

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

### TABLE OF CONTENTS UPDATED NOV.15, 2007

#### POLICY # POLICY TITLE

KEY: **BOLD TEXT** = Policy Approved by Board

Regular Text = Policy not approved- Draft policy

*Italics Text* = *Policy not drafted at this time*

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# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

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# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *General*

**POLICY TITLE:** *Purpose and Powers of the District*

**POLICY NUMBER:** **1010**

**REVISION: 2** **ADOPTED BY THE BOARD ON:** September 18, 2002

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**1010.10** Manila Community Service District derives its powers from California Government Code Sections 61000 - 61891 under the provisions of a community service district. The District has petitioned and the Local Agency Formation Commission (LAFCO) has authorized Manila Community Services District to exercise the following powers:

**1010.11** To supply the inhabitants of the district with water for domestic use, irrigation, sanitation, industrial use, fire protection, and recreation.

**1010.12** The collection, treatment or disposal of sewage, waste and storm water of the district and its inhabitants.

**1010.13** Public recreation by means of parks, playgrounds or recreation buildings.

**1010.14** Street Lighting.

**1010.15** Opening, widening, extending, straightening and surfacing in whole or part of any street in such district subject to consent of the county.

**1010.16** Construction and improving of bridges, culverts, curbs, gutters, drains, and works incidental to purposes specified in section 1010.15, subject to consent of county.

**1010.20** As a community service district, Manila Community Service District has the following latent powers which it has not petitioned nor been authorized to exercise by LAFCO:

**1010.21** Fire Protection.

**1010.22** Garbage or Refuse Collection and Disposal

**1010.23** Mosquito Abatement.

**1010.24** Police Protection.

**1010.25** Acquire, Construct, or Maintain Library Buildings.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*General*

POLICY TITLE:

**Basis of Authority**

POLICY NUMBER:

**1020**

REVISION: 1

ADOPTED BY THE BOARD ON: April 14, 1994

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**1020.10** The Board of Directors is the unit of authority of the District. Apart from his/her normal functions as part of the unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

**1020.20** Directors do not represent any factional segment of the community, but are, rather, a part of the body which represents and acts for the community as a whole.

**1020.30** The General Manager shall be the Executive Officer of the Manila Community Services District and for the Board of Directors and will have jurisdiction over all the day to day operations of the District and all District employees.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*General*

POLICY TITLE:

*Purpose of Board Policies*

POLICY NUMBER:

**1030**

REVISION: 1

ADOPTED BY THE BOARD ON: April 14, 1994

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**1030.10** It is the intent of the Board of Directors of the Manila Community Services District to maintain a Manual of Policies. Contained within this manual, shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District Business are to be conducted.

**1030.20** If any policy or portion of a policy contained within the Manual of policies is in conflict with rules, regulations or legislation having authority over Manila Community Services District, those rules, regulations or legislation shall prevail.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:**

*General*

**POLICY TITLE:**

*Adoption/Amendment of Policies*

**POLICY NUMBER:**

**1040**

**REVISION: 1**

**ADOPTED BY THE BOARD ON:** April 14, 1994

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**1040.10** Consideration by the Board of Directors of the Manila Community Services District to adopt a new policy or to amend an existing policy may be initiated by any Director, or by designated advisory bodies of the Board, and/or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

**1040.20** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require 3 affirmative votes of the entire Board of Directors.

**1040.30** Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least two (2) days prior to any meeting of consideration.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*General*

POLICY TITLE:

*Conflict of Interest*

POLICY NUMBER:

**1050**

REVISION: 1

ADOPTED BY THE BOARD ON: April 14, 1995

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**1050.10** The Political Reform Act, California Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, California Code of Regulations. 18730, which contains the terms of a standard conflict of interest code.

**1050.20** This Code can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendment in the Political Reform Act.

**1050.30** Therefore, the terms of California Code of Regulations 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference.

**1050.40** In addition, the Directors, designated employees, and others entities serving Manila Community Services District are listed in Appendix A along with the disclosure categories. This constitutes the conflict of interest code of the Manila Community Services District.

**1050.50** All entities listed in Appendix A shall file statements of economic interests with the District Office and these shall be filed as a group with the Clerk of the County of Humboldt no later then April 1 each year.

# **MANILA COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE**

## **POLICY 1050**

### **APPENDIX A**

#### **PART I - DESIGNATED ENTITIES**

| <b><u>Position</u></b>         | <b><u>Disclosure Category</u></b> |
|--------------------------------|-----------------------------------|
| Board Members                  | 1                                 |
| General Manager                | 1                                 |
| Attorney for District          | 2                                 |
| Engineer for District          | 2                                 |
| Financial Auditor for District | 2                                 |
| Consultants                    | 2                                 |

#### **PART II - DISCLOSURE CATEGORIES**

##### **1. Interest in real property within the jurisdiction of the District.**

Investments and business positions in any business entity or income from any source of the business entity or source of income manufactures or sells supplies, machinery or equipment of the type utilized by the District.

Investments and business positions in any business entity or income from any source if the business entity or source of income is a contractor or subcontractor engaged in the performance of work or services of the type utilized by the District.

2. Consultants shall disclose all sources of income, interests in real property and investments and business positions in business entities.

The General Manager of the District may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*General*

POLICY TITLE:

*Public Complaints*

POLICY NUMBER:

**1060**

REVISION: 0

ADOPTED BY THE BOARD ON: April 14, 1995

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**1060.10** The Board of Directors desires that public complaints be resolved at the lowest possible administration level, and that the method for resolution of complaints be logical and systematic.

**1060.20** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, ordinance, or resolution of which the individual has been adversely affected.

**1060.30** The method of resolving complaints shall be as follows:

**1060.31** The individual with a complaint shall first discuss the matter with the General Manager with the objective of resolving the matter informally.

**1060.32** If the individual registering the complaint is not satisfied with the informal disposition of the complaint by the General Manager, the complaint may be filed in writing at the District Office. Within a reasonable time, the General Manager shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the General Manager may be requested by the individual filing the complaint.

**1060.33** If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. A written decision from the Board may be requested by the individual filing the complaint.

**1060.40** This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *General*

**POLICY TITLE:** *Coordination with Governmental Units*

**POLICY NUMBER:** **1070**

**REVISION: 0** **ADOPTED BY THE BOARD ON: AUGUST 28, 1997**

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**1070.10** As the business of the District is to provide services to District residents, and the District staff is to perform these duties in a cost effective manner, the Board of Directors directs District staff not to gather and report information to other government agencies except as directed by the Board or as required by law.

**1070.20** All new connections to the water or sewer system shall have all required permits from the appropriate government agencies before MCSD connection permits will be issued.

**1070.30** All dwellings that have been declared substandard, a nuisance, an illegal dwelling or otherwise declared uninhabitable by State or County Agents shall provide the District with appropriate governmental authorization before reattachment to the District water or sewer systems.

# **MANILA COMMUNITY SERVICES DISTRICT**

## **POLICY MANUAL**

**SECTION:****General****POLICY TITLE:****Public Information / Request for Public Documents****POLICY NUMBER:****1080****REVISION:****ADOPTED BY THE BOARD ON: August 30, 2007**

**1080.1** The purpose of this policy is to provide criteria for responding to requests for district information by members of the public.

**1080.2** Requests should follow standard protocol and be made through the District office.

**1080.3** The District has 10 days to respond, in writing, verifying the request has been received and, if the documents are disclosable, indicating approximately when the documents will be available. "Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore."

**1080.4** Information that is NOT considered public and therefore does not need to be released includes: works in progress, working papers, drafts, any consultants or contractors working documents, drafts or worksheets. Note: Regarding contractors and consultants – the district is the client of the contractor or consultant, and as such, the public has no right to products in work (without board approval).

**1080.5** A document does not become a district document under the public records request act until it is in possession of the District and the district intends to retain it as a document.

**1080.6** **Board Meeting Materials:** The Public Review Copy of the Board Packet is available for review in the District Office. It is available from the Monday before the monthly Board meeting until the Friday before the next monthly Board meeting. It is to remain intact so as to provide equal access to all members of the public before, during and after the Board meeting.

**1080.7** If a member of the public would like materials contained in the board meeting packet binder or other public documents, a request in writing must be made to District staff. Depending on the number of pages requested and the timing of the request, staff will make copies available in a reasonable amount of time. Staff will make copies at the District's established copy fee (currently \$0.15 per page).

**1080.8** If a member of the press would like board meeting materials or other district documents, the process is the same as 1080.7. However, to assist the business work of the media, the copy fee will be waived.

**1080.9** **RALPH M. BROWN ACT:** Writings which are public records under the California Public Records Act and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the local agency or a member of its legislative body, or after the meeting if prepared by some other person. The legislative body of a local agency may charge a fee or deposit for a copy of a public record pursuant to Section 6257. (§54957.5)

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *Personnel*

**POLICY TITLE:** *Personnel Policy*

**POLICY NUMBER:** **2010**

**REVISION:** 2 **ADOPTED BY THE BOARD ON:** September 16, 1999

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**2010.10** The District shall maintain a Personnel Policy as part of this section of the District Policy Manual. The Personnel Policy will be maintained as a stand alone document and may be amended from time to time.

**2010.20** The personnel policy will apply to all employees of the District unless the condition of their employment is under the provisions of an employment contract such as caretakers.

**2010.30** The terms and conditions of the General Manager's employment may be specified in an agreement of employment established between the General Manager and the Board of Directors. If there is an agreement of employment, it shall be for the period of time specified in the agreement.

**2010.40** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District personnel policy, the agreement of employment shall prevail.

**MANILA COMMUNITY SERVICES DISTRICT**

**PERSONNEL POLICY**



**Revision 2**

**Approved by the Board of Directors**  
**September 16, 1999**

**Effective Date is January 1, 2000**

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## **1.0 GENERAL POLICY**

Manila Community Services District (MCSD or District) personnel policy serves as a code of conduct as well as to define the general rules and procedures of the District in order to foster an environment of worker safety and optimum employee performance.

A copy of this policy and all approved changes will be given to each employee.

### **1.1.0 *Administration***

The General Manager of MCSD is responsible to the Board of Directors (Board) for administration of the personnel policies except for those functions specifically assigned to the Board.

The MCSD Board of Directors consists of five officials who have been elected by the voters of Manila to four-year terms.

### **1.2.0 *Fair Employment***

#### **1.2.1 *General***

MCSD adheres to the California Fair Employment Practices Act, the U.S. Department of Labor Guidelines and the Federal Equal Opportunity act. MCSD will not hire, discharge, or in any way discriminate against any person based upon race, religious creed, color, ancestry, national origin, sex, age, political opinion, physical disability (including AIDS), medical condition, sexual orientation, marital status or religious affiliation.

Employees who believe they have experienced discrimination may file complaints with the Department of Fair Employment and Housing (DFEH). Complaints will be investigated by DFEH without cost to an employee.

Harassment of any employee or job applicant is forbidden by law. Such harassment includes sexual, racial, ethnic, religious, age, physical disability, or medical condition. MCSD will take all reasonable steps to prevent harassment.

On-the-job segregation is prohibited and MCSD may file complaints against workers who refuse to cooperate in compliance.

MCSD is required to preserve applications, personnel and employment referral records for a minimum of two years.

#### **1.2.2 *Sexual Harassment***

Sexual harassment is forbidden by law and MCSD will take all reasonable steps to prevent harassment from occurring.

Sexual harassment is unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature which creates a hostile, offensive, threatening, or intimidating work environment.

It is also unlawful to retaliate against any employee who opposes unlawful harassment or assists in the investigation of a sexual harassment complaint.

#### **1.3.0 *Employment of Relatives***

No personnel shall be employed by MCSD who would be placed in a regular direct supervisory or subordinate relationship over or under a person who is related to the employee by birth, adoption or marriage. The fact that one or more supervisory levels may exist between related employees does not eliminate nepotism. No person shall be hired into a permanent position whose immediate family (see 10.4.1) is an MCSD Board member. Employees are responsible for advising MCSD of any situations which cause, or might cause, nepotism.

#### **1.4.0 *Personnel Records***

A service record shall be maintained for every employee and shall contain all information pertinent to her/his employment. An employee's personnel file may be examined only by the General Manager and/or a MCSD Director designated by the Board of Directors.

Employees have the right to examine any portion of their file after submitting a written request to the General Manager.

Employees have the right to file a written exception to anything found in their personnel files.

The only information from the employee's file which may be publicly released is: Employees' name; positions held including job descriptions; salary range and other general terms or limits of compensation; and dates pertaining to the employee's employment.

**1.5.0 *Confidential Information***

Employees may not issue any statement representing MCSD policy or programs or release official information to news media or to the general public without prior authorization of the General Manager.

Employees may not discuss or relate any confidential or sensitive information to any person without prior authorization of the General Manager.

**1.6.0 *Medical Examinations/Fitness for Duty***

The General Manager may require an employee to undergo medical (physical or mental) exams or skill tests (at MCSD's expense), if the employee's supervisor suspects the employee may be unfit for duty. Such tests can be the basis for reassignment, leaves, conditional employment or termination.

**1.7.0 *Drug-Free Workplace Statement***

In compliance with the federal Drug-Free Workplace Act of 1988, MCSD requires all employees to sign a Drug-Free Workplace Statement as a condition of accepting employment with the District.

**2.0 EMPLOYEE STATUS****2.1.0 *Probationary*****2.1.1 *General***

All new eligible employees shall be on a probationary period of 90 calendar days commencing with the first day of employment. During this time, the employer and the employee will have an opportunity to determine whether further employment with the District is appropriate.

Eligible employees are those whose position classifications are designated as regular or permanent (see 2.2.0).

Probationary employees shall not be entitled to use sick leave, vacation leave, court leave compensation or health insurance coverage during the probationary period. Probationary employees shall be paid for MCSD paid holidays. Credit for sick leave and vacation leave shall accrue for the period should the new employee successfully complete the probationary period.

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The General Manager, with the approval of the Board of Directors, may extend the probationary period for an additional 90 days when such an extension is deemed appropriate or beneficial. The extension requires a written notice stating the reason for the extension.

#### **2.1.2 *Probationary Evaluation***

Approximately two weeks prior to the completion of the assigned probationary period, the employee will be formally evaluated by the appropriate supervisor. After completion of the evaluation, the General Manager will recommend for approval by the Board one of the following personnel actions: extending the probationary period, permanent status, disciplinary probation, or termination.

A probationary employee is not entitled to grievance procedures as described in this Policy.

#### **2.2.0 *Regular or Permanent Full-Time***

An employee who regularly works a minimum of 40 hours a week on a continuing basis and has successfully completed the probationary period is considered a regular full-time employee and shall be eligible for all benefits as determined by MCSD policy.

#### **2.3.0 *Regular or Permanent Part-Time***

An employee who regularly works less than 40 hours a week and has successfully completed the probationary period is considered a regular part-time employee. Regular part-time employees will be eligible for prorated vacation and sick leave benefits.

#### **2.4.0 *Temporary***

An employee who holds jobs of limited duration arising out of special contracts, projects, abnormal work loads, emergencies, or other conditions as approved by the Board of Directors, is considered a temporary employee. Temporary employees are paid on an hourly basis and are not eligible for health insurance, vacation, or sick leave benefits.

## **3.0 HIRING POLICY**

### **3.1.0 *General***

When a vacancy occurs, the General Manager, with Board approval, may determine whether or not to fill the vacancy. If the vacancy is to be filled, the General Manager, with Board approval, shall have the right to hire the most qualified applicant.

### **3.2.0 *Recruitment***

Vacancies may be filled by open or closed recruitment. When a position is new, the General Manager will recommend for Board approval the manner in which recruitment for the position shall proceed.

**Open** indicates that the position is available for application by a person living within or outside the Manila Community Services District.

**Closed** indicates that the position is for promotional determination and is only available to eligible employees of MCSD.

Public announcement of the vacancy may include, but is not limited to: posting announcements at appropriate federal, state and local employment agencies (such as EDD, PIC, etc.) and contacting prospective applicants through local as well as professional organizations and publications. All announcements for job openings shall be advertised in the local daily newspaper for a minimum of five days. Positions designated for closed or temporary (such as seasonal hire) may be exempt from this process.

### **3.3.0 *Qualification of Applicants***

Applicants must have met the minimum qualification requirements as stated in the position description.

In the event an applicant entering into MCSD service is found to possess qualifications extraordinary for the position for which the applicant is being hired, the General Manager, with Board approval, may authorize the employment of such applicant at a higher salary than is proposed.

## **4.0 EMPLOYEE CONDUCT**

### **4.1.0 *General***

In addition to general job knowledge, each employee is expected to show initiative in her/his work, to accept responsibility and to follow through in assigned tasks. Cooperation and consideration among fellow employees is encouraged. Physical abuse or verbal threats of any kind among employees are forbidden and will not be tolerated.

In dealing with the public, all employees are expected to maintain a courteous and helpful attitude.

### **4.2.0 *Attendance and Punctuality***

#### **4.2.1 *General***

Attendance, which includes both absences and tardiness, is important and is given consideration in performance evaluations, salary increases and promotions. Excessive employee absences' and/or tardiness for which there is no satisfactory explanation may jeopardize continued employment.

#### **4.2.2 *Notice***

Employees are responsible for informing their supervisor in advance of any deviation that may be required in regular work hours, including any time the employee may be late and any and all forms of leave. The employee is expected to give as much advance notice as possible.

#### **4.2.3 *Abandonment of Employment***

If an employee is absent without leave authorization for three consecutive work days, MCSD shall automatically consider that the employee has resigned her/his employment. However, absences without leave of shorter duration may be regarded as misconduct and can be cause for discipline according to Section 7.0.

**4.3.0 *Smoking***

Smoking is not allowed in the MCSD offices, vehicles, or any rooms used by the public.

**4.4.0 *Personal Business/Outside Employment***

Employees may not use MCSD's time or facilities, equipment, supplies, prestige or uniforms for personal purposes for private gain.

Employees may not receive money or any other form of non-MCSD consideration for performance of job-related duties.

Employees may not use their off-duty time in a manner which impairs their on-duty performance.

**4.5.0 *MCSD Property***

Employees are personally responsible for the care and custody of any vehicles, radios, pagers, keys, uniforms or other MCSD property assigned to them for their use. The cost of replacing or repairing any such property which is lost, stolen, or damaged due to negligence, as determined by the General Manager, may be deducted from the employee's wages.

Employees are not permitted to use MCSD facilities, equipment, supplies, or uniforms for personal use during or after business hours without prior authorization from the General Manager.

**4.6.0 *Personal Appearance***

Appropriate dress and grooming are required when working or conducting MCSD business.

**4.7.0 *Uniforms and Protective Clothing***

The cost of uniforms, protective clothing, safety shoes, personal safety items, etc., that employees are required to wear or have available for use will be purchased by MCSD or reimbursed if purchased by the employee. All employee purchases need to be approved by the General Manager prior to expenditure by an employee.

**4.8.0 *Safety*****4.8.1 Personal Safety**

All employees are responsible for exercising appropriate safety procedures necessary to prevent accidents and injuries. Violations which endanger any person's life, health or welfare shall not be tolerated. Each employee's cooperation in the implementation of this responsibility is required. Any unsafe condition of which any employee is aware must be reported to her/his supervisor and the MCSD office immediately.

**4.8.2 *On-the-Job Incidents***

Any accident or injury, no matter how small, must be reported to the employee's supervisor immediately and a report must be filed with the MCSD office as soon as possible. If the incident occurs after regular work hours, the employee must telephone the MCSD emergency number and file a verbal report as soon as possible.

**4.8.3. *Incidents Involving a Vehicle***

In the case of an vehicle accident involving another vehicle, the employee is required to obtain: the driver's license number, vehicle license number, names of the insurance company covering the other driver and, if the accident is investigated by a law officer, the name and title of the officer.

