



BOARD OF DIRECTORS:  
MARILYN M. TIERNAN  
PRESIDENT

SCOTT R. PASTOR  
VICE PRESIDENT

PAUL SEGER  
JOE KOVALICK  
JASON SHAW

GENERAL MANAGER:  
DANIEL MUELRATH

GENERAL COUNSEL:  
WESLEY A. MILIBAND

BOARD SECRETARY:  
KAIT KNIGHT

## AGENDA

The Regular Meeting of the Board of Directors of Diablo Water District will be held on April 23, 2025 at 6:30 pm at the District's office, 87 Carol Lane, Oakley, California. This meeting is being conducted in person and via webinar. Members of the public and District staff may attend the meeting via conference call / web using the credentials below. Members of the public will continue to have the opportunity to provide public input via the webinar or phone features.

Dial in Number: 1-949-346-1487

Conference ID: 688 251 29#

Or

Web Option: [www.diablowater.org/webmeetings](http://www.diablowater.org/webmeetings)

*Check your browsers' functionality or download the Microsoft Teams App prior to the meeting.*

The District's agendas and supporting documents are available on the District's website: [www.diablowater.org](http://www.diablowater.org), or by calling Kait Knight at (925) 625-6587. A fee may be charged for copies.

If you have a special accommodation needs to attend the meeting, please provide at least two (2) working days' notice prior to the meeting by calling Kait Knight at (925) 625-6587.

**1. Call to Order, Roll Call, and Pledge of Allegiance.**

**2. Public Input.**

Anyone present may address the Board of Directors on any subject within the jurisdiction of Diablo Water District. If the subject item is on this Agenda, please hold public comment until the appropriate item. **All virtual attendees will remain on mute until called upon to address the Board.**

## Action Items

**3. Consent Calendar.**

It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board member or interested party requests that an item be removed from the Consent Calendar for discussion, it will be considered separately. *The consent calendar may be approved by a single motion to approve, followed by a second and then a call for vote.*

**A. Minutes of the Regular Meeting of March 26, 2025.**

Staff Recommendation: Approve.

**4. Financial Reports.**

Staff Recommendation: Approve warrant register 2025-3, ACH wire transactions for March 2025, and receive the monthly financial statement for February 2025.

**5. Update of District Regulations No. 106, 114, and 129.**

Staff Recommendation: Adopt Resolution No. 2025-06, amending Regulation Numbers 106, 114, and 129.

**6. Policy Position on SB 654.**

Staff Recommendation: Authorize the General Manager to execute a letter of support for SB 654.

## Discussion Items

**7. Policy and Legislation Framework.**

**8. General Manager's Report.**

- Water Supply Charts
- Budget Overview
- RBWTP CIP Master Plan Update

**9. District Engineer's Report.**

**10. District Counsel's Report.**

**11. Directors' Reports.**

- Representative verbal reports.
- Other items as needed.

**12. Future Agenda Items.**

- Preliminary list of items for the next two months.
- Other items being tracked and awaiting a scheduled date.

**13. Next Meetings of the Board of Directors.**

- May 28, 2025 Regular Meeting – 6:30 pm
- June 11, 2025 Special Meeting – 2:30 pm
- ~~June 25, 2025 Regular Meeting – 6:30 pm canceled~~
- July 23, 2025 Regular Meeting - 6:30 pm
- August 27, 2025 Regular Meeting – 6:30 pm

**Closed Session Items**

**14. Closed Session – Conference with Real Property Negotiations  
(Government Code § 54956.8)**

Property Description: Jersey Island located in Contra Costa County

Negotiation: Diablo Water District General Manager Dan Muelrath and Jean-Marc Petit Ironhouse/Reclamation District 830 Representative.

Under Negotiation: Terms and Price

**Conference with Legal Counsel – Anticipated Litigation  
(Paragraph (4) of subdivision (d) of Gov. Code § 54956.9)  
(One Potential Case)**

**15. Adjournment.**

*Posted this 17<sup>th</sup> day of April 2025.*



**Dan Muelrath, General Manager**

# DIABLO WATER DISTRICT

April 23, 2025 Board Meeting

Item Number 3

TO: Each Director  
FROM: Dan Muelrath, General Manager  
SUBJECT: Consent Calendar.

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It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board member or interested party requests that an item be removed from the Consent Calendar for discussion, it will be considered separately.

*The consent calendar may be approved by a single motion to approve, followed by a second, and then a call for vote.*

**3A. Minutes of the Regular Meeting of March 26, 2025.**

Staff Recommendation: Approve.

**RECOMMENDATION:**

Approve.

*Dan Muelrath*

Dan Muelrath  
General Manager





BOARD OF DIRECTORS:  
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PRESIDENT

SCOTT R. PASTOR  
VICE PRESIDENT

PAUL SEGER  
JOE KOVALICK  
JASON SHAW

GENERAL MANAGER:  
DANIEL MUELARTH

GENERAL COUNSEL:  
WESLEY A. MILIBAND

BOARD SECRETARY:  
KAIT KNIGHT

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF  
DIABLO WATER DISTRICT  
HELD ON MARCH 26, 2025

The Regular Meeting of the Board of Directors of Diablo Water District was held on March 26, 2025 at 6:30 pm at the District's office, 87 Carol Lane, Oakley, California and via conference call / web as noticed in the posted agenda.

**1. Call to Order and Roll Call and Pledge of Allegiance.**

The regular meeting of the Board of Directors of Diablo Water District (District) was called to order by President Tiernan at 6:45 p.m. on March 26, 2025.

Directors Present: Tiernan, Pastor, Seger, Kovalick, Shaw

Staff Present: Dan Muelrath, Kait Knight, Sophia Gonzales, Jennifer McCoy, Nacho Mendoza, Jim Smith

General Counsel: Wes Miliband (Miliband Water Law)

Others Present: Bill Brick (CDM Smith), Theresa Jurotich (Rafetlis), Gina DePinto (Rafetlis), Dawn Morrow (ISD), Danae Gemmell (ISD), Hugh Henderson (City of Oakley), Members of the General Public

**2. Public Input.**

Anyone present may address the Board of Directors on any subject within the jurisdiction of Diablo Water District. If the subject item is on this Agenda, please hold public comment until the appropriate item.

Vice President Pastor announced his resignation from the Board effective June 15, 2025, due to relocation.

Dawn Morrow, Ironhouse Sanitary District, introduced Danae Gemmell as the new in-house engineer for their District.

Action

**3. Consent Calendar.**

It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board member or interested party requests that an item be removed from the Consent Calendar for discussion, it will be considered separately. *The consent calendar may be approved by a single motion to approve, followed by a second and then a call for vote.*

**A. Minutes of the Regular Meeting of February 26, 2025.**

Staff Recommendation: Approve.

It was moved by Director Seger, seconded by Director Kovalick and approved by the following vote to approve the Consent Calendar.

AYES: Pastor, Seger, Kovalick, Shaw, Tiernan  
NOES: None  
ABSENT: None

**4. AB 2561 Vacancy Reporting Requirement.**

Staff Recommendation: Receive the FY 24/25 AB 2561 Report.

The Board received the presentation.

**5. Update to CalPERS Compensation Schedule.**

Staff Recommendation: Adopt the updated CalPERS Compensation Schedule.

It was moved by Director Seger, seconded by President Tiernan, and approved by the following vote to adopt the updated CalPERS Compensation Schedule.

AYES: Pastor, Seger, Kovalick, Shaw, Tiernan  
NOES: None  
ABSENT: None

**6. Authorization to Execute Agreement with Mann Urrutia Nelson Certified Public Accountants & Associates (MUN CPAs), Limited Liability Partnership, to Perform Fiscal Year 2024/25 Audit, in the amount of \$38,400.**

Staff Recommendation: Authorize the General Manager and Board President to execute the Engagement Letter with Mann Urrutia Nelson CPAs & Associates for the Fiscal Year 2024/25 Audit, in the amount of \$38,400.

It was moved by President Tiernan, seconded by Vice President Pastor, and approved by the following vote to authorize the General Manager and Board President to execute the Engagement Letter with Mann Urrutia Nelson CPAs & Associates for the Fiscal Year 2024/25 Audit, in the amount of \$38,400.

AYES: Pastor, Seger, Kovalick, Shaw, Tiernan  
NOES: None  
ABSENT: None

**7. Financial Reports.**

Staff Recommendation: Approve warrant register 2025-2, ACH wire transactions for February 2025, and receive the monthly financial statement for January 2025.

It was moved by Director Seger, seconded by Director Kovalick, and approved by the following vote to approve warrant register 2025-2, ACH wire transactions for February 2025, and receive the monthly financial statement for January 2025.

AYES: Pastor, Seger, Kovalick, Shaw, Tiernan  
NOES: None  
ABSENT: None

**8. Adoption of District Regulation 15 – Recordation of Liens.**

Staff Recommendation: Adopt Resolution Number 2025 – 05 and Regulation No. 15.

It was moved by President Tiernan, seconded by Director Seger, and approved by the following vote to adopt Resolution Number 2025 – 05 and Regulation No. 15.

AYES: Pastor, Seger, Kovalick, Shaw, Tiernan  
NOES: None  
ABSENT: None

**9. 2025 Proposed Water Rates and Prop 218.**

Staff Recommendation: Establish the 2025 water rates public hearing date on May 28, 2025, and authorize the mailing of the District's Prop 218 mailer.

Presentation slides are attached as an addendum.

Director Kovalick led the conversation on adjusting the multi-family rates.

It was moved by Director Seger, seconded by Director Kovalick, and approved by the following vote to accept the adjusted rates as presented, establish the 2025 water rates public hearing date on May 28, 2025, and authorize the mailing of the District's Prop 218 mailer.

AYES: Pastor, Seger, Kovalick, Shaw, Tiernan  
NOES: None  
ABSENT: None

**Discussion Items**

**10. General Manager's Report.**

- Water Supply Charts

Received.

**11. District Engineer's Report.**

Bill Brick, CDM Smith, reported on the status and progress of active projects.

**12. District Counsel's Report.**

Received.

**13. Directors' Reports.**

- Representative verbal reports.
- Other items as needed.

Received.

**14. Future Agenda Items.**

- Preliminary list of items for the next two months.
- Other items being tracked and awaiting a scheduled date.

**15. Next Meetings of the Board of Directors.**

- April 23, 2025 Regular Meeting – 6:30 pm
- May 28, 2025 Regular Meeting – 6:30 pm
- June 11, 2025 Regular Meeting – 2:30 pm

**16. Closed Session – Conference with Real Property Negotiations  
(Government Code § 54956.8)**

Property Description: Jersey Island located in Contra Costa County

Negotiation: Diablo Water District General Manager Dan Muelrath and Jean-Marc Petit Ironhouse/Reclamation District 830 Representative.

Under Negotiation: Terms and Price

No reportable action.

**17. Adjournment.**

President Tiernan adjourned the meeting at 8:44 p.m.

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**Kait Knight, Board Secretary**

# Diablo Water District

Financial Plan & Rate Alternatives –  
**BOARD MEETING**

March 26, 2025



# What do water rates fund?

Diablo Water District supports about **45,000 people**, plus **parks**, **schools**, and **businesses**

175

Miles of pipe

2

Active groundwater wells

3

Reservoir

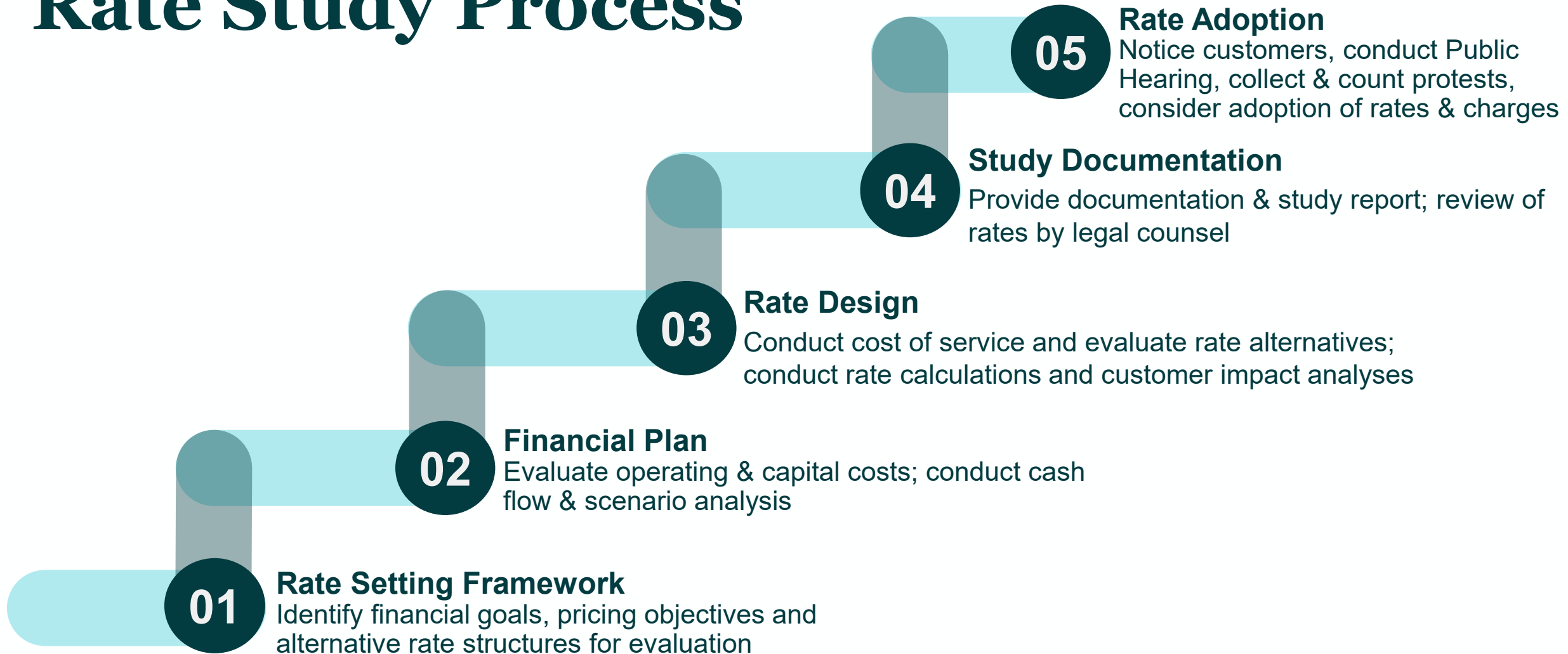
1,754

Fire Hydrants

14,000

Service connections

# Rate Study Process



# Water Revenue Adjustments – Selected Financial Plan

	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
<b>Revenue Adjustments</b>	7.50%	7.25%	7.0%	7.0%	7.0%
Effective Date	August 1, 2025	July 1, 2026	July 1, 2027	July 1, 2028	July 1, 2029

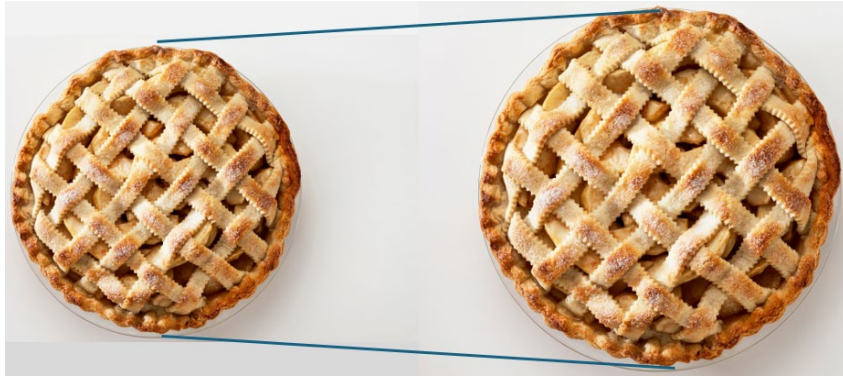
- This is the planned *overall* rate-based **revenue** adjustment.

# Rate Design

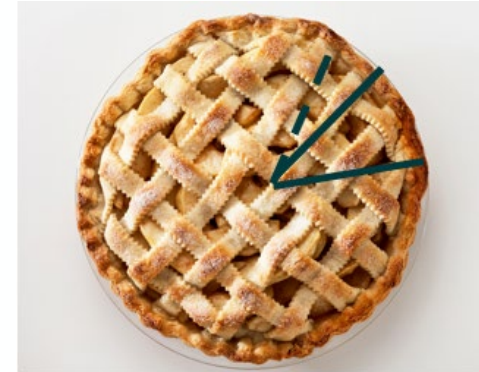


# What is Cost of Service?

Financial Plan



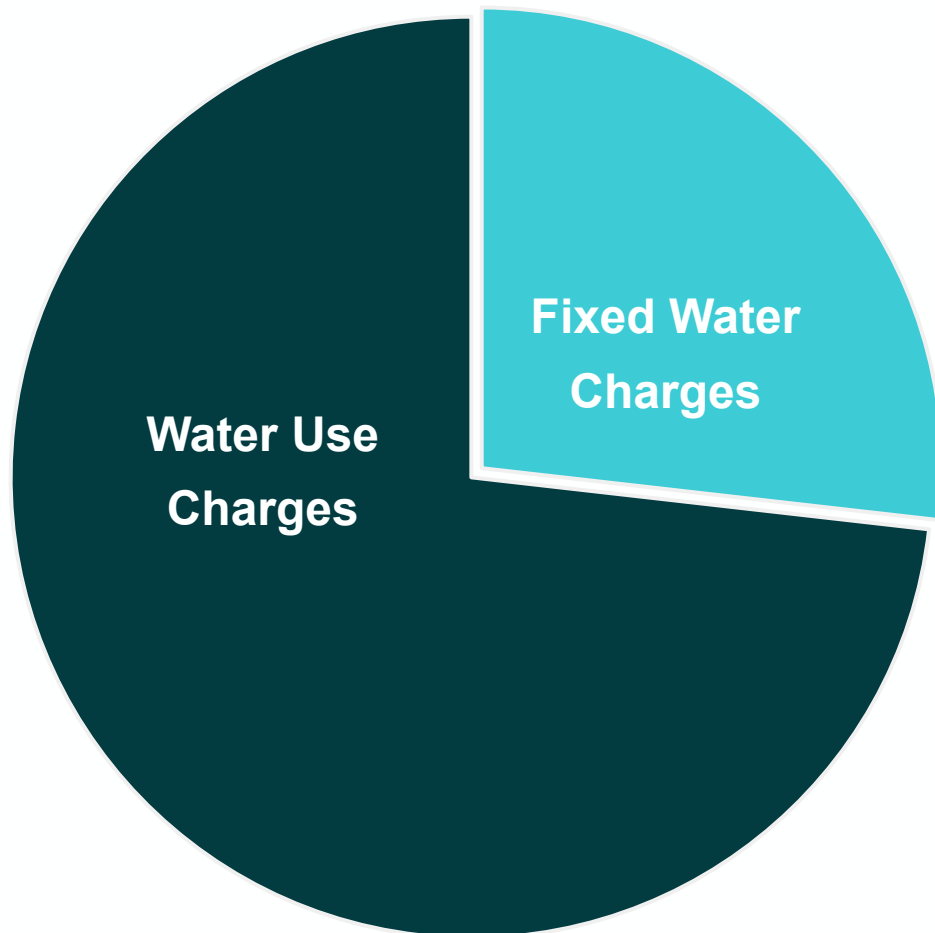
Cost of Service



- Method to recover costs from customers in proportion to their use of the system, recognizing the impact of each class on system facilities and operations.
- Best Practices and industry guidance used throughout the U.S. to set utility rates:
  - **Water:** American Water Works Association (AWWA) Manual, *“Principles of Water Rates, Fees and Charges”*

# Fixed & Variable Revenue Recovery

Current Share of Water Rate Revenues



- Currently 27% fixed and 73% variable
- Proposed: maintain current levels of revenue stability

# Fixed Charges

- Monthly Service Charge (everyone)
- Backflow (check valve) Charge (certain customers)
- Fire-related Charges (those with private fire service)
  - › Fire Service Lateral – recovers costs of future replacement of the service line
  - › Fire Detector Check Assembly – recovers costs of testing, maintenance, and future replacement of the assembly and meter
  - › (New) Capacity costs – recovers cost of extra capacity

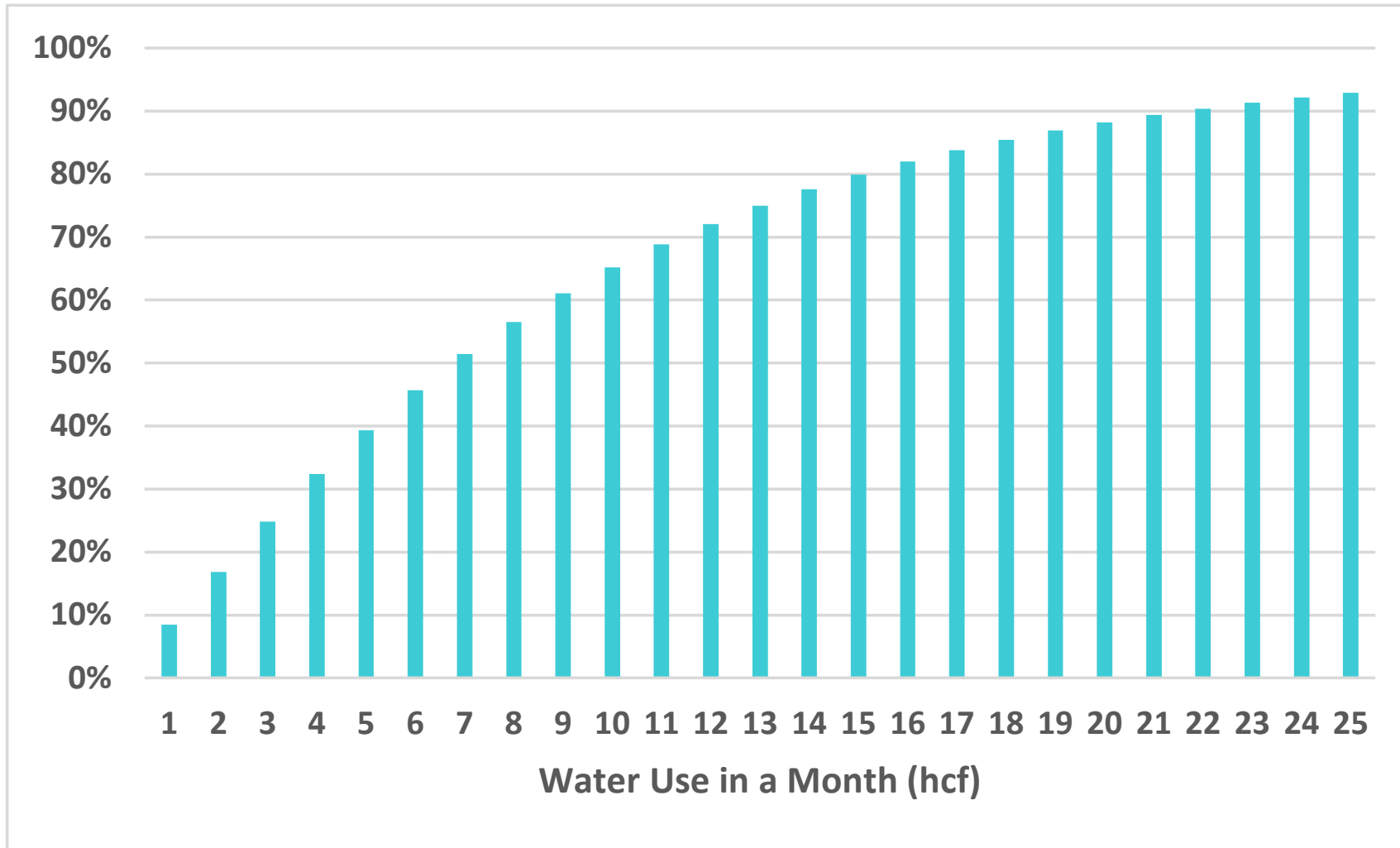
# Water Usage (Volumetric) Rate Design

- Water supply – source water costs for groundwater wells and water purchases from CCWD
- Base Delivery – system costs for providing water during average daily demand conditions
- Peaking – system extra-capacity costs for providing water during maximum day and peak hour demand conditions
- Proposal - Update Single Family tier breakpoints

