of his/her job class, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 8.**25 years Step I** - Employees completing 25 years of service in grade will move to Step I pay level.~~

~~**3020.43** Performance Review Date~~

~~An annual job performance review of each employee is completed by his/her~~

~~_____ immediate supervisor for a 12-month period ending June 30th.~~

~~Step advancement for employees reviewed on June 30th annually shall be effective July 1st of the same calendar year. Introductory employees in steps A or B may receive a step raise at the end of their introductory period. Step raises, thereafter, will be given on a fiscal year basis, but not within the same calendar year.~~

~~3020.50 General Salary Plan Adjustment~~

~~_____ **3020.51** The Twain Harte Community Services District **may** grant general “cost of living” (COLA) salary adjustments as follows. **NOTE:** COLA adjustments are not automatic and are subject to the financial health of the District, funding sources available and at the discretion of the Board.~~

~~A) COLA will be effective on July 1st based on the annual period, no later than March 31st.~~

~~_____ B) COLA adjustments based on the annual increase or decrease in the Federal Consumer Price Index shall be reflected in the District salary structure, up to a maximum of a 5% adjustment, as determined by the Board.~~

~~_____ C) The revised Consumer Price Index U.S. city average, as determined by the U.S. Department of Labor, shall be used by the District. The base period of the 1982-84 at index of 100 is utilized in the Consumer Price Index.~~

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Policy and Procedure Manual

POLICY TITLE: Salary Plan Development
POLICY NUMBER: 3020
ADOPTED: November 12, 2009
AMENDED:

3020.10 Salary Plan Preparation

- 3020.11** The General Manager, with recommendations from subordinate supervisors, shall prepare a Salary Plan that specifies the salary ranges for all District job positions.
- 3020.12** In establishing salary ranges and arriving at specific rates of pay, the General Manager shall consider:
1. Rates of pay for comparable work in other similar public and private employment in the immediate or a similar geographic area.
 2. Appropriate internal pay differences between the District's job classes.
 3. Current changes in cost of living.
 4. The District's financial condition, funding sources and fiscal policies.
 5. Such other sources of information that the General Manager deems necessary.
- 3020.13** The Salary Plan shall include any wage changes specified in a labor union agreement or memorandum of understanding approved by the District's Board of Directors. All other increases to the salary ranges in the Salary Plan are subject to the financial health of the District and at the sole discretion of the Board.
- 3020.14** The Salary Plan shall be prepared annually and completed for inclusion in the next fiscal year budget.

3020.20 Salary Plan Adoption

The General Manager shall submit the proposed Salary Plan to the Board of Directors for adoption with the fiscal year budget. Thereafter, no position shall be assigned a higher pay rate or a lower pay rate than that which is designated by the salary range

assigned to its job class in the Salary Plan. Further studies of the plan shall be conducted as requested by the Board of Directors or recommended by the General Manager.

3020.30 Salary Plan Characteristics

The Salary Plan shall have the following characteristics:

1. Each job class shall have a salary range consisting of nine salary steps:
 - Competence Steps: The first five salary steps (Steps 1-5) in the salary range will encourage employees to develop competency within their job class. Unless otherwise noted below, a minimum of one year of satisfactory performance in each salary step is required to advance to the next competence salary step.
 - Expertise Steps: The last four salary steps (Steps 6-9) in a salary range will encourage employees to become an expert in their job class. A minimum of five years of satisfactory performance in the previous salary step is required to advance to each of the expertise salary steps.
2. There shall be a uniform 5% between each salary step on the salary range, with each rate step greater than the previous step.

3020.40 Salary Plan Administration

3020.41 After adoption of the salary plan, the General Manager may authorize advancements within the established salary range in accordance with the following rules and the salary step descriptions within this section:

1. Only one salary step advancement may be authorized within a fiscal year. Exceptional advancements of more than one salary step must be specifically recommended to and approved by the Board of Directors.
2. Salary step advancement with an established salary range shall not be automatic. Instead, it shall depend upon the increased service value of an employee to the District, as shown by a satisfactory annual (fiscal year) performance evaluation by the employee's supervisor. An employee shall demonstrate good job performance, completion of special training, or other pertinent evidence of merit in receiving a satisfactory evaluation. Salary step advancement shall be withheld in cases of inferior work, lack of application and other performance issues that result in an unsatisfactory evaluation.
3. Salary step advancements will be given on a fiscal year basis, effective July 1st, based on the annual performance evaluation for the previous fiscal year(s).