**4.9.0 *Change of Employee Status or Address***

It is the employee's responsibility to immediately advise the MCSD office or her/his supervisor of any change in employees' withholding status, telephone, address, name or other such information that might affect future payroll and/or other benefits.

**4.10.0 *Political Conduct***

As public citizens, MCSD employees have the right to participate in elections and be involved in various political activities. As employees of a governmental entity, certain constraints may be placed upon the nature and manner of their involvement. Prior to any active involvement in any election or in any political issue, the General Manager should be consulted to clarify your rights and responsibilities.

**4.11.0 *Expense Reimbursement***

All purchases made in behalf of MCSD must have prior authorization of the General Manager. Unauthorized purchases will not be reimbursed by MCSD.

**4.12.0 *Vehicle Cost Reimbursement***

If an employee is authorized by the General Manager to use his/her personal vehicle in the performance of MCSD work, reimbursement will be on the basis of total miles driven and at the rate approved by the Board of Directors or as specified in the Internal Revenue Service Guidelines in effect at the time of usage.

Proof of adequate insurance covering collision, personal injury and property damage shall be required by MCSD for every employee authorized to use a personal vehicle in the performance of MCSD work.

Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

**4.13.0 *Suggestion System***

MCSD encourages employees to submit ideas and suggestions to improve operations and reduce costs.

**4.14.0 *Misconduct***

MCSD may use a full range of disciplinary actions, varying from reprimands to termination, to address inappropriate employee behavior or poor performance. An employee may be disciplined for insubordination, inefficiency, disobedience, dishonesty, rude behavior, profane language, absences without leave, tardiness, excess absenteeism, carelessness, theft, poor safety habits, being under the influence of alcohol or drugs on the job, use of MCSD equipment or facilities for other than official business purposes, or off the job conduct affecting job duties.

## **5.0 WORK SCHEDULES**

### **5.1.0 *Work Hours***

Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday unless otherwise delineated by job description or the General Manager. Flexible time schedules may be permitted with the approval of the General Manager. Other work hours and shift schedules may be assigned due to the operational needs of MCSD.

If the employee works outside of normal work hours without the request and approval of the General Manager, the employee may not be compensated for the hours worked.

### **5.2.0 *On-Call***

“On-call is the term used for the employees designated by job description and the General Manager to be available during non-business hours to respond to emergencies related directly to the District facilities such as, but not limited to, the water and wastewater systems. The General Manager will assign “on-call” duties and responsibilities to designated employees and schedule “on-call” activities.

When an employee is on-call, she/he may be provided a device such as a radio, pager, etc. to receive notification of an emergency repair/maintenance work requirement. The radio, pager, etc. shall be kept operational and in the possession of the on-call employee during the entire on-call period assignment. Notifications of emergency repair/maintenance work may also be given verbally, in person or telephonically, by the General Manager or other authorized District employee(s)

When an employee is on-call he/she shall be free to utilize his/her time as desired, but must remain within the general MCSD area and able to be at the the District facility within 30 minutes of notification.

Compensation for on-call time shall be computed at eight hours regular pay per one week period of on-call duty plus a minimum of two hours compensatory time for each service call attended. In addition, on-call duty compensation for holidays is an additional 4-hour pay for each District holiday occurring during the on-call week.

**5.3.0 *Overtime***

All overtime work must be approved by the General Manager prior to the employee working overtime. Reimbursement for overtime shall be calculated in units of compensatory time at one and one-half hours compensatory time for each hour of overtime worked.

Overtime work is considered to be work performed in excess of 40 hours per week, work on a regular day off or work on a holiday.

**5.4.0 *Compensatory Time***

Compensatory time off is provided to employees in lieu of overtime pay. Reimbursement for overtime shall be calculated in units of compensatory time at one and one-half hours compensatory time for each hour of overtime worked. Accrual of unused compensatory time should not exceed 40 hours in any given MCSD fiscal year. Except under special circumstances approved by the General Manager, hours worked beyond the amount that creates 40 hours of unused compensatory time will not earn compensatory time. More than 40 hours compensatory time will not be carried over or paid for upon termination. The use of compensatory time by an employee must have prior approval by the General Manager.

The determination of total accumulated compensatory time shall be made on January 2 of each year.

**5.5.0 *Timesheets***

Time sheets are due at the District office as directed by the General Manager. It is the responsibility of the employee to make certain her/his time sheet has been filled out correctly before submitting to the office for payroll processing.

Time sheets shall be approved by the General Manager.

## **6.0 EMPLOYEE PERFORMANCE**

### **6.1.0 *Job Description***

Each MCSD position shall have a written job description and each employee of MCSD shall be provided a copy of her/his job description at the time of hire. A copy of the job description will become a permanent part of the employee's file. When an employee changes positions, she/he will be given a job description covering the new position and a copy will be placed in the employee's file.

Failure to meet performance requirements of the job description could result in some form of disciplinary action, ranging from verbal and/or written warnings to reprimands and/or possible termination.

### **6.2.0 *Performance Review***

#### **6.2.1 *General***

MCSD encourages all employees to fully utilize and develop their potential as it relates to job performance. To assist the employee and MCSD management in assessing and further developing an employee's performance, capacity for increasing responsibility and promotion, as well as standards for a given position, performance appraisals will be conducted on a regular basis.

Evaluations will become a permanent part of the employee's employment record and may be used in disciplinary actions, transfers, promotions and other personnel matters.

#### **6.2.2 *Evaluation Format***

A formal evaluation will take place two weeks prior to the end of the probationary period and at least once annually thereafter. A performance review may also be conducted whenever the employee's supervisor believes there has been a major change in the employee's performance.

The supervisor will provide the employee with a preliminary report in writing which will be reviewed with the employee during a confidential interview. After reviewing the report, the employee will be asked to sign it and acknowledge that she/he either concurs or does not concur with the evaluation findings. If the employee does not concur, within the next five days, he/she must file a written statement indicating what aspects of the evaluation she/he contests.

**6.3.0 *Unsatisfactory Performance***

When a formal evaluation determines that an employee's work performance is unsatisfactory, appropriate corrective effort, including counseling and training, shall be undertaken. If the employee's performance continues to be unsatisfactory, disciplinary action shall be taken.

**6.4.0 *Salary Increase*****6.4.1 *General Policy***

It is the intent of MCSD to establish and maintain rates of pay that fairly compensate employees for performance of their respective duties. Fair compensation is that which is consistent with the level of compensation for comparable positions in public and private organizations in the area.

**6.4.2 *Completion of Probation***

A new employee may become eligible for a salary increase after successful completion of the probationary period. This increase shall be contingent upon starting salary and job performance.

**6.4.3 *Merit Increases***

Employees may become eligible for a salary increase based upon superior job performance in relation to the employee's salary range and/or if it is determined there has been a significant increase in job responsibilities.

**6.4.4 *Cost of Living Adjustments (COLA)***

The General Manager, after conducting an employee annual performance review, may recommend to the Board that the employee be granted a cost of living salary adjustment. COLA must be approved by the Board before it becomes effective.

**6.5.0 *Advancement***

MCSD encourages its employees to pursue job advancement. Employees may apply for appointment to any vacant position within MCSD.

## **7.0 DISCIPLINE**

### **7.1.0 *General***

Discipline refers to actions taken by MCSD to discourage or eliminate poor performance or actions deemed as misconduct in Section 4.14.0 of this policy. Disciplinary actions range from reprimands to termination.

A written report of every disciplinary action will be made and placed in the employee's personnel file. The report shall include the date the disciplinary action occurred and the supervisor's signature. A copy of the report must be given to the employee.

### **7.2.0 *Written Warning***

If the incident or violation warrants, a written warning may be issued. The warning must state the cause, the action to be taken, the date, and must have the approval of the General Manager. A copy must be given to the employee and one also placed in the personnel file.

### **7.3.0 *Disciplinary Probation***

If the incident or violation warrants, an employee may be placed on disciplinary probation. Disciplinary probation will be issued in writing by the General Manager and shall not be longer than 30 days calendar days in duration.

One week prior to the completion of the disciplinary probation period, the employee will be formally evaluated by the General Manager at which time the General Manager may either reinstate the employee to permanent status, extend the probation, or terminate the employee.

Employees on disciplinary probation do not accrue vacation or sick leave. The time served while on disciplinary probation will not count as time in service.

Any time taken off during disciplinary probation shall be at the discretion of the General Manager and shall extend the period of probation by an equal period of time.

**7.4.0 *Suspension Without Pay***

If the incident or violation warrants, an employee may be suspended without pay for a specified period of time not to exceed 5 working days. The General Manager shall issue a written notification to the employee stating the reason(s) for the suspension and the duration of the suspension and a copy of this notification shall be placed in the employee's file. Employees suspended without pay shall not accrue vacation or sick leave. The time served while on suspension shall not count as time in service.

**7.5.0 *Termination***

The General Manager may terminate the employee in extreme cases where methods of correction have failed,

**8.0 GRIEVANCE POLICY AND PROCEDURE****8.1.0 *General***

If an employee believes she/he has been unjustly treated with regard to any term or condition of employment, the employee may file a grievance. The grievance shall be in writing and contain the name of the employee, position title, and a brief statement of the nature of the grievance. It shall be signed and dated by the employee, and shall be filed with the General Manager. A copy of the grievance shall be placed in the employee's personnel file.

An employee shall not be disciplined or suffer any other forms of reprisal for good-faith use of the grievance procedure. The grievance procedure is in place to protect employees and to ensure that their problems do not go unaddressed.

Intentional failure by an employee to follow the steps set out in the grievance procedure will be considered insubordination. This specifically includes bypassing a required step and proceeding to a subsequent step.

**8.2.0 *Procedure*****8.2.1 *Grievance Meeting and Resolution***

Immediately upon the filing of a written grievance, the employee and the employee's immediate supervisor shall attempt to resolve the matter. If the employee's immediate supervisor cannot resolve the matter, it will be resolved by the General Manager. When meeting with the General Manager, the employee may elect to have other employees or a representative of her/his choice present.

**8.2.2 *Procedure to Appeal General Manager's Resolution of Grievance***

The General Manager's grievance resolution may be appealed by the employee by requesting it be considered by the Board of Directors. The appeal must be filed within ten working days after the General Manager's resolution of the grievance. If the employee does not appeal the General Manager's resolution during this time period, no further action will be considered by the Board of Director's.

The General Manager will notify the Board President of the appeal. The Board President will schedule a meeting of the Board of Directors and the General Manager to hear the employee's appeal. The meeting will be scheduled within five working days of receipt of the appeal or by the next regularly scheduled Board meeting whichever comes first. All appropriate disciplining resolutions issued by the General Manager remain in effect during the appeal process.

**8.3.0 *Board Decision on the Appeal***

The Board may decide on the appeal of the General Manager's resolution of the employee's grievance during the meeting or elect to defer the decision pending further investigation. If the decision has been deferred, the Board has ten working days from the date of the meeting to issue a decision.

The decision of the Board is final. A written copy of the Board's decision shall be given to the employee and a copy shall be placed in the employee's file.

## **9.0. HOLIDAYS**

### **9.1.0 *Policy***

All eligible employees are entitled to the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day (observed)
5. Fourth of July
6. Labor Day (observed)
7. Thanksgiving Day
8. Day after Thanksgiving
9. Veterans' Day
10. Christmas Day
11. Personal Floating Holiday

Use of the floating holiday must have the prior approval of the General Manager before it is used. For eligible employees, the Floating Holiday must be used between January 1 and December 31 each calendar year.

Should a holiday fall on Saturday, it shall be celebrated on the Friday preceding and should it fall on a Sunday it shall be celebrated the Monday following.

If the General Manager requests an employee to work on any listed holiday, he/she shall be entitled to compensatory time off at one and one-half hours for every hour worked unless the holiday worked was part of the job description and terms of employment.

## 10.0 LEAVE TIME

### 10.1.0 *Vacation*

#### 10.1.1 *General*

For each year of continuous employment, regular full-time employees shall earn full vacation leave and regular part-time employees shall accrue vacation leave on a prorated basis according to the following schedule.

| <b>VACATION SCHEDULE</b>   |                         |
|----------------------------|-------------------------|
| <b>Years of Employment</b> | <b>Days of Vacation</b> |
| 1 through 4                | 10                      |
| 5 through 10               | 15                      |
| 10 plus                    | 20                      |

Vacation leave shall be scheduled in advance and must be approved by the General Manager. If a holiday falls during an authorized vacation leave, that day shall not be charged against vacation leave time.

#### 10.1.2 *Vacation Leave Accrual*

Vacation leave shall accrue on a monthly basis from date of hire; however, an employee must have six months of continuous service before being eligible to use accrued vacation leave.

Employees who have completed six months in permanent status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six months in permanent employee status. Vacation time may be accumulated or postponed. The total accumulated vacation time shall not exceed twice the amount earned annually by the employee. The determination of total accumulated vacation time shall be made as required to implement this policy.

Vacation leave shall not accrue while an employee is on unpaid leave or while on disciplinary probation.

Employees may request to receive compensation for up to 60% of their accrued vacation benefits in excess of 5 days in lieu of taking time off subject to the General Manager's approval. Requests for payment in lieu of vacation time may not be made more than twice per fiscal year. At the time of the request a Vacation Buyout Form must be completed and the balance of unused vacation time must be scheduled so that such time will only be used as vacation time off.

Payment for all other unused vacation will be made upon separation from the District.

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Vacation leave shall not accrue while an employee is on unpaid leave or while on disciplinary probation.

Payment for unused vacation will be made upon termination.

#### **10.2.0 *Sick Leave***

##### **10.2.1 *General***

Regular full-time employees shall accrue sick leave at the rate of one day per month. Regular part-time employees shall accrue sick leave on a prorated basis calculated by the percentage that represents the ratio between the part-time hours worked per week and a regular full-time (40 hours per week) position.

Sick leave shall accrue from date of hire; however, an employee must have three months of continuous service before being eligible to use sick leave.

Sick leave shall not accrue while an employee is on unpaid leave or while on disciplinary probation. Each employee may accrue sick leave to a maximum amount of 20 days.

##### **10.2.2 *Uses of Sick Leave***

Accrued sick leave may be used for the following purposes:

- 10.2.2.1      **Employee Illness:** Absence due to employee illness or physical injury or absence required by the employee for medical, dental or optical appointments.
- 10.2.2.2      **Family Illness or Injury:** Illness in the employee's immediate family (see 10.4.1 for definition of immediate family) which requires the employee's presence at home.
- 10.2.2.4      **Maternity/Paternity Leave:** Accrued sick leave may be used by any regular employee for absence due to addition of a child to the employee's immediate family whether by birth or adoption.

**10.2.3 *Notification***

Any employee requesting sick leave shall notify his/her immediate supervisor at the beginning of the work day to be missed or not later than thirty minutes after the scheduled start time unless the employee is physically unable to make notification in which case notification shall be made as soon as possible thereafter. In case more than one sick leave day is to be taken, the notification shall be made each day except when ordered by a doctor to stay off work until a specific date or when hospitalized.

**10.2.4 *Proof of Illness***

An employee may be required to provide proof of any illness or injury. An employee may be disciplined or dismissed if she/he is unable to furnish acceptable proof of illness or injury when requested.

**10.3.0 *Personal Leave***

Upon recommendation by the General Manager and approval of the Board, regular full-time and regular part-time employees may be granted a personal leave of absence without pay. Requests for leave will be considered on the employee's length of service, performance, responsibility level, leave purpose, and the anticipated impact on MCSD operations.

**10.4.0 *Family Care Leave*****10.4.1 *Birth of a Child***

Upon approval of the General Manager, regular full-time and regular part-time employees may be granted three days birth leave with pay for the addition of a child to the employee's immediate family whether by birth or adoption.

"*Immediate family*" is defined as spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee or persons living in the home.

**10.4.2 *Bereavement Leave***

In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed three days. This is in addition to regular sick leave and vacation time.

**10.5.0 *Court Leave***

Any regular full-time or regular part-time employee in court, on jury duty, is entitled to court leave and such absence shall not be construed as annual leave or leave without pay.

Before court leave is granted, the employee must submit a copy of the official summons or order to the General Manager prior to the beginning of such duty or service.

An employee on jury duty shall receive regular compensation less any amount of compensation received from the court.

Upon written request, the General Manager shall authorize paid leave for any regular full-time or regular part-time employee to appear as a court witness to answer a court subpoena, whenever the employee has no interest in such action.

In no event shall double pay to the employee result from court duty.

**10.6.0 *Military Leave***

Any regular full-time or regular part-time employee who is a member of the Armed Forces of the United States will be granted an unpaid military leave of absence in accordance with federal and state laws governing such leaves. If the performance of ordered military duty is to extend beyond the time period covered by federal and state laws, the Board may approve to extend the military leave.

**11.0 HEALTH AND WELFARE BENEFITS****11.1.0 *Legislated Benefits*****11.1.1 *Workers' Compensation Insurance***

All MCSD employees are covered by workers' compensation insurance. The insurance provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work related injuries.

If an employee is injured on the job, she/he must immediately report the injury to her/his supervisor no matter how minor the incident may seem.

***11.1.2 State Disability Insurance***

Under California's state disability insurance plan (SDI), limited protection is provided to all MCSD employees for loss of earnings due to non-work related accident or illness.

***11.1.3 Unemployment Insurance***

MCSD employees are covered by state unemployment insurance. Employees must file a claim with the California Employment Development Department in order to qualify for this benefit.

***11.2.0 Health Insurance******11.2.1 Eligibility and Premiums***

For regular full-time employees, the entire cost of the monthly health premiums will be paid by MCSD on behalf of the employee. For regular full-time employees' dependents, 50% of the monthly health premiums will be paid by MCSD on behalf of the employee.

As required by federal and state laws, health insurance benefits will be available for the regular part-time employee who work 30 hours or more per week. Regular part-time employees may purchase health insurance benefits as allowed by the District's insurance underwriter.

***11.2.2 Health Insurance Coverage During Unpaid Leave***

MCSD will pay the minimum required cost for health insurance premiums as mandated by federal and state laws for employees who are on unpaid leave.

***12.0 TERMINATION OF EMPLOYMENT******12.1.0 General***

Upon termination of employment, all eligible employees will be paid for any unused vacation leave and any unused compensatory time.

***12.2.0 Resignation***

Any employee who plans to resign is requested to provide written notification to

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the General Manager at least two weeks prior to the last anticipated working day.

**12.3.0 *Layoff***

An employee may be laid off because of lack of funds or the deletion of a job position upon two weeks notice of the impending layoff.

**12.4.0 *Dismissal***

An employee may be dismissed as the direct result of a formal evaluation, or as the final step in a series of disciplinary actions. Regular full-time and part-time employees and temporary employees who feel that they have been dismissed without cause have access to the grievance procedure.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION: *Personnel*

POLICY TITLE: *Employee Recruitment and Rehire Policy*

POLICY NUMBER: **2011**

REVISION: 0 ADOPTED BY THE BOARD ON: February 16, 1995

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**2011.10** The District will use the employee recruitment procedures delineated in Personnel Policy to fill new and vacant job positions. In addition, the District may maintain an active file of all employment applications and solicitations received requesting employment with the District. These applications will be considered active and operative for up to six month after they are received by the District. The employment applications received by the District may be the direct result of the District's advertisement of a current job opening or an unsolicited application for a potential job offering.

**2011.20** The General Manager is authorized, using the procedures delineated in the Personnel Policy, to interview and hire a new employee to fill an existing job opening using the active job application file as a source of potential candidates. This procedure may be used without advertising the job opening if the job vacancy has occurred within six months of the last job opening advertisement for this specific position.