# Trends Over Time

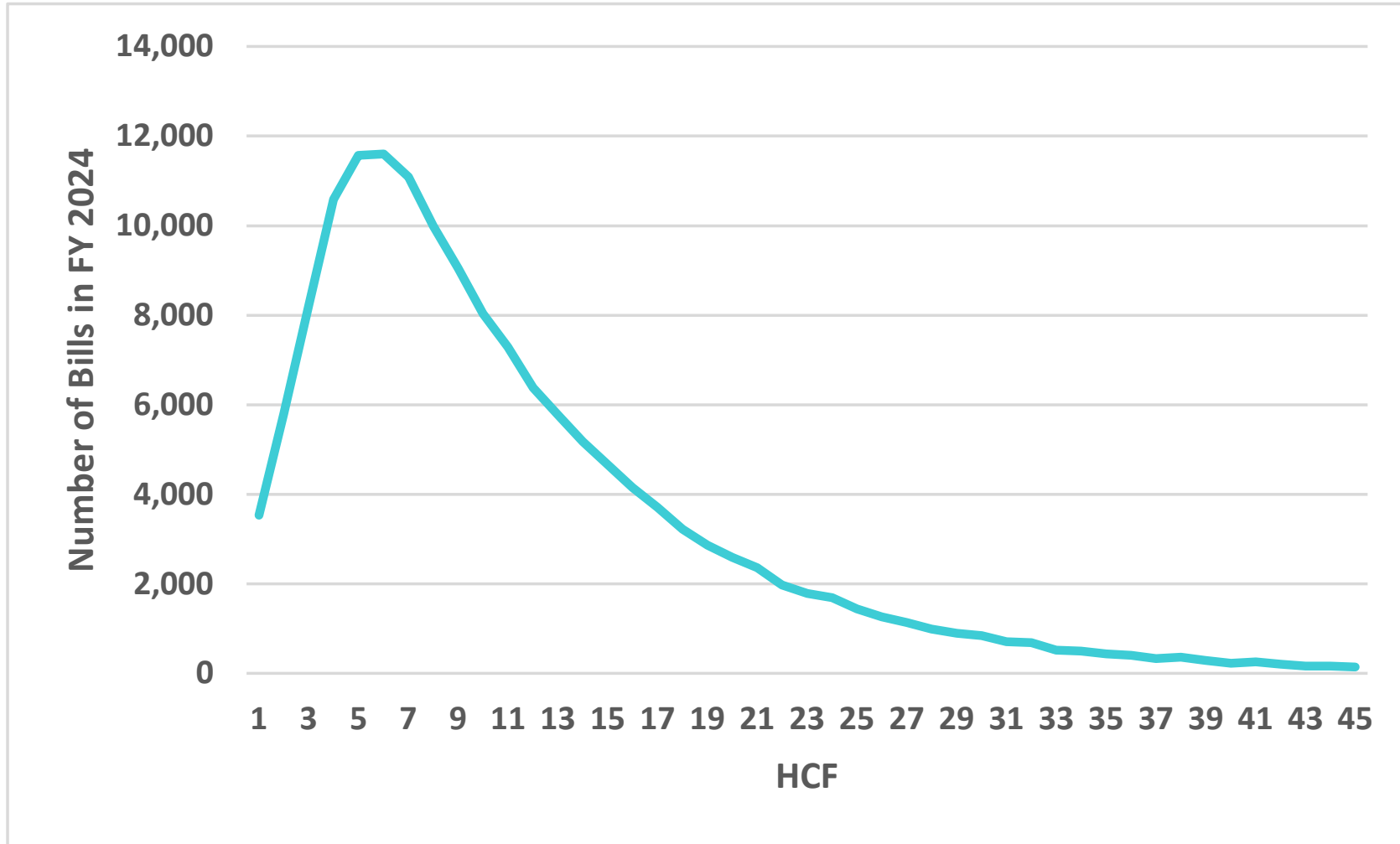
- Demand shifts
  - › Total demand has been trending down between FY 2021 & FY 2023
  - › Single family usage in Tier 1 has gone up while usage in Tiers 2 and 3 has gone down
- Peaking shifts
  - › Using AMI data, peaking within Tier 2 and Tier 3 has gone down

# Residential Cumulative Usage Curve



- 3 hcf = very low usage
- 6 hcf = 42 gpcd target indoor
- 7 hcf = average low winter month
- 12 hcf = average usage
- 16 hcf = average high summer month
- 23 hcf = very high usage

# Residential Bill Frequency



- 7 hcf = most frequently billed usage

# Residential: Current & Proposed Tiers

- Current Tiers
  - › Tier 1: 0 – 8 hcf
  - › Tier 2: 9 – 14 hcf
  - › Tier 3: Over 14
- Proposed Tiers
  - › Tier 1: 0 – 6 hcf
  - › Tier 2: 7 – 14 hcf
  - › Tier 3: 15 – 22 hcf
  - › Tier 4: >22 hcf
- Shift Tier 1 down to 6 hcf
  - › 3.64 persons per household
  - › 42 gpcd indoor usage target
- Add a 4<sup>th</sup> Tier capturing top 10% of usage

# Proposed Rates



# Monthly Service Charges by Meter Size, FY 2026

(Recovers ~23% of Total Rate Revenues (total fixed ~27%))

Meter Size	Capacity Ratio	Proposed Monthly Charge	Current Monthly Charge	Difference (\$)	Number of Meters
5/8"x 3/4" & 1" w/Fire	1.00	<b>\$24.31</b>	\$23.56	\$0.75	13,740
1"	2.50	<b>\$60.76</b>	\$58.90	\$1.86	163
1 1/2"	5.00	<b>\$121.52</b>	\$117.80	\$3.72	72
2"	8.00	<b>\$194.43</b>	\$188.48	\$5.95	76
3"	17.50	<b>\$425.32</b>	\$412.30	\$13.02	43
4"	30.00	<b>\$729.11</b>	\$706.80	\$22.31	5
6"	67.50	<b>\$1,640.49</b>	\$1,590.30	\$50.19	0
8"	140.00	<b>\$3,402.50</b>	\$3,298.40	\$104.10	3
10"	210.00	<b>\$5,103.74</b>	\$4,947.60	\$156.14	0
12"	265.00	<b>\$6,440.43</b>	\$6,243.40	\$197.03	0

# Backflow (Check Valve) Charges, FY 2026

(Recovers ~2.5% of Total Rate Revenues)

Backflow/Check Valve Size	Cost Ratio	Proposed Monthly Charge	Current Monthly Charge	Difference (\$)	Number of Devices
3/4" DC	1.00	<b>\$7.61</b>	\$6.04	\$1.57	0
3/4" RP	1.00	<b>\$7.61</b>	\$6.04	\$1.57	40
1" DC	1.00	<b>\$7.61</b>	\$6.04	\$1.57	3,994
1" RP	1.00	<b>\$7.61</b>	\$6.04	\$1.57	115
1 1/4" DC	1.39	<b>\$10.56</b>	\$6.04	\$4.52	0
1 1/2" RP	3.07	<b>\$23.31</b>	\$6.04	\$17.27	45
2" RP	3.21	<b>\$24.42</b>	\$6.04	\$18.38	81
3" DC	5.23	<b>\$39.75</b>	\$11.32	\$28.43	1
3" RP	7.20	<b>\$54.77</b>	\$11.32	\$43.45	2
4" DC	5.54	<b>\$42.12</b>	\$18.87	\$23.25	7
4" RP	8.27	<b>\$62.87</b>	\$18.87	\$44.00	11
6" DC	7.78	<b>\$59.19</b>	\$37.75	\$21.44	21
6" RP	10.15	<b>\$77.14</b>	\$37.75	\$39.39	2
8" DC	14.49	<b>\$110.21</b>	\$60.40	\$49.81	35
8" RP	15.00	<b>\$114.06</b>	\$60.40	\$53.66	5
10" DC	15.30	<b>\$116.35</b>	\$86.83	\$29.52	4
10" RP	18.43	<b>\$140.10</b>	\$86.83	\$53.27	4

# Private Fire Service by Line Size, FY 2026

(Recovers ~1.5% of Total Rate Revenues)

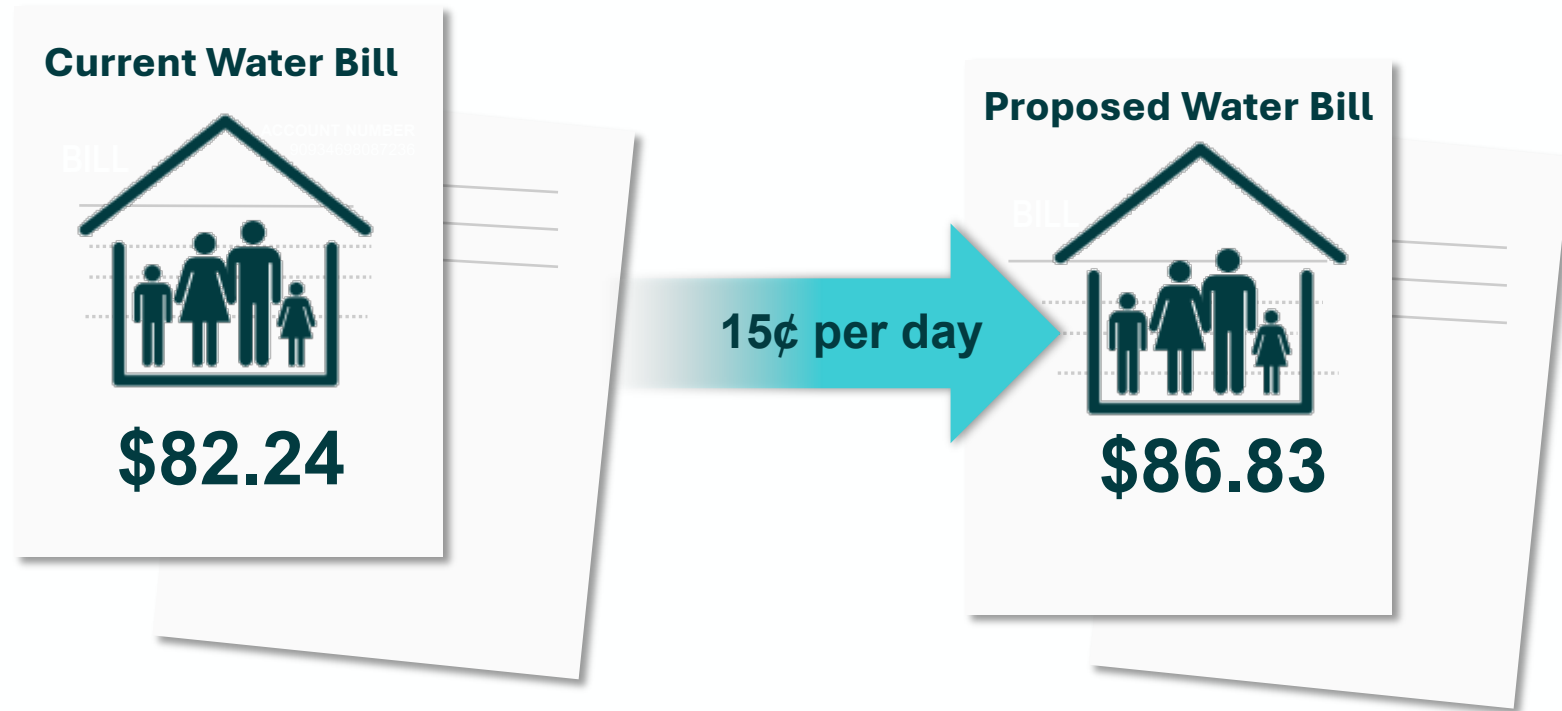
Private Fire	Lateral (\$/mo)	Detector Check (\$/mo)	Capacity (\$/mo)	Proposed Monthly Charge	Current Monthly Charge	Difference (\$)	Number of Fire Lines
4" DCDA	\$25.79	\$42.72	\$36.43	<b>\$104.94</b>	\$46.36	\$58.58	8
4" RPDA	\$25.79	\$68.44	\$36.43	<b>\$130.66</b>	\$46.36	\$84.30	0
6" DCDA	\$29.74	\$55.62	\$105.81	<b>\$191.17</b>	\$64.90	\$126.27	26
6" RPDA	\$29.74	\$81.55	\$105.81	<b>\$217.11</b>	\$64.90	\$152.21	1
8" DCDA	\$34.72	\$97.65	\$225.49	<b>\$357.87</b>	\$87.17	\$270.70	43
8" RPDA	\$34.72	\$113.56	\$225.49	<b>\$373.77</b>	\$87.17	\$286.60	1
10" DCDA	\$44.76	\$121.92	\$405.50	<b>\$572.18</b>	\$113.14	\$459.04	4
10" RPDA	\$44.76	\$139.73	\$405.50	<b>\$590.00</b>	\$113.14	\$476.86	3

# Volumetric – Rate Components by Class, FY 2026 (alternative tiers)

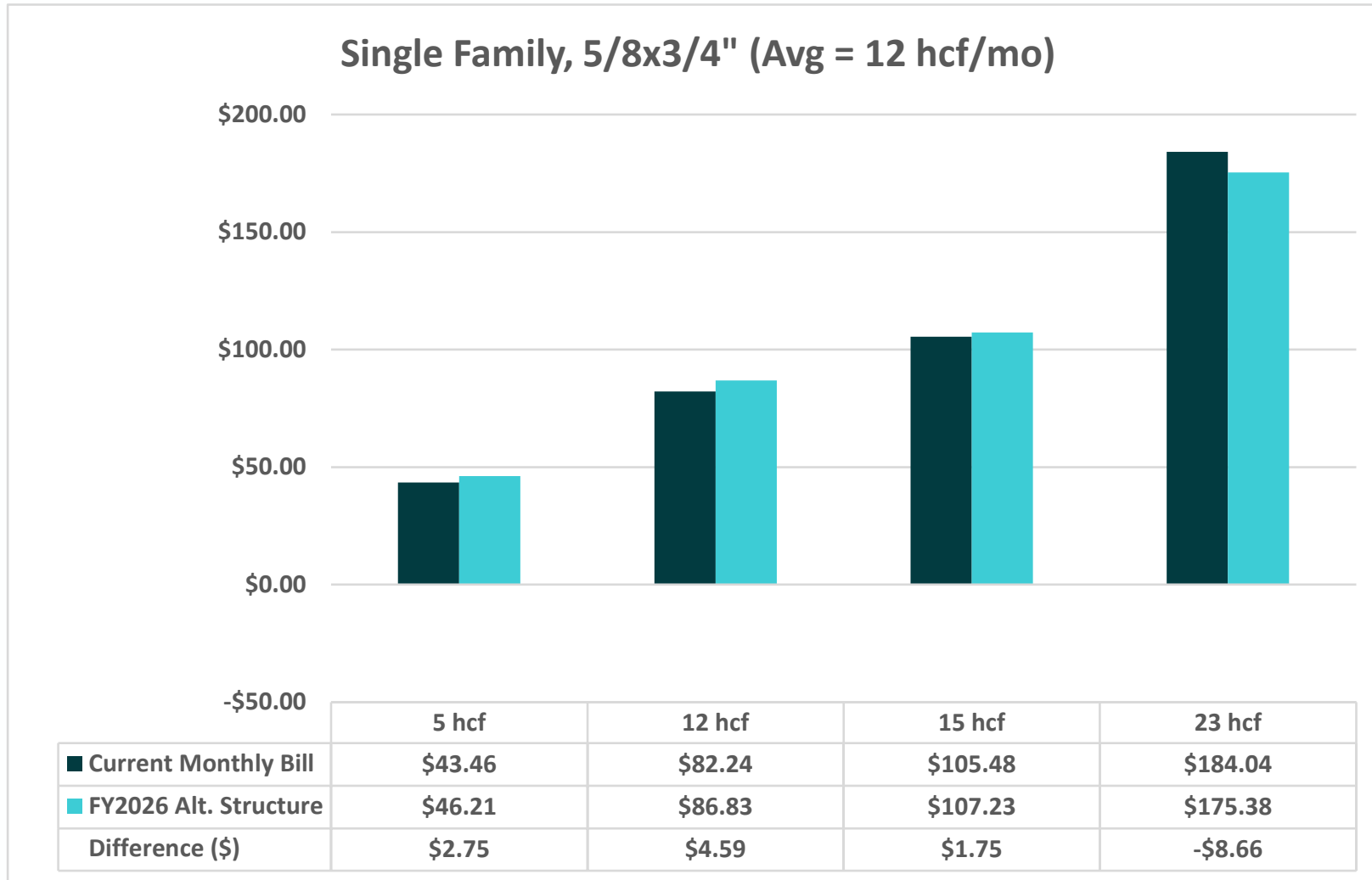
Class/Tier	Proposed Charge, \$/hcf	Current Charge*, \$/hcf	Difference, \$
<b>Residential</b>			
Tier 1: 0-6 hcf	\$4.38	\$3.98	\$0.40
Tier 2: 7-14 hcf	\$6.04	\$6.03	\$0.01
Tier 3: 15 - 22 hcf	\$8.32	\$9.82	-\$1.50
Tier 4: > 22 hcf	\$9.91	\$9.82	\$0.09
<b>Multi-Family</b>	\$4.21	\$6.01	-\$1.80
<b>Non-Residential</b>			
Tier 1: 0-34 hcf	\$4.37	\$5.40	-\$1.03
Tier 2: >34 hcf	\$8.00	\$6.91	\$1.09
<b>Irrigation</b>			
Tier 1: 0-113 hcf	\$7.78	\$5.40	\$2.38
Tier 2: >113 hcf	\$11.91	\$7.52	\$4.39
<b>Hydrant/Construction</b>			
Tier 1: 0-115 hcf	\$7.78	\$5.40	\$2.38
Tier 2: >115 hcf	\$11.91	\$7.52	\$4.39

\* Current Tier 2 charge is an average rate to account for the different tier size.

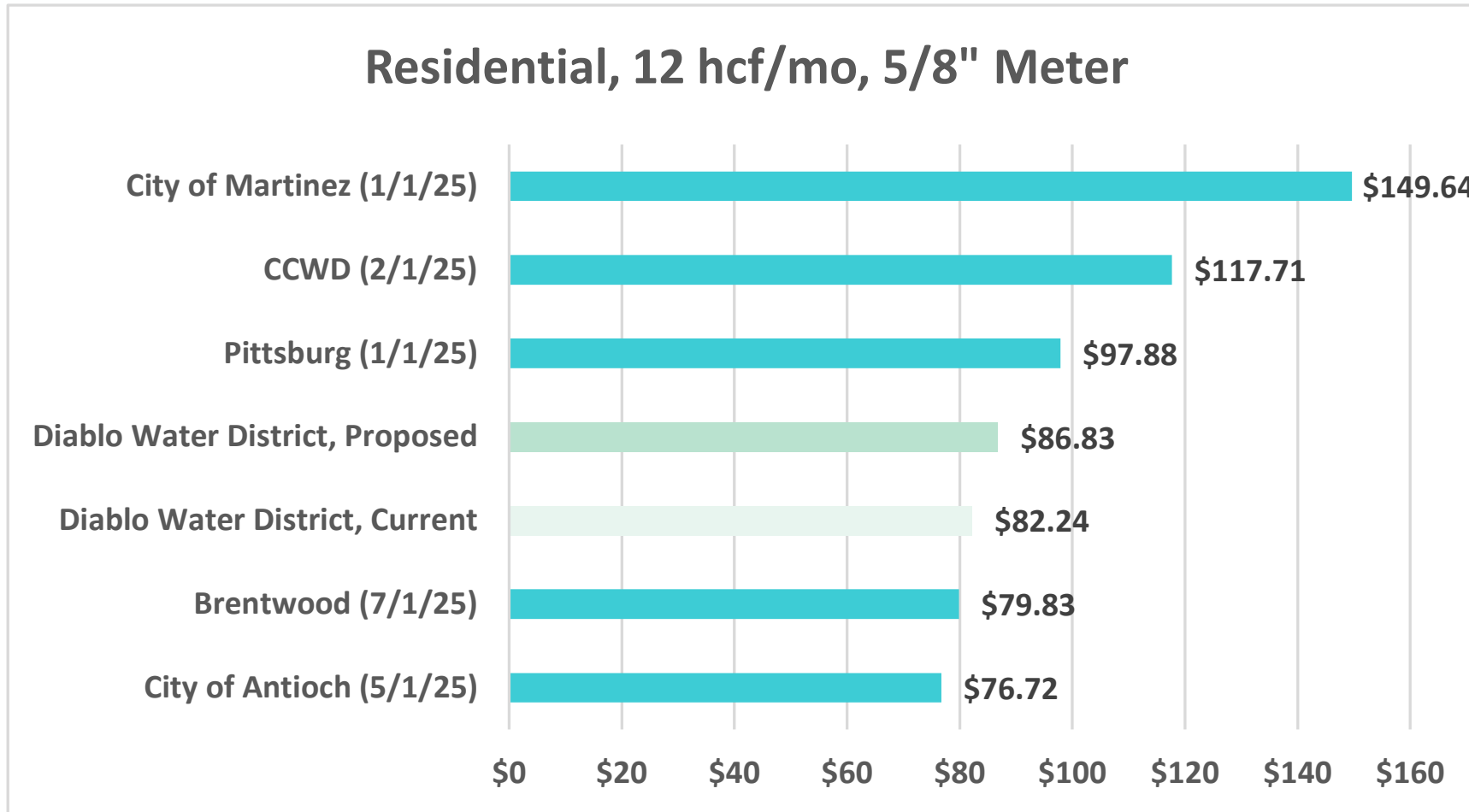
# Residential Customer Bill, 12 hcf, 5/8x3/4" meter



# Residential Bill Impacts (FY2026) (current vs proposed)



# Neighboring Agency Comparison



# Drought Rates



# What are Drought Rates?

- Supplemental rates or surcharges to normal condition rates
- Temporary in nature
- Subject to the procedural and substantive requirements of Proposition 218
- Implemented (and rescinded) at the Board's discretion
- Board maintains discretion to implement drought rates lower than noticed or to use a different financial tool
- A tool to recover the net revenue loss during times of reduced water use

# Drought Rate Reductions

	FY 2026	0 - 10% Reduction	10 - 20% Reduction	20 - 30% Reduction	30 - 40% Reduction	40 - 50% Reduction
<b>Projected Variable Revenue</b>	<b>\$15,124,189</b>	<b>\$13,432,462</b>	<b>\$12,165,703</b>	<b>\$10,321,827</b>	<b>\$8,602,662</b>	<b>\$6,946,697</b>
Revenue Shortfall		(\$1,691,727)	(\$2,958,486)	(\$4,802,361)	(\$6,521,527)	(\$8,177,491)
Cost Savings		\$755,193	\$1,342,048	\$2,151,769	\$2,925,062	\$3,768,519
<b>Net Revenue Shortfall to be Recovered</b>		<b>(\$936,534)</b>	<b>(\$1,616,438)</b>	<b>(\$2,650,593)</b>	<b>(\$3,596,465)</b>	<b>(\$4,408,973)</b>
% Revenue Shortfall		7%	13%	26%	42%	63%

<b>Drought Stage</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Drought Reduction in Use	Up to 10%	Up to 20%	Up to 30%	Up to 40%	Up to 50%
% Incr. on Monthly Volumetric Rates	7%	13%	26%	42%	63%

# Community Outreach



# Community Outreach

- Past Meetings
  - › Rate Ad Hoc
    - Nov. 11, 2024
    - Jan. 16, 2025
    - Feb. 20, 2025
    - Mar. 11, 2025
  - › Citizens Advisory Committee
    - Jan. 16, 2025
    - Feb. 12, 2025
    - Mar. 5, 2024
  - › Board Presentation
    - Feb. 26, 2025
- Planned Meetings
  - › Open House: Apr. 16, 2025
  - › Public Hearing (*tentative*):  
May 28, 2025
- Other
  - › Multiple e-news articles



# Thank you!

**Contact:**

Theresa Jurotich

206-707-9155 / [tjurotich@raftelis.com](mailto:tjurotich@raftelis.com)

# Volumetric – Rate Components by Class, FY 2026 (alternative tiers)

Class/Tier	Proposed Charge, \$/hcf	Alt. Proposed Charge, \$/hcf	Current Charge*, \$/hcf	Difference, \$
<b>Residential</b>				
Tier 1: 0-6 hcf	<del>\$4.38</del>	\$4.37	\$3.98	\$0.39
Tier 2: 7-14 hcf	<del>\$6.04</del>	\$6.04	\$6.03	\$0.01
Tier 3: 15 - 22 hcf	<del>\$8.32</del>	\$8.32	\$9.82	-\$1.50
Tier 4: > 22 hcf	<del>\$9.91</del>	\$9.91	\$9.82	\$0.09
<b>Multi-Family</b>	<del>\$4.21</del>	\$4.39	\$6.01	-\$1.62
<b>Non-Residential</b>				
Tier 1: 0-34 hcf	<del>\$4.37</del>	\$4.35	\$5.40	-\$1.05
Tier 2: >34 hcf	<del>\$8.00</del>	\$8.00	\$6.91	\$1.09
<b>Irrigation</b>				
Tier 1: 0-113 hcf	<del>\$7.78</del>	\$7.78	\$5.40	\$2.38
Tier 2: >113 hcf	<del>\$11.91</del>	\$11.91	\$7.52	\$4.39
<b>Hydrant/Construction</b>				
Tier 1: 0-115 hcf	<del>\$7.78</del>	\$7.78	\$5.40	\$2.38
Tier 2: >115 hcf	<del>\$11.91</del>	\$11.91	\$7.52	\$4.39

\* Current Tier 2 charge is an average rate to account for the different tier size.