4. Introductory/probationary employees hired at Salary Steps 1 or 2 may advance one salary step, effective immediately upon successful completion of their introductory/probationary period. Subsequent salary step advancements will be on a fiscal year basis, but not within the same calendar year.
5. Introductory/probationary employees may not receive salary step advancements prior to successful completion of their introductory/probationary period.
6. An employee may not advance more than one salary step within the same calendar year.
7. The General Manager may authorize initial hiring up to and including Salary Step 3, when the employee possesses unusually high qualifications and when such action is clearly in the best interest of the District.
8. Employees who are promoted will be advanced to the first salary step within their new job class salary range which results in a pay increase over the salary step they held in their previous job class. They may then advance through the salary steps in their new job class salary range, in accordance with this policy.

3020.42 Competence Salary Steps (Steps 1-5)

The Competence Salary Steps, the first five steps in a salary range, serve to progressively increase employees' rate of pay as they gain competence and experience.

1. Salary Step 1: The minimum pay rate in a salary range and normal entry-level Salary Step for an employee newly hired to a position in a specific job class. An employee may be hired above this salary step in the event that he/she possesses unusually high qualifications and when such action is clearly in the best interest of the District.
2. Salary Step 2: A Step 2 employee has advanced beyond basic job class competence as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 1. If the employee was hired at Salary Step 1, the employee must also successfully complete the introductory/probationary period before advancing to Step 2. The General Manager may start a newly hired employee at Step 2 if he/she possesses unusually high qualifications and if such action is in the best interest of the District.
3. Salary Step 3: A Step 3 employee has moderate job class competency and experience, as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 2. If the employee was hired at Salary Step 2, the employee

must also successfully complete the introductory/probationary period before advancing to Step 3. The General Manager may start a newly hired employee at Step 3 if he/she possesses unusually high qualifications and the if such action is in the best interest of the District.

4. Salary Step 4: A Step 4 employee has District-specific experience and above average job class competency and experience, as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 3. If the employee was hired at Salary Step 3, the employee must also successfully complete the introductory/probationary period before advancing to Step 4.
5. Salary Step 5: A Step 5 employee is fully competent and experienced in all aspects of his/her job class at the District, as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 4.

3020.43 Expertise Salary Steps (Steps 6-9)

The Expertise Salary Steps, the last four steps in a salary range, serve to progressively increase employees' rate of pay as they gain significant District-specific experience and expertise in their job class.

1. Salary Step 6: A Step 6 employee has significant District-specific experience and job class expertise, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 5.
2. Salary Step 7: A Step 7 employee has significant District-specific experience and job class expertise, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 6.
3. Salary Step 8: A Step 8 employee has exceptional District-specific experience and expertise in all aspects of his/her job class, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 7.
4. Salary Step 9: Salary Step 9 is the maximum rate of pay in a salary range. A Step 9 employee has exceptional District-specific experience and mastery over all aspects of his/her job class, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 8.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Customer Payment Arrangements
POLICY NUMBER: 3031
ADOPTED: January 9, 2007
AMENDED:

3031.10 To maximize efficiency and reduce costs to all customers, payment on accounts are typically requested from customers once each month. Partial payments are not accepted, due to processing cost.

Upon request, the General Manager or Office Manager may grant approval of special arrangements to be made for payment of the following fees when an extreme hardship exists:

3031.11 Regular monthly service charges for water and sewer services.

3031.12 Reasonable payment schedule following receipt of delinquency “shut-off” notice.

3031.13 Connection fees.

3031.20 When payments are to be made at the close of escrow and property is not sold, arrangements must be made for payments to continue on a regular basis.

3031.30 Occasionally, customers accumulate a credit balance on their accounts. The District will not refund customer credit balances unless the property has sold and changed ownership. The credit balance will remain on the customer’s account until such time as the monthly water and/or sewer charges have depleted the credit balance.

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Policy and Procedure Manual

POLICY TITLE: Alternative Customer Payment Arrangements
POLICY NUMBER: 3031
ADOPTED: January 9, 2007
AMENDED:

3031.10 Purpose

This policy sets forth requirements for alternative payment arrangements to help customers avoid service disconnections or flow restrictions for non-payment of water/sewer services.