**2011.30** The General Manager is authorized, using the procedures delineated in the Personnel Policy, to rehire a seasonal or part time employee for the job position they had previously held without advertising the job opening. This procedure may be used if the job is vacant or has been reopened within 12 months since the last date that person was employed by the District in that position.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Personnel*

POLICY TITLE:

*Salary Schedule*

POLICY NUMBER:

**2012**

REVISION: 4

ADOPTED BY THE BOARD ON: August 21, 2003

**2012.10** The pay rate and salary schedules referenced in various District Job Description Policies are listed below. This salary schedule is summarized in this single policy to allow regular cost of living adjustments by the Board of Directors without the need to revise the job description policies.

| Policy                          | Job Title                  | FY 2021 | FY 2022 | 5-year Rate Study |         |         |         |         |         |         |         | FY 2030 |
|---------------------------------|----------------------------|---------|---------|-------------------|---------|---------|---------|---------|---------|---------|---------|---------|
|                                 |                            |         |         | Step 3            | Step 4  | FY 2023 | FY 2024 | Step 5  | Step 6  | FY 2027 | FY 2028 | FY 2029 |
| 2030                            | General Manager (Contract) | \$26.00 | \$26.00 | \$30.53           | \$34.62 | \$34.62 | \$34.62 | \$34.62 | \$34.62 | \$34.62 | \$34.62 | \$34.62 |
| 2040                            | Operator                   |         |         |                   |         |         |         |         |         |         |         |         |
| 2050                            | Utility Worker I           |         |         |                   |         |         |         |         |         |         |         |         |
| 2055                            | Utility Worker II          | \$15.23 |         |                   |         |         |         |         |         |         |         |         |
| 2060                            | Administrative Assistant   | \$19.26 | \$22.00 | \$23.00           | \$24.00 | \$25.00 | \$26.00 | \$27.00 | \$28.00 | \$29.00 | \$30.00 | \$30.00 |
| 2065                            | Account Clerk              |         |         |                   |         |         |         |         |         |         |         |         |
| 2070                            | Coordinator                |         |         |                   |         |         |         |         |         |         |         |         |
| 2090                            | Public Works Supervisor    | \$20.56 | \$25.00 | \$26.00           | \$27.00 | \$28.00 | \$29.00 | \$30.00 | \$31.00 | \$32.00 | \$33.00 | \$33.00 |
| Total of all positions per hour |                            | \$81.05 | \$73.00 | \$79.53           | \$85.62 | \$87.62 | \$89.62 | \$91.62 | \$93.62 | \$95.62 | \$97.62 |         |

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *Personnel*

**POLICY TITLE:** *Organization Chart*

**POLICY NUMBER:** **2020**

**REVISION: 1** **ADOPTED BY THE BOARD ON:** **August 18, 2005**

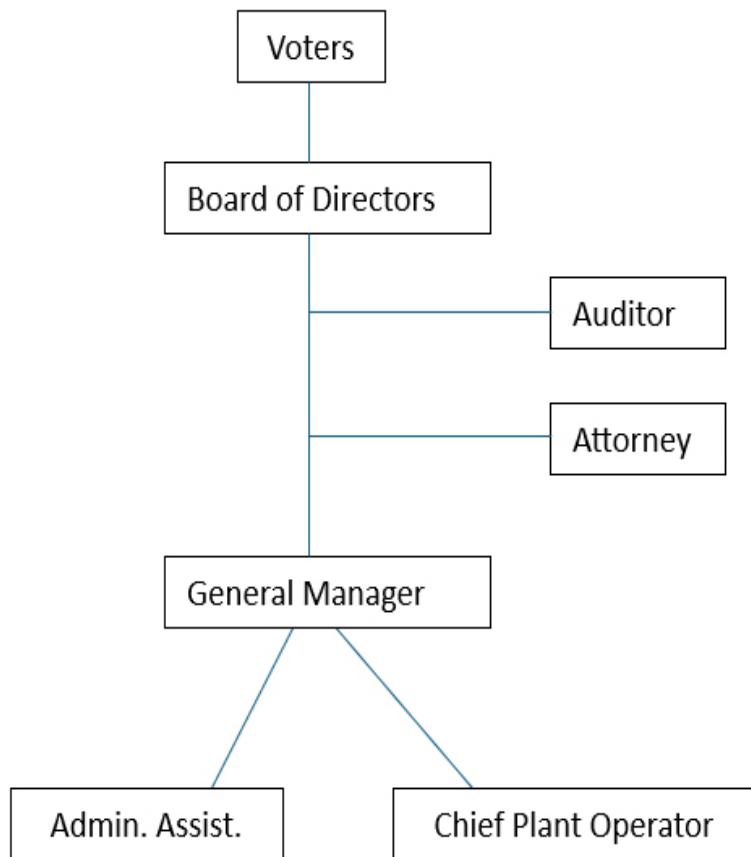
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**2020.10** The organizational structure of Manila Community Service District is graphically presented in the organizational chart shown on page 2 of this policy. This chart reflects the current organizational structure of the District and may be amended from time to time to show changes or modification of job descriptions and functions as well as the scope and number of standing committees and commissions.

# Manila Community Services District

Policy 2020, Revision 0

## ORGANIZATIONAL CHART



# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** **Personnel**

**POLICY TITLE:** **Special Projects Manager/ HSU Intern**

**POLICY NUMBER:** **2025**

**ADOPTED:** **August 23, 2007**

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**Description.** The temporary and part-time HSU Intern/ Special Projects Manager, under the oversight of the General Manager, is responsible for developing the scope of work for special projects for board approval and for the completion of such special projects as needed by the district and as authorized by the Board of directors, which may include, but is not limited to the following;

- ◆ Develop for board approval an emergency preparedness plan using National Incident Management Systems (NIMS) protocol.
- ◆ Develop for board approval DMF(Technical, Management, & Financial) Tune-Up, For ID-CD-2006-1
- ◆ Develop for board approval DHS Emergency Preparedness Plan.
- ◆ Develop computerized testing log and schedule for backflow prevention/cross control devices as required by DHS>
- ◆ Develop Procedures Manuals for Water Delivery System and Waste Water Removal System.
- ◆ Develop for board approval a Capital Improvements Plan.
- ◆ Perform a BASE\_HBMWD energy audit for water and wastewater systems and other energy audits as identified.
- ◆ Computerize various maintenance logs and schedules for water and sewer operations, to include, but not limited to, water meter inventory and replacement schedule and fire hydrant inventory and exercise schedule.
- ◆ Research grants for water and sewer operations needs, emergency and safety grants, employee training and licensing grants, and facilities and personnel safety enhancement opportunities.

### **Required Qualifications:**

The position requires a person who is comfortable with interacting with a variety of district staff, members of the board of directors, and other agencies' personnel and officials for special project research purposes. The Special Projects Manager must be able to work well with others, have an above average verbal and written communication capabilities, creative problem solving abilities, good judgement and organizational skills. The position requires a background knowledge of special district governance, and a willingness to learn Manila CSD policy and to follow all district policy as it concerns the position of Special Projects Manager.

# **MANILA COMMUNITY SERVICES DISTRICT**

## **POLICY MANUAL**

**SECTION:** **Personnel**

**POLICY TITLE:** **Job Description- General Manager**

**POLICY NUMBER:** **2030**

**ADOPTED:** **June 19, 2007**

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**Description.** The General Manager is the Executive Officer of the District and for the Board of Directors. He/She administers the District and has exclusive management and control of the operations and works of the District, Subject to the approval of the Board of Directors, and provides day to day leadership for the District. He/She has general charge, responsibility, and control over all property of the District.

He/She attend all meeting of the District's Board, and such other meetings as the Board specifies from time to time.

He/She shall supervise the employment of assistants as well as other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the district, all subject to the approval of the Board of Directors. He/She shall delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause of lack of worthwhile work according to personnel policy. His/her personnel management goal will be to provide a motivating and safe work climate for District employees and to achieve and maintain a high level of efficiency in all District operations.

He/She maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.

He/She seeks to carry into effect the expressed will of the Board of Directors, including planning the short, medium, and long term work program for the District, facilitating constructive and harmonious Board Relations. He/She shall be responsible and have the authority to translate the goals and objectives of the Board into actions and accomplishments.

He/She shall prepare and manage the District Budget, conduct studies, make oral and written presentations. He/she shall keep expenditures within approved budget except for emergency expenses.

He/She shall work with the standing committees and commissions of the Board of Directors to help develop policies and procedures for both the administration and operation of the District's various works and programs subject to the approval of the Board of Directors. However, the General Manager shall retain responsibility and authority for the use of the District's resources, employees and volunteers.

He/She shall build connections with community agencies and local districts. He/She shall be responsible for being knowledgeable about all local, state, and federal laws, regulations and codes affecting the governance of a community services district as defined in the California Governmental Code. He/She shall make sure the District remains compliant with all regulators, and that all efforts are made to keep in compliance with all regulations concerning Special Districts.

He/She shall build relations with outside sources that can be called upon to fill in temporary staffing situations at the District as needed. He/She shall professionally represent the District, the District Board, and all District Staff in a positive light in all interactions with the larger community.

**Required Qualifications, Skill Set Necessary for Position**

- (a) Strong management skills: ability to identify needs, establish priorities, including experience in delegating, supervising, oversight, and follow-up.
- (b) Experience in working with governing board. Must understand role of board, manager, and policy
- (c) Ability to deal with difficult employees or difficult members of the public in a professional manner.
- (d) Ability to communicate in an honest, straightforward manner, verbal and written communications skills above average.
- (e) Ability to analyze financial information and provide meaningful reporting to the board.
- (f) Ability to recognize and comply with various regulatory requirements, including State reporting, and scheduled maintenance.
- (g) Ability to follow-through on board direction, reading minutes, and following all directives and motions of BOD.
- (h) Ability to oversee water and sewer operations, maintenance, and record keeping.
- (i) Ability to oversee grant accounting.
- (j) Computer ability desirable
- (k) Mechanical ability desirable.

# **MANILA COMMUNITY SERVICES DISTRICT**

## **POLICY MANUAL**

**SECTION:** **Personnel**

**POLICY TITLE:** **Job Description- Interim General Manager**

**POLICY NUMBER:** **2030a.**

**DRAFT:** **Created March 21, 2007**

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**2030.10a. Description.** The Interin General Manager is the Executive Officer of the District and for the Board of Directors. He/She administers the District and has exclusive management and control of the operations and works of the District, Subject to the approval of the Bard of Directors, and provides day to day leadership for the District. He/She has general charge, responsibility, and control over all property of the Dstrict.

- 2030.11** He/She attend all meeting of the District's Board, and such other meetings as the Board specifies from time to time.
- 2030.12** He/She shall supervise the employment of assistants as well as other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the district, all subject to the approval of the Board of Directors. He/She shall delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause of lack of worthwhile work. His/her personnel management goal will be to provide a motivating and safe work climate for District empolyees and to achieve and maintain a high level of efficiency in all District operations.
- 2030.13** He/She maintains cordial relations with all persons intitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.

**2030.14** He/She seeks to carry into effect the expressed will of the Board of Directors, including planning the short, medium, and long term work program for the District, facilitating constructive and harmonious Board Relations. He/She shall be responsible and have the authority to translate the goals and objectives of the Board into actions and accomplishments.

**2030.15** He/She shall prepare and manage the District Budget, conducting studies, making oral and written presentations. He/she shall keep expenditures within approved budget except for emergency expenses.

**2030.16** He/She shall work with the standing committees and commissions of the Board of Directors to help develop policies and procedures for both the administration and operation of the District's various works and programs subject to the approval of the Board of Directors. However, the Interim General Manager shall retain responsibility and authority for the use of the District's resources, employees and volunteers.

**2030.17** He/She shall build connections with community agencys and local districts. He/She shall build relations with outside sources that can be called upon to fill in temporary staffing situations at the District as needed. He/She shall proffesionally represent the District, the District Board, and all Distict Staff in a positive light in all interactions with the larger communi

**2030.18**

**Required Qualifications, Skill Set Necessary for Position**

- (a) Strong management skills: ability to identify needs, establish priorities, including experience in delegating, supervising, oversight, and follow-up.
- (b) Experience in working with governing board. Must understand role of board, manager, and policy
- (c) Ability to deal with difficult employees or difficult members of the public in a professional manner.
- (d) Ability to communicate in an honest, straightforward manner, verbal and written communications skills above average.
- (e) Ability to analyze financial informations and provide meaningful reporting to the board.
- (f) Ability to recognize and comply with various regulatory requirements, including State reporting, and scheduled maintenance.
- (g) Ability to follow-through on board direction, reading minutes, and following all directives and motions of BOD.
- (h) Ability to oversight water and sewer operations, maintenance, and record keeping.
- (i) Ability to oversight grant accounting.
- (j) Computer ability desirable
- (k) Mechanical ability desirable.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION: ***Personnel***

POLICY TITLE: ***Job Description - Operator***

POLICY NUMBER: **2040**

REVISION: 2 ADOPTED BY THE BOARD ON: **April 19, 2001**

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**2040.10** Under supervision of the General Manager works with District employees in the municipal operations, maintenance, construction and repair of the District's Water and Sewer System, Park, and Community Center facilities. Does related work as assigned. Shares on-call and emergency responsibilities with other personnel. Maintains a cooperative and courteous manner with the public and other District employees. Adheres to safety regulations and practices. The position may require direct contact with raw and treated sewage.

**2040.20** Examples of Duties:

**2040.21** Operate, repair, and maintain the District's water and wastewater system. Installs, maintains, inspects, cleans, clears, paints, repairs, or constructs District facilities or property as assigned.

**2040.22** Operates backhoe, sewer pumper truck, pickup truck, compaction equipment, jackhammer, compressor, riding lawn mower, and other power and hand tools and equipment as necessary.

**2040.23** Insures that safe working practices are observed including clean and neat housekeeping practices in the work place.

**2040.24** Loads and unloads materials.

**2040.25** Assists other members of a crew in varied work assignments as assigned.

**2040.26** Performs minor maintenance on motorized vehicles and equipment.

**2040.30** Required Qualifications:

**2040.31** Must possess a valid California Distribution Operator Certification, Grade II or higher and California Wastewater Treatment Operator Certification, Grade I or higher.

**2040.32** Must possess a valid and appropriate California driver's license.

**2040.33** Must possess one (1) year experience in the operation of light and medium motorized construction equipment.

**2040.34** Must be able to share on call responsibilities of the District's water and wastewater personnel. In addition, he/she shall be capable of operating and maintaining the District's various water and wastewater facilities and equipment and performing repairs as required. Must be able to be physically on-site for on-call service call within 30 minutes of notification. Must have and maintain telephone service at place of residence.

**2040.35** Must have basic knowledge of plumbing, carpentry, and electrical applications.

**2040.36** Must be able to perform heavy manual work for extended periods of time and sometimes under less than favorable conditions and often in inclement weather.

**2040.37** Must be able to follow safety regulations and practices.

**2040.38** Must have sufficient formal or informal education to read, write and speak in English and perform math calculations at a level required

for successful job performance. Must be able to make written reports and also perform record keeping tasks. Must be able to understand and follow oral written directions, and contribute suggestions.

**2040.39** Ability to operate a variety of power tools, equipment, and motor vehicles.

**2040.40** Safely operate a variety of light and moderately heavy motorized and power construction equipment and the skillful use of hand and power tools.

**2040.41** Have knowledge of methods and material used in Water, Sewer, Park and Public facilities construction, maintenance, and repair.

**2040.42** Be able to skillfully and safely use a backhoe, medium duty truck, and other equipment in the construction, maintenance, and repair of the District's facilities.

**2040.43** Desire to continue to acquire additional skills and knowledge in the various areas of assignments.

**2040.44** Listen to suggestions and advice.

**2040.50** Pay rate in accordance with Salary Policy 2012.

**2040.60** Benefits provided according to the Personnel Policy.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *Personnel*

**POLICY TITLE:** *Job Description - Utility Worker 1*

**POLICY NUMBER:** **2050**

**REVISION:** 3      **ADOPTED BY THE BOARD ON:** AUGUST 28, 1997

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**2050.10** Under supervision of the General Manager, the Utility Worker, works with the Operator and other District employees in the municipal operations, maintenance, construction and repair of the District's Water and Sewer System, Park, and Community Center facilities. Does related work as assigned. Maintains a cooperative and courteous manner with the public and other District employees. Adheres to safety regulations and practices. The position may require direct contact with raw and treated sewage.

**2050.20** Examples of Duties:

**2050.21** Installs, maintains, inspects, cleans, clears, paints, repairs, or constructs District facilities or property as assigned.

**2050.22** Operates pickup truck, compaction equipment, jackhammer, compressor, riding lawn mower, and other power and hand tools and equipment as necessary.

**2050.23** As directed, assists in digging, back-filling and repairing the District's water and sewer system.

**2050.24** Insures that safe working practices are observed including clean and neat housekeeping practices in the work place.

**2050.25** Loads and unloads materials.

**2050.26** Assists other members of a crew in varied work assignments as assigned.

**2050.27** Performs minor maintenance on motorized vehicles and equipment.

**2050.30** Required Qualifications:

**2050.31** Must have sufficient formal or informal education to read, write and speak in English and perform math calculations at a level required for successful job performance. Must be able to make brief written reports and also perform record keeping tasks.

**2050.32** Must possess a valid and appropriate California driver's license.

**2050.33** Must be able to perform heavy manual work for extended periods of time and sometimes under less than favorable conditions and often in inclement weather.

**2050.34** Must be able to follow safety regulations and practices

**2050.35** Must be able to understand and follow oral written directions, and contribute suggestions.

**2050.40** Desirable Qualifications:

**2050.41** Safely operate a variety of light and moderately heavy motorized and power construction equipment and the skillful use of hand and power tools.

**2050.42** Have knowledge of methods and material used in Water, Sewer, Park and Public facilities construction, maintenance, and repair.

**2050.43** Be able to skillfully and safely use a backhoe, medium duty truck, and other equipment in the construction, maintenance, and repair

of the District's facilities.

**2050.44** Possess one (1) Year experience in the operation of light and medium motorized construction equipment.

**2050.45** Have basic knowledge of plumbing, carpentry, and electrical applications.

**2050.46** Desire to continue to acquire additional skills and knowledge in the various areas of assignments.

**2050.47** Listen to suggestions and advice.

**2050.50** Pay Rate in accordance with Salary Policy 2012.

**2050.60** Benefits provided according to the Personnel Policy.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *Personnel*

**POLICY TITLE:** *Job Description - Utility Worker 2*

**POLICY NUMBER:** **2055**

**REVISION: 1** **ADOPTED BY THE BOARD ON: AUGUST 28, 1997**

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**2055.10** Under supervision of the General Manager, the Utility Worker, works with the Operator and other District employees in the municipal operations, maintenance, construction and repair of the District's Water and Sewer System, Park, and Community Center facilities. Does related work as assigned. Shares on-call and emergency responsibilities with other personnel. Maintains a cooperative and courteous manner with the public and other District employees. Adheres to safety regulations and practices. The position may require direct contact with raw and treated sewage.

**2055.20** Examples of Duties:

**2055.21** Installs, maintains, inspects, cleans, clears, paints, repairs, or constructs District facilities or property as assigned.

**2055.22** Operates backhoe, sewer pumper truck, pickup truck, compaction equipment, jackhammer, compressor, riding lawn mower, and other power and hand tools and equipment as necessary.

**2055.23** As directed, assists in digging, back-filling and repairing the District's water and sewer system.

**2055.24** Insures that safe working practices are observed including clean and neat housekeeping practices in the work place.