**DIABLO WATER DISTRICT**  
**April 23, 2025 Board Meeting**  
**Item Number 4**

TO: Each Director

FROM: Jennifer McCoy, Finance & Accounting Manager

SUBJECT: Financial Reports.

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Items included for discussion:

- Warrant Register Number:
  - 2025-3
  - ACH and Wire Transactions – March 2025
  
- Monthly Financial Statements
  - February 2025

**RECOMMENDATION:**

Approve warrant register 2025-3, ACH wire transactions for March 2025, and receive the monthly financial statement for February 2025.

Jennifer McCoy  
Jennifer McCoy  
Finance & Accounting Manager

Attached: 1.) Warrant Registers 2025-3  
3.) ACH and Wire Transactions for March 2025  
4.) February 2025 Financial Statement



DIABLO WATER DISTRICT  
WARRANT REGISTER 2025 - 3  
April 23, 2025

<u>Check Numbers</u>	<u>Detail</u>	<u>Amount</u>
March AP Checks 58238 - 58297	See Detail Check Register	799,758.78
March AP Checks 58298 - 58304	See Detail Check Register	30,981.34
March Utility Billing Refund Checks 58305 - 58339	See Detail Check Register	4,857.07
March AP Checks 58340 - 58366	See Detail Check Register	522,724.77
Payroll Direct Deposit Employees	March Payroll Direct Deposit	184,044.45
Payroll Checks 58367 - 58369	See Detail Check Register	16,114.34
March AP Checks 58370 - 58384	See Detail Check Register	103,943.40
 TOTAL WARRANTS		 1,662,424.15

The foregoing Accounts Payable Warrants 58238 through 58384, payroll for March 2025, Federal, State Income Taxes withheld and retirement are hereby approved for payment.

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

Signatures Required: General Manager and minimum of three (3) Directors



# Check Register

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank -AP Bank</b>						
CCCEFCU0	1st NORTHERN CA	03/03/2025	Regular	0.00	3,500.00	58238
ACCBUSINESS	ACC BUSINESS	03/03/2025	Regular	0.00	603.64	58239
ACWAHPIT	ACWA/JPIA	03/03/2025	Regular	0.00	69,633.61	58240
AQUA	AQUA METRIC	03/03/2025	Regular	0.00	1,539.41	58241
AT&TUVRS	AT&T	03/03/2025	Regular	0.00	182.83	58242
AT&T	AT&T	03/03/2025	Regular	0.00	349.57	58243
BAVCO	BAVCO	03/03/2025	Regular	0.00	3,971.75	58244
BAYAREA	BAY AREA AIR QUALITY ATT: ACCOU	03/03/2025	Regular	0.00	552.00	58245
BIGBLUMB	BIG "B" LUMBERTERIA INC	03/03/2025	Regular	0.00	272.63	58246
BRENTACE	BRENTWOOD ACE HARDWARE	03/03/2025	Regular	0.00	333.00	58247
BWAUTO01	BRENTWOOD AUTO PARTS INC	03/03/2025	Regular	0.00	329.23	58248
CARLOS	CARLOS CERECEDO	03/03/2025	Regular	0.00	500.00	58249
CCCERA	CCC EMPLOYEES' RETIREMENT ASSO	03/03/2025	Regular	0.00	300.00	58250
LINNCHCK	CHUCK LINN	03/03/2025	Regular	0.00	236.17	58251
CITYOFBW	CITY OF BRENTWOOD	03/03/2025	Regular	0.00	1,134.80	58252
CC CAER	CONTA COSTA CAER GROUP, INC	03/03/2025	Regular	0.00	605.00	58253
CCCELECT	CONTRA COSTA COUNTY	03/03/2025	Regular	0.00	600.00	58254
CCFIREQP	CONTRA COSTA FIRE EQUIPMENT	03/03/2025	Regular	0.00	1,787.06	58255
CCHEALTH	CONTRA COSTA HEALTH SERV	03/03/2025	Regular	0.00	3,132.00	58256
CCWD01	CONTRA COSTA WATER DIST	03/03/2025	Regular	0.00	343,918.34	58257
CCWD-RB	CONTRA COSTA WATER DIST	03/03/2025	Regular	0.00	227,775.76	58258
CORE&MAIN	CORE & MAIN	03/03/2025	Regular	0.00	988.29	58259
BOWERS01	DANNY BOWERS	03/03/2025	Regular	0.00	236.17	58260
DELTA SCRAP	DELTA SCRAP	03/03/2025	Regular	0.00	500.25	58261
EBERT	EBERT ENTERPRISES, INC	03/03/2025	Regular	0.00	5,752.00	58262
GEICO	GEICO	03/03/2025	Regular	0.00	2,540.75	58263
HARRIS01	HARRIS COLOR GRAPHICS, INC	03/03/2025	Regular	0.00	104.40	58264
USABLUE	HD SUPPLY FACILITIES MAIN	03/03/2025	Regular	0.00	2,532.95	58265
HILLCHEM	HILL BROTHERS CHEMICAL CO	03/03/2025	Regular	0.00	1,221.88	58266
HOMEDEPOT	HOME DEPOT CREDIT SERVICES	03/03/2025	Regular	0.00	249.04	58267
INFOSEND	INFOSEND	03/03/2025	Regular	0.00	8,715.07	58268
LANGUAGE	LANGUAGE TESTING INTERNATIONA	03/03/2025	Regular	0.00	146.00	58269
LPOSADA	LAUREN POSADA	03/03/2025	Regular	0.00	407.98	58270
LESSCHW1	LES SCHWAB TIRE CENTER	03/03/2025	Regular	0.00	1,864.18	58271
LINE-X KUSTOMS	LINE-X KUSTOMS	03/03/2025	Regular	0.00	2,851.75	58272
LOEWKE	LOEWKE PLANNING ASSOCIATES, IN	03/03/2025	Regular	0.00	5,025.00	58273
LOWES	LOWE'S	03/03/2025	Regular	0.00	154.81	58274
MCCAULEY	MCCAULEY AGRICULTURAL & PEST S	03/03/2025	Regular	0.00	300.00	58275
MILIBAND	MILIBAND WATER LAW	03/03/2025	Regular	0.00	10,583.50	58276
OKLYACE	OAKLEY ACE HARDWARE	03/03/2025	Regular	0.00	858.61	58277
	**Void**	03/03/2025	Regular	0.00	0.00	58278
ODP	ODP BUSINESS SOLUTIONS, LLC	03/03/2025	Regular	0.00	29,362.50	58279
PACE	PACE SUPPLY CORP	03/03/2025	Regular	0.00	363.57	58280
PACG&E01	PACIFIC GAS & ELECTRIC CO	03/03/2025	Regular	0.00	29,673.56	58281
PAULSAUT	PAUL'S AUTOMOTIVE CENTER	03/03/2025	Regular	0.00	1,085.00	58282
PURPOSE BUILT	PURPOSE BUILT TRADE CO	03/03/2025	Regular	0.00	2,698.07	58283
RELIABLE	RELIABLE TRANSLATIONS	03/03/2025	Regular	0.00	780.03	58284
REXLOCK	REX LOCK & SAFE	03/03/2025	Regular	0.00	1,266.09	58285
S&Y	S & Y PROPERTIES, LLC	03/03/2025	Regular	0.00	4,810.55	58286
SCHEER	SCHEER SECURITY	03/03/2025	Regular	0.00	1,084.28	58287
STANDINS	STANDARD INSURANCE CO	03/03/2025	Regular	0.00	3,648.45	58288
ID INSURANCE FUND	STATE INSURANCE FUND	03/03/2025	Regular	0.00	236.00	58289
UNDERGROUND	UNDERGROUND REPUBLIC WATER V	03/03/2025	Regular	0.00	2,150.39	58290
VERIZON	VERIZON WIRELESS	03/03/2025	Regular	0.00	2,755.06	58291

**Check Register**

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
VIP CLEANING	VIP CLEANING SERVICE	03/03/2025	Regular	0.00	720.00	58292
VISIONSR	VISION SERVICE PLAN	03/03/2025	Regular	0.00	622.44	58293
WATERSAV	WATERSAVERS IRRIGATION	03/03/2025	Regular	0.00	163.46	58294
WEX BANK - CHEVRON	WEX BANK	03/03/2025	Regular	0.00	5,556.92	58295
HDSUPPLY - WHITE CA	WHITE CAP, L.P.	03/03/2025	Regular	0.00	607.98	58296
WOODARD	WOODARD & CURRAN	03/03/2025	Regular	0.00	5,885.00	58297

**Bank Code AP Bank Summary**

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	121	59	0.00	799,758.78
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>121</b>	<b>60</b>	<b>0.00</b>	<b>799,758.78</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	Pooled Cash	3/2025	799,758.78
			<hr/>
			<b>799,758.78</b>



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank -AP Bank</b>						
ULINE	ULINE	03/12/2025	Regular	0.00	10,568.98	58298
US BANK	US BANK	03/12/2025	Regular	0.00	20,412.36	58299
	**Void**	03/12/2025	Regular	0.00	0.00	58300
	**Void**	03/12/2025	Regular	0.00	0.00	58301
	**Void**	03/12/2025	Regular	0.00	0.00	58302
	**Void**	03/12/2025	Regular	0.00	0.00	58303
	**Void**	03/12/2025	Regular	0.00	0.00	58304

**Bank Code AP Bank Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	30,981.34
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>7</b>	<b>0.00</b>	<b>30,981.34</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	Pooled Cash	3/2025	30,981.34
			<hr/>
			<b>30,981.34</b>



Diablo Water District, CA

# Refund Check Register

## Refund Check Detail

### UBPKT06652 - March 2025 Refunds

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
013-06508-04	BEST PROPERTY MANAGEMENT	3/20/2025	58305	225.44			225.44	Generated From Billing
013-07410-02	WITT, PAUL	3/20/2025	58306	70.22			70.22	Generated From Billing
026-09014-02	MCMULLEN, SHERI AND JASON	3/20/2025	58307	92.40			92.40	Generated From Billing
027-07844-02	SPEER, DENISE & BRIAN	3/20/2025	58308	55.96			55.96	Generated From Billing
028-09661-01	KIKHIA, NAZIR	3/20/2025	58309	100.00			100.00	Generated From Billing
028-11054-06	CHEDA, CATHERINE	3/20/2025	58310	166.24			166.24	Generated From Billing
099-10052-09	KDW CONSTRUCTION	3/20/2025	58311	1,096.73			1096.73	Generated From Billing
102-02610-05	GUILLEN, CARLOS M	3/20/2025	58312	137.04			137.04	Generated From Billing
102-02774-00	OLESON, CRAIG	3/20/2025	58313	62.97			62.97	Generated From Billing
102-09013-01	DICKERSON, MICHAEL	3/20/2025	58314	82.49			82.49	Generated From Billing
103-03315-01	HASA INC	3/20/2025	58315	55.56			55.56	Generated From Billing
105-05746-01	ALVERNAZ, GRANT	3/20/2025	58316	95.44			95.44	Generated From Billing
106-13315-02	GARCIA, FERNANDO QUEIJA	3/20/2025	58317	187.59			187.59	Generated From Billing
107-05461-04	BROOKS, CHARLOTTE	3/20/2025	58318	167.94			167.94	Generated From Billing
108-00906-10	MANRIQUEZ, MAGALI AND JACOB	3/20/2025	58319	178.18			178.18	Generated From Billing
112-00359-04	GARDNER, KYLE	3/20/2025	58320	193.16			193.16	Generated From Billing
116-07319-02	FRIAS, RICHARD	3/20/2025	58321	43.08			43.08	Generated From Billing
116-07345-02	SANCHEZ, T. GEORGE	3/20/2025	58322	174.20			174.20	Generated From Billing
118-01607-04	GOBEL, TRAVIS	3/20/2025	58323	162.26			162.26	Generated From Billing
119-04073-07	BELLAMY, ALAN	3/20/2025	58324	93.16			93.16	Generated From Billing
120-00382-07	EEN PROPERTY MANAGEMENT	3/20/2025	58325	75.14			75.14	Generated From Billing
120-00609-04	DOAN, MY	3/20/2025	58326	100.00			100.00	Generated From Billing
120-05759-05	WELCOME HOME MANAGEMENT INC	3/20/2025	58327	81.76			81.76	Generated From Billing
122-06141-08	SCHEER, KYLE AND HALEY	3/20/2025	58328	102.88			102.88	Generated From Billing
123-07604-06	LUGO, BLANCA	3/20/2025	58329	42.60			42.60	Generated From Billing
125-01270-05	LAN, HAIYAN	3/20/2025	58330	99.24			99.24	Generated From Billing
125-02917-06	JURADO, VICTOR	3/20/2025	58331	208.52			208.52	Generated From Billing
126-08830-04	LASSEN COMMERCIAL PROPERTIES	3/20/2025	58332	42.58			42.58	Generated From Billing
128-09411-07	WONG, BUN	3/20/2025	58333	36.92			36.92	Generated From Billing
129-09720-04	VIKING PROPERTY INVESTMENTS INC	3/20/2025	58334	21.02			21.02	Generated From Billing
134-10407-01	SUN, DAN FENG	3/20/2025	58335	84.02			84.02	Generated From Billing
134-11563-03	MONTGOMERY, KRISTIAN AND KAYLA	3/20/2025	58336	190.45			190.45	Generated From Billing
136-08207-04	SALMON, GIOVANNI	3/20/2025	58337	182.16			182.16	Generated From Billing
136-09311-03	PANG, JOSEPH	3/20/2025	58338	81.40			81.40	Generated From Billing
139-13526-00	PULTE GROUP - 1055	3/20/2025	58339	68.32			68.32	Generated From Billing
<b>Total Refunds: 35</b>			<b>Total Refunded Amount:</b>	<b>4,857.07</b>				

# Revenue Code Summary

Revenue Code	Amount
996 - Unapplied Credits	4857.07
<b>Revenue Total:</b>	<b>4857.07</b>

# General Ledger Distribution

Posting Date: 03/20/2025

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	01 - General Operating			
	01-00-109-000	Claim on Pooled Cash	-4,857.07	Yes
	01-00-110-000	Accounts Receivable - Water Bills	4,857.07	
		<b>01 Total:</b>	<b>0.00</b>	
<b>Fund:</b>	99 - Pooled Cash			
	99-00-100-000	Pooled Cash	-4,857.07	
	99-00-209-000	Due To Other Funds	4,857.07	Yes
		<b>99 Total:</b>	<b>0.00</b>	
		<b>Distribution Total:</b>	<b>0.00</b>	



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank -AP Bank</b>						
ALTAMONT	ALTAMONT LANDSCAPE INC	03/20/2025	Regular	0.00	663.00	58340
AT&T	AT&T	03/20/2025	Regular	0.00	211.24	58341
AT&TUVRS	AT&T	03/20/2025	Regular	0.00	96.30	58342
CDM01	CDM SMITH	03/20/2025	Regular	0.00	78,304.69	58343
	**Void**	03/20/2025	Regular	0.00	0.00	58344
CITYOFBW	CITY OF BRENTWOOD	03/20/2025	Regular	0.00	137.00	58345
CITYOAKL	CITY OF OAKLEY	03/20/2025	Regular	0.00	1,335.00	58346
COMCAST2	COMCAST	03/20/2025	Regular	0.00	237.39	58347
CCWD01	CONTRA COSTA WATER DIST	03/20/2025	Regular	0.00	309,674.34	58348
CCWD-RB	CONTRA COSTA WATER DIST	03/20/2025	Regular	0.00	10,485.84	58349
COMCOL01	CREDIT CONSULTING SER INC	03/20/2025	Regular	0.00	49.86	58350
EBERT	EBERT ENTERPRISES, INC	03/20/2025	Regular	0.00	1,575.00	58351
HARRING	HARRINGTON IND PLASTICS	03/20/2025	Regular	0.00	695.93	58352
USABLUE	HD SUPPLY FACILITIES MAIN	03/20/2025	Regular	0.00	4,023.36	58353
INFOSEND	INFOSEND	03/20/2025	Regular	0.00	8,546.27	58354
INSIGHT	INSIGHT PUBLIC SECTOR, INC	03/20/2025	Regular	0.00	143.66	58355
KONICA	KONICA MINOLTA BUSINESS	03/20/2025	Regular	0.00	168.56	58356
LESSCHW1	LES SCHWAB TIRE CENTER	03/20/2025	Regular	0.00	1,325.97	58357
LUHDORFF	LUHDORFF & SCALMANINI,	03/20/2025	Regular	0.00	835.00	58358
MCCAULEY	MCCAULEY AGRICULTURAL & PEST S	03/20/2025	Regular	0.00	300.00	58359
MILIBAND	MILIBAND WATER LAW	03/20/2025	Regular	0.00	11,254.50	58360
OAKDISP0	MT DIABLO	03/20/2025	Regular	0.00	467.45	58361
OKLYCOLL	OAKLEY COLLISION	03/20/2025	Regular	0.00	2,963.00	58362
PACG&E01	PACIFIC GAS & ELECTRIC CO	03/20/2025	Regular	0.00	31,411.48	58363
RAFTELIS	RAFTELIS	03/20/2025	Regular	0.00	53,422.50	58364
SEQUOIA	SEQUOIA SIGNS & GRAPHICS, INC	03/20/2025	Regular	0.00	4,333.44	58365
VIKINGSHRED	VIKING SHRED	03/20/2025	Regular	0.00	63.99	58366

**Bank Code AP Bank Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	26	0.00	522,724.77
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>37</b>	<b>27</b>	<b>0.00</b>	<b>522,724.77</b>

### Fund Summary

Fund	Name	Period	Amount
99	Pooled Cash	3/2025	522,724.77
			<hr/> 522,724.77



Diablo Water District, CA

# Payroll Check Register Checks

Pay Period: 2/27/2025-3/26/2025

Packet: PYPKT00487 - MARCH 2025 PAYROLL 3-27-25 LP  
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
PADILLA, GINO L	<a href="#">P02</a>	Regular	03/31/2025	5,113.63	58367
TIERNAN, MARILYN M	<a href="#">T57</a>	Regular	03/31/2025	169.70	58368
WEAVER, WAYNE A	<a href="#">W27</a>	Regular	03/31/2025	10,831.01	58369



Diablo Water District, CA

# Payroll Check Register

## Direct Deposits

Pay Period: 2/27/2025-3/26/2025

Packet: PYPKT00487 - MARCH 2025 PAYROLL 3-27-25 LP

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
ALVARADO, HECTOR A	<a href="#">A85</a>	03/31/2025	5,269.58	1142
ALVARADO, HECTOR A	<a href="#">A85</a>	03/31/2025	585.51	1142
BELLECI, CHRISTINE	<a href="#">B32</a>	03/31/2025	9,890.34	1143
CRAWFORD, CHAD D	<a href="#">C09</a>	03/31/2025	6,678.46	1144
CRUZ, LUIS E	<a href="#">C92</a>	03/31/2025	200.00	1145
CRUZ, LUIS E	<a href="#">C92</a>	03/31/2025	5,847.51	1145
CARRANZA GUTIERREZ, EDUARDO	<a href="#">C93</a>	03/31/2025	5,873.97	1146
DEJESUS, HUNTER J	<a href="#">D10</a>	03/31/2025	6,995.55	1147
FORD, WILLOW	<a href="#">F01</a>	03/31/2025	4,709.23	1148
FORD, WILLOW	<a href="#">F01</a>	03/31/2025	200.00	1148
GONZALEZ, JORGE R	<a href="#">G17</a>	03/31/2025	9,843.31	1149
GROOVER, MATTHEW J	<a href="#">G21</a>	03/31/2025	4,862.71	1150
GONZALES, SOPHIA M	<a href="#">G91</a>	03/31/2025	8,796.29	1151
HERRERA, JOHN P	<a href="#">H02</a>	03/31/2025	6,388.54	1152
KOVALICK, JOSEPH A	<a href="#">K01</a>	03/31/2025	92.35	1153
KNIGHT, KATHLEEN MARIE	<a href="#">K24</a>	03/31/2025	8,741.94	1154
McCOY, JENNIFER	<a href="#">L21</a>	03/31/2025	11,394.49	1155
LIRA, MICHAEL	<a href="#">L28</a>	03/31/2025	7,588.94	1156
LEYBA, SANDRA	<a href="#">L85</a>	03/31/2025	6,785.23	1157
MENDOZA, ATANACIO	<a href="#">M20</a>	03/31/2025	8,768.29	1158
MILINA, CHERI	<a href="#">M21</a>	03/31/2025	7,722.81	1159
MUELNRATH, DANIEL B	<a href="#">M22</a>	03/31/2025	15,566.77	1160
PASTOR, SCOTT R	<a href="#">P03</a>	03/31/2025	92.35	1161
PLOWMAN, SHELBY	<a href="#">P24</a>	03/31/2025	4,535.55	1162
POSADA, LAUREN A	<a href="#">P89</a>	03/31/2025	7,673.05	1163
BALESTERI, REBECCA	<a href="#">R20</a>	03/31/2025	6,054.33	1164
ROMERO, LUIS J	<a href="#">R22</a>	03/31/2025	8,654.44	1165
SMITH, JAMES F	<a href="#">S55</a>	03/31/2025	6,955.01	1166
SEGER, PAUL S	<a href="#">S65</a>	03/31/2025	92.35	1167
SHAW, JASON R	<a href="#">S74</a>	03/31/2025	184.70	1168
VELAZQUEZ, CAMILO R	<a href="#">V01</a>	03/31/2025	7,000.85	1169



Diablo Water District, CA

# Payroll Check Register Report Summary

Pay Period: 2/27/2025-3/26/2025

Packet: PYPKT00487 - MARCH 2025 PAYROLL 3-27-25 LP  
Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	3	16,114.34
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	31	184,044.45
<b>Total</b>	<b>34</b>	<b>200,158.79</b>



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank -AP Bank</b>						
CCCEFCU0	1st NORTHERN CA	03/27/2025	Regular	0.00	3,500.00	58370
ACWAHPIT	ACWA/JPIA	03/27/2025	Regular	0.00	67,970.05	58371
COMCAST2	COMCAST	03/27/2025	Regular	0.00	247.39	58372
EAGLE01	EAGLE BUSINESS FORMS INC	03/27/2025	Regular	0.00	613.35	58373
LOEWKE	LOEWKE PLANNING ASSOCIATES, INC	03/27/2025	Regular	0.00	450.00	58374
LUHDORFF	LUHDORFF & SCALMANINI,	03/27/2025	Regular	0.00	2,686.25	58375
PETTYCSH	PETTY CASH	03/27/2025	Regular	0.00	1,997.81	58376
	**Void**	03/27/2025	Regular	0.00	0.00	58377
STALLS	STALLS & STRIPES	03/27/2025	Regular	0.00	13,350.00	58378
STANDINS	STANDARD INSURANCE CO	03/27/2025	Regular	0.00	3,683.37	58379
VERIZON	VERIZON WIRELESS	03/27/2025	Regular	0.00	3,038.15	58380
VISIONSR	VISION SERVICE PLAN	03/27/2025	Regular	0.00	622.44	58381
WEX BANK - CHEVRON	WEX BANK	03/27/2025	Regular	0.00	4,996.63	58382
YOUR MEMBERSHIP	YOURMEMBERSHIP.COM,INC	03/27/2025	Regular	0.00	399.00	58383
ZIRKLE	ZIRKLE ENGRAVING	03/27/2025	Regular	0.00	388.96	58384

**Bank Code AP Bank Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	16	14	0.00	103,943.40
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>16</b>	<b>15</b>	<b>0.00</b>	<b>103,943.40</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	Pooled Cash	3/2025	103,943.40
			<hr/>
			<b>103,943.40</b>