3031.20 Eligibility and Notification

Any customer who is unable to pay for water and/or sewer services by the regular service bill due date may request alternative payment arrangements to avoid disconnection or restriction of services. Customers with delinquent service accounts will be notified of the opportunity to request an alternative payment arrangement on their late bill and on any notices regarding potential service disconnections or restrictions.

3031.30 Payment Arrangement Requests

Customers who desire to enter into an alternative payment arrangement must contact the Customer Service Representative and make a request. The Customer Service Representative will evaluate all circumstances surrounding the request and make a determination as to whether the request is warranted. The following circumstances will result in immediate approval:

1. Primary Care Provider Certification: Any resident of the premises served by the District provides certification from a primary care provider (per WIC § 14088(b)(1)(A)) that the discontinuation or restriction of service(s) will be life-threatening or pose a serious threat to their health and safety.
2. Financial Inability to Pay: The customer or any resident of the premises served by the District demonstrates that he or she is financially unable to pay within the billing cycle. The customer will be deemed unable to pay if he or she is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Program for Women, Infants, and Children, or the customer declares that he households' annual income is less than 200 percent of the federal poverty level.

3031.40 Alternative Payment Plans

If the customer's request for an alternative payment arrangement is approved by the District, the customer may enter into an Alternative Payment Plan agreement. The following requirements will govern Alternative Payment Plans:

1. Type: All payment arrangements will be in the form of an amortization plan (Alternative Payment Plan), which amortizes the unpaid balance over a period of time agreed to by the District and the customer.
2. Agreement: Alternative Payment Plans must be in writing on a form provided by the District and signed by the customer.
3. Term: The term of Alternative Payment Plans shall not exceed six (6) months.
4. Payments: Payments will be combined with the customer's regular service bill and will be subject to the same due date. Customers may choose to pay the balance
5. No Additional Payment Plans: The customer may not request additional alternative payment arrangements until they have completed payments for any existing Alternative Payment Plans.
6. No Late Fees on Original Delinquent Balance: Customers who make payments in accordance with their Alternative Payment Plan will not be subject to late fees on the delinquent balance.
7. Full Payment upon Sale: If the customer's property is sold, the Alternative Payment Plan will not continue and payment of the full account balance will be due upon close of escrow.
8. Failure to Comply: Customers who become delinquent on their Alternative Payment Plan payments will be subject to service disconnection or flow restriction. Notice of such disconnection or flow restriction will be provided in advance in accordance with District policy or ordinance.

3031.50 Fee Waiver

Upon request by the customer, the District's Customer Service staff may waive late or shutoff notice fees as follows:

1. The account is in "good standing" – it does not have any other late fees within the past two (2) years. Accounts less than two years old will be considered in good standing if they have not incurred any other late fees.
2. No previous fees have been waived within the past three (3) years.

3031.60 Account Credits

~~To maximize efficiency and reduce costs to all customers, payment on accounts are typically requested from customers once each month. Partial payments are not accepted, due to processing cost.~~

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————— ~~3031.12 Reasonable payment schedule following receipt of delinquency “shut-off” notice.~~

————— ~~3031.13 Connection fees.~~

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1. Primary Care Provider Certification: Any resident of the premises served by the District provides certification from a primary care provider (per WIC § 14088(b)(1)(A)) that the discontinuation or restriction of service(s) will be life-threatening or pose a serious threat to their health and safety.
2. Financial Inability to Pay: The customer or any resident of the premises served by the District demonstrates that he or she is financially unable to pay within the billing cycle. The customer will be deemed unable to pay if he or she is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Program for Women, Infants, and Children, or the customer declares that he households' annual income is less than 200 percent of the federal poverty level.

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2. Agreement: Alternative Payment Plans must be in writing on a form provided by the District and signed by the customer.
3. Term: The term of Alternative Payment Plans shall not exceed six (6) months.
4. Payments: Payments will be combined with the customer's regular service bill and will be subject to the same due date. Customers may choose to pay the balance
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7. Full Payment upon Sale: If the customer's property is sold, the Alternative Payment Plan will not continue and payment of the full account balance will be due upon close of escrow.
8. Failure to Comply: Customers who become delinquent on their Alternative Payment Plan payments will be subject to service disconnection or flow restriction. Notice of such disconnection or flow restriction will be provided in advance in accordance with District policy or ordinance.