**2055.25** Loads and unloads materials.

**2055.26** Assists other members of a crew in varied work assignments as assigned.

**2055.27** Performs minor maintenance on motorized vehicles and equipment.

**2055.30** Required Qualifications:

**2055.31** Must have sufficient formal or informal education to read, write and speak in English and perform math calculations at a level required for successful job performance. Must be able to make brief written reports and also perform record keeping tasks.

**2055.32** Must possess a valid and appropriate California driver's license.

**2055.33** Must possess one (1) year experience in the operation of light and medium motorized construction equipment.

**2055.34** Must be able to response to on-call service calls and emergencies. Must be able to be physically on-site for on-call service call within 30 minutes of notification. Must have and maintain telephone service at place of residence.

**2055.35** Must have basic knowledge of plumbing, carpentry, and electrical applications.

**2055.36** Must be able to perform heavy manual work for extended periods of time and sometimes under less than favorable conditions and often in inclement weather.

**2055.37** Must be able to follow safety regulations and practices.

**2055.38** Must be able to understand and follow oral written

directions, and contribute suggestions.

**2055.39** Safely operate a variety of light and moderately heavy motorized and power construction equipment and the skillful use of hand and power tools.

**2055.40** Have knowledge of methods and material used in Water, Sewer, Park and Public facilities construction, maintenance, and repair.

**2055.41** Be able to skillfully and safely use a backhoe, medium duty truck, and other equipment in the construction, maintenance, and repair of the District's facilities.

**2055.42** Desire to continue to acquire additional skills and knowledge in the various areas of assignments.

**2055.43** Listen to suggestions and advice.

**2055.50** Pay Rate in accordance with Salary Policy 2012.

**2055.60** Benefits provided according to the Personnel Policy.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION: *Personnel*

POLICY TITLE: *Job Description - Administrative Assistant*

POLICY NUMBER: **2060**

REVISION: 2 ADOPTED BY THE BOARD ON: April 17, 1997

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**2060.10** Under supervision of the General Manager, the Administrative Assistant acts as District Accounting Clerk, and District Clerk, all subject to annual appointment by the Board of Directors. In addition, the Administrative Assistant serves as secretary to the General Manager; attends to administrative detail on special matters not requiring personal attention of the General Manager; writes reports and letters; and, acts as office manager in the absence of the General Manager.

**2060.20** Examples of Duties:

**2060.21** Receives invoices and processes for payment; maintains ledgers and records of payments and expenditures; posts receipts; operates computer to perform all accounting, payroll, data base management and work processing functions; sets up new accounts; prepares payroll and quarterly reports; computes payroll taxes withheld; opens and distributes mail; prepares bank deposits; responds to public inquiries; maintains correspondence files; and types, files and assists in other office work.

**2060.22** Types reports, letters, legal documents, and statistical and financial data; gives out information personally to the public in the office or by telephone; receives, distributes and dispatches mail; receives money in payment of bills and fees, and keeps records of collection; sets up and maintains various files, listings and records used in connection with District

business, proofreads copy; assists in preparing and checking payroll and various accounting records; operates office appliances, including adding machines, photocopier, typewriter and other office equipment; act as receptionist, receiving, routing, and placing calls and directing visitors.

**2060.23** Prepares agenda and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers and the general public regarding Board matter; and, prepares correspondence and maintains files on official actions of the Board and General Manager.

**2060.24** Acts as District Treasurer, being responsible, under the direction of the General Manager, for depositing, withdrawing, transferring and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, and maintaining cash flow for needed liquidity; and, makes deposits and withdrawals.

**2060.25** Reconciles and prepares grant billings

**2060.26** Oversee rental arrangements for buildings, schedules use of athletic fields and other District facilities. Collect fees due for rentals and events. Maintain records of rentals and use of District facilities.

#### **2060.30 Required Qualifications:**

**2060.31** Must posses four (4) years of increasingly responsible clerical and secretarial experience, and in keeping or reviewing accounting or fiscal records (equivalent job-related education in accounting may be substituted for maximum of two (2) years of experience on the basis of nine (9) semester units of accounting for one year of experience.)

**2060.32** Must have completed twelve (12) semester hours of professional accounting (one year of additional qualifying experience may be substituted for the education requirement), and the equivalent to completion of high school (grade 12).

**2060.33** Have thorough knowledge of the principles and practices of financial record-keeping, basic principles of accounting, and computerized accounting.

**2060.34** Possess a valid California driver's license.

**2060.35** Have knowledge of: correct English usage, spelling, grammar and punctuation; methods, practices and terminology used in financial work; and, modern office methods, practices, and procedures including the use and application of desktop computers and software.

**2060.36** Have knowledge of: methods, practices, and terminology used in financial clerical work; and modern office methods, practices and procedures.

**2060.37** Be able to: post financial data and to make arithmetic calculations rapidly and accurately; operate bookkeeping, adding, and calculating machines; operate typewriter; type at a speed of not less than forty-five (45) words per minute from clear copy; understand and carry out oral and written directions; and, maintain cooperative relations with those contacted in the course of work.

**2060.38** Be able to: perform responsible clerical and secretarial duties and independently take care of administrative detail; compose correspondence independently or from general direction; take, transcribe and edit Board material and minutes quickly and accurately.

**2060.39** Desire to continue to acquire additional skills and knowledge in the various areas of assignments.

**2060.40** Express ideas and give instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; and, take the lead and become a primary source of reference for assigned areas of responsibility.

**2060.50** Pay rate in accordance with Salary Policy 2012.

**2060.60** Benefits provided according to the Personnel Policy.

# **MANILA COMMUNITY SERVICES DISTRICT**

## **POLICY MANUAL**

**SECTION:** **Personnel**

**POLICY TITLE:** **Office Manager**

**POLICY NUMBER:** **2065**

**ADOPTED:** **August 23, 2007**

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**Description.** The Administrative Services Manager is under the supervision of the General Manager and is responsible for the Coordination of information, correspondence and finances within the District. The Administrative Services Manager is Secretary to the GM and to the MCSD BOD.

He/She shall act as the MCSD District front office service manager from 9AM until 1pm, five days a week. In that capacity He/She attends to all communications at the MCSD office; including screening incoming correspondence routed to the MCSD District office, and based on a particular awareness of the general importance and priorities of the subject, is able to make copies of all correspondence and correctly file and route it to the project managers, staff, and Board members concerned.

He/She is responsible, under direction of the GM, and our MCSD District accountant, for receiving, correctly entering into the computer, and accounting for, all the cash flow of the district, both Enterprise and NonEnterprise.

He/She shall prepare agendas and attend all board meetings of the district. He/She shall serve as secretary transcribing and editing minutes; prepares drafts of agenda items requiring action by the Board; prepares correspondence and maintain files on official actions of the Board and the GM; gives information to organizations, employees, customers and the general public regarding Board matters (in accordance with district policy and law).

He/She maintains cordial relations with all persons entitled to the services of the District. He/She maintains a calendar recording the use of fields, meeting rooms, and Hall, and coordinates use of rooms with the public and Community Coordinator. Orders and maintains office supplies necessary for District function. Identifies better methods for meeting District demands through streamlining and improving office methods and promotes these improvements to the General Manager.

He/She receives and screens a wide variety of personal visitors and telephone calls, and where appropriate refers the callers to appropriate program managers, staff members, or may personally provide information on policies, procedures, and proposed actions related to activities of the office. Establishes and maintains confidential files concerned with personnel and/or policy matters. Records actions taken on sensitive issues, and releases information to authorized parties upon approval. He/She serves as a confidential employee. He/she shall encourage citizen participation in the affairs of the District.

**Required Qualifications:** He/She must possess 5 years of increasingly responsible clerical and secretarial experience. He/She must have experience in bookkeeping. He/She must have completed 12 semester hours of professional accounting,(one year of additional qualifying experience may be substituted for the education requirement). He/She must have knowledge of modern office practices and procedures including business correspondence, record-keeping systems, operating office equipment, and general computer aptitude. Comfortableness with email, wordprocessing, spreadsheets, data entry, and general clerical duties.

**2031.20Desirable Qualifications:** He/She shall have skill in: Performing difficult secretarial tasks involving the use of judgment and requiring accuracy and speed; developing clear and comprehensive reports; understanding, interpreting, and applying appropriate rules, regulations, and written directions to specific situations; effectively meeting and communicating with the public in situations requiring tact and poise; identifying and correcting errors in English usage, grammar, and arithmetic; coordinating many different secretarial tasks, determining the relative importance of each, setting deadlines and completing projects accordingly; establishing and maintaining cooperative working relationships with fellow workers and with the public; keeping complex records and files; Coordinating the cash flow of the district; screening mail, telephone calls, and visitors, and maintaining confidential files.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION: ***Personnel***

POLICY TITLE: ***Job Description - Coordinator***

POLICY NUMBER: **2070**

REVISION: 1 ADOPTED BY THE BOARD ON: **June 18, 1998**

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**2070.10** Under supervision of the General Manager, the Coordinator oversees programs and facilities at community center and park. Administers recreational and educational programs, and provides advice on parks and recreation services and budget needs to General Manager. Grant writer for community center, park and recreational programs.

**2070.20** Examples of Duties:

**2070.21** Provide training, supervise, motivate, and evaluate assigned staff, and volunteers.

**2070.22** Coordinate interview with park and recreation applicants to assist and provide input in the selection under the direction of the General Manager. Recommend discharge of assigned staff.

**2070.23** Responsible for park community center and recreation activities including park maintenance and recreation programming. Recommend policies and procedures relevant to community center, park and recreation.

**2070.24** Participate in the development and administration of the budget; direct the monitoring of the approved expenditures. Coordinate and approve the purchase of equipment and supplies as delegated by the General

Manager.

**2070.25** Provide program development and policy recommendations to the General Manager, the Board of Directors, Commissions on community center, park and recreation matters.

**2070.26** Prepare grant applications under direction and approval of the Board of Directors. Coordinate the implementation and administration of grant programs; oversee alternative funding methods.

**2070.27** Assess community needs for community center, park and recreation services and develop programs to meet those needs under the direction of the General Manager. Stay abreast of new trends and innovations in fields of community center, park operation, maintenance and recreation services.

**2070.28** Publicize recreational and educational programs, rental facilities, volunteer needs and opportunities for use of the park, community center, and recreation programs. Coordinate and participate in the design, preparation, and distribution of community center, park and recreation publicity, including flyers and printed schedules.

**2070.29** Perform related duties and responsibilities as required.

**2070.30** Coordinate rental arrangements for buildings, athletic fields and other facilities, coordinating with the District office.

**2070.31** Under the direction of the General Manager represent District to community organizations and groups. Participate and serve as staff representative to District Board and Commission.

**2070.40** Required Qualifications:

**2070.41** Two years experience in the implementation and maintenance of park and recreation programs. Two years of educational background in park and recreation or related education is desirable.

**2070.42** Ability to implement, coordinate, and evaluate park and recreation programs. Knowledge of budget preparation and expenditure control.

**2070.43** Knowledge of basic office skills and financial record-keeping. Ability to develop, write and administer grants.

**2070.44** Possess a valid California driver's license.

**2070.45** Ability to supervise employees and volunteers, and to maintain cooperative working relationship with other District personnel and the general public.

**2070.46** Knowledge of: correct English usage, spelling, grammar and punctuation; methods, practices and terminology used in financial work; and, modern office methods, practices, and procedures including the use and application of desktop computers and software.

**2070.47** Ability to operate lawn and landscape equipment to maintain the park facilities.

**2070.48** Knowledge of basic construction procedures and maintenance of park and recreation structures and facilities.

**2070.49** Desire to continue to acquire additional skills and knowledge in the various areas of assignments.

**2070.50** Express ideas and give instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; and, take the lead and become a primary source of reference for assigned areas of responsibility.

**2070.60** Pay rate in accordance with Salary Policy 2012.

**2070.70** Benefits provided according to the Personnel Policy.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION: ***Personnel***

POLICY TITLE: ***Job Description - Recreation Director***

POLICY NUMBER: **2072**

REVISION: 0 ADOPTED BY THE BOARD ON: November 17, 2005

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**2072.10 Under the supervision of the MCSD Coordinator, Recreation Director plans, organizes, and facilitates activities related to Manila Recreation programs; Building Healthy Peninsula Communities Project workshops and special events; supervises after school recreation program staff and related activities; communicate program progress and information to Coordinator.**

**2072.20 Examples of Duties:**

**2072.21** Facilitates and coordinates nutrition education and physical activities with other program staff and related volunteers and organizations: Plans and facilitates nutrition education activities for after school recreation programming at Manila Community Center and nutrition education field trips; for seniors nutrition education programming; plans and facilitates nutrition education activities for special events and workshops to promote nutrition education and physical activities; and summer nutrition education activities at Manila, Samoa, Fairhaven, youth camps, and field trips. Programming includes promotion of 5-a-day messages through food demonstrations and food tasting, including Nutrition and Literacy activities. Plans and facilitates calendar and cookbook nutrition activities in coordination with other nutrition education staff.

**2072.22** Facilitates and supervises program staff for after school recreation; Keeps progress records and reports, schedules activities; creates and disseminates flyers and posters, helps maintain recreation office records, organizes and sets up parent meetings; maintains first aid kits; coordinates purchase, organization, maintenance of supplies equipment; communicates with other project staff regarding activities facilitation; creates and keeps records of lesson plans, activity plans, and project reports in office.

**2072.23** Provides educational, recreational and life-skill assistance in recreational and community setting; plan, develops, organizes, and facilitates community service and service learning projects related to recreation programming and Building Healthy Peninsula Communities workshops and community events.

**2072.24** Gains a knowledge of organizations that projects may network with, such as the VCOR, Humboldt 4-H, Humboldt Community Network, North Coast Project LEAN, etc.

**2072.25** Works and/or networks with District program staff, program volunteers, program volunteer organizations, other AmeriCorps Members, at-risk youth, counselors-in-training, parents and families, and community members, creating positive communication and interaction between family and community;

**2072.26** Recognizes crisis situations and make referrals; notifies Coordinator of issues;

**2072.27** Works within project budgets and fundraisers for Project activities;

**2072.28** Promotes projects to the public through media and presentations, including public service announcements, press releases, media events, distributes and posts flyers and posters;

**2072.29** Assists in all aspects of evaluation - primarily sign-in sheets, activity plans, lesson plans, project reports, program reports as needed;

**2072.30** Participates in weekly nutrition and project meetings or as needed;

**2072.31** Maintains office, recreation room, and other community facilities utilized in the course of programming clean, neat, and tidy;

**2072.32** Has a personal interest in the success of the Recreation Program and Building Healthy Peninsula Communities Project, working toward meeting project goals and sustaining the projects.

**2072.33** Participates in training relevant to program goals and activities.

**2072.40 Preferred Skills, Knowledge, and Abilities**

**2072.41** Ability to recruit and involve youth and family within our communities, community members and recruit volunteers and organizations to work with programming.

**2072.42** Ability to work with youth-at-risk; likes children and teens.

**2072.43** Interest, skills and knowledge to create, plan and lead recreational and/or educational activities and events.

**2072.44** Ability to develop an appreciation and awareness for the natural and cultural environment of the Peninsula Communities.

**2072.45** Caring, nurturing nature.

**2072.46** Ability to learn fundraising.

**2072.47** Ability to promote and advertise programming.

**2072.48** Ability to bring energy, focus, creativity and vision to the program and program projects.

**2072.50 Required Qualifications**

**2072.51** Recreation major, recreation experience, education background helpful.

**2072.52** Literacy and math skills necessary to tutor/teach students.

**2072.53** Possess a valid California driver's license and auto insurance.

**2072.54** Ability to maintain cooperative working relationship with other District personnel and the general public.

**2072.55** Knowledge of: correct English usage, spelling, grammar and punctuation; methods, practices and terminology used in financial work; and, modern office methods, practices, and procedures including the use and application of desktop computers and software.

**2072.56** Desire to continue to acquire additional skills and knowledge in the various areas of assignments.

**2072.57** Organize work in a clear and concise manner.

**2072.58** Express ideas and give instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; and, take the lead and become a primary source of reference for assigned areas of responsibility.

**2072.60** Pay rate in accordance with Salary Policy 2013.

**2072.70** Benefits provided according to the Personnel Policy.

# **2074 - Draft Program Coordinator/ Supervisor**

## **Position Purpose:**

Under the general supervision of the Manila Teensip Wellness Village Resource Center Program Manager will engage individuals of all ages in positive structured activities, encourage individuals to set and achieve goals and advocate and provide for inclusiveness and diversities while facilitating access to existing health services, resources, and recreational and educational opportunities.

## **General Responsibilities:**

### **Specific Tasks**

- Establish liaisons with public agencies and potential public sponsors;
- Attend weekly staff meetings;
- Help coordinate community planning meetings
- Involve participants from Teensip, Parents in Partnership, and the community in general in the community planning process;
- Help coordinate, create, facilitate and supervise ongoing programs such as: Teensip, Parents in Partnership, Babysitting Club, Drop In, Thrift Store, Playgroups, Meetings, Activities, Trainings And Special Events;
- Help develop and implement community workshops and training's;
- Help with outreach and public relation activities such as newsletters, flyers etc...
- Help with keeping the rooms and supplies clean and orderly;
- Help with other programming when needed.

## **Job Requirements:**

### **Ability to:**

- Motivate and empower youth and community members;
- Communicate effectively in written and oral form;
- Work collaboratively in a team environment;
- Organize work in a clear and concise manner;
- Be competent with common PC programs and Internet;

**Total Hours: Temporary, Part-time position at approximately, 10-15 hours per week without a rent reduction and up to 25 hours a week with the rent reduction.**

**Includes evenings and weekends. @ \$10.00 per hour**

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *Personnel*

**POLICY TITLE:** *Job Description - Manila Teenship Wellness Village Resource Center Program Manager*

**POLICY NUMBER:** **2075**

**REVISION:** **0** **ADOPTED BY THE BOARD ON:** **May 19, 2005**

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**2075.10** Under supervision of the General Manager, the MTWVRC Program Manager oversees programs for the Manila Teenship Wellness Village Resource Center. The Manila Teenship Wellness Village Resource Center Program Manager will work collaboratively to engage individuals of all ages in positive structured activities, encourage individuals to set and achieve goals, and advocate and provide for inclusiveness and diversities. The MTWVRC Program Manager will facilitate access to existing health services, resources and recreational and educational opportunities. The MTWVRC Program Manager provides advice on service and budget needs to General Manager.

**2075.20** Examples of Duties:

**2075.21** Establish liaisons with public agencies and potential public sponsors;

**2075.22** Recruit, hire, and supervise staff for the MTWVRS under the direction of the General Manager. Recommend discharge of assigned staff.