**DIABLO WATER DISTRICT  
MONTHLY FINANCIAL REPORT  
FOR PERIOD FEBRUARY 1, 2025 TO FEBRUARY 28, 2025**

<b>Balance as of January 31, 2025</b>		<b><u><u>\$17,637,198.22</u></u></b>
Receipts, February 2025		
Operating	1,114,762.44	
Non-Operating (MERA, Admin, Inspection & Eng Fees & Contract Services)	232,900.09	
Facilities Reserve	12,446.81	
Interest		
General	14,987.08	
MERA	756.62	
Facilities Reserve	9,365.95	
Investment activity (+ or -)	17,917.53	
Disbursements, February 2025		
Operating	(822,252.28)	
Facilities Reserve	(348.30)	
Quarterly Bank Analysis Charges	0.00	
<b>Balance as of February 28, 2025</b>		<b><u><u>\$18,217,734.16</u></u></b>

FUNDS		AMOUNT
(as of close of business on February 28, 2025)		
<b>District General Fund</b>		7,265,637.73
<b>Restricted funds</b>		
2019 Series Held in Trust by US Bank		0.00
2022 Loan Project Funds - LAIF Account		2,316,000.00
Facilities Reserve (AB-1600 Requirements)		5,125,576.39
<b>Designated Funds</b>		
Rate Stabilization Fund (Target \$1M)		1,000,000.00
Reserve Fund - Capital Reserve (Target \$2M by 2025)		1,000,000.00
Reserve Fund - Emergency Reserve (Target \$5M by 2030)		0.00
Main Extension Reimbursement (MERA)		507,184.37
Knightsen Well System (M25)		30,627.45
Willow Park Marnia Well System (M27)		19,115.72
Customer Deposits		378,685.00
Developer Admin, Inspection & Eng Deposit Totals		(22,550.25)
Current Active Projects	\$ 12,236.03	
Archived Projects	\$ 3,075.20	
Projects on Hold	\$ (17,372.89)	
Project for Tracking Purposes Only	\$ (19,202.05)	
Accidents Pending Collection	\$ (1,286.54)	
Subdivision #4990 Phase 3 Bond Deposit		300,000.00
51 Carol Lane Performance Bond		105,000.00
Cypress Self Storage Maintenance Bond		0.00
Substandard Street Deposit		
Future Relocation of Bethel Island Road Offsite Waterline		192,000.00
District's Portion of Investment		457.75

<b>TOTAL</b>	<b><u><u>\$18,217,734.16</u></u></b>
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**DIABLO WATER DISTRICT  
MONTHLY FINANCIAL REPORT  
FOR PERIOD FEBRUARY 1, 2025 TO FEBRUARY 28, 2025  
PAGE 2**

**INVESTMENTS/BANK ACCOUNTS  
(as of close of business on February 28, 2025)**

<u>INSTITUTION</u>	PAR VALUE	RATE OF INTEREST	MARKET VALUE
California Local Agency Investment Fund	*	4.3330	7,265,025.57
BMO, General Checking Account	*		4,086,313.48
MBS RMB-028036 <i>Held Bank of New York</i> - Value with Interest Earnings			6,866,395.11
MD 04/07/25 02589AC34 American Express Natl Bk Brokered Intl/CD	240,000.00	2.55	
MD 04/21/25 3133EMWH1 Federal Farm CR BKS Bond Rated AA+ Callable 4/21/22**	400,000.00	0.71	
MD 04/30/25 20415QHS1 Community West BK N A Goleta Calif/CD	249,000.00	0.40	
MD 05/20/25 58404D-HB-0 Medallion BK Salt Lake City Utah/CD	249,000.00	0.85	
MD 06/19/25 29278TPQ7 Enerbank USA Salt Lake City/CD	245,000.00	0.70	
MD 06/30/25 740367LJ4 Preferred BK Los Angeles Calif/CD	151,000.00	0.70	
MD 07/31/25 TSRY5984852 United States Treasury Bills	2,710,000.00	4.088	
MD 09/25/25 05580A-XF-6 BMW BK North Amer Salt Lake City Utah/CD	249,000.00	0.50	
MD 10/23/25 88241TJJ0 Texas Exchange BK SSB Crowley/CD Callable 01/23/21	125,000.00	0.60	
MD 11/03/25 61768E-2P-7 Morgan Stanley Private BK Natl Assn/CD	243,000.00	5.05	
MD 05/14/26 06048W-L9-9 Bank Amer Corp Medium Term Rated AA- Callable 5/14/22*	200,000.00	1.40	
MD 09/14/26 146102BC1 Carter Bank & Trust Martinsville VA/CD	240,000.00	3.95	
MD 11/27/26 052392CC9 Austin Telco Fed Cr Un Tex Sc/CD	200,000.00	5.05	
MD 01/29/27 42869G-AA-4 Hickam Fed Cr Un Honolulu Hawaii SH/CD	220,000.00	4.40	
MD 02/26/27 560390-DB-9 Maine Community Bk Biddeford ME/CD	249,000.00	3.85	
MD 05/18/27 14042RRF0 Capital One Natl Assn Mclean VA/CD	230,000.00	3.20	
MD 09/27/27 02007G3R2 Ally BK Sandy Utah/CD	245,000.00	3.75	
MD 10/01/27 Goldman Sachs BK USA New York/CD	245,000.00	3.40	
MD 11/22/27 Workers Federal Credit Union Littleton/MA SH/CD	249,000.00	4.10	
Multibank Interest, Money Management Fund	14,024.74		

**TOTAL**

**\$18,217,734.16**

\* Demand Account

\*\* Long-term ratings from Fitch

The monthly Financial Report is in compliance with the District's Investment Policy (Reg. 111).  
It is expected that there are sufficient funds to meet anticipated expenses for the next 6 months.

**ACRONYMS**

ADMIN - Administration

BK - Bank

CD - Certificate of Deposit

ENG - Engineering

MBS - Multi-Bank Securities, Inc

MD - Maturity Date

MERA - Main Extension Reimbursement Account

Mtg - Meeting

RES - Reserve

**DIABLO WATER DISTRICT**  
**MONTHLY FINANCIAL REPORT**  
**FOR PERIOD FEBRUARY 1, 2025 TO FEBRUARY 28, 2025**  
**PAGE 3**

**HELD IN TRUST BY DIABLO WATER DISTRICT**  
**For Board of Directors Information Only**  
 (as of close of business on February 28, 2025)

<u>INSTITUTION</u>	RATE OF INTEREST	MARKET VALUE
Lincoln National, Deferred Compensation (Quarterly)	Varies	1,315,256.00
CERBT Funds (Quarterly)	5.148% year/year	1,177,257.27
<b><i>TOTAL</i></b>		<b><i>\$2,492,513.27</i></b>

Deferred Compensation (Lincoln National) is pre tax money that has been deposited by District employees into the District's 457 Deferred Compensation Plan. All monies in the plan are held in trust by the District for the exclusive benefit of each employee.

CERBT Funds - California Employers' Retiree Trust Fund is administered by CalPERS. The interest earned on the District's balance in this Trust Fund is used to pay the Diablo Water District portion of retiree medical benefit premiums. If requested by the District, CalPERS reimburses the District each July from the Trust Fund for the previous year's total cost of retiree medical benefit premiums.

# COUNTY WELL FUND BALANCES

<u>Knightsen (M25)</u>	<u>Expenses</u>	<u>Income</u>	<u>Total Fund Balance</u>
FY 07/08	(6,686.92)	6,234.61	(23,573.85)
FY 08/09	(7,727.20)	6,678.44	(24,622.61)
FY 09/10	(10,755.47)	6,597.68	(28,780.40)
FY 10/11	(14,038.87)	6,436.27	(36,383.00)
FY 11/12	(12,396.89)	8,286.50	(40,493.39)
FY 12/13	(10,137.89)	8,883.84	(41,747.44)
FY 13/14	(6,200.51)	12,272.06	(35,675.89)
FY 14/15	(6,932.58)	15,655.41	(26,953.06)
FY 15/16	(8,416.99)	16,875.62	(18,494.43)
FY 16/17	(8,785.34)	17,273.74	(10,006.03)
FY 17/18	(7,922.88)	20,365.36	2,436.45
FY 18/19	(11,864.02)	17,841.20	8,413.63
FY 19/20	(9,223.40)	19,299.15	18,489.38
FY 20/21	(15,538.25)	16,817.08	19,768.21
FY 21/22	(11,441.81)	18,374.15	26,700.55
FY 22/23	(9,348.58)	20,744.48	38,096.45
FY 23/24	(16,602.60)	23,212.60	44,706.45
FY 24/25 (As of Feb)	(28,308.78)	14,229.78	30,627.45

<u>Willow Park (M27)</u>	<u>Expenses</u>	<u>Income</u>	<u>Total Fund Balance</u>
FY 07/08	(18,540.27)	35,856.74	93,589.03
FY 08/09	(22,923.46)	37,741.56	108,407.13
FY 09/10	(18,061.81)	36,018.24	126,363.56
FY 10/11	(23,516.61)	36,036.01	138,882.96
FY 11/12	(24,035.34)	36,667.17	151,514.79
FY 12/13	(47,529.75)	34,738.68	138,723.72
FY 13/14	(49,171.53)	39,995.81	129,548.00
FY 14/15	(13,720.87)	40,031.50	155,858.63
FY 15/16	(15,238.28)	40,514.09	181,134.44
FY 16/17	(71,763.56)	40,811.23	150,182.11
FY 17/18	(127,061.18)	42,658.12	65,779.05
FY 18/19	(115,739.39)	44,305.39	(5,654.95)
FY 19/20	(36,613.13)	46,080.33	3,812.25
FY 20/21	(98,331.00)	48,344.04	(46,174.71)
FY 21/22	(35,917.18)	56,310.23	(25,781.66)
FY 22/23	(49,426.10)	67,652.30	(7,555.46)
FY 23/24	(50,687.06)	70,934.41	12,691.89
FY 24/25 (As of Feb)	(42,466.92)	48,890.75	19,115.72



DIABLO WATER DISTRICT  
BANKING ACTIVITY for March 2025  
April 23, 2025

TRANSACTION TYPE	DATE	PAYABLE TO	FOR	AMOUNT
Electronic Debit	3/3/25	State of Idaho	State of Idaho Withholding - February 2025 Payroll Deductions	656.00
Electronic Debit	3/3/25	Lincoln Financial	SIP 457 Deferred Comp - February 2025 Payroll Deductions	4,121.46
Electronic Debit	3/3/25	CalPERS	SIP 457 Deferred Comp - February 2025 Payroll Deductions	10,074.33
Electronic Debit	3/3/25	Global Payments	Credit Card Processing Fees - Open Edge (February)	12,084.78
Electronic Debit	3/3/25	CalPERS	CalPERS Retirement Contributions - February 2025 Payroll	69,451.84
Electronic Debit	3/3/25	State EDD	State Withholding - February 2025 Payroll	20,594.96
Electronic Debit	3/5/25	Merchant Bankcard	Credit Card Processing Fees - Vantiv (February)	49.44
Electronic Debit	3/21/25	US Bank	March 2025 Credit Card Payment	30,153.22
Electronic Debit	3/28/25	IRS	March 2025 Payroll Taxes (Fed/Medi/SS)	87,010.05
Electronic Debit	3/31/25	DWD Direct Deposit	Payroll March 2025 - Direct Deposit (See Warrant Reg)	184,044.45
Electronic Debit	3/31/25	State of Idaho	State of Idaho Withholding - March 2025 Payroll Deductions	557.00
Electronic Debit	3/31/25	Lincoln Financial	SIP 457 Deferred Comp - March 2025 Payroll Deductions	4,274.46
Electronic Debit	3/31/25	CalPERS	SIP 457 Deferred Comp - March 2025 Payroll Deductions	10,074.33
Electronic Debit	3/31/25	CalPERS	CalPERS Retirement Contributions - March 2025 Payroll	60,742.53
Electronic Debit	3/31/25	State EDD	State Withholding - March 2025 Payroll	16,003.17
TOTAL ACTIVITY				509,892.02

The above Banking Transactions for March 2025 were given to the Board of Directors for their review as part of the April 23, 2025 Board Meeting.

*Jennifer McCoy*

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Jennifer McCoy  
Finance & Accounting Manager

April 14, 2025

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Date

**DIABLO WATER DISTRICT**  
April 23, 2025 Board Meeting  
Item Number 5

TO: Each Director

FROM: Jennifer McCoy, Finance & Accounting Manager  
Sophia Gonzales, Human Resources Manager

SUBJECT: Update of District Regulations No. 106, 114, and 129.

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The District reviews personnel regulations to ensure:

- Legal compliance.
- CalPERS regulatory compliance.
- Operational needs that are current with District practices.

Many of the updates in the attached regulations were for clarification and operational consistency. Updates include, but are not limited to:

- Reg 106
  - Added CalPERS reportable compensation clarifying language throughout regulation based on recommendation from the CalPERS Internal Audit Compliance Team.
  - Added clarifying language regarding compensatory time off in lieu of overtime for District reimbursable projects.
  - Revised language on leave payouts based on pay period.
  - Added clarifying language on years of service for returning employees.
  - Added clarifying language to the Temporary Appointments section.
  - Added Shift Differential Pay section.
- Reg 114
  - Revised Domestic Partnership eligibility language to align with California law.
  - Added clarifying language on premium coverage eligibility for retirees under 65.
  - Clarified the process for determining Health Savings Pay and its CalPERS reportability.
- Reg 129
  - Added CalPERS reportable compensation clarifying language regarding Incentive Compensation based on recommendation from the CalPERS Internal Audit Compliance Team.
  - Added overtime pay implications.
  - Added clarifying language on years of service for returning employees.

Attached: Resolution No. 2025-06  
District Regulation 106 (redline and clean copy)  
District Regulation 114 (redline and clean copy)  
District Regulation 129 (redline and clean copy)



**RECOMMENDATION:**

Adopt Resolution No. 2025-06, amending Regulation Numbers 106, 114, and 129.

Jennifer McCoy

Jennifer McCoy  
Finance & Accounting Manager

Sophia Gonzales

Sophia Gonzales  
Human Resources Manager

Attached: Resolution No. 2025-06  
District Regulation 106 (redline and clean copy)  
District Regulation 114 (redline and clean copy)  
District Regulation 129 (redline and clean copy)



**RESOLUTION NUMBER 2025-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF DIABLO  
WATER DISTRICT AMENDING DISTRICT REGULATIONS 106,  
114, AND NUMBER 129**

WHEREAS, the District has Administrative Regulations for the effective and efficient operation of the District;

WHEREAS, periodically these regulations need to be updated to reflect current statuses and industry trends; and

WHEREAS, Staff reviewed and provided suggested updates as shown in the Attachment, herein referenced and incorporated;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Diablo Water District:

1. Update District Regulation 106 as shown in Attachment.
2. Update District Regulation 114 as shown in Attachment.
3. Update District Regulation 129 as shown in Attachment.

\* \* \* \* \*

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of Diablo Water District at a meeting thereof held on April 23, 2025, by the following vote:

AYES:

NOES:

DATED: April 23, 2025

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Kait Knight, Secretary

# DIABLO WATER DISTRICT

## REGULATION NO. 106

### PERSONNEL POLICY

#### Section I. Working Hours

- A. The working hours of District employees must be in accordance with a schedule established by the General Manager or their designee, which may be changed at any time. All items referenced in this regulation are based on a 40-hour work week. Alternative schedules must be followed pursuant to the agreed upon terms in said agreement.
- B. For non-exempt employees, any work performed in excess of eight hours on any workday is overtime work. All hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek, must be compensated at one and one-half times the employee's regular rate of pay, including qualifying fringe benefits. All hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight hours on the seventh consecutive day of work in a workweek, must be compensated at two times the employee's regular rate of pay, including qualifying fringe benefits. Part-time employees must receive overtime pay only after having worked eight hours in a day. *Overtime hours are not reportable to the California Public Employees' Retirement System (CalPERS).*

- C. Any non-exempt employee who is not scheduled or assigned to be on-call on a holiday as observed by the District, but is asked to work, must be compensated for eight hours of holiday pay at their regular rate of pay plus two-and-one-half times their regular rate of pay, including qualifying fringe benefits, for all hours worked, not less than two hours (*not reportable to CalPERS*).
- D. Any non-exempt employee who is not scheduled or assigned to be on-call and is asked to work on a District recognized holiday that falls on a Saturday or Sunday, must be compensated at two-and-one-half times their regular rate of pay, including qualifying fringe benefits for all hours worked, not less than two hours (*not reportable to CalPERS*).
- E. A non-exempt employee will, at their specific request, receive compensatory time off in lieu of overtime pay, subject to the following conditions.

1. Requests for compensatory time off for overtime worked can be made at times and in a manner acceptable to the Department Manager. The specific dates of compensatory time off are subject to the approval of the Department Manager or their designee who will take into consideration the operational requirements of the District.

1.2. Compensatory time off will be calculated at one and one-half times ~~the employee's regular rate of pay, including qualifying fringe benefits,~~ for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours

worked on the seventh consecutive day of work in a workweek. All hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight hours on the seventh consecutive day of work in a workweek are ineligible as compensatory time.

3. No employee can earn more than 82.5 compensatory time off hours in any calendar year. At ~~the end of the final pay period each calendar year (earlier if requested by the employee) each calendar year~~, or upon separation of employment, each employee will be paid for any uncompensated overtime worked during the year at one and one-half times the employee's regular rate of pay, including qualifying fringe benefits.

2.4. ~~Overtime worked on District reimbursable projects will be ineligible for compensatory time off and must be paid out to the employee at one and one-half times the employee's regular rate of pay, including qualifying fringe benefits.~~

F. Exempt employees, as defined by the Fair Labor Standards Act 541.100, are ineligible to earn overtime and therefore will receive a lump sum of 80 hours of administrative leave per calendar year (prorated during the calendar year of initial employment). Balance cannot be carried over from year to year and resets after the final pay period each year.

## **Section II. Holidays**

A. Thirteen holidays are observed by the District, namely: New Year's Day,

Martin Luther King Jr.'s Birthday, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

1. Full-time employees must receive eight hours of their regular pay for each holiday observed by the District *(reportable to CalPERS)*.
  2. Part-time employees must receive a percentage of eight hours of their regular pay equivalent to their average percentage of full-time hours worked *(reportable to CalPERS)*.
- B. Full-time employees are provided 16 hours of floating holiday per calendar year.
1. The floating holidays cannot be carried over from year to year and balance resets after the final pay period of each year. The holidays must be exhausted in eight-hour increments *(reportable to CalPERS)*.
  2. For employees hired in the first and second quarter of the calendar year, they will receive 16 hours of floating holidays for use. For those hired in the third quarter, they will receive eight hours of floating holiday. For those hired in the fourth quarter, they will not receive any hours for floating holidays.
  3. No payment will be made for unused floater holidays upon separation from the District, including but not limited to retirement, termination, or resignation.

### **Section III. Vacations**

A. Vacation is earned and accrued starting from the first day of employment and on each anniversary date thereafter, with a maximum accrual balance based on years of service with the District as shown in ~~on~~ the table below; ~~for~~ years of collective employment with the District as follows:

<b>Years of Service</b>	<b>Annual Accrual Hours</b>	<b>Maximum Accrual Balance</b>	<b>Vacation Sell Back</b>
Initial Year of Employment <i>(Prorated to the nearest whole day for the period of employment)</i>	80	120	0
1-5	96	144	40
6-10	120	180	40
11-15	160	240	60
16-20	184	276	60
21+	200	300	80

1. The total years of service for employees returning to the District after prior employment will be calculated by combining their previous years of service (rounded up to the nearest full year if they were within six months of their prior anniversary date before separation) with their current years of service.

2. Part-time employees will receive a percentage of vacation accruals equivalent to their average percentage of full-time hours worked.

3. When an employee reaches the equivalent of one and one-half times the employee's annual vacation leave accrual rate, they will cease earning vacation leave until their leave balance falls below the equivalent of one and one-half times the employee's annual vacation leave accrual rate. Exempt employees are eligible to sell back vacation hours that are in excess of 80 hours at the ~~end of each~~ final pay period each calendar year in accordance with the above table *(not reportable to CalPERS)*.

4. *All vacation hours used are reportable to CalPERS.*

- B. The specific dates on which an employee may be on vacation will be subject to the approval of the General Manager or their designee.
- C. Vacation entitlement that is unused at the ~~end of a calendar~~ final pay period each calendar year may be carried over to, and used during, the following year up to the employee's maximum annual accrual cap.
- D. Any vacation request beyond the employee's currently accrued amount is subject to approval by the General Manager.
- E. Upon termination of employment, unused vacation will be paid and calculated in accordance with the *District's Payroll Policy* ~~(Not reportable to CalPERS)~~.

#### **Section IV. On-Call Duty**

- A. The General Manager, or their designee, will assign supervisory and field

employees to on-call duty for periods of one week, to ensure continuous availability to handle operations and emergencies within the District.

- B. During all times an employee is on-call, the employee will:
1. Have in their possession a portable communications device furnished by the District, and
  2. Be within 40 miles of the District office, corporation yard, or the worksite. Exceptions may be considered and approved by the General Manager or Human Resources on a case-by-case basis. Employees must respond to calls immediately upon receipt and will be deemed to have been called out if required by the call to leave the place where the call is received for any period of time.
- C. If an on-call employee receives a call-out outside of their regular working hours, the employee must be compensated at the overtime rates as defined in Section I.B for the duration of the call-out, but not less than two hours.
- D. An employee assigned to on-call duty on a holiday as observed by the District, must automatically be compensated for eight hours of holiday pay at their regular rate of pay (*reportable to CalPERS*) plus eight hours at one-and-one-half times their regular rate of pay, including qualifying fringe benefits (*not reportable to CalPERS*).
1. If the employee receives a call-out on a holiday as observed by the District, the employee must be compensated at two-and-one-half times their regular rate of pay, including qualifying fringe benefits, for the

duration of the call-out, but not less than two hours (*not reportable to CalPERS*).

- E. If an employee receives a call-out on a District recognized holiday that falls on a Saturday or Sunday, they must be compensated at two-and-one-half times their regular rate of pay, including qualifying fringe benefits for all hours worked, not less than two hours (*not reportable to CalPERS*).

**Section V. Temporary Assignments Appointments (effective 1/1/2023)**

A. Premium Compensation – Temporary Upgrade Pay (TUP): When an employee is temporarily appointed to replace another employee in a higher classification and subsequently perform the full range of duties of that higher classification, the employee will receive ~~temporary upgrade pay~~ TUP assignment starting when the temporary ~~assignment appointment~~ begins. This additional pay is only applicable to Analysts, Leadworkers, Specialists, Supervisors and Management.

- 1. If an employee is intermittently working in the higher classification as approved by the requested Department Manager, Human Resources and the General Manager (e.g., attending meetings, executing specific job duties for intervals of time, etc.), the employee will be paid in half-hour increments (with a minimum of one hour of payment per day) for work completed in the higher classification. The employee cannot perform their own job duties while receiving TUP, duties must solely be

performed for the higher classification.

(a) An employee will be paid at the lowest step of the higher classification or a calculated rate which renders 5% above the employee's regular rate of pay, whichever is the greater amount, for all hours worked for the higher classification.

2. When an employee is working a TUP appointment, the employee they are substituting for must refrain from completing work during the specified timeframe as indicated on the *Temporary Appointment Form* unless called upon for emergency purposes.

3. TUP is reportable to CalPERS for Classic employees ONLY. For PEPRAs employees, hours can only be reported at their regular rate of pay (e.g., if an employee has a regular rate of \$50 per hour and then is assigned to a temporary upgrade pay of \$55 per hour, only the employee's regular rate of \$50 per hour is reportable to CalPERS.)

B. Working Out-of-Classification Appointments (OOC):

1. When an employee is temporarily appointed to backfill a vacant position that is actively being recruited and subsequently performs the full range of duties of the higher classification, the employee will receive ~~(WOC/OOC)~~ Pay ~~(WOC)~~ starting when the temporary appointment begins (reportable to CalPERS). All employees are eligible for OOC

appointments. The employee cannot perform their own job duties while receiving OOC Pay, duties must solely be performed for the higher classification.

(a) An employee will be paid at the lowest step of the higher classification or a calculated rate which renders 5% above the employee's regular rate of pay, whichever is the greater amount, for all hours worked for the higher classification.

## **Section VI. Educational Compensation**

B.A. Education Incentive: Bilingual Pay (effective 10/1/2024):

Employees of the District communicate with the public at various levels. Given our community's strong Spanish-speaking population, all positions are eligible to take the required Spanish certification test to receive Bilingual Pay. Employees that are Bilingual Certified, enhance their ability to provide an additional level of service to our customers. ~~who meet the requirements outlined in the Bilingual Pay Policy will receive additional compensation for their use of bilingual skills.~~

1. Upon passing certification test(s), Bilingual pay will take effect starting from the first day of the next pay period.
2. Employees will receive additional monthly compensation as follows:
  - (a) \$75.00 for written certification.
  - (b) \$150.00 for oral certification.