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Upon request by the customer, the District's Customer Service staff may waive late or shutoff notice fees as follows:

1. The account is in "good standing" – it does not have any other late fees within the past two (2) years. Accounts less than two years old will be considered in good standing if they have not incurred any other late fees.
2. No previous fees have been waived within the past three (3) years.

3031.60 Account Credits

Occasionally, customers accumulate a credit balance on their accounts. The District will not refund customer credit balances unless the property has sold and changed ownership. The credit balance will remain on the customer's account until such time as the monthly water and/or sewer charges have depleted the credit balance.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Purchasing and Expense Authorization
POLICY NUMBER: 3040
ADOPTED: October 17, 2006
AMENDED: January 8, 2009
AMENDED: November 8, 2012
AMENDED: January 8, 2014
AMENDED: April 13, 2017
AMENDED: July 13, 2017
AMENDED: December 14, 2017
AMENDED: October 10, 2018
AMENDED: December 12, 2018

3040.10 PURPOSE

The procedures in this policy are designed to ensure that District procurement practices promote and adhere to the following:

- Applicable local, state, and federal laws/ regulations; and
- Best value purchasing – maximizing cost-effectiveness, quality and efficiency; and
- Open and free competition; and
- Transparency and accountability; and
- Operational flexibility.

3040.20 PROCUREMENT TYPES

For the purposes of this policy there are three types of procurement:

- Procurement of Items
- Procurement of Services
- Procurement of Public Works Construction

Requirements for purchases related to employee/board training and travel are set forth in Policy #2083, *Training and Travel Authorization and Expense Reimbursement*.

3040.30 PURCHASING AUTHORITY

[THCSD 3040 Purchasing and Expense Authorization-REV 2021-01-13](#)~~THCSD 3040 Purchasing and Expense Authorization~~

3040.31 Purchases within Adopted Budget. District staff are authorized by the Board to make expenditures within the total approved current fiscal year budget. Department Heads are responsible to monitor and control all purchases within their respective budget line items and are responsible for ensuring that all purchases remain within budget.

3040.32 Purchases in Excess of Adopted Budget. District staff are authorized by the Board to make expenditures in excess of the approved current fiscal year budget as follows:

3040.32.1 Exceeding Line Item Budget and Line Item Transfers.

Department Heads are authorized to exceed line item budget amounts and/or transfer budget amounts between line items in accordance with the following:

- A. \$500 or less. Department Heads may exceed individual line item budget amounts by \$500 or less so long as the budget amount for the overall budget category is not exceeded. A budget adjustment is not required to exceed line item budget amounts in this manner.
- B. More than \$500 to \$5,000. Department Heads may exceed individual line item budget amounts by up to \$5,000 by transferring budget between line items through an internal budget adjustment. Requests for such budget adjustments must be made to the General Manager by submittal of a budget transfer form which identifies the line item to be exceeded, the amount to be transferred, and the line item from which the transfer will occur. All such budget adjustments must be approved by the General Manager before the line item budget is exceeded. In special circumstances, as determined by the General Manager, approval of a budget transfer between line items may occur after the line item budget amount has been exceeded.
- C. More than \$5,000. Transfers between budget line items in excess of \$5,000 shall first be submitted to the Board of Directors for approval.
- D. Transfers between Operational and Capital Budgets. Non-emergency transfers from Fixed Asset or approved Capital Project line items to Operation and Maintenance are not allowed unless approved by the Board of Directors.

3040.32.2 Exceeding Overall Budget - Unanticipated. The General Manager is authorized to make expenditures in excess of the total current fiscal year budget for any service of up to ~~\$2,000~~\$5,000, so long as a readily accessible source of revenue from reserve accounts is available. The General Manager shall seek Board approval of the appropriate budget amendment at the following regular meeting.

Commented [t1]: \$2,000 seems low and is a random number. \$5,000 is still low, but is consistent with the amount authorized by the GM to move in the budget.

Is this value reasonable? Helpful?

3040.32.3 Exceeding Overall Budget – Emergencies. In an emergency, the General Manager, or a Department head in the absence of the General Manager, may authorize expenditures greater than ~~\$2,000~~\$5,000 in excess of the total current fiscal year budget, but within available reserve funding and shall seek Board approval of the appropriate budget adjustment at the following regular meeting. “Emergency” shall include, but not be limited to, breakdown of equipment or infrastructure that is critical to delivery of services such as pumps and treatment devices, fire engine motors and pumps, sewage lift station pumps. Emergency shall also include all actions necessary to establish and maintain safe conditions for the public after and during an emergency event.