**2075.23** Development of the MTWVRC budget; and approve the expenditures.

**2075.24** Provide program development recommendations to the General Manager for the Resource Center.

**2075.25** Prepare grant applications under approval of the General Manager. Coordinate the implementation of grant programs;

**2075.26** Collect and maintain information used in the evaluation of programs effectiveness and prepare written reports;

**2075.27** Prepare and maintain forms, records and MTWVRS policies;

**2075.28** Coordinate, create, facilitate and supervise ongoing programs;

**2075.29** Provide access and referrals to services;

**2075.30** Advocate and organize for community issues and opportunities;

**2075.31** Develop and implement community planning, workshops, training and special events;

**2075.32** Develop outreach and public relation activities such as a newsletter, flyers, etc;

**2075.33** Purchase and maintain inventory;

**2075.34** Recruit, organize and supervise volunteers;

**2075.35** Coordinate programs with other MCSD programming;

**2075.36** Keep the room and supplies clean and orderly;

**2075.37** Keep an open, inclusive, inviting environment that is fair and just;

**2075.38** Perform related duties and responsibilities as required.

**2075.40** Required Qualifications:

**2075.41** Have two years experience in the implementation and management of programs and facilities;

**2075.42** Ability to implement, coordinate, and evaluate programs. Knowledge of budget preparation and expenditure control;

**2075.43** Have knowledge of basic office skills and financial record-keeping. Ability to develop, write and administer grants;

**2075.44** Possess a valid California driver's license and auto insurance;

**2075.45** Ability to supervise employees and volunteers, and to maintain cooperative working relationship with other District personnel and the general public, and to work collaboratively in a team environment;

**2075.46** Have knowledge of: correct English usage, spelling, grammar and punctuation; methods, practices and terminology used in financial work; and, modern office methods, practices, and procedures including the use and application of desktop computers, Internet and software. Communicate effectively in written and oral form;

**2075.47** Organize work in a clear and concise manner;

**2075.48** Desire to continue to acquire additional skills and knowledge in the various areas of assignments.

**2075.49** Have knowledge of and the ability to access available services and resources;

**2075.50** Express ideas and give instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; and, take the lead and become a source of reference for assigned areas of responsibility.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *Personnel*

**POLICY TITLE:** *Job Description - Manila Teensip Wellness Village Resource Center Technical Coordinator*

**POLICY NUMBER:** **2076**

**REVISION: 0** **ADOPTED BY THE BOARD ON:** **May 19, 2005**

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**2076.10** The MTWVRC Technical Coordinator, works with the Manila Teensip Wellness Village Resource Center Program Manager in the Manila Teensip Wellness Village Resource Center. Does related work as assigned.

**2076.20** Examples of Duties:

**2076.21** Establish liaisons with public agencies and potential public sponsors;

**2076.22** Attend regular staff meetings;

**2076.23** Help coordinate community planning meetings;

**2076.24** Help coordinate, create, facilitate and supervise participants in activities, meetings, training and special events;

**2076.25** Oversee and manage the computer network, programs and software;

**2076.26** Provide technical assistance and guidance with computer related work. Perform computer related tasks such as developing web pages and data collection for the resource center. Back up computer information and upgrade equipment and software when necessary; Monitor computer usage;

**2076.27** Maintains a cooperative and courteous manner with the public and other District employees

**2076.28** Help develop and implement community workshops and training;

**2076.29** Help with outreach and public relation activities such as a newsletter, flyers, etc.;

**2076.30** Help with other programming when needed;

**2076.31** Keep the room and supplies clean and orderly; adheres to safety regulations and practices.

**2076.40** Required Qualifications:

**2076.41** Ability to motivate and empower youth and community members;

**2076.42** Able to communicate effectively in written and oral form;

**2076.43** Ability to work collaboratively in a team environment;

**2076.44** Possess a valid California driver's license and auto insurance;

**2076.45** Organize work in a clear and concise manner;

**2076.46** Be competent with common PC programs and Internet. Be capable of managing a computer network system;

**2076.47** Organize work in a clear and concise manner;

**2076.48** Desire to continue to acquire additional skills and knowledge in the various areas of assignments;

**2076.49** Express ideas and give instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; and, take the lead and become a primary source of reference for assigned areas of responsibility.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *Personnel*

**POLICY TITLE:** *Job Description - Restoration Project Manager*

**POLICY NUMBER:** **2077**

**REVISION: 0** **ADOPTED BY THE BOARD ON:** April 21, 2005

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**2077.10** Under supervision of the General Manager, the Restoration Project Manager plans, prioritizes, implements, documents, and monitors the District's ongoing coastal dune restoration at the Manila Dunes Recreation Area and other property needing restoration acquired by the District in the future.

**2077.20** Examples of Duties:

**2077.21** Establish liaisons with public agencies and potential public sponsors;

**2077.22** Oversee California Conservation Corps, SWAP and Friends of the Dunes' restoration work on District property

**2077.23** Participate in the development of the budget; direct the monitoring of the approved expenditures.

**2077.24** Continue to seek grant funding for the restoration project. Prepare grant applications under direction and approval of the General Manager. Coordinate the implementation of grants.

**2077.25** Formulate work plans and monitor results of exotic species removal, utilizing the Long Term Management Plan; Monitor and document project, including effects on native vegetation, through mapping, photographs, field notes

and data sheet. Compile and maintain computer files for the project (e.g., reports, GIS files, maps, email, letters, photos etc.)

**2077.26** Serve as the District representative to organizations whose focus is restoration, such as Dunes Forum, Dunes Co-op, and Weed Management Area;

**2077.27** Consult the General Manager and other staff on other natural resource management issues for the District;

**2077.28** Coordinate, create, facilitate and supervise ongoing grant funding;

**2077.29** Purchase and maintain tool inventory;

**2077.30** Recruit, organize and supervise volunteers;

**2077.31** Perform related duties and responsibilities as required.

**2075.40** Required Qualifications:

**2077.41** Minimum of Bachelors Degree in Botany, Ecology, or a closely related field;

**2077.42** Minimum of one year work experience in the above field;

**2077.43** Need excellent knowledge of local dune flora and ecology;

**2077.44** Possess a valid California driver's license and auto insurance; have current CPR and First Aid card

**2077.45** Ability to supervise employees and volunteers, and to maintain cooperative working relationship with other District personnel and the general public and work collaboratively in a team environment. Ability to perform physically strenuous work;

**2077.46** Have knowledge of: correct English usage, spelling, grammar and punctuation; methods, practices and terminology used in financial work; and, modern office methods, practices, and procedures including the use and application of desktop computers, Internet and software. Ability to work with Geographic Information Systems. Communicate effectively in written and oral form;

**2077.47** Organize work in a clear and concise manner;

**2077.48** Desire to continue to acquire additional skills and knowledge in the various areas of assignments.

**2077.49** Have knowledge of and the ability to access available services and resources;

**2077.50** Express ideas and give instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; and, take the lead and become a source of reference for assigned areas of responsibility; needs public speaking skills..

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *Personnel*

**POLICY TITLE:** *Job Description - Restoration Field Supervisor*

**POLICY NUMBER:** **2078**

**REVISION: 0** **ADOPTED BY THE BOARD ON:** April 21, 2005

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**2078.10** Under supervision of the General Manager, the Restoration Project Manager, works with the Restoration Field Supervisor and other District employees of the District, prioritize, implement, document, and monitor the District's ongoing coastal dune restoration at the Manila Dunes Recreation Area. Part-time temporary position with flexible hours dependant on availability of crews and type of work being performed.

**2078.20** Examples of Duties:

**2078.21** Supervise SWAP work crews removing invasive weeds from District Property; work with, volunteer and other crews removing non-native vegetation.

**2078.22** Recruit, organize and supervise volunteers;

**2078.23** Perform related duties and responsibilities as required. Work will consist mainly of hand digging European beachgrass and burning or composting removed grass.

**2078.24** Maintain all tools and equipment in good working condition and advise Project Manager of any needed tool repair or replacement.

**2078.25** Complete labor tracking forms and submit to Project Manager in a timely manner

**2078.40** Required Qualifications:

**2078.41** Has education in Botany, Ecology, and/or related fields;

**2078.42** Possess a valid California driver's license and auto insurance; and current CPR and First Aid card

**2078.43** Ability to supervise employees and volunteers, and to maintain; cooperative working relationship with other District personnel and the general public and work collaboratively in a team environment;

**2078.44** Have experience working on dune restoration projects;

**2078.45** Organize work in a clear and concise manner;

**2078.46** Desire to continue to acquire additional skills and knowledge in the various areas of assignments;

**2078.47** Job requires availability on weekends and use of own vehicles; does related work as assigned.

**2078.48** Ability to perform physically strenuous work.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *Personnel*

**POLICY TITLE:** *Job Description - Nutrition Educator*

**POLICY NUMBER:** **2079**

**REVISION: 0** **ADOPTED BY THE BOARD ON:** **May 19, 2005**

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**2079.10** The Nutrition Educator, works in the recreation department under the direction of the Coordinator. This position is a grant-funded, part-time, temporary position.

**2079.20** Examples of Duties:

- 2079.21** Plans, coordinates, and facilitates nutrition educational activities for community center groups, with emphasis on recreation programs serving youth, teens and seniors;
- 2079.22** Works with other district staff in the recreation programs for Nutrition Education and Physical Education Project.
- 2079.23** Help direct youth, staff, and parent volunteers and work together with AmeriCorps STRAIGHT UP members and as well as 4-H University of California Cooperative Extension personnel.
- 2079.24** Plans, coordinates, and facilitates workshops and special events relating to the Nutrition Education and Physical Education Project, working together with other staff from the District, other community centers, and community organizations.

**2079.25** Complete participants and labor tracking forms and submit to the Coordinator

**2079.40** Required Qualifications:

**2079.41** Have knowledge relating to nutrition and physical education;

**2079.42** Two years of university or college course work in areas of sciences and/or nutrition

**2079.43** Have knowledge of program planning and budgeting;

**2079.44** Have experience with planning, coordinating, and facilitating workshops and/or special events, working together with other event organizers or equivalent;

**2079.45** Have experience working with youth, teens and/or seniors in a recreational or educational background;

**2079.46** Possess a valid California driver's license and auto insurance; and current CPR and First Aid card

**2079.47** Ability to supervise employees and volunteers, and to maintain; cooperative working relationship with other District personnel, community organizations and the general public and work collaboratively in a team environment;

**2079.48** Have knowledge of organizing and facilitating fundraising activities or equivalent;

**2079.49** Organize work in a clear and concise manner;

**2079.50** Job requires availability on weekends and use of own vehicles; does related work as assigned.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *Personnel*

**POLICY TITLE:** *Job Description - Public Works Supervisor*

**POLICY NUMBER:** **2090**

**REVISION:** 1 **ADOPTED BY THE BOARD ON:** **April 19, 2001**

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**2090.10** Under supervision of the General Manager, the Public Works Supervisor is responsible for the municipal operations, maintenance, construction and repair of the District's Water and Sewer System. Is the Chief Plant Operator of the wastewater treatment plant. Does related work as assigned. Shares on-call and emergency responsibilities with other personnel. Maintains a cooperative and courteous manner with the public and other District employees. Adheres to safety regulations and practices. The position may require direct contact with raw and treated sewage.

**2090.20** Examples of Duties:

**2090.21** Operate, repair, and maintain the District's water and wastewater system or cause them to be operated, repaired, and maintained.

**2090.22** Plan and budget for the water and wastewater facilities, maintain records, and create and present reports as needed by the General Manager, Board of Directors, the County, the State, or other government agencies.

**2090.23** Operates backhoe, sewer pumper truck, pickup truck, compaction equipment, jackhammer, compressor, riding lawn mower, and other power and hand tools and equipment as necessary.

**2090.24** Responsible for the supervision of public works personnel. Plans, schedules, and directs the ongoing work of personnel assigned to the water and wastewater facilities.

**2090.25** Make repairs and cause repairs to be made and otherwise see that all District equipment is properly maintained.

**2090.26** Plan and budget for necessary activities with the department.

**2090.27** Responsible for taking inventory and ordering supplies for department.

**2090.30** Required Qualifications:

**2090.31** Must possess a valid California Distribution Operator Certification, Grade II or higher and California Wastewater Treatment Operator Certification, Grade I or higher.

**2090.32** Must possess a valid and appropriate California driver's license.

**2090.33** Must possess one (1) year experience in the operation of light and medium motorized construction equipment.

**2090.34** Must be able to share on call responsibilities of the District's water and wastewater personnel. In addition, he/she shall be capable of operating and maintaining the District's various water and wastewater facilities and equipment and performing repairs as required. Must be able to be physically on-site for on-call service call within 30 minutes of notification. Must have and maintain telephone service at place of residence.

**2090.35** Must have knowledge of plumbing, carpentry, and electrical applications.

**2090.36** Must be able to perform heavy manual work for extended periods of time and sometimes under less than favorable conditions and often in inclement weather.

**2090.37** Must be able to follow safety regulations and practices.

**2090.38** Must have sufficient formal or informal education to read, write and speak in English and perform math calculations at a level required for successful job performance. Must be able to make written reports and also perform record keeping tasks. Must be able to understand and follow oral written directions, and contribute suggestions.

**2090.39** Ability to operate a variety of power tools, equipment, and motor vehicles.

**2090.40** Safely operate a variety of light and moderately heavy motorized and power construction equipment and the skillful use of hand and power tools.

**2090.41** Have knowledge of methods and material used in Water, Sewer, Park and Public facilities construction, maintenance, and repair.

**2090.42** Be able to skillfully and safely use a backhoe, medium duty truck, and other equipment in the construction, maintenance, and repair of the District's facilities.

**2090.43** Desire to continue to acquire additional skills and knowledge in the various areas of assignments.

**2090.44** Listen to suggestions and advice.

**2090.50** Pay rate in accordance with Salary Policy 2012.

**2090.60** Benefits provided according to the Personnel Policy.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Safety and Operations*

POLICY TITLE:

*Safety Policy*

POLICY NUMBER:

**3010**

REVISION: 1

ADOPTED BY THE BOARD ON: September 15, 1994

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**3010.10** Manila Community Services District is committed to maintaining a safe environment for all its public facilities as well as a safe work place for its employees.

**3010.20** The Safety Officer for the District shall be responsible for the oversight of the District's Safety Program and will be the chairperson for the District's Safety Committee.

**3010.30** The General Manager will be responsible for the day to day operations of the District and the implementation of the Safety Program.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Safety and Operations*

POLICY TITLE:

*Illness and Injury Prevention Program*

POLICY NUMBER:

**3020**

REVISION: 1

ADOPTED BY THE BOARD ON: September 15, 1994

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**3020.10** The goal of the District is to provide safe and healthful working conditions for all employees. Therefore, the District will maintain a Injury and Illness Prevention Program conforming to the best practices of Special Districts with similar powers. The District's Injury and Illness Prevention Program will be maintained as part of this section of the District's Policy Manual.

**3020.20** The District's Injury and Illness Prevention Program will be maintained as a stand alone document and may be amended from time to time. The District's Safety Officer will have oversight responsibilities for this program.

**Manila CSD**  
**Emergency Preparedness & Security List**  
**(RCAP)**

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|  |   |
|--|---|
|  | 1 <b>Develop / update</b> your Emergency Response Plan (ERP) based on your source water assessment. |
|  | 2 <b>Maintain</b> "as built" construction & distribution system drawings.                           |
|  | 3 <b>Document</b> inspections of critically vulnerable facilities.                                  |
|  | 4 <b>Post</b> up-to-date 24-hour emergency numbers.   |
|  | 5 <b>Establish</b> a communications plan with police.   |
|  | 6 <b>Lock</b> , screen, fence & secure all key facilities, pipes & wells.                           |
|  | 7 <b>Install</b> lighting around key facilities & parking area.                                     |
|  | 8 <b>Identify</b> alternative emergency supplies & equipment.                                       |
|  | 9 <b>Establish</b> mutual aid agreements with neighboring communities                               |
|  | 10 <b>Dial "911"</b> in an emergency & follow your ERP procedures.                                  |

Annual list review to be conducted in February:

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**MANILA COMMUNITY SERVICES  
DISTRICT  
INJURY AND ILLNESS  
PREVENTION PROGRAM**

November 21, 1991

MANILA COMMUNITY SERVICES DISTRICT  
1901 PARK STREET  
ARCATA, CALIF. 95521  
(707) 444-3803

INJURY AND ILLNESS PREVENTION PROGRAM

The objective of the occupational and health act of 1970 is to provide a safe and healthful work environment for workers. The goal and first consideration of this Company is to meet this objective and provide a safe and healthful environment for our employees.

We are committed to maintaining a safety and health program which places the personal safety of its employees at primary importance. Prevention of occupational injuries and illnesses will be given precedence over operational productivity, whenever necessary. Your cooperation in detecting hazards for correction and also controlling work hazards is a condition of your employment. Inform your supervisor immediately for the correction of any hazardous situation beyond your control.

Our objective is a safety and health program which reduces occupational injuries and illnesses to an absolute minimum; even surpassing the industry standard for operations similar to ours. Our goal is zero accidents and injuries.

Our injury and illness program includes:

Providing mechanical and physical safe-guards for maximum protection wherever needed.

Safety and health inspection to identify and eliminate job site hazards and unsafe work practices.

Training all employees regarding safe work practices and occupational hazards.

Providing necessary personal safety equipment with instructions to employees exposed to work area hazards.

Safety and health policies along with procedures for enforcement of these policies.

Accidents will be investigated to determine their cause and identify corrections that are necessary to prevent similar incidents.

Recognition for outstanding safety performance.

We understand safety and health responsibilities must be shared accordingly. Therefore;

MANILA COMMUNITY SERVICES DISTRICT accepts the responsibility for implementing and maintaining a safety and health program as well as providing any necessary protective equipment to ensure a safe workplace.

The Safety Manager is responsible for creating a positive attitude among employees toward the safety and health program of the Company. His/her duty is to ensure all operations are performed safely for the protection of all employees involved.

The employee is responsible for whole hearted support of the company health and safety program. This includes compliance with all policies and procedures along with continually practicing safety while performing work duties.

The components of our illness and injury prevention program are as follows:

1.) IDENTIFICATION OF AUTHORITY:

A necessary part of this program is to assign authority and responsibility to an individual within our company to effectively implement our program. This authority has been assigned to the Company Safety Manager, TIM DELLAS.

Any questions or suggestions you have regarding this program are encouraged.

2.) COMPLIANCE WITH SAFE WORK PRACTICES:

a) SAFETY MEETING AND TRAINING - In order to help ensure compliance with safe and healthful work practices, monthly safety meetings will be conducted by the Company Safety Manager. These meetings will be held regularly. The time and place will be posted. Employees will be notified in writing when there is a change in the meeting date. Attendance at the monthly safety meeting is mandatory for all employees. Exceptions for emergency response are also recognized.

General training will be incorporated into the regular monthly safety meeting. Subjects such as; lifting, housekeeping, material handling, defensive driving, etc. will be addressed at those meetings. Instructional videos or brief audio-visual materials that relate to this company may be used.

Specific training regarding safe procedures applicable to the job shall be completed at this time. Documentation of this training is to be recorded on the appropriate form and kept in the employees permanent file.

Periodic meeting of supervisory employees will be held under the direction of the Safety Manager for the discussion of safety problems and accidents that have occurred. These meeting may be incorporated into the regular monthly safety meeting in the absence of any accident or problem for discussion.

- b) DISCIPLINARY ACTION - All employees are expected to follow Safe Work Practices. Failure to comply with this safety policy will result in disciplinary action.
- c) SAFETY RECOGNITION AND AWARDS - As an incentive to promote safe work practices in our company and recognize outstanding safety accomplishments by our employees; a safety recognition program will be established.

3.) COMMUNICATION:

It is important for us to communicate matters related to occupational safety and health to all employees. It is encouraged within our company to report any hazard existing in the workplace to an immediate supervisor. A "safety suggestion" box for hazard reporting shall be provided to encourage employees to look for and report hazardous conditions in the workplace. This may be done anonymously if so desired. No reprisal will result to an employee who reports hazards for the well being of company employees.

The following methods will be used to communicate health and safety issues to our employees.

- a) Monthly safety meeting include training programs (Haz-Comm, First Aid, proper lifting, etc. );
- b) Posting safety codes and posters;
- c) Communication with the Safety Manager.

4.) HAZARD IDENTIFICATION:

The identification and evaluation of workplace hazards is important in maintaining a safe work environment. The follow

ing procedures will be used for effective identification and evaluation of these workplace hazards:

a) WORK AREA SAFETY INSPECTIONS: A job site inspection will be conducted monthly by the assigned Safety Manager to identify unsafe conditions and work practices. In addition unscheduled, unannounced surprise inspections will be conducted. Each employee will participate with the Safety Manager to complete the Workplace Inspection Form. All noted hazards shall be immediately communicated in writing to the supervisor for immediate correction depending on severity.