3. Bilingual pay is *reportable* to CalPERS and considered a fringe benefit included in an employee's overtime calculation.

**Section VII. Special Assignment: Shift Differential Pay (effective 4/23/2025)**

- A. All employees scheduled to work a pre-planned, eight-hour night shift starting between 5:00 p.m. and 4:00 a.m. for five or more consecutive days may be eligible for Shift Differential Pay.
- B. Shift differential hours must ~~comprise~~ be less than 50% of the employee's total hours worked during the pay period, unless otherwise approved by the General Manager.
- C. Shift Differential Pay should be applied only when necessary work cannot be completed during daytime hours and must be approved by the General Manager.
- D. Employees approved for Shift Differential Pay by the General Manager will receive an additional 10% of their base pay for each hour worked.
- E. Since Shift Differential Pay is completed on an as needed basis, the additional hourly amount compensated above an employees' base pay is not reportable to CalPERS. (both Classic and PEPPA employees)
- F. Shift Differential Pay is considered a fringe benefit included in an employees' overtime calculation.

G. In alignment with the District's *Fatigue Time Policy* and employee wellness, a minimum rest period of eight hours is required between shifts.

**Section VI.~~Section VIII.~~ Statutory Compensation: ~~Clothing~~–Uniform Allowance  
(effective 1/1/2000)**

A. Employees regularly exposed to environmental factors, including but not limited to chemicals, dust, dirt, and normal wear and tear, will receive a maximum annual uniform allowance of \$1,200.00 each fiscal year. This allowance, approved by the Board during the budget process, can be used as needed for external items not provided by the District. Items include but are not limited to pants, boots, sunglasses, belts, and other exposed garments as approved, as well as laundry expenses, to maintain the required clean, neat, safe, and well-groomed standards as outlined in Section XVI and the District's *Logo Policy*. The amount of the purchased item(s) will be reflected on the employee's paystub for the next pay period once the receipt of purchase has been provided to the Finance Department. ~~(Not reportable for CalPERS/PEPRA employees)~~ (Reportable to CalPERS for Classic employees ONLY; excluding items solely for safety that are not readily substitutable).

**Section VII.~~Section IX.~~ Sick Leave**

A. Sick Leave is a leave of absence without interruption of employment or deduction of compensation for any of the following reasons:

1. The employee is physically or mentally unable to perform their duties

due to illness, injury or medical condition.

2. The employee has an infectious disease that creates health hazards to other people.
3. The absence is for the purpose of obtaining professional diagnoses or treatment for a medical, dental or visual condition of the employee, or for other medical reasons of the employee, such as pregnancy or obtaining a physical examination.
4. The absence is for the purpose of providing for the spouse, domestic partner, child, foster child (must provide the District proof of legal guardianship), parent, or grandparent of the employee, spouse or child, for any of the following: to attend to an illness at a residence or hospital, or to obtain professional diagnoses or treatment for a medical, dental or visual condition. If the need for additional sick leave is urgent, the General Manager may authorize said use until the next meeting of the Board.

B. Each full-time employee will be entitled to 96 hours of sick leave with pay during each calendar year of employment. During the calendar year of initial employment, a full-time employee will be credited eight hours of sick leave for each remaining full month in the calendar year and in addition will be entitled to not less than 16 hours from the date of initial employment.

1. Part-time employees will receive a percentage of sick leave accruals

equivalent to the average percentage of full-time hours worked prorated during the calendar year of initial employment. All part-time employees will be entitled to not less than eight hours from the date of initial employment.

2. All employees who work at least 30 days for the District within a year will receive a minimum of 40 hours of sick leave (prorated during the calendar year of initial employment).

3. *All sick hours used are reportable to CalPERS.*

- C. The Board may at its discretion grant additional days of sick leave for a disabling illness of an employee. Accrued and unused sick leave may be carried over to and used during subsequent years. No payment will be made for unused sick leave upon separation from the District, including but not limited to termination or resignation. Any unused sick leave accumulated at the time of retirement will be converted to credited service time in accordance with the provisions of the District's retirement plan with CalPERS.
- D. The District may require an employee upon returning from sick leave to furnish a statement from the employee's health care provider of the date the employee is able to resume performance of their job and of any limitations on such performance. If sick leave is taken to attend the illness of a spouse, domestic partner, child, foster child, parent, or grandparent of the employee,

spouse or child, the District may require the employee to furnish a written statement of the illness from the person's health care provider.

- E. An employee on sick leave must, at the request of the District, provide a written statement of the employee's health care provider, or of a health care provider designated by the District, that the employee is unable to perform their job due to a disabling illness or infectious disease.

~~Section VIII.~~Section X. **Leave for Organ and Bone Marrow Donation**

- A. Employees must be employed 90 days preceding the requested leave period to be eligible.

B. The District will provide up to 30 business days of paid Organ Donation leave at the employee's regular rate of pay in a one-year period calculated from the date the leave began (reportable to CalPERS).

- 1. As required by law, employee's who elect to donate organs must receive an additional 30 business days of unpaid leave in a one-year period, if needed. The District reserves the right to require an employee to utilize two weeks of paid leave, or exhaust all paid leave, prior to utilizing unpaid leave.

C. Employees who elect to donate bone marrow are eligible for paid Bone Marrow leave at the employee's regular rate of pay up to five days in a one-year period calculated from the date the leave began (reportable to CalPERS).

2.1. The District reserves the right to require an employee utilize five days of paid leave or exhaust all paid leave, prior to the District compensating the additional paid leave remaining.

**Section IX, Section XI. Bereavement Leave**

A. An employee absent from work by reason of the death of the spouse, domestic partner, child, parent, grandparent, grandchild, brother or sister of the employee or the employee's living spouse must be paid the employee's regular compensation for such period the General Manager -approves, not in excess of 80 hours in any calendar year. Part-time employees are eligible for up to 50 hours in any calendar year. In the case of death of a relative as defined above, the General Manager may approve up to 80 additional hours of bereavement leave. Employees requiring additional leave must submit a formal request through Human Resources. Any requests for leave beyond 160 hours in a calendar year must be approved by the Board of Directors.

1. All bereavement leave hours used are reportable to CalPERS.

B. All District employees must receive up to five days of unpaid leave per occurrence in a calendar year. It is not required that leave is utilized consecutively but must be completed within three months of the death, unless otherwise approved by Human Resources.

C. All District employees must also receive up to five days of unpaid leave for a reproductive loss event. Reproductive loss events include the day or, for a

multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. Both the birth/adopted mother and birth/adopted father, or as otherwise defined in California government code regarding leave for reproductive loss, are eligible to utilize bereavement leave. An employee may utilize this form of bereavement leave for up to four occurrences in a 12-month period (20 days total).

- D. All District employees may utilize up to 16 hours of the allotted 80 hours of bereavement leave in observation of parties not identified above.
- E. The District reserves the right to require documentation (death certificate or published obituary) within 30 days of the death.

~~Section X.~~ **Section XII. Leave for Jury Duty or Court Appearance**

- A. Upon receipt of a notice to appear for jury duty an employee must immediately notify their manager. Dependent upon the operational needs of the District, the General Manager may request that an employee delay jury duty service.
- B. The District will provide up to 15 days in a calendar year of paid Jury Duty leave at the employee's regular rate of pay (reportable to CalPERS).
- C. As a public employee, a waiver must be signed to avoid payment from the court.
- D. An employee served with a subpoena which compels their appearance as a

witness, other than as a litigant or expert, will be granted a leave of absence and will be paid their regular rate of pay not to exceed five days in a calendar year. As a public employee, a waiver must be signed to avoid payment from the court.

- E. Non-exempt employees – if reporting time combined with any hours worked is greater than their normal workday, they will need to balance their days to equal their normal weekly hours. If they are dismissed from jury duty, they must return to work to complete a full day’s time or supplement with accrued leave balances.

~~Section XI.~~**Section XIII. Leave for Military Duty**

- A. Any employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be entitled to a military leave of absence and to restoration to their former position upon termination of such leave in accordance with the provisions of the California Military and Veterans Code.

~~Section XII.~~**Section XIV. Time off to Vote**

- A. The District will pay employees up to two hours at their regular rate of pay (reportable to CalPERS), on election day, to vote in local and/or national elections.
  - 1. At the manager’s discretion, the time will be at the start/end of the workday or added on to lunch break.

2. Proof of in-person voting must be provided upon the employee's return to work.

~~Section XIII.~~Section XV. Leave Without Pay

- A. Employees will be granted leaves of absence without pay, for such periods not exceeding 12 weeks in any one rolling year for a medical emergency of a designated person or a pregnancy-related condition, in accordance with the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") (as applicable if the District exceeds 50 employees) and the California Family Rights Act (CFRA) which are incorporated herein. The Board of Directors may approve other reasonable and necessary purposes for leave of absence without pay. The District will implement CFRA as outlined in the *District's CFRA Policy*.
- B. An employee may utilize leave without pay for up to 16 hours per year for reasons not outlined in the FMLA or CFRA. Additional leave hours must be approved by the General Manager.
- C. The period of absence on leave without pay will not be included in the computation of retirement benefits. While an employee is on leave without pay, the District will pay for the employee's medical or health insurance under the same conditions as if the employee was working. As part of these conditions, an hour of paid leave must be utilized (*reportable to CalPERS*) during any pay period in which the employee does not work to cover their

portion of the benefit premium. If the reason for the leave is not included in FMLA or CFRA, no medical or health insurance will be provided by the District for the employee or their family, but the employee will have the right to obtain such insurance for such period by paying the premium therefor.

- D. Employees on such leave must report the status and expected date of termination of the leave to Human Resources not less frequently than once a month as required by law.
- E. Employees failing to return to work after the scheduled end of such leave may face disciplinary action up to termination of employment.

~~Section XIV.~~**Section XVI. Job Abandonment**

- A. If an employee fails to report to work for three consecutive workdays without notice or approval by their manager, the District will make every effort to contact them. If no contact is made within five days, the District may consider that they have abandoned their job, and their employment may be terminated.

~~Section XV.~~**Section XVII. Dress Code of Diablo Water District**

- A. Diablo Water District is a governmental agency of the State of California. We carry the public trust for our community's water supply. Our credibility and professionalism are maintained, in part, by the image that employees present to customers and business visitors. We believe it is important that all District employees present to the public a clean, neat, safe, and well-groomed

appearance. It is important that the public have confidence in our employees and that they feel comfortable while transacting business with the District.

- B. All employees will be provided with uniforms which include the District logo to distinguish them as District staff to the public. All District employees are required to wear District logo wear when working outside of the District offices (i.e., community events, outreach, etc.). All employees provided with District logo uniforms must wear them when customer-facing. All personnel representing the District in logo wear must maintain the professionalism and integrity of the District as outlined in the *District's Logo Policy*.
- C. Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition, not torn, ripped or frayed.
- D. Although it is impossible and undesirable to establish an absolute dress and appearance code, the District will apply a reasonable and professional workplace standard. An employee unsure of what is appropriate should check with their manager or Human Resources before wearing the item.
- E. An employee who is inappropriately groomed or attired may be asked to leave by their manager or Human Resources and advised to return to work after correcting the problem. Any employee asked to leave because of inappropriate dress or appearance will not be compensated for any time expended in correcting dress or appearance.

~~Section XVI.~~ Section XVIII. **Dual Employment**

An employee must not perform any after-working hours activity that may conflict with the employee's responsibilities to the District or may be subject to the control, inspection or contractual direction or regulation of the District. Prohibited after-working hours activities include but are not limited to installation, inspection or repair of meters, backflow prevention devices, water mains, valves, inspection or repair of any equipment, material or facilities owned, or to be owned, by the District or operated and maintained by the District under contract with third parties. The purpose of this section of the regulation is to prevent District liability arising from any activity by an employee beyond the employee's work for the District.

# DIABLO WATER DISTRICT

## REGULATION NO. 106

### PERSONNEL POLICY

#### Section I. Working Hours

- A. The working hours of District employees must be in accordance with a schedule established by the General Manager or their designee, which may be changed at any time. All items referenced in this regulation are based on a 40-hour work week. Alternative schedules must be followed pursuant to the agreed upon terms in said agreement.
- B. For non-exempt employees, any work performed in excess of eight hours on any workday is overtime work. All hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek, must be compensated at one and one-half times the employee's regular rate of pay, including qualifying fringe benefits. All hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight hours on the seventh consecutive day of work in a workweek, must be compensated at two times the employee's regular rate of pay, including qualifying fringe benefits. Part-time employees must receive overtime pay only after having worked eight hours in a day. *Overtime hours are not reportable to the California Public Employees' Retirement System (CalPERS).*

- C. Any non-exempt employee who is not scheduled or assigned to be on-call on a holiday as observed by the District, but is asked to work, must be compensated for eight hours of holiday pay at their regular rate of pay plus two-and-one-half times their regular rate of pay, including qualifying fringe benefits, for all hours worked, not less than two hours (*not reportable to CalPERS*).
- D. Any non-exempt employee who is not scheduled or assigned to be on-call and is asked to work on a District recognized holiday that falls on a Saturday or Sunday, must be compensated at two-and-one-half times their regular rate of pay, including qualifying fringe benefits for all hours worked, not less than two hours (*not reportable to CalPERS*).
- E. A non-exempt employee will, at their specific request, receive compensatory time off in lieu of overtime pay, subject to the following conditions.
1. Requests for compensatory time off for overtime worked can be made at times and in a manner acceptable to the Department Manager. The specific dates of compensatory time off are subject to the approval of the Department Manager or their designee who will take into consideration the operational requirements of the District.
  2. Compensatory time off will be calculated at one and one-half times for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek. All hours worked in

excess of 12 hours in any workday and for all hours worked in excess of eight hours on the seventh consecutive day of work in a workweek are ineligible as compensatory time.

3. No employee can earn more than 82.5 compensatory time off hours in any calendar year. At the final pay period each calendar year (earlier if requested by the employee), or upon separation of employment, each employee will be paid for any uncompensated overtime worked during the year at one and one-half times the employee's regular rate of pay, including qualifying fringe benefits.

4. Overtime worked on District reimbursable projects will be ineligible for compensatory time off and must be paid out to the employee at one and one-half times the employee's regular rate of pay, including qualifying fringe benefits.

F. Exempt employees, as defined by the Fair Labor Standards Act 541.100, are ineligible to earn overtime and therefore will receive a lump sum of 80 hours of administrative leave per calendar year (prorated during the calendar year of initial employment). Balance cannot be carried over from year to year and resets after the final pay period each year.

## **Section II. Holidays**

A. Thirteen holidays are observed by the District, namely: New Year's Day, Martin Luther King Jr.'s Birthday, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving, the

day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

1. Full-time employees must receive eight hours of their regular pay for each holiday observed by the District (*reportable to CalPERS*).
  2. Part-time employees must receive a percentage of eight hours of their regular pay equivalent to their average percentage of full-time hours worked (*reportable to CalPERS*).
- B. Full-time employees are provided 16 hours of floating holiday per calendar year.
1. The floating holidays cannot be carried over from year to year and balance resets after the final pay period of each year. The holidays must be exhausted in eight-hour increments (*reportable to CalPERS*).
  2. For employees hired in the first and second quarter of the calendar year, they will receive 16 hours of floating holidays for use. For those hired in the third quarter, they will receive eight hours of floating holiday. For those hired in the fourth quarter, they will not receive any hours for floating holidays.
  3. No payment will be made for unused floater holidays upon separation from the District, including but not limited to retirement, termination, or resignation.

### **Section III. Vacations**

- A. Vacation is earned and accrued starting from the first day of employment and on each anniversary date thereafter, with a maximum accrual balance based

on years of service with the District as shown in the table below:

<b>Years of Service</b>	<b>Annual Accrual Hours</b>	<b>Maximum Accrual Balance</b>	<b>Vacation Sell Back</b>
Initial Year of Employment <i>(Prorated to the nearest whole day for the period of employment)</i>	80	120	0
1-5	96	144	40
6-10	120	180	40
11-15	160	240	60
16-20	184	276	60
21+	200	300	80

1. The total years of service for employees returning to the District after prior employment will be calculated by combining their previous years of service (rounded up to the nearest full year if they were within six months of their prior anniversary date before separation) with their current years of service.
2. Part-time employees will receive a percentage of vacation accruals equivalent to their average percentage of full-time hours worked.
3. When an employee reaches the equivalent of one and one-half times the employee's annual vacation leave accrual rate, they will cease earning vacation leave until their leave balance falls below the equivalent of one and one-half times the employee's annual vacation leave accrual rate.

Exempt employees are eligible to sell back vacation hours that are in excess of 80 hours at the final pay period each calendar year in accordance with the above table (*not reportable to CalPERS*).

4. All vacation hours used are *reportable to CalPERS*.
- B. The specific dates on which an employee may be on vacation will be subject to the approval of the General Manager or their designee.
- C. Vacation entitlement that is unused at the final pay period each calendar year may be carried over to, and used during, the following year up to the employee's maximum annual accrual cap.
- D. Any vacation request beyond the employee's currently accrued amount is subject to approval by the General Manager.
- E. Upon termination of employment, unused vacation will be paid and calculated in accordance with the *District's Payroll Policy (not reportable to CalPERS)*.

**Section IV. On-Call Duty**

- A. The General Manager, or their designee, will assign supervisory and field employees to on-call duty for periods of one week, to ensure continuous availability to handle operations and emergencies within the District.
- B. During all times an employee is on-call, the employee will:
  1. Have in their possession a portable communications device furnished by the District, and
  2. Be within 40 miles of the District office, corporation yard, or the

worksite. Exceptions may be considered and approved by the General Manager or Human Resources on a case-by-case basis. Employees must respond to calls immediately upon receipt and will be deemed to have been called out if required by the call to leave the place where the call is received for any period of time.

- C. If an on-call employee receives a call-out outside of their regular working hours, the employee must be compensated at the overtime rates as defined in Section I.B for the duration of the call-out, but not less than two hours.
- D. An employee assigned to on-call duty on a holiday as observed by the District, must automatically be compensated for eight hours of holiday pay at their regular rate of pay (*reportable to CalPERS*) plus eight hours at one-and-one-half times their regular rate of pay, including qualifying fringe benefits (*not reportable to CalPERS*).
  - 1. If the employee receives a call-out on a holiday as observed by the District, the employee must be compensated at two-and-one-half times their regular rate of pay, including qualifying fringe benefits, for the duration of the call-out, but not less than two hours (*not reportable to CalPERS*).
- E. If an employee receives a call-out on a District recognized holiday that falls on a Saturday or Sunday, they must be compensated at two-and-one-half times their regular rate of pay, including qualifying fringe benefits for all

hours worked, not less than two hours (*not reportable to CalPERS*).

**Section V. Temporary Appointments (effective 1/1/2023)**

A. Premium Compensation – Temporary Upgrade Pay (TUP): When an employee is temporarily appointed to replace another employee in a higher classification and subsequently perform the full range of duties of that higher classification, the employee will receive TUP starting when the temporary appointment begins. This additional pay is only applicable to Analysts, Leadworkers, Specialists, Supervisors and Management.

1. If an employee is intermittently working in the higher classification as approved by the requested Department Manager, Human Resources and the General Manager (e.g., attending meetings, executing specific job duties for intervals of time, etc.), the employee will be paid in half-hour increments (with a minimum of one hour of payment per day) for work completed in the higher classification. The employee cannot perform their own job duties while receiving TUP, duties must solely be performed for the higher classification.
2. When an employee is working in a TUP appointment, the employee they are substituting for must refrain from completing work during the specified timeframe as indicated on the *Temporary Appointment Form* unless called upon for emergency purposes.
3. TUP is *reportable to CalPERS* for Classic employees ONLY. For PEPRA

employees, hours can only be reported at their regular rate of pay (e.g., if an employee has a regular rate of \$50 per hour and then is assigned to a temporary upgrade pay of \$55 per hour, only the employee's regular rate of \$50 per hour is *reportable to CalPERS*.)

B. Working Out-of-Classification Appointments (OOC):

1. When an employee is temporarily appointed to backfill a vacant position that is actively being recruited and subsequently performs the full range of duties of the higher classification, the employee will receive OOC Pay starting when the temporary appointment begins (*reportable to CalPERS*). All employees are eligible for OOC appointments. The employee cannot perform their own job duties while receiving OOC Pay, duties must solely be performed for the higher classification.

- (a) An employee will be paid at the lowest step of the higher classification or a calculated rate which renders 5% above the employee's regular rate of pay, whichever is the greater amount, for all hours worked for the higher classification.

**Section VI. Educational Compensation**

A. Education Incentive: Bilingual Pay (*effective 10/1/2024*):

1. Employees of the District communicate with the public at various levels. Given our community's strong Spanish-speaking population, all positions

are eligible to take the required Spanish certification test to receive Bilingual Pay. Employees that are Bilingual Certified, enhance their ability to provide an additional level of service to our customers. Upon passing certification test(s), Bilingual pay will take effect starting from the first day of the next pay period.

2. Employees will receive additional monthly compensation as follows:

(a) \$75.00 for written certification.

(b) \$150.00 for oral certification.

3. Bilingual pay is *reportable to CalPERS* and considered a fringe benefit included in an employee's overtime calculation.

**Section VII. Special Assignment: Shift Differential Pay (effective /2/27/2025)**

- A. All employees scheduled to work a pre-planned, eight-hour night shift starting between 5:00 p.m. and 4:00 a.m. for five or more consecutive days may be eligible for Shift Differential Pay.
- B. Shift differential hours must be less than 50% of the employee's total hours worked during the pay period, unless otherwise approved by the General Manager.
- C. Shift Differential Pay should be applied only when necessary work cannot be completed during daytime hours and must be approved by the General Manager.

- D. Employees approved for Shift Differential Pay by the General Manager will receive an additional 10% of their base pay for each hour worked.
- E. Since Shift Differential Pay is completed on an as needed basis, the additional hourly amount compensated above an employees' base pay is *not reportable to CalPERS.*)
- F. Shift Differential Pay is considered a fringe benefit included in an employees' overtime calculation.
- G. In alignment with the District's *Fatigue Time Policy* and employee wellness, a minimum rest period of eight hours is required between shifts.

**Section VIII. Statutory Compensation: Uniform Allowance (effective 1/1/2000)**

- A. Employees regularly exposed to environmental factors, including but not limited to chemicals, dust, dirt, and normal wear and tear, will receive a maximum annual uniform allowance of \$1,200.00 each fiscal year. This allowance, approved by the Board during the budget process, can be used as needed for external items not provided by the District. Items include but are not limited to pants, boots, sunglasses, belts, and other exposed garments as approved, as well as laundry expenses, to maintain the required clean, neat, safe, and well-groomed standards as outlined in Section XVI and the District's *Logo Policy*. The amount of the purchased item(s) will be reflected on the employee's paystub for the next pay period once the receipt of purchase has been provided to the Finance Department. (*Reportable to*

*CalPERS for Classic employees ONLY; excluding items solely for safety that are not readily substitutable).*

**Section IX. Sick Leave**

A. Sick Leave is a leave of absence without interruption of employment or deduction of compensation for any of the following reasons:

1. The employee is physically or mentally unable to perform their duties due to illness, injury or medical condition.
2. The employee has an infectious disease that creates health hazards to other people.
3. The absence is for the purpose of obtaining professional diagnoses or treatment for a medical, dental or visual condition of the employee, or for other medical reasons of the employee, such as pregnancy or obtaining a physical examination.
4. The absence is for the purpose of providing for the spouse, domestic partner, child, foster child (must provide the District proof of legal guardianship), parent, or grandparent of the employee, spouse or child, for any of the following: to attend to an illness at a residence or hospital, or to obtain professional diagnoses or treatment for a medical, dental or visual condition. If the need for additional sick leave is urgent, the General Manager may authorize said use until the next meeting of the Board.