3040.32.4 Exceeding Overall Budget – External Revenue Source. The General Manager is authorized to make expenditures in excess of the current fiscal year budget for projects and purchases for which the source of revenue has been identified and previously approved by the Board of Directors. The General Manager may authorize labor expenses in excess of the current fiscal year budget for fire strike team activities so long as such labor is eligible for reimbursement through existing agreements.

3040.40 PROCUREMENT OF ITEMS

3040.41 Definition. Items include all supplies, equipment, vehicles, items and materials, except for materials required for a Public Works Construction contract as defined in Section 3040.61.

3040.42 Prevailing Wages. Items are not subject to prevailing wages.

3040.43 Procurement Procedures. Items must be procured as follows:

3040.43.1 Less than \$5,000. Items of this amount (including taxes and shipping) will be awarded by the appropriate Department

head based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department head or General Manager.

No purchase order is required.

3040.43.2 \$5,000 to \$60,000. Staff shall solicit at least three informal quotes and the Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made by the General Manager to the vendor with the lowest price, unless the General Manager determines that the vendor cannot deliver the item within an acceptable time period, provide a reasonable level of service or support, or provide an item of acceptable quality.

A purchase order is required.

3040.43.3 Greater than \$60,000. Staff shall solicit bids through a formal Request for Bids (RFB) process with detailed item and vendor specifications. RFB's shall be sent to as many vendors as possible and shall be posted in a place accessible by all vendors. Award will be made to the vendor whose item meets the RFB specifications and is the lowest price.

Items less than \$75,000 may be awarded by the General Manager.

Items \$75,000 or greater must be awarded by the Board.

A purchase order is required.

3040.50 PROCUREMENT OF SERVICES

3040.51 Definition. Services include, but are not limited to professional services (i.e. engineering, auditor, surveying, consulting, etc.), janitorial services, landscape maintenance, vehicle maintenance, *minor* repainting, and maintenance work that is routine, recurring and usual work for the preservation or protection of any publicly operated water or sewer facility for its intended purposes. Maintenance services for fire or park facilities are considered Public Works Construction. Services do not include any activity considered Public Works Construction (see definition in Section 3040.61).

3040.52 Prevailing Wages. Services are not subject to prevailing wages, except:

- The following services, when directly related to a Public Works

Construction contract (defined in Section 3040.61): surveying, soil testing, modular furniture installation, and inspection covered by the Uniform Building Code.

- Facility and landscape maintenance services.

3040.53 Procurement Procedures. Services must be procured as follows:

3040.53.1 Less than \$5,000. Services of this amount will be awarded by the appropriate Department Head based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department Head or General Manager.

No purchase order is required.

3040.53.2 \$5,000 to \$25,000. Staff shall solicit at least three informal quotations/proposals and the Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made by the General Manager to the vendor with the lowest price, unless the General Manager determines that the vendor cannot deliver the services within an acceptable time period or provide a reasonable level of service or support, or cannot provide services of acceptable quality.

A purchase order is required.

3040.53.3 \$25,000 to \$60,000. Staff shall solicit proposals through a informal Request for Proposals (RFP) process based on qualifications, experience and a proposed scope of work. Service providers shall be selected to perform work based on best value provided to the District through a selection process approved by the General Manager and appropriate for the services requested.

The General Manager will award services and the services provider must execute the District's services agreement.

A services agreement is required.

3040.53.4 Greater than \$60,000. Staff shall solicit proposals through a formal Request for Proposals (RFP) process based on qualifications, experience and a proposed scope of work. Service providers shall be selected to perform work based on best value provided to the District through a selection

process approved by the General Manager and appropriate for the services requested.

The Board will award services and the services provider must execute the District's services agreement.

A services agreement is required.

3040.60 PROCUREMENT OF PUBLIC WORKS CONSTRUCTION AND MATERIALS

3040.61 Definition. Public Works Construction is specifically defined as "Public Project" in Section 22002(c) of the California Public Contract Code. Said definition will always supersede any description provided within this policy. Public Works Construction includes:

- Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any district owned, leased or operated facility.
- Painting or repainting of any district owned, leased or operated facility
- Purchase of construction materials needed for Public Works Construction projects.