A periodic review of the Work Area Inspection Form shall be completed by the Safety Manager with revisions added when necessary. A reinspection of the work area shall be required to address all inspection form revisions. An inspection report shall be completed and returned to the Safety Manager for follow-up.

b) VEHICLE/EQUIPMENT INSPECTION: An inspection of equipment and vehicles will be conducted periodically by the Safety Manager. All noted hazards shall be communicated in writing to the vehicle/equipment operator for immediate correction depending on severity. The inspection report shall be completed and returned to the Safety Manager for follow-up.

c) IDENTIFICATION AND EVALUATION: An identification and evaluation of potential hazards will be made by the Safety Manager whenever a new substance, process, procedure or new piece of equipment is introduced into the workplace which represents a new occupational safety and health hazard.

d) NEW OR UNRECOGNIZED HAZARDS: An identification and evaluation procedure will also be completed by the Safety Manager whenever a new or previously unrecognized hazard is revealed.

Written documentation of all inspection and evaluations will be kept on file with the Company Safety Manager. The Safety Manager shall maintain records of all inspections as outlined in sections, a,b,c, and d above.

5.) INJURY / ILLNESS INVESTIGATION:

Occupational illness and injury investigation is an important

part of this program. All occupational injuries and illness are to be reported in writing to the Safety Manager within 24-hours of the occurrence. Employee's claim for workers' compensation benefits shall be completed. In addition, an injury and illness investigation report to identify causes and corrective action shall be completed by the Safety Manager.

- a) COMPANY POLICY: All work-related accidents will be investigated by the Company in a timely manner. Minor incidents and near misses will be investigated as will serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future.
- b) RESPONSIBILITY FOR ACCIDENT INVESTIGATION: The Safety Manager will be responsible for investigation of all accidents. Any occurrence, large or small, will be reported immediately.
- c) PROCEDURES FOR INVESTIGATION OF ACCIDENTS: The Safety Manager shall complete the Accident investigation form as soon as possible. Emphasis will be placed on why the accident occurred and all contributing factors. When at all possible this will include interviews with the injured and any witnesses.
- d) CORRECTING THE HAZARD AND PREVENTING REOCCURRENCES: It will be the responsibility of the Safety Manager in concurrence with management to determine what steps to take to avoid similar accidents. These will be taken promptly.

6.) CORRECTION OF UNSAFE / UNHEALTHY CONDITIONS:

Timely correction is required upon identifying and evaluating unsafe or unhealthy conditions, work practices, or work procedures. All employees are expected to correct any easily corrected hazard once it's identified. The procedure for correction of these unsafe or unhealthy conditions is as follows:

- a) All attempts must be made by employees to immediately correct severe hazards once observed or discovered. If the hazard is of a lesser degree of severity, a scheduled time for correction must be documented for

follow-up by the Safety Manager.

b) When an imminent hazard exists which cannot be immediately corrected, all exposed personnel must be removed from the area except those necessary to correct the existing condition. All affected personnel shall follow the direction of the department supervisor to safely exit the location until the hazardous conditions is corrected. Employees necessary to correct the hazardous condition shall be provided all necessary safeguards.

7.) TRAINING AND INSTRUCTION:

Training and instruction on subjects pertaining to safety and health is a necessary part of an effective safety program. Our company will conduct regular safety meetings on a monthly basis. The time place and date will be posted. These meetings will serve as the primary basis for training and instruction for safety related matters to our employees. At times, special training and instruction is required for other areas. The following areas of training will be addressed:

a) At time of employment, all new employees will be trained and/or given instruction regarding the safety policies of the company by the Safety Manager. This training and instruction shall also include any special training necessary for hazards inherent to their individual duties.

b) All employees given new job assignments for which training has not previously been received will be trained by the Safety Manager. This training is to ensure hazards associated with the new job assignments along with proper safety procedures have been properly communicated to the employee.

c) Training and instruction is required at the time a new substance, process, procedure or piece of equipment is introduced to the work place which represents a new hazard. This training shall be conducted by the Safety Manager.

d) Special training and instruction is required at the time the company is made aware of a new or previously unrecognized hazard; specifically if the hazard cannot be corrected in a timely manner based upon its severity. This training and instruction to

communicate this hazard shall be conducted by the Safety Manager.

- e) Training and instruction shall be provided for supervisors and shall be included in the regular monthly safety meeting. Additional training will also be scheduled on an "as-needed" basis. This training is to familiarize supervisors with safety and health hazards to which employees under their immediate direction and control may be exposed.

8.) RECORD KEEPING:

Records of the company's inspection, training and accident investigation will be kept in the office of the Safety Manager and on file for three years. Records of the steps taken to implement and maintain our Program include the following:

- a) Records of scheduled and periodic inspections to identify unsafe conditions and work practices. Our records will show the person(s) conducting the inspection, the unsafe conditions and work practices that have been indentified and the action taken to correct the unsafe conditions and work practices.
- b) Documentation of safety and health training. Our documentation shall include; the name of each employee trained or other identifier, training dates, type(s) of training, and training providers.
- c) The Safety Manager shall review CAL-OSHA form 200 to identify trends in accident/injury type as well as other significant factors.

This Injury and Illness Prevention Program is Company policy and is adopted to create a safe and healthful work place for all employees.

ASSIGNMENT OF RESPONSIBILITY AND AUTHORITY

FOR

MANILA COMMUNITY SERVICES DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

TIM DELLAS

SAFETY MANAGER

MANILA COMMUNITY SERVICES DISTRICT is committed to providing every employee with a safe and healthy work environment.

This Injury Prevention Program (IPP) has been established to help achieve this goal.

TIM DELLAS will function as Safety Manager in the Injury and Illness Prevention Program. The success of this program depends upon you, the individual employee, and your ability to perform your job safely.

## GENERAL SAFETY RULES

These Safety Rules have been established for the protection of each employee. All employees are requested to cooperate in observing these rules and to help in making their operation area a safe and orderly place to work.

VIOLATION OF ANY COMPANY SAFETY RULES ARE GROUNDS FOR DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL.

1. No smoking allowed (except in designated areas).
2. Anyone under the influence of alcohol or drugs is considered unable to work and will be sent home on the first infraction. If the problem re-occurs, the employee may be immediately discharged.
3. Anyone using alcohol or illegal drugs on the premises may be immediately discharged.
4. Anyone giving or selling drugs or alcohol to other employees on company property may be immediately discharged.
5. Horseplay and fighting is prohibited. This includes scuffing, yelling, throwing of tools or material, or playing practical jokes on other employees. Do not run while on company premises-always walk.
6. Dress code for all employees, adherence is required - (work clothing must not present a hazard):
  - a) long pants (no shorts, loose or bulky clothing will be worn).
  - b) regular shoes (no sandals, thongs or open-toed shoes).
  - c) minimum shirt requirement: Tank-top or equivalent.
  - d) uniforms must be worn when provided by the company.
7. Do not wear jewelry or loose clothing while operating moving machinery.
8. Never operate any machine or equipment unless you are specifically authorized to do so by your supervisor.
  
9. Do not operate defective equipment. Do not use broken hand tools. Report defective or hazardous equipment to your supervisor immediately.

GENERAL SAFETY RULES  
(cont.)

10. Obtain full instruction from your supervisor before operating a machine upon which you have not had orientation or are not familiar.
11. Never start on any job or task without being completely familiar with the safety techniques which apply to it. Check with your supervisor, if in doubt.
12. Do not operate any machinery or equipment unless all safety attachments are in place and properly adjusted.
13. Do not operate any machine or equipment at unsafe speeds. Shut-off equipment which is not in use.
14. Never repair or adjust any machine or equipment unless you are specifically authorized to do so by your supervisor and necessary safety precautions are taken.
15. Never oil, clean, repair or adjust any machine while it is in motion.
16. Never repair or adjust any electrically driven machine without:
  - a) Opening and properly locking-out and tagging the main electrical switch for that machine, or
  - b) Disconnecting the machine at it's power source.
17. Put tools and equipment away when they are not in use.
18. do not lift items which are too bulky or too heavy to be handled by one person. Ask for assistance.
19. Keep all aisles, stairways and exits clear of pallets, boxes, equipment, and waste.
20. Do not place equipment and materials anywhere they block emergency exit accesses or routes, fire extinguishers, machine or electrical control panels or fire alarms.
21. Stack all materials neatly and make sure stacks are stable.
22. Keep your work area, machinery and all Company facilities and equipment which you use clean and neat at all times.

GENERAL SAFETY RULES  
(cont.)

23. No employee will knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose him/her or others to injury.
24. Be alert at all times to see that all guards and protective devices are in proper place and adjusted. Report any deficiencies to your supervisor immediately.
25. Follow provided instructions and training in all lifting efforts. Where the item to be lifted causes any concern over ability to lift, GET HELP! Always plan, and clear the "carry-route" before lifting the item.
26. Know the location and proper use of all first aid kits, fire extinguishers and other emergency equipment in the plant.
27. Fire extinguishers that have been used or have a broken seal must be turned into your supervisor.
28. DO NOT move an injured person, unless there is exposure to further injury from fire, falling objects or other hazards.
29. Never take chances. If you are unsure, ask your supervisor. Let good common sense be your guide.
30. Read and obey all posted warning signs, instructional signs and posted speed limit signs in all areas of the plant. They are there for your protection.
31. Know the emergency phone number for our area. (911)

## NEW EMPLOYEE ORIENTATION AND TRAINING

### GENERAL:

Safety is the responsibility of each employee  
Report unsafe conditions or equipment immediately  
Follow established procedures and regulations  
Report all injuries/illnesses no matter how slight

### MACHINE SAFETY:

Use of guards / bypassing guards  
Service / cleaning  
Loose clothing, jewelry

### PROTECTIVE EQUIPMENT:

Use of glasses, gloves, aprons, etc. - when and where required  
Wear protective shoes at all times - provided by employee  
Ask supervisor to replace defective protective equipment

### HOUSEKEEPING:

Keep your work area clean  
Do not store material in aisles or passage ways  
Be on the lookout for others

### MATERIAL HANDLING:

Stack material safely  
Use dollies, ladders, etc. safely  
Lift all material safely

### ELECTRICAL SAFETY:

Do not tamper with or try to service equipment yourself  
Follow lock-out procedures at all times  
Report hazardous electrical conditions immediately

### FIRE SAFETY:

Observe all "NO SMOKING" signs, smoke only in designate areas  
Know the location and use of fire extinguishers.  
Handle and store flammable liquids properly  
In the event of fire exit the building at the nearest exit  
Call (911) in the event of fire  
Use fire extinguishers if feasible  
All employees assemble in parking lot

NEW EMPLOYEE ORIENTATION AND TRAINING  
(continued)

EMERGENCY PROCEDURES:

Evacuate building through nearest exit during emergency  
Activate 9-1-1 if time allows  
Use fire extinguishers if safety allows  
All employees meet in parking lot (for head count)  
Notify appropriate agencies if toxic substances are involved

PERSONAL CONDUCT:

Lift properly, using legs - follow proper lifting techniques  
at all times.

No horseplay is allowed.

No running on the premises.

Observe warning and caution signs.

## VEHICLE OPERATING RULES AND INSTRUCTIONS

1. Drivers of company vehicles shall have in their possession a valid operator's license, as required.
2. Seat belts shall be used.
3. All traffic laws shall be observed.
4. The driver shall drive at a safe speed no greater than that permitted by law. Traffic, road and weather conditions shall be given consideration in determining the safe speed within the legal limit at which the vehicle may be operated.
5. The driver of the vehicle shall be courteous toward other operators and pedestrians.
6. Driver shall yield Right of Way in all cases where failure to do so might endanger any person or vehicle.
7. The driver shall stay a sufficient distance behind when following another vehicle so that he can safely stop the vehicle in the clear distance ahead.
8. Drivers or other persons in charge of vehicles shall not allow anyone to ride on the fenders, running boards, engine hood, tops of cabs, trailers or in any position not considered safe (except in the case of an emergency, and then only upon the proper authority). Non-employees shall not be transported in company vehicles unless it is for work related purposes.

## NEW EMPLOYEE ORIENTATION AND TRAINING

### General:

Safety is the responsibility of each employee  
Report unsafe conditions or equipment immediately  
Follow established procedures and regulations  
Report all injuries / illnesses no matter how slight  
Don't perform unsafe acts

### Machine Safety:

Use of guards / bypassing guards  
Service / cleaning  
Loose clothing, jewelry

### Protective Equipment:

Use of glasses, gloves, aprons, etc. - when and where required  
Wear protective shoes all all times - provided by employee  
Ask supervisor to replace defective protective equipment

### Housekeeping:

Keep your work area clean  
Do not store material in aisles or passage ways  
Be on the lookout for others

### Material Handling

Stack material safely  
Use dollies, ladders, etc. safely  
Lift all material safely

### Electrical Safety:

Do not tamper with or try to service equipment yourself  
Follow lock-out procedures at all times  
Report hazardous electrical conditions immediately

### Fire Safety:

Observe all "NO SMOKING" signs, smoke only in designated areas  
Know the location and use of fire extinguishers. Handle and store  
flammable liquids properly. In the event of fire exit the building  
at the nearest exit. Call 9-1-1. If feasible fire extinguishers  
may be utilized. All employees shall assemble in the parking area.

### Emergency Procedures

In the event of fire or other emergency  
Evacuate building through the nearest exit.  
Activate 9-1-1 if time allows.  
Use fire extinguishers if safety allows  
All employees will meet in the parking lot.  
Notify the appropriate agencies if toxic substances are involved.

### Personal Conduct:

Lift properly, using legs - follow proper lifting techniques at all times  
Horseplay is not allowed  
No running on the premises  
Observe warning and caution signs

I have received detailed instructions on my specific job and the general precautions outlined in the Company Safety Manual.

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Employee

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Date

I have reviewed with this employee the specific safety precautions of the job and the precautions outlined in the Company Safety Manual.

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Supervisor

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Date

OFFICE  
CODE OF SAFE PRACTICES

1. Files, equipment or other items will not be left on the floor so as to present a tripping hazard.
2. Only one file cabinet drawer will be opened at a time, and file cabinet drawers will be closed when work is finished.
3. There shall be no beverages in the immediate vicinity of any electrical equipment, including computer keyboards and monitors, processing units, typewriters, copiers and fax machines.
4. Employees must advise their supervisor or the Manager if background lighting causes glare or a reduced clarity of vision on a VDT screen (where necessary appropriate screens will be placed on VDT screens to avoid injury or eyestrain).
5. Correct typing posture will be maintained to prevent injury to the back, hands, wrists or other body parts.
6. All office equipment will be maintained according to manufacturer's specifications, and repairs will be performed only by trained personnel.
7. VDT screen positions, chairs and keyboards should be adjustable.
8. Adequate aisle space shall be maintained.
9. Employees should exercise caution when moving about the office.
10. Employees shall use rest periods provided to relax eyes and body.
11. Employees shall follow training on preventing problems.
12. Adequate ventilation shall be maintained.

BACKHOE OR SKIP LOADER  
Code of Safety

1. Check for safe working surface.
2. Walk around to verify room to work.
3. Walk around backhoe to check for objects which can be damaged if not seen.
4. Check bolts, pins, hose, and fittings on scoop and on bucket arm. Verify safety pin in place.
5. Check fluid levels.
6. Put on safety belt.
7. Start engine and check for hydraulic leaks. Report problems and do not use equipment if leaks occur. Fix leaks if possible.
8. Always use a spotter when digging.
9. Do not allow anyone between bucket and chassis.
10. When lifting with backhoe, do not allow anyone below load.
11. Do not leave control area with bucket or scoop raised.
12. Leave backhoe off with hydraulics in no pressure position for down time.

MAINTENANCE/SHOP  
CODE OF SAFE PRACTICES

1. All tools and equipment shall be maintained in good condition and in accordance with the manufacturer's specifications.
2. Flammable or toxic chemicals shall be kept in closed, properly marked containers when not in use.
3. Only appropriate tools shall be used for any task.
4. Safety glasses will be worn where eye protection is required.
5. When there is a danger of hair entangling in moving machinery or equipment, a cap or hat must be worn.
6. No employee will use any machine or piece of equipment until he or she is trained, qualified, and authorized to operate it.
7. Power machinery will be kept free of unnecessary tools, rags, and scrap while in operation.
8. Rings, jewelry, watches, gloves, neckties, long sleeves, or loose clothing will not be worn when near or operating machinery or other sources of entanglement.
9. Compressed air will not be used to clean floors, clothes, hands, or other parts of the body.
10. Any defective tool or equipment must immediately be reported to the employee's supervisor or the manager.
11. Ventilation vents shall be used when working with chemicals that require its use.
12. Ladder rungs and steps must be kept free of grease and oil.
13. Workstations shall be designed to minimize musculoskeletal injury. Chairs shall be adjustable.
14. The user must always face the ladder when ascending or descending.
15. When used to gain access to roofs or platforms, rung ladders must extend at least three feet above the elevated surface.
16. The proper size and strength of ladder or stepstool will be used, employees will not use chairs, boxes, etc., in place of the proper ladder or stepstool.
17. Only wood or fiberglass ladders will be used when working on electrical equipment or items.

## HAZARDOUS AND/OR TOXIC SUBSTANCES

### CODE OF SAFE PRACTICES

1. Tim Dellas will be the Safety Manager responsible for the prevention of injury or illness from Hazardous and/or Toxic Substances.
2. The Company will not accept the delivery of any chemical material (solid or liquid) prior to comparing the invoice to the purchase order to assure the delivery of the proper material.
3. Any spills will be cleaned up immediately.
4. Gasoline will not be used as a cleaning solvent.
5. Prior to utilizing solvents and/or other similar materials the employee will review the data sheet and label on the material to determine the safe use of the material.
6. The disposal of any material considered Hazardous or Toxic will be in accordance with Company procedures as they are now being implemented.
7. Material Safety Data Sheets (MSDS) will be maintained on all hazardous or toxic substances. These sheets will be reviewed regularly.
8. Materials of unknown origin or composition will only be handled with extreme caution.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Safety and Operations*

POLICY TITLE:

**Drug-Free Workplace Policy**

POLICY NUMBER:

**3021**

REVISION: 1

ADOPTED BY THE BOARD ON: September 16, 1993

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**3021.10** The goal of the District is to provide a workplace free from the effects of drug and alcohol abuse. It is also the intention of the District to comply with the Federal Drug-Free Workplace Act of 1988 as a requirement in continue to receive Federal Grants.

**3021.20** The District has issued a Drug-Free Workplace Certification as part of this policy. In addition, a Drug-Free Workplace Statement has been developed and each employee of the District is required to acknowledge that they agree to adhere to the Drug-Free Workplace Policy of the District.

**3021.30** The District's Drug-Free Workplace Certification and Statement is maintained as part of this section of the District's Policy Manual.

Manila Community Services District

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D R U G - F R E E   W O R K P L A C E   C E R T I F I C A T I O N

As required by the regulations (published as Part II of the January 31, 1989 *Federal Register*, pages 4947-4966) that implement the drug-free workplace requirements for federal grant recipients under the Drug-Free Workplace Act of 1988, Manila Community Services District (MCSD) hereby certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in MCSD's workplace and by specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. MCSD's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee be given a copy of the statement required by paragraph 1.
4. Notifying the employee in the statement required by paragraph 1, that, as a condition of employment under the grant, the employee will:
  - a. abide by the terms of the statement; and
  - b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Notifying the agency within ten (10) days after receiving notice under subparagraph 2.b. from an employee or otherwise receiving actual notice of such conviction.
6. Taking one of the following actions within 30 days of receiving notice under subparagraph 2.b. with respect to any

Manila C.S.D. Drug-Free Workplace Certification  
Page 2

employee who is so convicted:

- a. Taking appropriate personnel action against such an employee up to and including termination, or
- b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6 above.