- B. Each full-time employee will be entitled to 96 hours of sick leave with pay during each calendar year of employment. During the calendar year of initial employment, a full-time employee will be credited eight hours of sick leave for each remaining full month in the calendar year and in addition will be entitled to not less than 16 hours from the date of initial employment
1. Part-time employees will receive a percentage of sick leave accruals equivalent to the average percentage of full-time hours worked prorated during the calendar year of initial employment. All part-time employees will be entitled to not less than eight hours from the date of initial employment.
  2. All employees who work at least 30 days for the District within a year will receive a minimum of 40 hours of sick leave (prorated during the calendar year of initial employment).
  3. All sick hours used are *reportable to CalPERS*.
- C. The Board may at its discretion grant additional days of sick leave for a disabling illness of an employee. Accrued and unused sick leave may be carried over to and used during subsequent years. No payment will be made for unused sick leave upon separation from the District, including but not limited to termination or resignation. Any unused sick leave accumulated at the time of retirement will be converted to credited service time in accordance with the provisions of the District's retirement plan with

CalPERS.

- D. The District may require an employee upon returning from sick leave to furnish a statement from the employee's health care provider of the date the employee is able to resume performance of their job and of any limitations on such performance. If sick leave is taken to attend the illness of a spouse, domestic partner, child, foster child, parent, or grandparent of the employee, spouse or child, the District may require the employee to furnish a written statement of the illness from the person's health care provider.
- E. An employee on sick leave must, at the request of the District, provide a written statement of the employee's health care provider, or of a health care provider designated by the District, that the employee is unable to perform their job due to a disabling illness or infectious disease.

**Section X. Leave for Organ and Bone Marrow Donation**

- A. Employees must be employed 90 days preceding the requested leave period to be eligible.
- B. The District will provide up to 30 business days of paid Organ Donation leave at the employee's regular rate of pay in a one-year period calculated from the date the leave began (*reportable to CalPERS*).
  - 1. As required by law, employees who elect to donate organs must receive an additional 30 business days of unpaid leave in a one-year period, if needed. The District reserves the right to require an employee to utilize

two weeks of paid leave, or exhaust all paid leave, prior to utilizing unpaid leave.

C. Employees who elect to donate bone marrow are eligible for paid Bone Marrow leave at the employee's regular rate of pay up to five days in a one-year period calculated from the date the leave began (*reportable to CalPERS*).

1. The District reserves the right to require an employee utilize five days of paid leave or exhaust all paid leave, prior to the District compensating the additional paid leave remaining.

#### **Section XI. Bereavement Leave**

A. An employee absent from work by reason of the death of the spouse, domestic partner, child, parent, grandparent, grandchild, brother or sister of the employee or the employee's living spouse must be paid the employee's regular compensation for such period the General Manager approves, not in excess of 80 hours in any calendar year. Part-time employees are eligible for up to 50 hours in any calendar year. In the case of death of a relative as defined above, the General Manager may approve up to 80 additional hours of bereavement leave. Employees requiring additional leave must submit a formal request through Human Resources. Any requests for leave beyond 160 hours in a calendar year must be approved by the Board of Directors.

1. All bereavement leave hours used are *reportable to CalPERS*.

- B. All District employees must receive up to five days of unpaid leave per occurrence in a calendar year. It is not required that leave is utilized consecutively but must be completed within three months of the death, unless otherwise approved by Human Resources.
- C. All District employees must also receive up to five days of unpaid leave for a reproductive loss event. Reproductive loss events include the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. Both the birth/adopted mother and birth/adopted father, or as otherwise defined in California government code regarding leave for reproductive loss, are eligible to utilize bereavement leave. An employee may utilize this form of bereavement leave for up to four occurrences in a 12-month period (20 days total).
- D. All District employees may utilize up to 16 hours of the allotted 80 hours of bereavement leave in observation of parties not identified above.
- E. The District reserves the right to require documentation (death certificate or published obituary) within 30 days of the death.

**Section XII. Leave for Jury Duty or Court Appearance**

- A. Upon receipt of a notice to appear for jury duty an employee must immediately notify their manager. Dependent upon the operational needs of the District, the General Manager may request that an employee delay jury

duty service.

- B. The District will provide up to 15 days in a calendar year of paid Jury Duty leave at the employee's regular rate of pay (*reportable to CalPERS*).
- C. As a public employee, a waiver must be signed to avoid payment from the court.
- D. An employee served with a subpoena which compels their appearance as a witness, other than as a litigant or expert, will be granted a leave of absence and will be paid their regular rate of pay not to exceed five days in a calendar year. As a public employee, a waiver must be signed to avoid payment from the court.
- E. Non-exempt employees – if reporting time combined with any hours worked is greater than their normal workday, they will need to balance their days to equal their normal weekly hours. If they are dismissed from jury duty, they must return to work to complete a full day's time or supplement with accrued leave balances.

### **Section XIII. Leave for Military Duty**

- A. Any employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be entitled to a military leave of absence and to restoration to their former position upon termination of such leave in accordance with the provisions of the California Military and Veterans Code.

**Section XIV. Time off to Vote**

- A. The District will pay employees up to two hours at their regular rate of pay (*reportable to CalPERS*), on election day, to vote in local and/or national elections.
  - 1. At the manager’s discretion, the time will be at the start/end of the workday or added on to lunch break.
  - 2. Proof of in-person voting must be provided upon the employee’s return to work.

**Section XV. Leave Without Pay**

- A. Employees will be granted leaves of absence without pay, for such periods not exceeding 12 weeks in any one rolling year for a medical emergency of a designated person or a pregnancy-related condition, in accordance with the requirements of the Federal Family and Medical Leave Act of 1993 (“FMLA”) (as applicable if the District exceeds 50 employees) and the California Family Rights Act (CFRA) which are incorporated herein. The Board of Directors may approve other reasonable and necessary purposes for leave of absence without pay. The District will implement CFRA as outlined in the *District’s CFRA Policy*.
- B. An employee may utilize leave without pay for up to 16 hours per year for reasons not outlined in the FMLA or CFRA. Additional leave hours must be approved by the General Manager.

- C. The period of absence on leave without pay will not be included in the computation of retirement benefits. While an employee is on leave without pay, the District will pay for the employee's medical or health insurance under the same conditions as if the employee was working. As part of these conditions, an hour of paid leave must be utilized (*reportable to CalPERS*) during any pay period in which the employee does not work to cover their portion of the benefit premium. If the reason for the leave is not included in FMLA or CFRA, no medical or health insurance will be provided by the District for the employee or their family, but the employee will have the right to obtain such insurance for such period by paying the premium therefor.
- D. Employees on such leave must report the status and expected date of termination of the leave to Human Resources not less frequently than once a month as required by law.
- E. Employees failing to return to work after the scheduled end of such leave may face disciplinary action up to termination of employment.

**Section XVI. Job Abandonment**

- A. If an employee fails to report to work for three consecutive workdays without notice or approval by their manager, the District will make every effort to contact them. If no contact is made within five days, the District may consider that they have abandoned their job, and their employment may be terminated.

**Section XVII. Dress Code of Diablo Water District**

- A. Diablo Water District is a governmental agency of the State of California. We carry the public trust for our community's water supply. Our credibility and professionalism are maintained, in part, by the image that employees present to customers and business visitors. We believe it is important that all District employees present to the public a clean, neat, safe, and well-groomed appearance. It is important that the public have confidence in our employees and that they feel comfortable while transacting business with the District.
- B. All employees will be provided with uniforms which include the District logo to distinguish them as District staff to the public. All District employees are required to wear District logo wear when working outside of the District offices (i.e., community events, outreach, etc.). All employees provided with District logo uniforms must wear them when customer-facing. All personnel representing the District in logo wear must maintain the professionalism and integrity of the District as outlined in the *District's Logo Policy*.
- C. Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition, not torn, ripped or frayed.
- D. Although it is impossible and undesirable to establish an absolute dress and appearance code, the District will apply a reasonable and professional workplace standard. An employee unsure of what is appropriate should check with their manager or Human Resources before wearing the item.

E. An employee who is inappropriately groomed or attired may be asked to leave by their manager or Human Resources and advised to return to work after correcting the problem. Any employee asked to leave because of inappropriate dress or appearance will not be compensated for any time expended in correcting dress or appearance.

**Section XVIII. Dual Employment**

An employee must not perform any after-working hours activity that may conflict with the employee's responsibilities to the District or may be subject to the control, inspection or contractual direction or regulation of the District. Prohibited after-working hours activities include but are not limited to installation, inspection or repair of meters, backflow prevention devices, water mains, valves, inspection or repair of any equipment, material or facilities owned, or to be owned, by the District or operated and maintained by the District under contract with third parties. The purpose of this section of the regulation is to prevent District liability arising from any activity by an employee beyond the employee's work for the District.

# DIABLO WATER DISTRICT

## REGULATION NO. 114

### INSURANCE FOR EMPLOYEES AND THEIR FAMILIES

#### Section I. Definitions

A. As used in this regulation:

1. "child" means a natural child, stepchild, or legally adopted child of an employee or retired employee; or a natural child, stepchild, or legally adopted child of an employee's or retired employee's spouse or domestic partner and the child is under 26 years of age.
2. "domestic partner" means a person living with an employee who together as a couple has filed a Declaration of Domestic Partnership with the Secretary of State as defined by Family Code Section 297 of the State of California. ~~Eligible domestic partners are of the same sex, or who are of the opposite sex, if at least one of the partners is over 62 years of age.~~
3. "eligible family members" means the spouse, domestic partner, and child as defined below of an employee or retired employee;
4. "employee" means a regular full-time employee of the District.;
5. "spouse" means a person who is married to an employee or who was married to an employee for not less than one year immediately prior to the retirement or death of the employee, and has not remarried.;

6. "retired employee" means a person who was an employee for not less than 10 years and who retired from the District after their 54<sup>th</sup> birthday;

## **Section II. Insurance for Employees**

- A. The District must provide and pay the premiums for the following insurance for each employee throughout the period of their employment: workers' compensation insurance, term life insurance, long-term disability insurance, short-term disability insurance, and health insurance consisting of medical insurance, dental insurance, vision insurance, and employee assistance program.
- B. Each employee must contribute \$1.00 per month towards the District's cost of health insurance.

## **Section III. Health Insurance for Retired Employees**

- A. The District must provide and pay the premiums for health insurance for each retired employee who completed at least 10 full years of service until they attain age 65. For retirees with less than 10 years of service, the District does not contribute toward their premium.

- A.B. The coverage of the insurance must be the same as the health insurance the District maintains from time to time for its employees. The health insurance provided by the District for a retired employee will terminate if and when the retired employee is covered by medical insurance provided by an employer other than the District or by an employer of the retired employee's spouse.

## **Section IV. Medical Insurance for Retired Employees After Age 65**

- A. The District must provide medical insurance for retired employees which will be Anthem Blue Cross Classic PPO, California Care HMO, or Kaiser Senior Advantage offered by the Association of California Water Agencies (ACWA) Joint Powers Insurance Authority (JPIA), whichever is selected by the retired employee. Retirees must also be enrolled in Medicare Parts A and B to qualify for benefits after the age of 65.
- B. The District must pay a percent of the premium of the retiree’s selected plan based on the number of full years of the retired employee's employment as follows:

Years of Employment	Percent of Premium
Less than 10	0
10	50
11	52.5
12	55
13	57.5
14	60
15	62.5
16	65
17	67.5
18	70
19	72.5
20 and over	75

The retired employee must pay to the District the balance of the premium prior to the date it is due. The District may terminate the insurance if said payment is not made within 30 days after it is due.

- C. In lieu of receiving medical insurance from the District, the retired employee may elect to be self-insured at which time the District must pay the retired

employee, monthly, the least costly premium, of the coverage provided in Section 4(a), multiplied by the percent provided in Section 4(b).

- D. If at any time after retirement a retired employee is covered by medical insurance provided by an employer other than the District, or by an employer of the retired employee's spouse, the retired employee will not receive any benefit pursuant to this Section IV.

**Section V. Insurance for Eligible Family Members**

- A. Throughout the period of an employee's employment by the District, the health insurance they receive from the District must also cover their eligible family members.

1. Employees may decline medical insurance coverage offered by the ACWA JPIA for eligible family members. Employees may choose to waive coverage for themselves only when reentering the workforce after retiring under an alternative retirement system and/or in order to maintain eligibility for their previous benefits. In either event, the employee must be credited with fifty percent (50%) of the District's savings between the eligible coverage and the coverage the employee has elected to receive as additional compensation. ~~If the employee has elected a PPO Plan, then the credit must be calculated at the HMO Plan rate within the same carrier.~~

All requirements of the ACWA JPIA in this regard are incorporated herein.

(a) Health Savings Pay is considered a fringe benefit included in an

employee's overtime calculation (not reportable to CalPERS).

2. When an employee of 10 or more years of employment dies prior to retiring, the District must provide and pay the premiums for the health insurance for five years after the employee's death, or until the employee would have attained age 65, whichever first occurs.
- B. The District must provide and pay the premiums for the retiree's same health insurance for eligible family members of the retired employee until the retiree's 65th birthday.
  - C. After a retired employee attains age 65, the District must make available for each 65 year or older eligible family member of the retired employee; Anthem Blue Cross Classic PPO, California Care HMO, or Kaiser Senior Advantage as offered by the ACWA JPIA and as selected by the retired employee. In the case of eligible family members under the age of 65, medical insurance is also available provided that the retired employee pays the District the Premium prior to the date it is due.
  - D. After a retired employee dies, the District must, until what would have been their 65th birthday, provide and pay the premiums for the health insurance of its employees for their eligible family members. After what would have been the 65th birthday of a deceased retired employee, any of their eligible family members may obtain from the District either Medicare Prime Plan as allowed by the ACWA JPIA or Kaiser Senior Advantage as the members must select,

provided that member pays the District the premium for Medicare Prime Plan insurance or Kaiser Senior Advantage prior to the date it is due.

**Section VI. Certification for Eligibility for Insurance**

- A. Each employee, retired employee, eligible family member of an employee, retired employee, or deceased employee, must, upon written request of the District, certify under penalty of perjury to the facts which determine the eligibility of any of said persons for insurance coverage under this regulation. Failure to do so within 45 days after such request will result in termination of the insurance.

# DIABLO WATER DISTRICT

## REGULATION NO. 114

### INSURANCE FOR EMPLOYEES AND THEIR FAMILIES

#### Section I. Definitions

A. As used in this regulation:

1. "child" means a natural child, stepchild, or legally adopted child of an employee or retired employee; or a natural child, stepchild, or legally adopted child of an employee's or retired employee's spouse or domestic partner and the child is under 26 years of age.
2. "domestic partner" means a person living with an employee who together as a couple has filed a Declaration of Domestic Partnership with the Secretary of State as defined by Family Code Section 297 of the State of California.
3. "eligible family members" means the spouse, domestic partner, and child as defined below of an employee or retired employee;
4. "employee" means a regular full-time employee of the District.
5. "spouse" means a person who is married to an employee or who was married to an employee for not less than one year immediately prior to the retirement or death of the employee and has not remarried.
6. "retired employee" means a person who was an employee for not less than 10 years and who retired from the District after their 54<sup>th</sup> birthday.

**Section II. Insurance for Employees**

- A. The District must provide and pay the premiums for the following insurance for each employee throughout the period of their employment: workers' compensation insurance, term life insurance, long-term disability insurance, short-term disability insurance, and health insurance consisting of medical insurance, dental insurance, vision insurance, and employee assistance program.
- B. Each employee must contribute \$1.00 per month towards the District's cost of health insurance.

**Section III. Health Insurance for Retired Employees**

- A. The District must provide and pay the premiums for health insurance for each retired employee who completed at least 10 full years of service until they attain age 65. For retirees with less than 10 years of service, the District does not contribute toward their premium.
- B. The coverage of the insurance must be the same as the health insurance the District maintains from time to time for its employees. The health insurance provided by the District for a retired employee will terminate if and when the retired employee is covered by medical insurance provided by an employer other than the District or by an employer of the retired employee's spouse.

**Section IV. Medical Insurance for Retired Employees After Age 65**

- A. The District must provide medical insurance for retired employees which will be Anthem Blue Cross Classic PPO, California Care HMO, or Kaiser Senior

Advantage offered by the Association of California Water Agencies (ACWA) Joint Powers Insurance Authority (JPIA), whichever is selected by the retired employee. Retirees must also be enrolled in Medicare Parts A and B to qualify for benefits after the age of 65.

B. The District must pay a percentage of the premium of the retiree’s selected plan based on the number of full years of the retired employee's employment as follows:

Years of Employment	Percent of Premium
Less than 10	0
10	50
11	52.5
12	55
13	57.5
14	60
15	62.5
16	65
17	67.5
18	70
19	72.5
20 and over	75

The retired employee must pay the District the balance of the premium prior to the date it is due. The District may terminate the insurance if said payment is not made within 30 days after it is due.

C. In lieu of receiving medical insurance from the District, the retired employee may elect to be self-insured at which time the District must pay the retired employee, monthly, the least costly premium, of the coverage provided in Section 4(a), multiplied by the percent provided in Section 4(b).

- D. If at any time after retirement a retired employee is covered by medical insurance provided by an employer other than the District, or by an employer of the retired employee's spouse, the retired employee will not receive any benefit pursuant to this Section IV.

**Section V. Insurance for Eligible Family Members**

- A. Throughout the period of an employee's employment by the District, the health insurance they receive from the District must also cover their eligible family members.

1. Employees may decline medical insurance coverage offered by the ACWA JPIA for eligible family members. Employees may choose to waive coverage for themselves only when reentering the workforce after retiring under an alternative retirement system and/or in order to maintain eligibility for their previous benefits. In either event, the employee must be credited with fifty percent (50%) of the District's savings between the eligible coverage and the coverage the employee has elected to receive as additional compensation. All requirements of the ACWA JPIA in this regard are incorporated herein.

(a) Health Savings Pay is considered a fringe benefit included in an employee's overtime calculation (*not reportable to CalPERS*).

2. When an employee of 10 or more years of employment dies prior to retiring, the District must provide and pay the premiums for the health

insurance for five years after the employee's death, or until the employee would have attained age 65, whichever first occurs.

- B. The District must provide and pay the premiums for the retiree's same health insurance for eligible family members of the retired employee until the retiree's 65th birthday.
- C. After a retired employee attains age 65, the District must make available for each 65 year or older eligible family member of the retired employee; Anthem Blue Cross Classic PPO, California Care HMO, or Kaiser Senior Advantage as offered by the ACWA JPIA and as selected by the retired employee. In the case of eligible family members under the age of 65, medical insurance is also available provided that the retired employee pays the District the Premium prior to the date it is due.
- D. After a retired employee dies, the District must, until what would have been their 65th birthday, provide and pay the premiums for the health insurance of its employees for their eligible family members. After what would have been the 65th birthday of a deceased retired employee, any of their eligible family members may obtain from the District either Medicare Prime Plan as allowed by the ACWA JPIA or Kaiser Senior Advantage as the members must select, provided that member pays the District the premium for Medicare Prime Plan insurance or Kaiser Senior Advantage prior to the date it is due.

**Section VI. Certification for Eligibility for Insurance**

- A. Each employee, retired employee, eligible family member of an employee, retired employee, or deceased employee, must, upon written request of the District, certify under penalty of perjury to the facts which determine the eligibility of any of said persons for insurance coverage under this regulation. Failure to do so within 45 days after such request will result in termination of the insurance.

# DIABLO WATER DISTRICT

## REGULATION NO. 129

### EMPLOYEE PERFORMANCE APPRAISALS

#### Section I. Review of Compensation

- A. Annually, the General Manager reports to the Board the change in the Consumer Price Index (CPI) for the San Francisco Bay Area (Urban Wage Earners Index – February to February) and makes a recommendation for compensation schedule adjustments based upon the change in the CPI and industry compensation standards during the previous 12 months.
- B. It is the General Manager’s responsibility to perform compensation surveys to ensure the District’s compensation is on par with industry standards. At any time, the Board may also approve additional compensation, for outstanding performance, length of service, or other circumstances.

#### Section II. Performance Evaluations

- A. Evaluations provide a basis for determining the following:
  - 1. Merit-based compensation adjustments - at least one step per fiscal year or up to one double-step (two merit increases within a 12-month period in the employee’s tenure in that classification),
  - 2. Potential for promotion,
  - 3. Notify the employee of performance deficiencies, and
  - 4. Help the employee plan and obtain career growth.

- B. Performance evaluations are not a substitute for continuous feedback to employees and should not contain information that has not already been provided to the employee as outlined in the *Progressive Discipline Policy*.
- C. At a minimum, all employees must receive an annual performance evaluation conducted by either their Manager or General Manager. Each employee will be informed, at an individual conference, of their evaluation.
1. Within the first six months of new employment or new job classification, the employee will undergo a Six-Month Assessment.
    - (a) Employees exceeding performance expectations may be eligible for a merit increase, not to exceed one step on the compensation schedule.
    - (b) If a merit increase is granted at the Six-Month Assessment and at the employees' Annual Evaluation, the increases are deemed a double-step for the classification as outlined in Section II.A.
- D. If an employee is promoted/demoted or receives an increase/decrease in compensation, a supporting evaluation must be completed. An employee dissatisfied with their evaluation may request a meeting with Human Resources.

- E. Should the employee receive an overall rating of “below expectations”, the materials must be directed to the General Manager for review, input, and approval.
- F. Human Resources will review all evaluations and verify that the overall rating indicated is warranted based on the supporting documents.

**Section III. Promotions and Reclassifications**

- A. When an employee is promoted or is reclassified (as a result of an increase in responsibilities on a permanent basis), the employee will be placed within the compensation range for the new position classification. The new regular rate of pay will be either the first step of the new classification or the step in the employee compensation schedule that yields at least a 5% increase above the employee’s current regular rate of pay, whichever is the greater amount. In no instance will an employee’s regular rate of pay exceed the maximum step established in effect for the new classification. It is the District’s objective to adjust a compensation level that best represents performance level and responsibilities in concurrence with current business circumstances.

**Section IV. Incentive Pay Compensation (effective date: 1/1/2023)**

- A. When ~~In the event that~~ an employee’s overall rating on their performance evaluation rating indicates “exceeds expectations” based upon the performance metrics listed in the performance evaluation, the employee will can select to receive either:

1. Performance Incentive Pay: An additional 1% of an employee's base compensation over the 12 subsequent months, ~~an additional 1% incentive pay (or equivalent benefit as determined by the General Manager)~~ *(reportable to CalPERS for Classic employees ONLY)*.

(a) Performance Incentive Pay is calculated using the employee's new hourly rate after the merit increase, unless the employee has already reached the maximum pay rate and is non-compounding with longevity pay or other pay outside of the employee's regular rate of pay.

(b) Performance Incentive Pay is considered a fringe benefit included in an employee's overtime calculation.

2. Deferred Compensation: 1% of an employee's base compensation over the 12 subsequent months is contributed by the District to an employee's 457 account *(not reportable to CalPERS)*. The deferred compensation District contribution is based on the employee's hourly rate at the time of selection and is non-compounding with longevity pay or other pay outside of the employee's regular rate of pay.

3. Floating Holidays: three additional 8-hour floating holidays added to the employee's leave bank for use over the course of the subsequent 12

months (reportable to CalPERS as part of the employee's regular monthly compensation).

~~1.~~

~~Incentive pay is based on the employee's hourly rate and is non-compounding with longevity pay or other pay outside of the employee's regular rate of pay. Other situations, as identified by the General Manager, may be eligible for incentive pay.~~

B. Longevity Pay: All District employees will receive longevity pay for years of collective employment service based on and calculated at their anniversary date with the District as follows:

<b>Years of Service</b>	<b>Percent of Pay Received</b>
10-14	1%
15-19	2%
20+	3%

1. Longevity pay is based on the employee's hourly rate and is non-compounding with incentive pay or other pay outside of the employee's regular rate of pay (reportable to CalPERS).

2. Longevity Pay is considered a fringe benefit included in an employee's overtime calculation.

3. The total years of service for employees returning to the District after prior employment will be calculated by combining their previous years

of service (rounded up to the nearest full year if they were within six months of their prior anniversary date before separation) with their current years of service.

~~1. Longevity pay is based on the employee's hourly rate and is non-compounding with incentive pay or other pay outside of the employee's regular rate of pay.~~

## **Section VI. Disciplinary Action and Termination**

- A. The District may utilize a system of corrective action, at its sole discretion, in cases of misconduct or unacceptable performance, including absenteeism. The use of such a system does not waive either the District's or employee's right to terminate employment at any time, with or without cause. Guidelines concerning employees' behavior and job performance are necessary to promote consistency, efficiency, professionalism and safety in the workplace.
- B. The District desires to see all employees succeed at work and will utilize appropriate reviews and coaching as needed. However, reoccurrence of undesirable employee behavior and performance issues may lead to the employee being placed on a Performance Improvement Plan (PIP). Prior to being placed on a PIP, the employee will receive coaching and training both verbally and through written documentation, as outlined in the *Progressive Discipline Policy*. Failure to correct the deficiency may result in termination.