3040.62 Prevailing Wages. All Public Works Construction projects \$1,000 and greater must adhere to state prevailing wage requirements as outlined in sections 1770-1781 of the California labor code. Pursuant to these requirements, staff must ~~verify that contractors are registered with the Department of Industrial Relations and~~ inform contractors that the project is subject to prevailing wage requirements before quotes/bids are solicited. Depending on the cost and type of work (details provided in below procurement categories), staff may also need to verify that contractors are registered with the Department of Industrial Relations before requesting bids.

3040.63 Splitting Projects. A Public Works Construction project may not be split into smaller projects for the purpose of evading prevailing wages or competitive procurement procedures herein. This includes separating procurement of materials from construction labor.

3040.64 Procurement Procedures. Public Works Construction must be procured as follows:

3040.64.1 Construction Materials. Construction materials may be procured with the procurement procedures for Items (Section 3040.43) when the total costs for the Public Works Construction project is ~~\$45~~60,000 or less. When the total

costs for the Public Works Construction project exceeds \$4560,000, construction materials procurement must follow the bidding requirements outlined in the Uniform Public Construction Cost Accounting Act (UPCCA), Public Contract Code Sections 22030 et seq.

- 3040.64.1 Less than \$1,000.** Public Works Construction of this amount will be awarded by the appropriate Department Head based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department Head or General Manager.

No purchase order is required.

- 3040.64.2 \$1,000 to \$5,000.** Public Works Construction of this amount will be awarded by the General Manager based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department Head or General Manager.

A purchase order is required. Purchase orders shall include appropriate prevailing wage requirements.

- 3040.64.3 More than \$5,000 to \$25,000.** Staff shall solicit at least three informal quotes/bids and the Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made by the General Manager to the vendor with the lowest price, unless the General Manager determines that the contractor cannot complete the project within an acceptable time period or with acceptable quality.

If the project is a maintenance project and is greater than \$15,000, staff must make sure contractors are registered with the Department of Industrial Relations before soliciting bids.

A purchase order is required. Purchase orders shall include appropriate prevailing wage requirements.

- 3040.64.4 More than \$25,000 to \$60,000.** Staff shall develop informal drawings and specifications and solicit at least three informal quotes/bids. Staff may work with contractors/bidders to develop drawings, specifications and scope of work to ensure best value. Specifications must clearly note that a payment bond is required. The Department Head shall submit award recommendation to the Finance Department

via a purchase requisition form. Award will be made to the contractor with the lowest price, unless the General Manager determines that the contractor cannot complete the project within an acceptable time period or with acceptable quality.

Staff must make sure contractors are registered with the Department of Industrial Relations before soliciting bids.

A payment bond is required.

The General Manager will award contracts and contractors must execute the District's construction contract.

3040.64.5 More than \$60,000 to \$200,000. Procedures for bidding all Public Works Construction of this amount must adhere to the informal bidding requirements outlined in the Uniform Public Construction Cost Accounting Act (UPCCA), Public Contract Code Sections 22030 et seq., and Twain Harte Community Services District Ordinance No. 26.

Staff shall develop bid documents, plans and specifications appropriate for accurate bidding. The General Manager shall approve all such bid documents. A bid bond/cash deposit, payment bond and performance bond are required.

The General Manager will award contracts and contractors must execute the District's construction contract.

3040.64.6 Greater than \$200,000. Procedures for bidding all Public Works Construction of this amount must adhere to the formal bidding requirements outlined in the Uniform Public Construction Cost Accounting Act (UPCCA), Public Contract Code Sections 22030 et seq.

Staff shall develop formal bid documents, plans and specifications. The Board shall adopt all such bid documents prior to bidding. A bid bond/cash deposit, payment bond and performance bond are required.

The Board will award contracts and contractors must execute the District's construction contract.

3040.70 WAIVER OF PROCUREMENT PROCEDURES

3040.71 Waiver Authority. The General Manager is authorized to waive certain procurement procedures within this policy under the following conditions:

[THCSD 3040 Purchasing and Expense Authorization-REV 2021-01-13](#)~~THCSD 3040 Purchasing and Expense Authorization~~

3040.71.1 Emergency. In the event of an emergency, the General Manager, may procure items and services required to address the emergency without following the quote/bidding solicitation procedures of this policy. Procurement procedures for Public Works Construction activities may be waived when the General Manager or Board declares a public emergency in accordance to California Public Contract Code (PCC) Section 22035 and District Ordinance #26-01, "Informal Bidding Procedures under the Uniform Construction Cost Accounting Act". Refer to the PCC and Ordinance #26 for additional requirements.