8. This drug-free workplace certification applies to all MCSD worksites and all MCSD employees.

Authorized Representative:

Diane V. Risse

Name

Diane V. Risse

Signature

General Manager

Title

16 Sept 93

Date

*Manila Community Services District*

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D R U G - F R E E   W O R K P L A C E   S T A T E M E N T

To comply with the federal Drug-Free Workplace Act of 1988 and continue receiving federal grants and contracts, Manila Community Services District (MCSD) must certify that the District provides drug-free workplaces and has issued drug-free workplace statements with these provisions to its employees. As an employee of MCSD, you are being issued this statement to meet this requirement.

It is the policy of MCSD that the MCSD workplace be free from the effects of drug and alcohol abuse in the workplace. These dangers include death and injury to the employee, co-workers, or the public resulting from accidents, dereliction of duty, poor judgment and carelessness. Substance abuse also results in lost productivity, reduced efficiency, and increases absenteeism by the substance abuser, and interferes with the job performance of employees who do not use illegal or unauthorized substances.

The policy of MCSD is that no MCSD employee who is on duty or on standby for duty shall: (1) use, possess, or be under the influence of illegal or unauthorized drugs or other illegal mind-altering substances; or (2) use or be under the influence of alcohol to any extent that would impede the employee's ability to perform his or her duties safely and effectively. Furthermore, no employee shall perform duties which, because of drugs taken under a legal prescription, the employee cannot perform without posing a threat to the health or safety of the employee or others.

MCSD policy also prohibits the unlawful manufacture, dispensation, possession, or illegal use of a controlled substance. That prohibition extends to all places on MCSD property and includes the worksite of MCSD employees.

Employees convicted of a violation of a criminal drug statute when the violation occurred at a MCSD employee's worksite shall report the conviction to the MCSD General Manager within five (5) days of the conviction.

In the event of the unlawful manufacture, distribution, dispensation, possession, or illegal use of a controlled substance at a MCSD worksite, MCSD may take disciplinary action pursuant to applicable MCSD personnel policies and/or require the satisfactory completion of a drug

Manila C.S.D. Drug-Free Workplace Statement  
Page 2

abuse assistance or rehabilitation program.

MCSD will make available drug problem assessment and will provide referral to appropriate counseling and rehabilitation services. These services are available to all MCSD employees. Procedures exist to ensure the confidentiality of personnel records. Contact the General Manager for further information.

It is the intent of MCSD that each MCSD employee abide by the terms of this drug-free workplace statement.

PERSONNEL ACKNOWLEDGEMENT

As an employee of MCSD I have been given a statement regarding a Drug-Free Workplace policy. In accepting my employment position with MCSD, I hereby agree to adhere to the Drug-Free Workplace policy.

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Signature

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Date

Date Hired: \_\_\_\_\_

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** Safety and Operations  
**POLICY TITLE:** Emergency Preparedness  
**POLICY NUMBER:** 3025  
**REVISION:** ADOPTED BY THE BOARD ON: August 30, 2007

**3025.1** It is the policy of Manila Community Services District to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency and protect the safety of staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency duties.

**3025.2** **Emergency:** Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and may require the combined forces of other political subdivisions to help respond.

**3025.3** **Emergency Preparedness:** The Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with public and private agencies on

matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.

**3025.4** **Standardized Emergency Management System:** The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code § 8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

**3025.5** **District Emergency Declaration:** When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a “District Emergency.” The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

**3025.6** **Authorization During District Emergencies:** The General Manager’s Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District’s resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding and enter into emergency contracts of up to \$50,000, as authorized by Public Contract Code §20567 and §22050.

**3025.7** **Mutual Aid:** The California Master Mutual Aid Agreement (Government Code §8561, § 8615, and § 8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other local government and public agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

**3025.8** **Continuity of Management:** The District’s emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and power of the primary staff.

**3025.9** **Status Reports:** The General Manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board of the

effectiveness of the plan and District response within 60 days of the occurrence of a declared District emergency.

**Manila CSD policy #3025.9**  
adopted Oct. 25, 2007  
**Manila CSD**  
**Emergency Preparedness & Security List**  
**(RCAP)**

✓

|  |   |
|--|---|
|  | 1 <b>Develop / update</b> your Emergency Response Plan (ERP) based on your source water assessment. |
|  | 2 <b>Maintain</b> "as built" construction & distribution system drawings.                           |
|  | 3 <b>Document</b> inspections of critically vulnerable facilities.                                  |
|  | 4 <b>Post</b> up-to-date 24-hour emergency numbers.   |
|  | 5 <b>Establish</b> a communications plan with police.   |
|  | 6 <b>Lock</b> , screen, fence & secure all key facilities, pipes & wells.                           |
|  | 7 <b>Install</b> lighting around key facilities & parking area.                                     |
|  | 8 <b>Identify</b> alternative emergency supplies & equipment.                                       |
|  | 9 <b>Establish</b> mutual aid agreements with neighboring communities                               |
|  | 10 <b>Dial "911"</b> in an emergency & follow your ERP procedures.                                  |

Annual list review to be conducted in February:

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Safety and Operations*

POLICY TITLE:

**Customer Water Leaks** (relief on excessive water use charges)

POLICY NUMBER:

**3031**

REVISION: 1

ADOPTED BY THE BOARD ON: August 17, 1995

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**3031.10** The District manages its general water system policies through Ordinance(s) which delineate general use policy and the rate and fees' classifications. However, specific issues that are not cited in the ordinances are brought to the Board of Directors either by staff or the public for clarification. One such issue has been water leaks within some customers plumbing system. This policy defines previous actions taken by the Board of Directors on this subject and serves as direction and authority to the General Manager to resolve this issue as it occurs.

**3031.20** The District is not responsible for pipes, valves, or fixtures beyond the District's water meter and this policy does not change or assume District responsibility and liability for leaks within the customers plumbing system. Customers' are responsible for their own piping systems and if their plumbing systems are aging and susceptible to leaks, the customer needs to make timely repairs as needed. Therefore, the District does not offer credits to customers due to common water leaks in their water pipes or fixtures.

**3031.20** The District does offer to customers up to two credits within a two (2) year period due to a significant water leak with the customer's water plumbing system. This credit is provided under the following conditions:

**3031.21** The excess usage must be caused by leakage in customers' water plumbing system and not by high customer usage.

**3031.22** The customer did not have a reasonable method to determine that a leak existed since the previous water billing by the District.

**3031.23** The customer must request the credit and provide sufficient evidence that a credit is warranted under this policy.

**3031.24** The leakage is caused by an abnormal situation such as a broken pipe or fitting.

**3031.30** The credit is calculated using the following formula:

**3031.31** The water rate schedule is used to calculate the cost of water used over the base allowance.

**3031.32** The credit provided to the customer is 50 percent of the excess water usage cost which is over and above the customers normal monthly average water usage.

**3031.40** The District will attempt to notify the customer if it appears the customer has experienced excessive water usage. This would normally occur when the District reads the water meters or while preparing the customer's monthly bill. This is a service provided by the District, and the District assumes no responsibility if it fails to notice the excessive usage or notify the customer.

**3031.50** In times of natural disasters, such as earthquakes, the District may grant broad relief to customers for excess water usage. This special relief will not be counted in the two credits offered for individual leaks.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Board of Directors*

POLICY TITLE:

*Code of Ethics*

POLICY NUMBER:

**4010**

REVISION: 1

ADOPTED BY THE BOARD ON: September 15, 1994

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**4010.10** The Board of Directors of Manila Community Services District is committed to providing the highest quality of services to its constituents. In conducting District business, the following rules shall be observed.

**4010.11** The dignity, style, values and opinions of each Director shall be respected.

**4010.12** Responsiveness and attentive listening in communication is encouraged.

**4010.13** The needs of the District's constituents should be the priority of the Board of Directors.

**4010.14** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to staff members through the General Manager of the District.

**4010.15** Directors should practice the following procedures:

**4010.151** In seeking clarification on matters of District policy, Directors may directly approach professional staff members to obtain information needed to assist in their decision-making.

**4010.152** In handling complaints from residents and property owners of the District, said complaints should be discussed in a positive manner and referred to the General Manager or appropriate agencies for matters outside the District's powers.

**4010.153** In items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office.

**4010.154** In presenting items for discussion at Board meetings, see Policy No. 5020 (Board Meeting Agenda).

**4010.16** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Board of Directors*

POLICY TITLE:

*Attendance at Meetings*

POLICY NUMBER:

**4020**

REVISION: 1

ADOPTED BY THE BOARD ON: September 15, 1994

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**4020.10** Members of the Board of Directors of Manila Community Services District shall attend all regular and special meetings of the Board unless there is a good cause for absence.

**4020.20** A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) months as delineated in current California Government Code except as authorized by the Board of Directors.

**4020.30** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

**4020.31** Information that is exchanged for agenda items before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

**4020.40** Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

**4020.50** Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

**4020.60** Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed including, if desired, a position on abstention or dissenting vote.

**4020.70** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision making responsibilities.

**4020.80** Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Board of Directors*

POLICY TITLE:

*Remuneration and Reimbursement*

POLICY NUMBER:

**4030**

REVISION: 2

ADOPTED BY THE BOARD ON: July 25, 1996

revised to reflect current practices

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**4030.10** Members of the Board of Directors of Manila Community Services District shall receive a "Director's Fee," for each regular and special meeting attended. The Director serving as the Finance Officer will receive an additional fee for that function. "Director's Fees" shall be annually established by the Board at its regular meeting in the first month of the fiscal year each July.

**4030.11** The following "Director's Fees" were adopted by motion of the Board of Directors on June 20, 1996:

- Regular Meetings (one per month) - \$75 per meeting per Director in attendance. **\$90**
- Special Meetings (as required and called) - \$50 per meeting per Director in attendance.
- Finance Officer Fee - \$100 per month in addition to regular and special meeting fees. **\$115**

**4030.20** Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy No. 4070. Reimbursement for the cost of the use of the Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Board of Directors*

POLICY TITLE:

*Membership in Associations*

POLICY NUMBER:

**4040**

REVISION: 1

ADOPTED BY THE BOARD ON: September 15, 1994

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**4040.10** The Board of Directors of Manila Community Services District shall ordinarily hold membership in and attend meetings of national, state, and local associations which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

**4040.20** The Board of Directors shall maintain District membership in the following organizations.

**4040.21** California Special District Association

**4040.22** Special Districts Risk Management Authority

**4040.23** California Rural Water Association

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Board of Directors*

POLICY TITLE:

*Board President and Other Officers of  
the Board*

POLICY NUMBER:

**4050**

REVISION: 2

ADOPTED BY THE BOARD ON: November 19, 1998

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**4050.10** The Board of Directors of Manila Community Services District shall elect officers at the annual Organizational Meeting held at the District's regular meeting each December. The officers shall be: President, Vice President, Finance Officer, Secretary, and Safety Officer.

**4050.20** The President of the Board of Directors shall serve as chairperson at all Board meetings. He/She shall have the same rights as the other members of the Board in voting, introducing and seconding motions, resolutions and ordinances, and any discussion of questions that follow said actions.

**4050.30** In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

**4050.40** The Finance Officer shall provide oversight of the financial transactions of the District. Specific responsibilities are delineated in the District's Financial Procedures in Policy No. 6010.

**4050.50** The Secretary shall assure the minutes of all Board meetings are recorded and accurate. After the minutes are approved by the Board, the Secretary shall endorsement them to indicate they are indeed the official record of the Board meeting.

**4050.60** The Safety Officer shall provide oversight of the District's Safety Program and be the chairperson for the District's Safety Committee. Specific responsibilities are delineated in the District's Safety Policy No. 3010.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Board of Directors*

POLICY TITLE:

*Training, Education, and Conferences*

POLICY NUMBER:

**4070**

REVISION: 1

ADOPTED BY THE BOARD ON: September 15, 1994

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**4070.10** It is the policy of Manila Community Services District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging, and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state, and national meetings and/or conferences associated with the interests of the District.

**4070.20** District administrative staff shall be responsible for making arrangements for per diem, travel, lodging and, registration for Directors attending state and national seminars, workshops, meetings, and conferences. All expenses shall be reported to the district by Directors, together with validated receipts.

**4070.30** Attendance by Directors (and/or staff) of seminars, workshops, and conferences shall be approved by the Board of Directors prior to incurring and reimbursable costs.

**4070.40** Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors (as well as staff) will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Material from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION: *Board Meetings***

**POLICY TITLE:** *Board Meetings*<sup>1</sup>

**POLICY NUMBER:** 5010

## **5010.10 Regular meetings of the Board of Directors of Manila**

Community Services District shall be held on the third Tuesday of each calendar month at 6:30 p.m. in the Manila Community Center at 1611 Peninsula, Manila. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organization meeting on the Board.

**5010.15 Closed Sessions:** All closed sessions of the Manila CSD Board shall be noticed and conducted in a manner that conforms with the Ralph M. Brown Act. Legal counsel for the District shall attend any closed session involving litigation claims and/or potential claims as well as any other closed sessions for which his or her attendance is requested by the Board and/or the General Manager.

**5010.20** Special meetings (non-emergency) of the Board of Directors may be called by the Board President or established by the Board at a regular meeting.

**5010.21** All Directors, the General Manager, and other appropriate individuals such as District Legal Counsel, shall be notified of the special Board meeting and the purpose or purposes for which it is call. Notification will conform to the current requirements of the Ralph M. Brown Act (California Government Code sections 54950 through 54926) and publicly posted.

<sup>1</sup> See District Ordinance 93.01

**5010.22** Newspapers of general circulation in the District, radio stations, televisions stations, organizations, property owners, and customers who have requested notice of special meetings shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case, notice will be given by telephone during business hours as soon as practical after the meeting is scheduled.

**5010.23** An agenda shall be prepared as specified for regular Board meetings in Policy No. 5020 and shall be delivered with the notice of the special meeting to those specified above.

**5010.24** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

**5010.30** Emergency meetings may be called in the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency meeting as allowed by the current criteria of the Brown Act. An emergency situation means a crippling disaster which severely impairs public health, safety, or both as determined by the General Manager, Board President or Vice President in the President's absence.

**5010.31** Newspapers of general circulation in the District, radio stations, televisions stations which have requested notice of special meetings shall be notified at least one (1) hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify those newspapers, radio stations, or televisions stations of the fact of the holding of the emergency meeting, and of any action taken by the Board, as soon after the meeting as possible.

**5010.32** No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the notification requirement. The minutes of the emergency meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s) and any action taken at such meeting shall be posted for a minimum of ten (10) day in the District office as soon after the meeting as possible.

**5010.40      Adjourned Meetings.** A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, he/she shall cause a written notice of adjournment to be given to those specified in 5010.22 above.

**5010.50      Annual Organizational Meeting.** The Board of Directors shall hold an annual organization meeting at its regular meeting each December. At this meeting the Board will elect a President, Vice President, Secretary, Finance Officer, and Safety Officer from among its member to serve during the coming calendar year.

**5010.60**      The Chairperson of the meetings described in this policy shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

**5010.70**      The Chairperson and the General Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and the physical facilities for said meetings are functional an appropriate.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *Board Meetings*

**POLICY TITLE:** *Board Meeting Agenda*

**POLICY NUMBER:** **5020**

**REVISION: 3** **ADOPTED BY THE BOARD ON: APRIL 21, 2005**

This policy needs revisions to reflect Tuesday meetings

**5020.10** The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 11:00 a.m. Friday prior to the meeting date.

**5020.20** Any member of the public may request that a matter of business directly related to the District's powers and authority be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

**5020.21** The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least eight (8) business days prior to the day of the meeting;

**5020.22** Any matter of business which is legally a consideration for discussion by the Board in closed session will not be accepted under this policy;

**5020.23** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

**5020.24** All supporting documents and information to be presented to the Board of Directors by a director or staff must be submitted in writing to the General Manager no later than 4:00 p.m., one day prior to posting of the agenda. (IE: If the Board meeting is on the third Thursday at 7:00 p.m., the General Manager must receive notice by 4:00, p.m. on Thursday one week before the meeting).

**5020.25** A draft agenda will be hand delivered to Board of Directors' residences no later than 4:00 p.m. on the Wednesday, one week prior to the meeting date whenever practical. Final agendas with supporting documents will be hand delivered to Board of Directors' residences no later than 4:00 p.m. the Friday prior to the meeting date whenever practical.

**5020.30** This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

**5020.40** The agenda will include all matters on which there may be discussion and/or action by the Board. The agenda shall be posted conspicuously for public review at the District office and if possible, at other suitable locations within the District on the Friday before or at least seventy-two (72) hours prior to the time of all regular and special meetings.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Board Meetings*

POLICY TITLE:

*Board Meeting Conduct*

POLICY NUMBER:

**5030**

REVISION: 0

ADOPTED BY THE BOARD ON: April 14, 1994

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**5030.10** Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order, Revised shall all also be used as a guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Robert's Rules of Order, Revised.

**5030.20** All Board meetings shall commence at the time stated on the agenda and shall be guided by the same.

**5030.30** The conduct of meetings shall, to the fullest possible extent, enable Directors to:

**5030.31** Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and

**5030.32** Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

**5030.40** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

**5030.41** Time limitations may be uniformly imposed by the Board to individual presentations to assure every subject is heard.

**5030.42** No boisterous conduct shall be permitted at any board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

**5030.43** No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual(s). All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy No. 1060.

**5030.50** Willful disruption on any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

**5030.51** In such an event, only matters appearing on the agenda may be considered in such a session.

**5030.52** After clearing the room, the Chairperson may permit those persons including duly accredited representatives of the news media, who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

***Board Meetings***

POLICY TITLE:

***Board Actions and Decisions***

POLICY NUMBER:

**5040**

REVISION: 0

ADOPTED BY THE BOARD ON: April 14, 1994

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**5040.10** Actions by the Board of Directors include but are not limited to the following:

**5040.11** Adoption or rejection of regulations or policies;

**5040.12** Adoption or rejection of a resolution;

**5040.13** Adoption or rejection of an ordinance;

**5040.14** Approval or rejection of any contract or expenditure;

**5040.15** Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

**5040.16** Approval or disapproval of matters which require or may require the District or its employees to take action and/or provide services.

**5040.20** Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).

**5040.21** A member abstaining in a vote is considered as absent for that vote.

**5040.211 Example.** If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

**5040.212 Example.** If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action can not be approved because 4 of the 5 Directors would have to vote in favor of the action.

**5040.213 Example.** If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, 3 Directors must vote in favor of the appointment for it to be approved. If 2 of the 4 Directors present abstain, the appointment is not approved.

**5040.30** The Board may give directions which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

**5040.31** The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.

**5040.32** A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.)

**5040.33** Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board meeting during which said informal action is taken.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

*Board Meetings*

POLICY TITLE:

*Review of Administrative Decisions*

POLICY NUMBER:

**5050**

REVISION: 0

ADOPTED BY THE BOARD ON: April 14, 1994

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**5050.10** The provisions of Section 1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of Section 1094.5 of said code. The provisions of Section 1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy, or regulation of the District, affecting the subject matter of an appeal.

**5050.20** This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

**5050.30** The purpose of this policy is to insure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION: ***Board Meetings***

POLICY TITLE: ***Minutes of Board Meetings***

POLICY NUMBER: **5060**

REVISION: 0 ADOPTED BY THE BOARD ON: April 14, 1994

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**5060.10** The Secretary of the Board of Directors shall assure that minutes are recorded of all the regular and special meetings of the Board. The minutes will be reduced to the form of written text.