- C. If a performance deficiency or action is significant, the disciplinary process may not include a PIP and could result in immediate termination.

**Section VII. Employee Complaint Procedure**

- A. If an employee is represented, per Regulation 119, then all processes in Regulation 119 must be followed in conjunction with this Regulation.
- B. The District encourages employees who may be experiencing work performance problems, employee-supervisory concerns, peer disturbances or other concerns to bring them to the attention of their Manager and/or Human Resources.
- C. An employee may lodge a complaint to dispute a disciplinary warning or termination, a performance evaluation, or the application of any policy in the District's Regulations to that employee.
- D. An employee who is dissatisfied with the determination of their Manager, or Human Resources, may request review by the General Manager. The determination of the General Manager will be final except in cases of termination, in which case the employee may appeal to the District Board of Directors, as set forth in Section VII.

**Section VIII. Terminations: Request for Board Review**

- A. Any District employee who is discharged from employment and who has exhausted the procedure set forth in Section VI above may submit a request in writing to the President of the Board of Directors asking the Board to

review the facts and circumstances of the termination. The employee must do so within 15 days of receiving the decision from the General Manager.

- B. The Board may, in its sole discretion, grant or deny such a request to review the termination, and in the event that it determines to review the facts and circumstances of a termination, it may establish any reasonable procedure for doing so, including holding a hearing or considering written materials. The decision of the Board with respect to such a determination is final.

# DIABLO WATER DISTRICT

## REGULATION NO. 129

### EMPLOYEE PERFORMANCE APPRAISALS

#### Section I. Review of Compensation

- A. Annually, the General Manager reports to the Board the change in the Consumer Price Index (CPI) for the San Francisco Bay Area (Urban Wage Earners Index – February to February) and makes a recommendation for compensation schedule adjustments based upon the change in the CPI and industry compensation standards during the previous 12 months.
- B. It is the General Manager’s responsibility to perform compensation surveys to ensure the District’s compensation is on par with industry standards. At any time, the Board may also approve additional compensation for outstanding performance, length of service, or other circumstances.

#### Section II. Performance Evaluations

- A. Evaluations provide a basis for determining the following:
  - 1. Merit-based compensation adjustments - at least one step per fiscal year or up to one double-step (two merit increases within a 12-month period in the employee’s tenure in that classification),
  - 2. Potential for promotion,
  - 3. Notify the employee of performance deficiencies, and
  - 4. Help the employee plan and obtain career growth.

- B. Performance evaluations are not a substitute for continuous feedback to employees and should not contain information that has not already been provided to the employee as outlined in the *Progressive Discipline Policy*.
- C. At a minimum, all employees must receive an annual performance evaluation conducted by either their manager or General Manager. Each employee will be informed, at an individual conference, of their evaluation.
  - 1. Within the first six months of new employment or new job classification, the employee will undergo a Six-Month Assessment.
    - (a) Employees exceeding performance expectations may be eligible for a merit increase, not to exceed one step on the compensation schedule.
    - (b) If a merit increase is granted at the Six-Month Assessment and at the employees' Annual Evaluation, the increases are deemed a double-step for the classification as outlined in Section II.A.
- D. If an employee is promoted/demoted or receives an increase/decrease in compensation, a supporting evaluation must be completed. An employee dissatisfied with their evaluation may request a meeting with Human Resources.

- E. Should the employee receive an overall rating of “below expectations”, the materials must be directed to the General Manager for review, input, and approval.
- F. Human Resources will review all evaluations and verify that the overall rating indicated is warranted based on the supporting documents.

**Section III. Promotions and Reclassifications**

- A. When an employee is promoted or is reclassified (as a result of an increase in responsibilities on a permanent basis), the employee will be placed within the compensation range for the new position classification. The new regular rate of pay will be either the first step of the new classification or the step in the employee compensation schedule that yields at least a 5% increase above the employee’s current regular rate of pay, whichever is the greater amount. In no instance will an employee’s regular rate of pay exceed the maximum step established in effect for the new classification. It is the District’s objective to adjust a compensation level that best represents performance level and responsibilities in concurrence with current business circumstances.

**Section IV. Incentive Compensation (effective date: 1/1/2023)**

- A. When an employee’s overall rating on their performance evaluation indicates “exceeds expectations” based upon the performance metrics listed in the performance evaluation the employee can select to receive either:

1. Performance Incentive Pay: An additional 1% of an employee's base compensation over the 12 subsequent months (*reportable to CalPERS for Classic employees ONLY*).

(a) Performance Incentive Pay is calculated using the employee's new hourly rate after the merit increase, unless the employee has already reached the maximum pay rate and is non-compounding with longevity pay or other pay outside of the employee's regular rate of pay.

(b) Performance Incentive Pay is considered a fringe benefit included in an employee's overtime calculation.

2. Deferred Compensation: 1% of an employee's base compensation over the 12 subsequent months is contributed by the District to an employee's 457 account (*not reportable to CalPERS*). The deferred compensation District contribution is based on the employee's hourly rate at the time of selection, and is non-compounding with longevity pay or other pay outside of the employee's regular rate of pay.

3. Floating Holidays: Three additional 8-hour floating holidays added to the employee's leave bank for use over the course of the subsequent 12 months (*reportable to CalPERS as part of the employee's regular monthly compensation*).

B. Longevity Pay: All District employees will receive longevity pay for years of service based on, and calculated at, their anniversary date with the District as follows:

<b>Years of Service</b>	<b>Percent of Pay Received</b>
10-14	1%
15-19	2%
20+	3%

1. Longevity pay is based on the employee's hourly rate and is non-compounding with incentive pay or other pay outside of the employee's regular rate of pay (*reportable to CalPERS*).
2. Longevity Pay is considered a fringe benefit included in an employee's overtime calculation.
3. The total years of service for employees returning to the District after prior employment will be calculated by combining their previous years of service (rounded up to the nearest full year if they were within six months of their prior anniversary date before separation) with their current years of service.

**Section VI. Disciplinary Action and Termination**

A. The District may utilize a system of corrective action, at its sole discretion, in cases of misconduct or unacceptable performance, including absenteeism. The use of such a system does not waive either the District's or employee's

right to terminate employment at any time, with or without cause. Guidelines concerning employees' behavior and job performance are necessary to promote consistency, efficiency, professionalism and safety in the workplace.

- B. The District desires to see all employees succeed at work and will utilize appropriate reviews and coaching as needed. However, reoccurrence of undesirable employee behavior and performance issues may lead to the employee being placed on a Performance Improvement Plan (PIP). Prior to being placed on a PIP, the employee will receive coaching and training both verbally and through written documentation, as outlined in the *Progressive Discipline Policy*. Failure to correct the deficiency may result in termination.
- C. If a performance deficiency or action is significant, the disciplinary process may not include a PIP and could result in immediate termination.

## **Section VII. Employee Complaint Procedure**

- A. If an employee is represented, per Regulation 119, then all processes in Regulation 119 must be followed in conjunction with this Regulation.
- B. The District encourages employees who may be experiencing work performance problems, employee-supervisory concerns, peer disturbances or other concerns to bring them to the attention of their Manager and/or Human Resources.

- C. An employee may lodge a complaint to dispute a disciplinary warning or termination, a performance evaluation, or the application of any policy in the District's Regulations to that employee.
- D. An employee who is dissatisfied with the determination of their Manager, or Human Resources, may request review by the General Manager. The determination of the General Manager will be final except in cases of termination, in which case the employee may appeal to the District Board of Directors, as set forth in Section VII.

**Section VIII. Terminations: Request for Board Review**

- A. Any District employee who is discharged from employment and who has exhausted the procedure set forth in Section VI above may submit a request in writing to the President of the Board of Directors asking the Board to review the facts and circumstances of the termination. The employee must do so within 15 days of receiving the decision from the General Manager.
- B. The Board may, in its sole discretion, grant or deny such a request to review the termination, and in the event that it determines to review the facts and circumstances of a termination, it may establish any reasonable procedure for doing so, including holding a hearing or considering written materials. The decision of the Board with respect to such a determination is final.

**DIABLO WATER DISTRICT**  
April 23, 2025 Board Meeting  
Item Number 6

TO: Each Director

FROM: Jim Smith, Strategic Initiatives Project Manager

SUBJECT: Policy Position on SB 654.

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SB 654 is legislation sponsored by Senator Henry Stern to continue the Water-Energy Nexus (WEN) in California. WEN refers to the interconnection between water and energy systems. Both water and energy are essential for various aspects of our society. SB 654 supports the WEN Registry, a non-profit organization for greenhouse gas emissions calculation and monitoring. Utility participation with WEN is voluntary and open to all businesses in California. SB 654 extends the current 3-year contract, set to expire at the end of this year, for three additional years.

The District uses WEN to calculate our greenhouse gas emissions and to evaluate the best ways to become carbon-neutral. WEN provides a clear understanding of our emissions tied to water operations and identifies our energy-intensive operations, which allows us to develop an effective and credible climate action plan. The loss of WEN would make it difficult to follow through on our action plan and calculate our progress in reducing our greenhouse gas emissions. In addition, WEN has an outstanding customer support team and will be able to continue to assist the District in achieving our goal of becoming carbon-neutral by December 2027.

**RECOMMENDATION:**

Authorize the General Manager to execute a letter of support for SB 654.

*Jim Smith*

\_\_\_\_\_  
Jim Smith  
Strategic Initiatives Project Manager

Attached: SB 654 Text



**Senate Bill  
No. 654**

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**Introduced by Senator Stern**

February 20, 2025

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An act to amend Section 71422 of the Public Resources Code, relating to environmental protection.

**LEGISLATIVE COUNSEL'S DIGEST**

SB 654, as introduced, Stern. California Environmental Protection Agency: contract: registry: greenhouse gas emissions that result from the water-energy nexus.

Existing law establishes the California Environmental Protection Agency in state government and requires the agency to oversee the development of a registry for greenhouse gas emissions that result from the water-energy nexus using the best available data. Existing law provides that participation in the registry is voluntary and open to any entity conducting business in the state. Existing law authorizes the agency to enter into a contract with a qualified nonprofit organization to do specified things, including to recruit broad participation in the registry from all economic sectors and regions of the state. Existing law limits the term of the term of the contract to 3 years, except as provided.

This bill would instead require the agency to oversee the administration of the above-described registry and would authorize the agency to enter into a new contract, limited to a term of 3 years and with a total budget of \$2,000,000, to do specified things, including to recruit broad participation in the registry from all economic sectors and regions of the state to meet the different needs of water users throughout the state by various means, as provided. The bill would remove obsolete language related to the development of the registry, as provided.

**Digest Key**

Vote: MAJORITY Appropriation: NO Fiscal Committee: YES Local Program: NO

---

**Bill Text**

**The people of the State of California do enact as follows:**

**SECTION 1.**

Section 71422 of the Public Resources Code is amended to read:

**71422.**

Attached: SB 654 Text



**DIABLO WATER DISTRICT**  
April 23, 2025 Board Meeting  
Item Number 7

TO: Each Director  
FROM: Dan Muelrath, General Manager  
SUBJECT: Policy and Legislation Framework.

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As demonstrated in the previous staff report, the District's current process for providing letters of support or opposition has historically been authorized through individual Board items. For the previous item, this meant waiting to provide a letter of support for over 30 days and missing the first request for letters, which often come with 10 days or less notice.

Staff recommends modernizing the process to allow the District to be agile and engaged in providing our opposition or support more expediently. This can be achieved by working with the Board to approve a legislative and policy framework that will provide Staff the guidance on policy and legislation that the Board pre-authorizes.

Attached is a draft framework that Staff is requesting input on, so that a formal framework can be approved at a future meeting.

**RECOMMENDATION:**

Provide input on the draft policy and legislation framework.

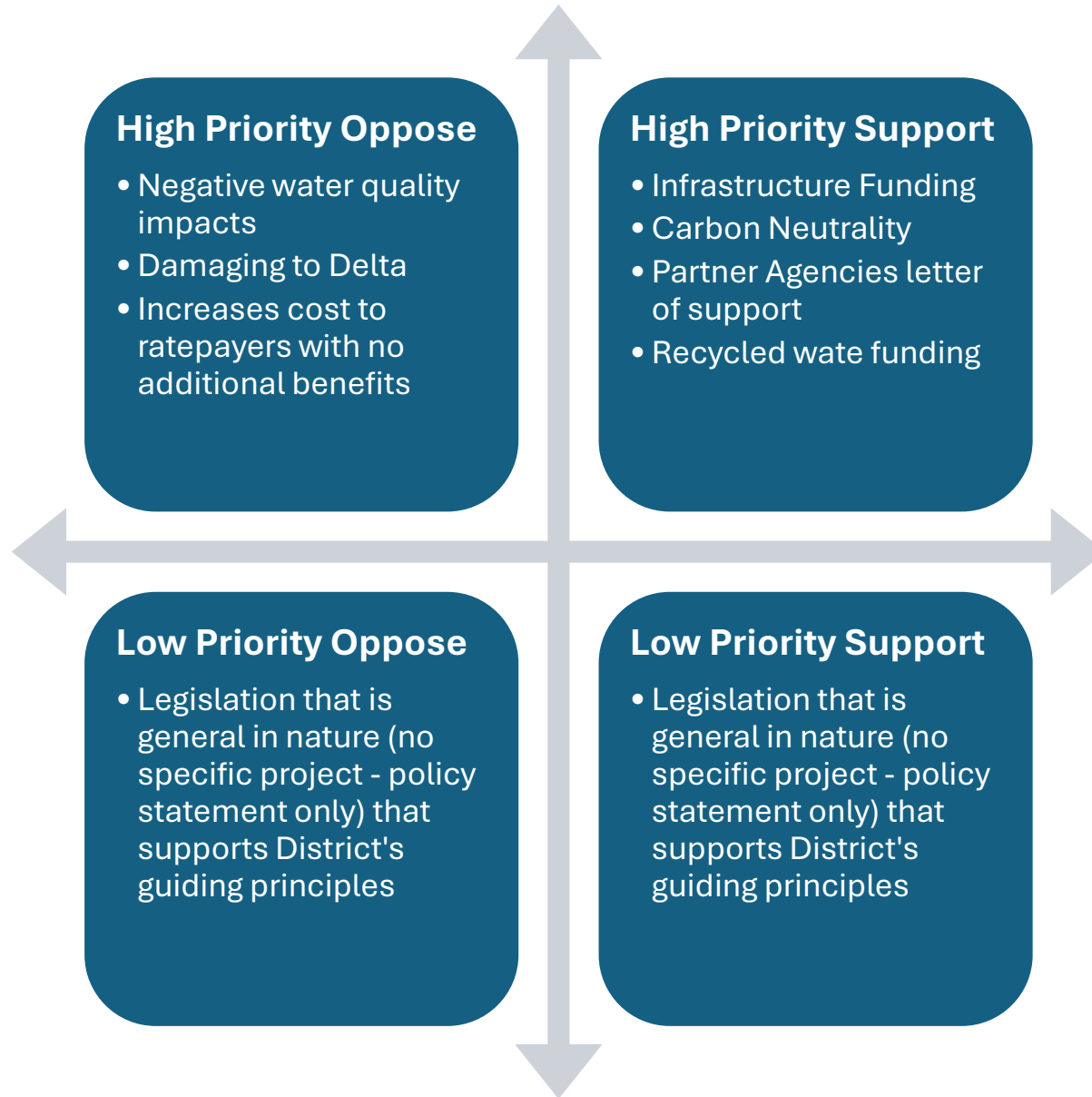
*Dan Muelrath*

Dan Muelrath  
General Manager

Attached: Policy and Legislation Framework



# Legislation and Policy Position Framework



**DIABLO WATER DISTRICT**  
April 23, 2025 Board Meeting  
Item Number 8

TO: Each Director

FROM: Dan Muelrath, General Manager

SUBJECT: General Manager's Report.

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Items included for discussion:

- Water Supply Charts.
  - Statewide Reservoirs.
    - Los Vaqueros Reservoir = 141,000 AF – 88.125% full (88.125% last month).
  - Total Water Demand.
  - Local Well Production.
- Budget Overview.
- RBWTP CIP Master Plan Update.

**RECOMMENDATION:**

Discuss.

*Dan Muelrath*

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Dan Muelrath  
General Manager

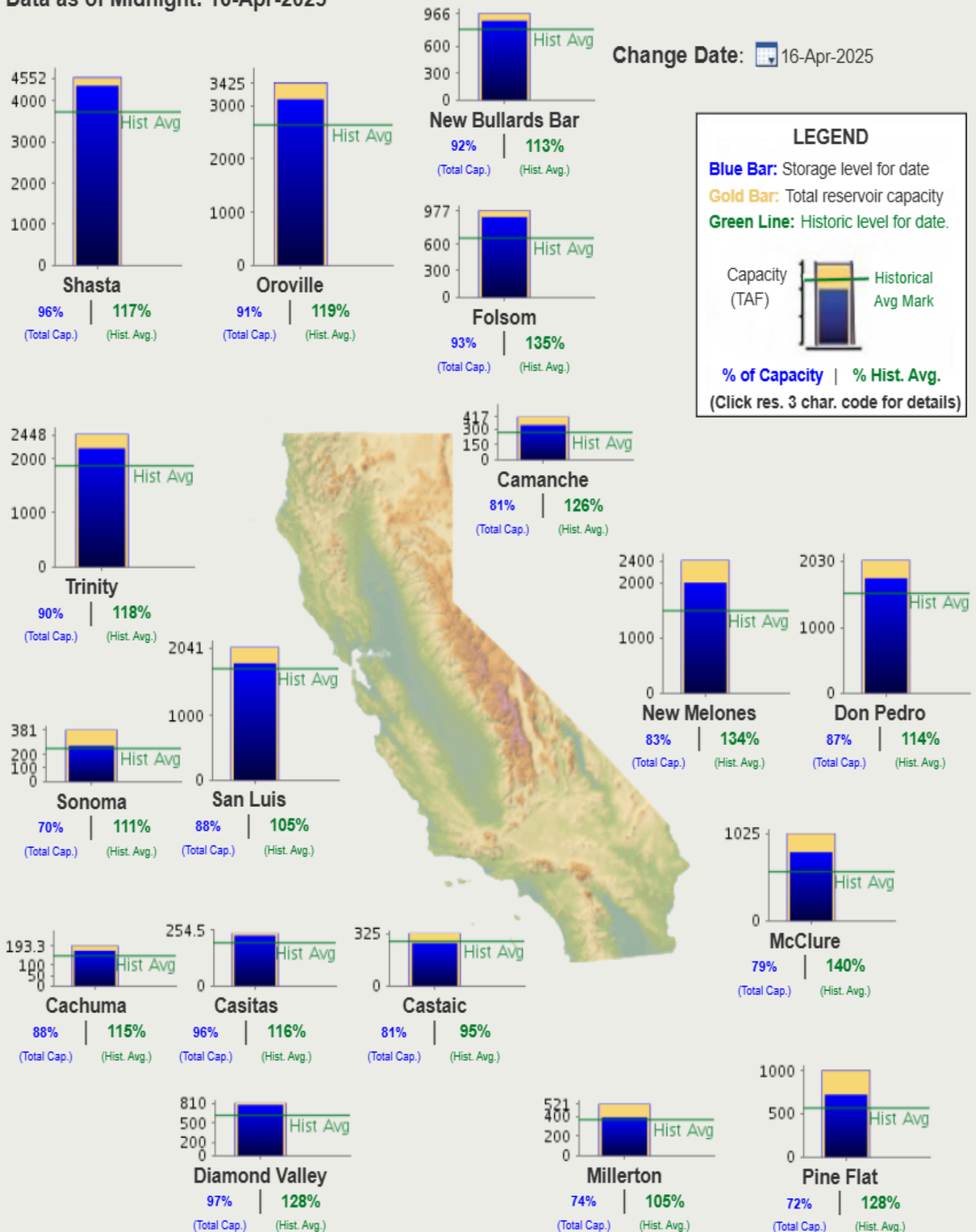
Attached: Statewide Reservoir Conditions  
Total Water Demand  
Local Well Production



# CURRENT CONDITIONS: MAJOR WATER SUPPLY RESERVOIRS:16-APR-2025

Data as of Midnight: 16-Apr-2025

Change Date:



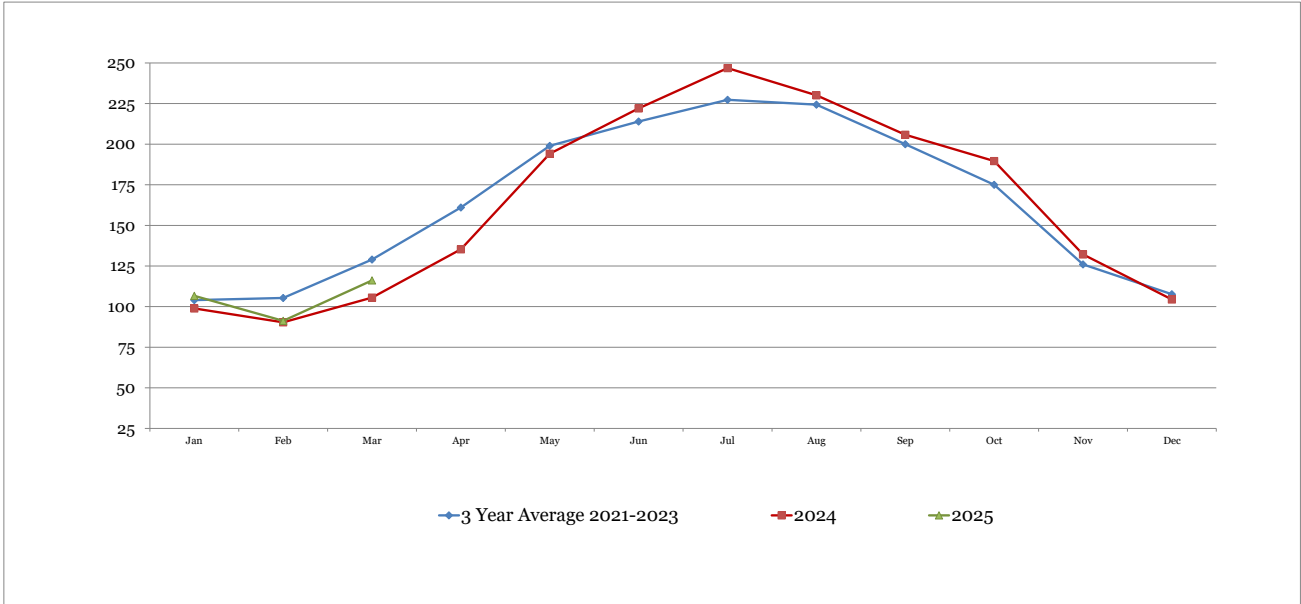
[Click to download printable version of current data.](#)

Report Generated: 17-Apr-2025 10:58 AM

The CSI link has been disabled to zoom in, for the lack of historical data.