3040.71.2 Sole Source. Sole-source purchasing (purchasing from a specific vendor or a specific brand of item without a competitive process) is authorized with advance approval from the General Manager, provided that the purchase of such sole-source item(s) will: provide a longer service life, reduce the need for extensive parts inventory, reduce maintenance or servicing costs, provide a higher level of service, will reduce down time for equipment or are the only vendor offering the needed equipment, supplies or service.

3040.71.3 Cooperative Purchasing. The District may award a purchase order or contract without following the quote/bidding solicitation requirements of this policy if competitive bidding has already been conducted by another public agency (e.g. through a governmental cooperative purchasing program).

3040.71.4 Less than Three Quotes. Staff shall make every reasonable attempt to obtain three quotes when required by the procurement procedures herein. However, the General Manager may waive the requirement for three quotes under the following circumstances:

- A. Staff contacted three or more entities and did not receive quotes or proposals within 10 business days.
- B. There are not three entities capable of providing requested construction, services or items.
- C. There are not three entities capable of providing requested construction, services or items in a reasonable time frame, as determined by the General Manager.

3040.71.5 Right Not to Award. The General Manager or Board may choose to reject all bids/quotes/proposals for any reason.

3040.80 PAYMENT METHODS

3040.81 District Checks. Vendors, service providers and contractors may submit an invoice to the District requesting payment for purchases allowed under this policy. All such invoices must include, at a minimum, an invoice number, date, purchase order number and description of purchase. Invoices shall be paid by District check within 30 days of approval by the appropriate Department Head.

Invoices shall not be approved until after items have been received, services rendered or construction completed. Staff shall make every effort to expediently review and approve invoices.

3040.82 District Credit Cards. District issued credit cards may be used within individual credit limits to pay for purchases allowed under this policy. Receipts for all credit card purchases must be submitted as soon as possible to the District office. No personal purchases are allowed on District credit cards or on a District's account with any vendor.

3040.83 Petty Cash. Petty cash may be advanced to District staff or Directors upon their request and the execution of a *petty cash request form*, to pay for purchases allowed under this policy. As soon as possible after said purchases have been made, a receipt shall be submitted to the District Finance Officer, and any remaining advanced funds shall be returned.

The maximum petty cash advance, when available in the petty cash fund, shall be \$50.00 unless specifically approved by signature of the General Manager. No personal checks shall be cashed in the petty cash fund.

A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$400.00. The petty cash fund shall be included in the District's annual independent accounting audit.

3040.84 Reimbursement. District employees or Board Directors may incur "out-of-pocket" expenses, as verified by valid receipts, to pay for purchases allowed under this policy. Said "out of pocket" expenses shall be reimbursed upon request from the District's petty cash fund or a District check issued in the name of the party requesting reimbursement. In instances when a receipt is not obtainable, the requested reimbursement must be approved by the General Manager prior to remuneration.

3040.84.1 Annual Reimbursement Reporting. Per Government

Code 53065.5 reimbursements of at least one hundred dollars (\$100) for each individual charge for services or product received shall be disclosed in a publicly available report. An "individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. An annual report will be compiled and made available no later than December 31st for reimbursements made in the previous fiscal year.

3040.90 OTHER REQUIREMENTS

3040.91 Advanced Payments/Deposits. Pre-payment of purchases allowed under this policy are not allowed. Items, services and construction must be received or complete prior to payment.

Payment for construction or maintenance materials may be made upon receipt before they have been incorporated in the work.

Under unique circumstances, as determined by the General Manager, the General Manager may approve pre-payment or a deposit in an amount not to exceed 10% of the value of items, services or construction procured. The amount of said pre-payment or deposit must be reasonable and not put the District in a position of significant risk.

3040.92 Document Retention. The District shall document the results of procurement procedures and retain said documentation as required by Policy #3100, *Records Retention and Destruction*.

3040.93 Policy Violation. Employees are subject to disciplinary action up to and including termination for violation of this policy.