# DIABLO WATER DISTRICT WATER USE IN MILLION GALLONS

(This chart does not include Utility Water)



	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Average
3 Year Average	104	105	129	161	199	214	227	224	200	175	126	108	164
2024 Usage	99	90	106	135	194	222	247	230	206	190	132	104	163
2025 Usage	107	91	116										105
% Reduction (+/-)	-7.3%	-1.0%	-9.1%										-5.8%
% new Connections 2025 vs. 2024	0.9%	1.1%	1.0%			1.4%	1.4%	1.3%	1.1%	1.0%	0.8%	0.7%	

**WELL WATER BLENDED INTO DISTRIBUTION SYSTEM  
MILLION GALLONS(MG)**

	<u>Jul-24</u>	<u>Aug-24</u>	<u>Sep-24</u>	<u>Oct-24</u>	<u>Nov-24</u>	<u>Dec-24</u>	<u>Jan-25</u>	<u>Feb-25</u>	<u>Mar-25</u>	<u>Apr-25</u>	<u>May-25</u>	<u>Jun-25</u>
1	1.172	1.116	0.945	1.009	0.789	0.525	0.000	0.319	0.534	0.579		
2	1.236	1.115	1.070	0.980	0.670	0.507	0.000	0.583	0.610	0.640		
3	1.193	1.104	1.065	1.036	0.787	0.284	0.000	0.510	0.539	0.600		
4	1.236	1.049	1.075	0.971	0.845	0.000	0.225	0.509	0.626	0.718		
5	1.236	1.183	1.012	0.968	0.783	0.000	0.000	0.449	0.556	0.664		
6	1.162	1.105	1.125	0.927	0.767	0.000	0.000	0.495	0.517	0.764		
7	1.121	1.210	1.000	0.981	0.861	0.000	0.001	0.505	0.588	0.845		
8	1.236	0.955	0.933	0.991	0.836	0.000	0.191	0.428	0.612	0.719		
9	1.237	1.236	1.105	0.917	0.766	0.021	0.390	0.522	0.579	0.839		
10	1.173	1.054	0.981	0.971	0.635	0.296	0.468	0.563	0.674	0.769		
11	1.236	0.972	1.125	0.930	0.788	0.317	0.496	0.510	0.622	0.979		
12	1.237	1.168	0.927	0.898	0.668	0.416	0.504	0.497	0.661	0.692		
13	1.088	1.051	1.125	0.899	0.419	0.000	0.590	0.517	0.511	0.834		
14	1.052	1.171	0.965	0.879	0.743	0.000	0.504	0.449	0.561			
15	1.138	1.078	0.916	0.919	0.717	0.000	0.554	0.437	0.497			
16	1.128	1.206	0.985	1.084	0.645	0.000	0.562	0.499	0.530			
17	1.202	1.000	0.982	1.038	0.693	0.000	0.523	0.527	0.648			
18	1.084	1.000	1.049	1.060	0.781	0.000	0.438	0.534	0.449			
19	1.237	1.129	0.924	0.913	0.704	0.000	0.617	0.492	0.634			
20	1.072	1.071	1.072	0.976	0.670	0.000	0.587	0.512	0.462			
21	1.079	1.140	0.949	0.984	0.659	0.000	0.537	0.493	0.673			
22	1.237	1.028	0.917	1.001	0.591	0.000	0.644	0.570	0.785			
23	1.138	1.085	0.964	0.968	0.661	0.000	0.519	0.547	0.449			
24	1.236	1.019	1.018	1.018	0.353	0.000	0.624	0.533	0.820			
25	1.078	0.960	1.080	0.988	0.721	0.000	0.614	0.555	0.581			
26	1.236	1.187	0.944	1.036	0.559	0.000	0.502	0.580	0.760			
27	0.896	0.993	0.943	0.841	0.535	0.000	0.609	0.551	0.673			
28	1.236	1.225	1.001	0.999	0.618	0.000	0.567	0.539	0.670			
29	1.027	0.987	0.933	0.918	0.596	0.000	0.569		0.610			
30	1.080	1.125	0.933	0.906	0.488	0.000	0.547		0.593			
31	0.111	1.018		0.801		0.000	0.513		0.702			
<b>TOTAL</b>	<b>34.8280</b>	<b>33.7419</b>	<b>30.0595</b>	<b>29.8065</b>	<b>20.3435</b>	<b>2.3667</b>	<b>12.8939</b>	<b>14.2203</b>	<b>18.7220</b>	<b>9.6425</b>	<b>0.0000</b>	<b>0.0000</b>

Jul-24 to Jan-25 at \$2780.00/MG      **164.0400 MG**  
 Feb-25 to Jun-25 at \$2960.00/MG      **42.5848 MG**  
**GRAND TOTAL:**      **206.6248 MG**

FY 24/25 SAVINGS	\$ 582,082.21
FY 23/24 SAVINGS	\$ 740,729.67
FY 22/23 SAVINGS	\$ 529,110.41
FY 21/22 SAVINGS	\$ 210,402.64
FY 20/21 SAVINGS	\$ 278,518.31
FY 19/20 SAVINGS	\$ 679,590.16
FY 18/19 SAVINGS	\$ 614,245.45
FY 17/18 SAVINGS	\$ 634,030.91
FY 16/17 SAVINGS	\$ 444,895.41
FY 15/16 SAVINGS	\$ 397,766.92
FY 14/15 SAVINGS	\$ 580,430.65
FY 13/14 SAVINGS	\$ 509,579.93
FY 12/13 SAVINGS	\$ 382,228.02
FY 11/12 SAVINGS	\$ 637,659.61
FY 10/11 SAVINGS	\$ 590,057.39
FY 09/10 SAVINGS	\$ 496,279.31
FY 08/09 SAVINGS	\$ 371,579.65
FY 07/08 SAVINGS	\$ 486,615.14
FY 06/07 SAVINGS	\$ 326,985.06

**TOTAL SAVINGS IN WATER PURCHASES FROM CCWD TO DATE      \$8,169,974.98**

**WELL WATER BLENDED INTO DISTRIBUTION SYSTEM  
MILLION GALLONS(MG)**

	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Oct-23</u>	<u>Nov-23</u>	<u>Dec-23</u>	<u>Jan-24</u>	<u>Feb-24</u>	<u>Mar-24</u>	<u>Apr-24</u>	<u>May-24</u>	<u>Jun-24</u>
1	1.212	1.103	1.001	0.892	0.883	0.686	0.529	0.325	0.000	0.252	1.209	1.126
2	0.973	1.051	0.933	1.258	1.049	0.716	0.409	0.360	0.000	0.750	0.860	1.135
3	1.211	1.035	0.946	1.011	0.731	0.553	0.424	0.289	0.000	0.644	1.011	1.236
4	1.186	1.017	0.975	1.027	0.780	0.796	0.274	0.379	0.000	0.552	0.832	1.237
5	1.138	0.946	1.053	0.981	0.363	0.665	0.349	0.306	0.000	0.577	0.549	1.412
6	1.107	1.024	0.994	0.996	0.889	0.715	0.254	0.334	0.000	0.581	1.221	1.418
7	1.156	1.115	0.991	0.965	0.777	0.579	0.354	0.297	0.000	0.559	0.770	1.229
8	1.032	1.041	0.998	0.839	0.872	0.611	0.340	0.339	0.000	0.846	1.113	1.165
9	1.062	1.061	0.968	1.069	0.825	0.583	0.348	0.298	0.000	0.636	0.889	1.140
10	1.085	1.022	0.897	0.883	0.913	0.757	0.359	0.365	0.000	0.763	1.260	1.236
11	1.220	1.018	1.118	0.918	0.919	0.657	0.318	0.303	0.000	0.766	0.935	1.220
12	1.220	0.914	0.872	0.953	0.681	0.586	0.320	0.379	0.000	0.758	0.965	1.221
13	1.137	0.962	1.114	0.997	0.951	0.675	0.402	0.306	0.000	0.664	1.377	1.125
14	1.219	1.112	0.915	0.821	0.814	0.685	0.270	0.367	0.000	0.507	0.955	1.222
15	1.054	1.012	0.952	0.851	0.733	0.578	0.406	0.280	0.000	0.839	1.244	1.054
16	1.133	1.006	1.099	1.297	0.736	0.690	0.329	0.341	0.000	0.640	0.938	1.193
17	1.117	1.070	0.874	0.959	0.682	0.547	0.328	0.338	0.000	0.880	1.150	1.136
18	0.945	1.013	0.838	1.017	0.715	0.730	0.304	0.275	0.000	0.603	1.143	1.230
19	1.128	1.034	1.053	0.915	0.641	0.528	0.386	0.426	0.000	0.987	0.906	1.166
20	1.014	0.945	0.956	0.954	0.798	0.528	0.308	0.268	0.000	0.683	1.131	1.499
21	1.071	1.046	0.927	0.945	0.691	0.550	0.337	0.381	0.000	0.796	1.198	1.233
22	0.980	0.965	0.978	0.860	0.758	0.638	0.353	0.360	0.000	1.147	1.169	1.034
23	0.973	1.024	0.957	1.005	0.852	0.545	0.311	0.136	0.000	0.663	1.467	1.227
24	1.106	1.110	0.930	1.077	0.815	0.672	0.323	0.493	0.000	1.011	1.154	1.248
25	1.104	0.993	0.972	1.031	0.708	0.544	0.298	0.287	0.000	0.701	1.017	1.232
26	0.969	1.026	0.891	0.837	0.693	0.518	0.310	0.162	0.000	1.000	0.921	1.256
27	1.107	0.955	0.974	0.954	0.871	0.647	0.341	0.309	0.000	0.672	1.360	1.173
28	0.931	1.111	0.995	0.834	0.720	0.631	0.354	0.010	0.000	1.054	1.137	1.258
29	1.026	0.975	0.948	0.813	0.735	0.505	0.337	0.061	0.000	1.029	1.295	1.151
30	0.971	0.958	0.908	0.939	0.703	0.633	0.315	0.000	0.839	1.242	1.113	
31	1.189	1.100		0.883		0.472	0.292		0.000		1.235	
<b>TOTAL</b>	<b>33.7752</b>	<b>31.7609</b>	<b>29.0244</b>	<b>29.7779</b>	<b>23.2967</b>	<b>19.2189</b>	<b>10.5770</b>	<b>8.7716</b>	<b>0.0000</b>	<b>22.3979</b>	<b>33.6511</b>	<b>36.3245</b>

**Jul-23 to Jan-24 at \$2590.00/MG      177.4310 MG**  
**Feb-24 to Jun-24 at \$2780.00/MG      101.1451 MG**  
**GRAND TOTAL:                                      278.5761 MG**

<b>FY 23/24 SAVINGS</b>	<b>\$ 740,729.67</b>
<b>FY 22/23 SAVINGS</b>	<b>\$ 529,110.41</b>
<b>FY 21/22 SAVINGS</b>	<b>\$ 210,402.64</b>
<b>FY 20/21 SAVINGS</b>	<b>\$ 278,518.31</b>
<b>FY 19/20 SAVINGS</b>	<b>\$ 679,590.16</b>
<b>FY 18/19 SAVINGS</b>	<b>\$ 614,245.45</b>
<b>FY 17/18 SAVINGS</b>	<b>\$ 634,030.91</b>
<b>FY 16/17 SAVINGS</b>	<b>\$ 444,895.41</b>
<b>FY 15/16 SAVINGS</b>	<b>\$ 397,766.92</b>
<b>FY 14/15 SAVINGS</b>	<b>\$ 580,430.65</b>
<b>FY 13/14 SAVINGS</b>	<b>\$ 509,579.93</b>
<b>FY 12/13 SAVINGS</b>	<b>\$ 382,228.02</b>
<b>FY 11/12 SAVINGS</b>	<b>\$ 637,659.61</b>
<b>FY 10/11 SAVINGS</b>	<b>\$ 590,057.39</b>
<b>FY 09/10 SAVINGS</b>	<b>\$ 496,279.31</b>
<b>FY 08/09 SAVINGS</b>	<b>\$ 371,579.65</b>
<b>FY 07/08 SAVINGS</b>	<b>\$ 486,615.14</b>
<b>FY 06/07 SAVINGS</b>	<b>\$ 326,985.06</b>

**TOTAL SAVINGS IN WATER PURCHASES FROM CCWD TO DATE      \$8,169,974.98**

**MONTHLY WELL NUMBERS**  
**Million Gallons (MG)**

<u>DATE</u>	<u>GLEN PARK</u>	<u>STONECREEK</u>
04/01/25	0.5831	0.0251
04/02/25	0.6449	0.0259
04/03/25	0.6043	0.0260
04/04/25	0.7226	0.0260
04/05/25	0.6688	0.0250
04/06/25	0.7686	0.0259
04/07/25	0.8496	0.0253
04/08/25	0.7234	0.0253
04/09/25	0.8432	0.0258
04/10/25	0.7736	0.0259
04/11/25	0.9836	0.0253
04/12/25	0.6968	0.0258
04/13/25	0.8385	0.0254
04/14/25		
04/15/25		
04/16/25		
04/17/25		
04/18/25		
04/19/25		
04/20/25		
04/21/25		
04/22/25		
04/23/25		
04/24/25		
04/25/25		
04/26/25		
04/27/25		
04/28/25		
04/29/25		
04/30/25		
<b>Totals</b>	<b>9.7010</b>	<b>0.3327</b>
<b>Combined Totals</b>		<b>10.0337</b>

**DIABLO WATER DISTRICT**  
April 23, 2025 Board Meeting  
Item Number 9

TO: Each Director  
FROM: Dan Muelrath, General Manager  
SUBJECT: District Engineer's Report.

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The District Engineer will provide an update on:

- Projects that have made significant progress month-over-month.

**RECOMMENDATION:**

Discuss.

*Dan Muelrath*

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Dan Muelrath  
General Manager

Attached: Construction List



# Development Status Report

[Link to Development List-Project Information](#)

Project Description	Location	Type of Project	Number and Size of Connections	Project Status	FIA Status	Additional Notes (see footer for detail)	Percent Facilities Intallation Complete
Elm Lane Apartments	Elm Lane, Oakley	Multi-Family	One 4" Domestic and One 1 1/2" Irrigation	Finalizing Paperwork for Final Acceptance	Board Approved	--	99%
8734 - Stonewood Unit 2A	West of Rose Ave; south of Longhorn Way; North of Carpenter Road	Subdivision	27 Lots (1" services for fire sprinklers)	Closing Out Final Documents	Board Approved	--	98%
9426 - Delta Coves Marina - Fire Services	West Wind Place, Bethel Island	Commercial	Three 1-1/2" Irrigation Services; Five 2" services for the Docks	Waiting for Plan Revisions and As-Builts	Board Approved	--	98%
9307 - Summer Lake North-Backbone	North of E. Cypress Road; East of Bethel Island Road	Subdivision	Backbone Infrastructure for Future Subdivisions; Services for Irrigation	Finalizing Punchlist Items	Board Approved	RW, GWMW, CN	97%
9616 Summer Lake North Phase 1 Village 1	North of E. Cypress Road; East of Bethel Island Road	Subdivision	88 Lots (1" services for fire sprinklers)	Finalizing Punchlist Items	Board Approved	RW, GWMW, CN	97%
9617 Summer Lake North Phase 1 Village 2	North of E. Cypress Road; East of Bethel Island Road	Subdivision	52 Lots (1" services for fire sprinklers)	Finalizing Punchlist Items	Board Approved	RW, GWMW, CN	97%
9615 Machado Lane - Cosetti Property	APNs 033-190-003 & 033-190-004	Subdivision	76 Lots (1" services for fire sprinklers)	Finalizing Punchlist Items	Board Approved	GWMW	97%
9426 - Delta Coves Marina - Cottages - Pulte Homes	West Wind Place, Bethel Island	Subdivision/Condos	64 Services (1" for fire sprinklers) and Two 1 1/2" Irrigation Services	Working on Punch List Items & As-Builts	Board Approved	--	93%

**Notes:**

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CN = Carbon Neutrality (solar offset of pump station and/or building)

# Development Status Report

Project Description	Location	Type of Project	Number and Size of Connections	Project Status	FIA Status	Additional Notes (see footer for detail)	Percent Facilities Intallation Complete
CIP 280	Laurel Rd at O' Hara	Road Widening	1 Irrigation Connection	Construction Underway	FIA Not Required- only 1 service	--	80%
9614 Sellers Avenue	South of E. Cypress Road; West of Sellers Avenue	Subdivision	77 Lots (1" services for fire sprinklers)	Construction Underway	Board Approved	--	70%
9619 Summer Lake North Phase 1 Village 4	North of E. Cypress Road; East of Bethel Island Road	Subdivision	63 Lots (1" services for fire sprinklers)	Construction Underway	Board Approved	RW, GMMW, CN	65%
9618 Summer Lake North Phase 1 Village 3	North of E. Cypress Road; East of Bethel Island Road	Subdivision	54 Lots (1" services for fire sprinklers)	Construction Underway	Board Approved	RW, GMMW, CN	60%
9622 Summer Lake North Phase 1 Village 7	North of E. Cypress Road; East of Bethel Island Road	Subdivision	86 Lots (1" services for fire sprinklers)	Construction Underway	Board Approved	RW, GMMW, CN	60%
8760 - Stonewood 1B	West of Rose Ave; south of Longhorn Way; North of Carpenter Road	Subdivision	133 Lots (1" services for fire sprinklers)	Construction Underway	Board Approved	GMMW	50%
Oakley Shops at Laurel Field	Laurel Rd at O' Hara	Commercial/Safeway	1-1.5", 1-2", 1-3" domestic services; 1-1.5" irrigation service; 2-8" fire services	Construction Underway	Board Approved	--	40%
CIP 247	E. Cypress Road, East of Knightsen Avenue	Road Widening/ Realignment	1 Irrigation Connection and Extension of 20" Waterline	Submittals Complete; Waiting on a Start Date	FIA Planned for Upcoming Board Meeting	--	15%
Emerson Ranch Commercial - Phase 1	Cypress Road at Sellers Avenue	Commercial	One 2" domestic, one 1" irrigation, and one 8" fire services	Contractor Application Completed; Awaiting Scheduling	Board Approved	--	5%
8803 - Brownstone (Clyde Miles Construction)	Brownstone Road, Oakley	Subdivision	108 Lots (1" services for fire sprinklers)	Waiting for Project Start Date	Board Approved	GMMW	0%

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# Development Status Report

Project Description	Location	Type of Project	Number and Size of Connections	Project Status	FIA Status	Additional Notes (see footer for detail)	Percent Facilities Intallation Complete
9620 Summer Lake North Phase 1 Village 5	North of E. Cypress Road; East of Bethel Island Road	Subdivision	79 Lots (1" services for fire sprinklers)	Waiting for Project Start Date	Board Approved	RW, GMMW, CN	0%
9621 Summer Lake North Phase 1 Village 6	North of E. Cypress Road; East of Bethel Island Road	Subdivision	55 Lots (1" services for fire sprinklers)	Plans Approved Pending Signature	FIA Planned for Upcoming Board Meeting	RW, GMMW, CN	0%
6013 - BIRS Bethel Island Res. & Pump Station	Delta Coves Project, Bethel Island	Reservoir & Pump Station for Delta Coves	No Connections	Under DWD Plan Review	Future Board Meeting	CN	0%
8787 Rosewood Subdivision	4073 Rose Avenue, Oakley	Subdivision	61 Lots (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	GMMW	0%
8807 - Villa Grove	2080 O'Hara Avenue	Subdivision	35 Lots (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	--	0%
9156 - Bethel Island LLC (Biggs) (Part of Cypress Preserve)	South of Summer Lake South, Rock Slough, Oakley	Subdivision	195 Apt Units (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	RW, GMMW, CN	0%
9311 KT-KB Oakley, LLC (Part of Cypress Preserve)	APN 032-082-001; East of Jersey Island Road; North of East Cypress Road	Subdivision	276 Lots (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	RW, GMMW, CN	0%
9404 - Leshner Property (Part of Cypress Preserve)	Northwest corner of Bethel Island & East Cypress Road	Subdivision	1056 Lots (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	RW, GMMW, CN	0%
9534 - Stonewood 3 Unit 2	West of Rose Ave; south of Longhorn Way' North of Carpenter Road	Subdivision	21 Lots (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	--	0%

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# Development Status Report

Project Description	Location	Type of Project	Number and Size of Connections	Project Status	FIA Status	Additional Notes (see footer for detail)	Percent Facilities Intallation Complete
9557 Burroughs Property	E. Cypress Road & Knightsen Avenue	Subdivision	208 Lots (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	GWMW	0%
9579 Honey/Creekside Subdivision	463 & 560 Honey Lane	Subdivision	57 Lots (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	GWMW	0%
9580 Golden Oak	West Ruby Street and Fuschia Way	Subdivision	7 Lots (1" services for fire sprinklers)	Project Cancelled	Project Cancelled	--	0%
The Honey Lane Development	637 Honey Lane, Oakley (adjacent to Marsh Creek)	Subdivision	19 Lots (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	--	0%
CIP 310	E. Cypress Road, East of Jersey Island Rd	Road Widening/ Realignment	No Connections	Under DWD Plan Review	Future Board Meeting	--	0%
Live Oak Industrial Park	Live Oak Avenue; between Main St and Oakley Rd	Industrial Facilities; 8 buildings	8 Buildings (4-1" potable services; 1-1" irrigation service; 1-8" fire service)	Under DWD Plan Review	Future Board Meeting	--	0%
9624 Grand Cypress Preserve Ph. 1 Village 1 R-21	South of E. Cypress Road; West of Bethel Island Road	Subdivision	83 Lots (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	RW, GWMW, CN	0%
9625 Grand Cypress Preserve Ph. 1 Village 1 R-22	South of E. Cypress Road; West of Bethel Island Road	Subdivision	111 Lots (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	RW, GWMW, CN	0%
9626 Grand Cypress Preserve Ph. 1 Village 1 R-25	South of E. Cypress Road; West of Bethel Island Road	Subdivision	65 Lots (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	RW, GWMW, CN	0%
9627 Grand Cypress Preserve Ph. 1 Village 1 R-26	South of E. Cypress Road; West of Bethel Island Road	Subdivision	78 Lots (1" services for fire sprinklers)	Under DWD Plan Review	Future Board Meeting	RW, GWMW, CN	0%
East Cypress Road Precise Alignment (Part of Cypress Preserve)	East Cypress Road; Between Knightsen Ave. and Bethel Island Road	Subdivision	Pending	Under DWD Plan Review	Future Board Meeting	--	0%

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# Development Status Report

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637 Brownstone Road	APN 034-170-006; Brownstone Rd; east of O'Hara Ave.	Subdivision	Pending	City Planning Stage/On Hold	Future Board Meeting	--	0%
6610 - Spinnaker Cove	Cypress Road to Sandmound Blvd	Subdivision	Pending	Planning Stage	Future Board Meeting	--	0%
9088 - Cedarwood	4192 Live Oak Avenue (Near Knox Lane)	Subdivision	34 Lots (1" services for fire sprinklers)	City Planning Stage/On Hold	Future Board Meeting	--	0%
9183 Stonewood 3	SE & SW Corners of Carpenter Rd/Simoni Ranch Rd and Rose Avenue	Subdivision	31 Lots (1" services for fire sprinklers)	City Planning Stage/On Hold	Future Board Meeting	--	0%
9488 Castro Property	East side of Machado Ln; South of East Cypress Road	Subdivision	10 Lots (1" services for fire sprinklers)	City Planning Stage/On Hold	Future Board Meeting	--	0%
9537 - 2480 Oakley Road	2480 Oakley Road, near Live Oak Avenue, Oakley	Subdivision	22 Lots (1" services for fire sprinklers)	City Planning Stage/On Hold	Future Board Meeting	--	0%
IBN Sina Community Center	Oakley Road and Neroly Road	Public Assembly/Residential	Pending	City Planning Stage/On Hold	Future Board Meeting	--	0%
Brownstone and Main Commercial Development	Brownstone and Main Street	Commercial/ Restaurant/ Retail/Car Wash	Pending	City Planning Stage/On Hold	Future Board Meeting	GWMW	0%
Live Oak and Main Street	Live Oak Avenue and Main Street	Subdivision	49 Lots (1" services for fire sprinklers)	City Planning Stage/On Hold	Future Board Meeting	--	0%
Oakley Village	West of Sellers Road	Subdivision	42 Lots (1" services for fire sprinklers)	City Planning Stage/On Hold	Future Board Meeting	--	0%

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**DIABLO WATER DISTRICT**  
April 23, 2025 Board Meeting  
Item Number 10

TO: Each Director  
FROM: Dan Muelrath, General Manager  
SUBJECT: District Counsel's Report.

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District Counsel will provide any relevant updates regarding legislative, regulatory, and/or court case matters.

**RECOMMENDATION:**

Receive.

*Dan Muelrath* \_\_\_\_\_

Dan Muelrath  
General Manager



**DIABLO WATER DISTRICT**  
April 23, 2025 Board Meeting  
Item Number 11

TO: Each Director  
FROM: Dan Muelrath, General Manager  
SUBJECT: Directors' Reports.

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Representative assignments verbal reports:

- City of Oakley – Director Tiernan
- Ironhouse – Director Pastor
- LAFCO – Director Pastor
- Contra Costa Water District – Director Kovalick

Ad hoc reports:

- Report as needed.

**RECOMMENDATION:**

Discuss.

*Dan Muelrath*

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Dan Muelrath  
General Manager

**DIABLO WATER DISTRICT**  
 April 23, 2025 Board Meeting  
 Item Number 12

TO: Each Director  
 FROM: Dan Muelrath, General Manager  
 SUBJECT: Future Agenda Items.

<b>May 28, 2025</b>	
Rate Hearing	Public Hearing
Rate Adoption	Action
Authorization to Mail Prop 218 for the District's Well Systems	Action
Draft FRC Presentation	Discussion
Draft Fiscal Year 25/26 Budget	Discussion
<b>June 11, 2025</b>	
HomeServe Renewal	Action
Update Reserve Policy	Action
Financial Reports	Action
Fiscal Year 2025/26 Budget Approval	Action
Board Write-Offs	Action
<b>Other Items</b>	<b>Future Date</b>
CEQA - Sandmound Consolidation Project	Public Hearing
Sub-Awardee Approval for Recycled Water Grant via EPA / Ironhouse	TBD