**5060.11** Written copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.

**5060.12** The minutes of the regular and special meetings become official after they are approved by a majority of the Board at a regular meeting. The official minutes should be kept in a secure fire-resistant vault or cabinets.

**5060.20** A video and/or audio tape of any meeting of the Board of Directors, including closed sessions, may be made at the request of the Secretary, General Manager, or any Director when such request is approved by a majority of the whole Board.

**5050.21** The Chairperson will announce the fact that a recording is being made at the beginning of the meeting, and the recording device shall be placed in plain view of all present, so far as is possible.

**5060.22** The recordings made during regular and special meetings are not deemed to be official records of the Board. Only the approved minutes will be considered to be the official minutes of the Board.

**5060.23** Recordings made during closed sessions of the Board are deemed not to be public records.

**5060.30** Motions, resolution, or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.

**5060.31** All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each calendar year.

**5060.311 Example.** Resolution 94.01; Resolution 94.02....Resolution 94.16; etc.

**5060.40** The minutes of Board meetings shall be maintained as outlined as follows;

**5060.41** Procedure:

**5060.411** Date, place, and type of each meeting;

**5060.412** Directors present and absent by name.

**5060.413** Call to order;

**5060.414** Arrival of tardy Directors by name;

**5060.415** Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;

**5060.416** Adjournment of the meeting;

**5060.417** Record of written notice of special meetings; and,

**5060.418** Record of items to be considered at special meetings.

**5060.42** Board Actions:

2. **5060.421** Approval of amended approval of the minutes of preceding meetings;

**5060.422** Complete information as to each subject of the Board's deliberation;

**5060.423** Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;

**5060.424** All Board resolutions and ordinances in complete context, numbered serially for each calendar year;

**5060.425** A record of all contracts entered into;

**5060.426** All employments and resignation or terminations of the employment within the District;

**5060.427** A record by of all bid procedures, including calls for bids authorized, bids received, and other action taken;

**5060.428** A record of all warrants drawn on District reserves;

**5060.429** Adoption of the annual budget;

**5060.430** Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month;

**5060.431** A record of all important correspondence;

**5060.432** A record of the General Manger's report to the Board;

**5060.433** Approval of all policies; and,

**5060.434** A record of all visitors and delegations presenting business, petitions, or complaints before the Board.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:** *Financial*

**POLICY TITLE:** *Financial Procedures*

**POLICY NUMBER:** **6010**

**REVISION: 1** **ADOPTED BY THE BOARD ON: October 21, 1999**

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**6010.10** The District shall maintain Financial Procedures as part of this section the District Policy Manual. The Financial Procedures will be maintained as a stand alone document and may be amended from time to time as approved by the Board of Directors.

# Manila Community Services District

## *Financial Procedures Policy*

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# Manila CSD Financial Procedures Policy

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## 1.0 GENERAL FINANCIAL PROCEDURES

- 1.1 The Board of Directors of the Manila Community Services District (MCSD) formulates financial policies, delegates administration of the financial policies to the staff, and reviews operations and activities.
- 1.2 Financial duties and responsibilities must be separated, to the greatest extent possible, so that no one employee has sole control over cash receipts, disbursements, payrolls, reconciliation of bank accounts, etc.
- 1.3 The Administrative Assistant will use a double entry system in accordance with generally accepted accounting principles.
- 1.4 The MCSD fiscal year is July 1 to June 30 annually.
- 1.5 Each year, after presentation by the independent auditor, the Board of Directors may choose to review the Financial Procedures Policy and make revisions to the policy as suggested by the independent auditor or otherwise deemed necessary. All modifications to the Financial Procedures Policy require the approval of the Board of Directors.
- 1.6 One Director will serve as the District's Finance Officer as appointed by the Board of Directors at the regular Board meeting each December. The Finance Officer's duties will include a monthly review of incoming cash and check receipts, disbursements of cash, and any other areas of financial concern.
- 1.7 A list of checks written will be provided to the Board of Directors on a monthly basis. Payment of checks must receive Board approval.
- 1.8 An audit will be performed annually by a qualified accountancy firm not connected in any way with the ongoing bookkeeping operations of MCSD.
- 1.9 The opening and closing of all MCSD bank accounts require the approval of the Board of Directors.

## 2.0 CASH RECEIPTS

- 2.1 **Billing:** Billing will be prepared by the Administrative Assistant on a monthly basis from the preliminary billing report that has been approved by the General Manager. Billing reports and records as well as a computer backup of the before and after billing statement run will be maintained by the Administrative Assistant.
- 2.2 **Cash/Checks Received:** All payments received will be recorded on a receipt stub or deposit record. The receipt/record shall include: 1) the total amount received; 2) whether the payment was in cash or by check; 3) the water / sewer account number or appropriate general ledger account number to which the amount is to be applied; and 4) the initials of the person taking the payment. The receipt stub is also to be stamped, "PAID." Checks are to be endorsed to read "For Deposit Only" and will include the bank account number where it is to be deposited.

## Manila CSD Financial Procedures Policy

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2.3 **Deposits:** Deposit tickets will be prepared by the Administrative Assistant. Deposit tickets will include: 1) the bank number and amount of each check; 2) the amount of any cash; 3) the total deposit amount; and 4) date of deposit. A duplicate deposit slip will be prepared for each deposit. A daily deposit summary record will be maintained by the Administrative Assistant and will be verified by the Finance Officer at the end of every month upon review of the monthly bank statement. The General Manager or the Operator will be responsible for making bank deposits when the deposit has been prepared.

2.4 **Computer Input:** The Administrative Assistant will enter customer payment information from the receipt stubs into the computer billing system. A printed report of payments received will be prepared and will be supported by the record of payments received. Files of all cash receipts will be maintained.

2.5 **Receipt Verification:** The Finance Officer will be provided with copies of all reconciled bank statements for receipt / deposit verification.

2.6 **Customer Deposits:** Customer deposits for water and sewer service will be reconciled with the general ledger, by the Administrative Assistant, at month end. The Administrative Assistant shall maintain a month end customer deposit report for customer water and sewer deposits.

2.7 **Billing Adjustments:** Non-cash credits such as billing adjustments or account write-offs will be properly identified and recorded.

2.8 **Delinquent Accounts:** The District, without additional notice, may discontinue service to accounts that are past due. However, as a general guideline, the District will attempt to notify customers by mail prior to discontinuing service. An account is considered past due as defined by ordinance.

2.9 **Abandoned Accounts:** Accounts that are outstanding for a period of three months will be submitted to a collections agency. Collection agency reports and delinquent account files will be maintained by the Administrative Assistant and reconciled to the general ledger at month end.

### **3.0 CASH DISBURSEMENTS**

3.1 All receipts for District goods and services will be signed with the initials of the person taking delivery of the invoiced item.

3.2 The Administrative Assistant will be responsible for all blank checks and will keep them under lock and key.

3.3 The Administrative Assistant will prepare the checks based on the information contained on the initialed invoices. All invoices being prepared for payment must include: 1) the general ledger account number(s) to which the expense is to be applied and 2) the General Manager's initials authorizing payment of the invoice.

3.4 All checks require two signatures. The signatures indicate the check disbursement has been reviewed and approved by those persons signing the check. The General Manager will perform the initial review and approval of each check disbursement and the Finance Officer will perform the second and final review and approval of each check disbursement. If the General Manager or Finance Officer is not available for check signing an alternate signer will be asked to review and approve the check disbursement.

## **Manila CSD Financial Procedures Policy**

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- 3.5 When a check is drawn payable to one of the authorized check signers, two alternate check signers should sign the check unless the check represents a regular payroll payment, fees for directors for regular or special meetings, or a reimbursement for out-of-pocket expenses totaling \$100, or less.
- 3.6 The Administrative Assistant will attach all appropriate invoices and/or monthly statements to the duplicate copy of each check disbursed. The Administrative Assistant will maintain the vendor payment record files.
- 3.7 Voided checks will have the signature portion removed, be marked "VOID" on the face of the check, and will be filed.
- 3.8 The Administrative Assistant will maintain a record of the checks disbursed. Check number, date, payee, and amount will be entered for each check.
- 3.9 Disbursements to reimburse impress accounts (petty cash and park and recreation checking accounts) will be made payable to the account custodian. Checks will not be made payable to "cash," "bearer," or "petty cash." Reimbursements will only be made for amounts properly supported by ORIGINAL VENDOR INVOICES. Such reimbursements will be accompanied by a Request for Check form that includes: the appropriate general ledger account allocation for the amount; the General Manager's signature; and the Finance Officer's signature.
- 3.10 Requests for reimbursements for District purchases made by employees must be accompanied by original receipts and submitted to the General Manager for review and approval within 30 days of the date of receipt for the expenditure. Reimbursement requests not submitted for payment within the 30-day time period require the approval of the Board of Directors.
- 3.11 Grant Reimbursements: Invoices submitted to funding agencies will be prepared from the accounting records and submitted in a timely manner. The General Manager will sign all such requests for reimbursement. Accounting records will be reviewed and adjusted, if necessary, to properly account for grant expenditures. Copies of all requests for reimbursements will be kept in the District office.

### **4.0 BANK RECONCILIATIONS**

- 4.1 The Administrative Assistant will review all bank statements and examine paid checks for cancellation and endorsements.
- 4.2 As part of the month end work, the Administrative Assistant will prepare a formal bank reconciliation including the journal entries necessary to record any bank-generated' activity.
- 4.3 The reconciled bank balances will be compared to the cash in bank account in the general ledger as well as the check register.
- 4.4 The monthly bank reconciliation will be forwarded to the Finance Officer for review.

### **5.0 PERSONNEL**

- 5.10 The Board of Directors approves the hiring of all employees.

## **Manila CSD Financial Procedures Policy**

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- 5.2 Current job descriptions will be maintained for all employees, indicating duties and responsibilities.
- 5.3 All employees will comply with agency personnel policies.
- 5.4 Written performance evaluations on all regular District employees will be performed by the supervisor or manager to whom the employee reports. Employees shall be encouraged to respond to their evaluations in writing. Written employee responses will be attached to the evaluation. Written evaluations will be conducted annually, at a minimum.
- 5.4.1 The Board of Directors shall evaluate the general manager annually at a minimum. After evaluation, in open session, the Board will formally take action to place in the general manager's personnel file a record of the evaluation, which will be signed by the Board Secretary.
- 5.5 The Administrative Assistant will be responsible for having current and completed Employee's Withholding Allowance Certificates (form W-4) and the Employee Eligibility Verification (form 1-9) on file for every District employee.
- 5.6 The Administrative Assistant will set up a personnel file for new employees. The personnel file will include: 1) the employment application; 2) Form W-4; 3) Form 1-9; and 4) An Employee Status Change Form. The employee status change form will include: 1) date of hire; 2) rate of pay; 3) job title; 4) signature of the General Manager affirming that the status change for the employee has been approved by the Board of Directors.
- 5.7 Employees will be responsible for keeping track of their time and will submit a time sheet to the General Manager for approval. The Administrative Assistant will prepare payroll checks based on the approved time sheets.
- 5.8 Each payroll period the Administrative Assistant will prepare a summary of compensation time and vacation time that has accrued to MCSD and submit to the General Manager and Finance Officer for review and signature. The summary will include the total number of hours accrued and the dollar equivalents for the hours. At month end the Administrative Assistant will provide eligible employees with a summary of their vacation, compensatory and sick time hours accrued.
- 5.9 Employees will be paid biweekly, every other Friday.
- 5.10 The Administrative Assistant will have the payroll checks signed and will make the required timely tax deposits.
- 5.11 The Administrative Assistant will prepare the quarterly tax reports and forward them to the appropriate agencies by the required date.
- 5.12 The Administrative Assistant will be responsible for preparing other payroll-related reports, such as workers' compensation. The Administrative Assistant will be responsible for submitting the reports to the appropriate agency in a timely manner.
- 5.13 MCSD will provide employee benefits such as vacation and sick leave to those employees whose positions are designated regular full-time or regular part-time as defined in the employee's job description and MCSD Personnel Policy.
- 5.14 At calendar year-end the Board will address unused vacation and compensatory hours to be carried into the new calendar year.
- 5.15 The Board approves all monetary compensation for unused leave time except as provided in the personnel policy.

## **Manila CSD Financial Procedures Policy**

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### **6.0 TRAVEL**

- 6.1 Mileage to and from residence will not be reimbursed by MCSD on normal working days. On normal working days, mileage reimbursement will be paid only if actual miles traveled exceed mileage from home to office.
- 6.2 No mileage reimbursement will be issued unless proof of current auto insurance and driver's license is on file with the Administrative Assistant.
- 6.3 The rate of reimbursement for automobile travel is determined by the IRS and will be paid to employees at the maximum rate allowable.
- 6.4 All out of the area travel must be approved by the Board of Directors.
- 6.5 The cost of meals will only be reimbursed when an employee is in travel status out of the County.
- 6.6 All expenses paid for by the employee while on business-related travel out of the area must be documented by receipts. The General Manager and Finance Officer will review all travel-related receipts before the receipts are submitted to the Administrative Assistant for reimbursement. The General Manager and Finance Officer will initial and date the receipts to indicate each receipt has been reviewed.

### **7.0 PURCHASING / CONSULTANTS / CONTRACTORS / AGREEMENTS**

- 7.1 All purchases made in behalf of MCSD must have prior authorization of the General Manager. Unauthorized purchases will not be reimbursed by MCSD. Single purchases of 2,500 or more require Board approval.
- 7.2 Where practical, all requests for expenditures of \$5,000 or more will be submitted to the Board with a minimum of three vendor cost comparisons and follow the reporting guidelines as outlined in the MCSD "Report for Expenditures of \$5,000 or Greater" (*form needs revision*). MCSD staff will provide all vendors or contractors being solicited for a cost estimate with the same scope of work or product description.
- 7.3 Formal and informal bidding procedures shall apply as described in MCSD Ordinance 97.02.
- 7.4 Consideration will be made on in-house capabilities to accomplish services before contracting for them.
- 7.5 Written contracts clearly defining the scope of work to be performed will be maintained for all consultants and contract services. Where applicable, valid certificates of liability insurance and workers' compensation insurance will be maintained in the contract file.
- 7.6 The qualifications of the consultant and the reasonableness of fees will be considered in hiring consultants or contractors.
- 7.7 The Board of Directors will approve all proposed contracts; the legal counsel for the District will review all contracts.

## **Manila CSD Financial Procedures Policy**

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- 7.8 Consultant services will be paid for as work is performed, unless an annual pre-payment credit is offered. Invoices submitted by consultants are to be listed with the warrants for approval by the Board of Directors at their regular monthly meetings. Payment will occur only after approval by the Board or when the General Manager has been authorized by the Board to act on behalf of the District.
- 7.9 Copies of all agreements and memorandums of understanding will be kept in the District office.
- 7.10 The Board of Directors authorizes the General Manager to solicit the opinion of the attorney for MCSD regarding questions of law, policy, and other matters requiring legal opinion that pertain to the business of the District.
- 7.11 The General Manager or Board President will field questions for the attorney from Board members. Where practical, the advice or opinion provided by the attorney will be in writing and all Board members will be provided with a copy.
- 7.12 The Administrative Assistant will maintain a file of all written opinions and correspondence received from the attorney.
- 7.13 In most cases, the Board will direct an individual member to consult with the attorney, but in exceptional circumstances, individual Board members may independently consult with the attorney on District matters before the Board. At the time of consultation, the individual Board member will explain to the attorney the nature of the exceptional circumstance requiring the deviation from routine procedure. The attorney will advise how the individual Board member's concern may be handled. The attorney will state the concern and the attorney's response to the concern in writing and forward to the District office for distribution to all Board members.

## **8.0 TELEPHONE**

- 8.1 Employees will not make personal long distance phone calls at District expense.
- 8.2 The General Manager and Finance Officer will review the long distance summary included with the monthly telephone bill and will sign and date the bill at time of review.

## **9.0 INSURANCE**

- 9.1 Insurance policies will be maintained in insurance files in the District office.
- 9.2 The Board of Directors will review insurance policies when appropriate.
- 9.3 The General Manager is responsible for maintaining valid policies of insurance and for timely reporting to the Board of Directors, in writing, any renewal, cancellation or other change in insurance coverage.
- 9.4 Coverage will be maintained for property, liability, insurance, special events insurance and other policies as required and approved by the Board.
- 9.5 The Administrative Assistant will prepare the required report for special events' facilities use insurance coverage and forward it, along with the necessary insurance payment, to the appropriate agency in a timely manner.

## **Manila CSD Financial Procedures Policy**

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- 9.6 At month end, the Administrative Assistant will reconcile payments for special events insurance premiums with the general ledger.
- 9.7 Proof of current automobile insurance and valid driver's license will be maintained at the District office for all employees who use their vehicles on District business. Proof of valid driver's license will be maintained at the District office for all employees who use District vehicles.

### **10.0 LEASES / RENTAL AGREEMENTS / SPECIAL EVENTS**

- 10.1 The Board of Directors will review and approve all leases and monthly rental agreements.
- 10.2 Copies of all leases, rental agreements, and applications for special events facilities use will be kept in the District office. Certificates of insurance will be maintained with all tenant files and special events' facilities use applications.
- 10.3 The Administrative Assistant will maintain a ledger for tenant deposits and a ledger for special events' facilities rental deposits. Deposits will be returned in a timely manner to the appropriate parties upon the authorization of the General Manager. Tenant deposits and special events' facilities rental deposits will be reconciled to the general ledger at month end.

### **11.0 LOANS AND ADVANCES**

- 11.1 **Loans:** The Board of Directors will approve all loans involving a commitment of District resources.
- 11.2 **Employee Advances:** No loans or advances will be made to any employee.

### **12.0 COMPUTER ACCESS**

- 12.1 Access to data processing records and computer programs will require the authorization of the General Manager.
- 12.2 The Board of Directors will approve all accounting software changes.

### **13.0 FINANCIAL REPORTS**

- 13.1 The Administrative Assistant will prepare and post appropriate journal entries to the general ledger at month end. All journal entries will be accompanied by supporting documentation. Unusual journal entries will be initialed by the Finance Officer to indicate approval of the transaction. The Administrative Assistant will maintain a file of journal entries.
- 13.2 The Administrative Assistant will maintain the Chart of Accounts. Any change to the chart of accounts requires the approval of the General Manager. The Board will be notified of all changes at the next regular meeting.
- 13.3 Excepting Bank Reconciliation Detail, which shall be presented monthly, District financial data shall be presented quarterly and within 30 days of the close of the previous fiscal quarter. The quarterly reports shall include, at minimum:
  1. Profit and Loss summaries for each department,
  - 2 Budget vs. Actual all departments,
  3. Balance Sheet for Enterprise and Non-Enterprise,
  4. Balance and activities of County Treasury and LAIF accounts

### **14.0 INVENTORY**

Physical inventory will be counted on the last day of the fiscal year and inventory cost records will be maintained to properly value inventory.

### **15.0 RECORD STORAGE**

- 15.1 The Administrative Assistant will perform and maintain computer backups of pre-billing runs, after statement runs, and the general ledger at month end. Full system computer backups will be performed on a regular basis using alternate sets of backup devices. One full system backup will be kept off-site and one set will be kept on site in a fireproof location.
- 15.2 Documents, reports, and other records will be maintained in files or in storage. All documents and records in storage will be appropriately inventoried.
- 15.3 The removal of original District office files requires the authorization of the General Manager. The Administrative Assistant will keep a log of files on loan. The log will include; 1) the name of borrower; 2) the borrower's signature; and 3) date of file loan.

### **16.0 AUDIT**

- 16.1 An annual audit will be performed by an independent certified public accountant.
- 16.2 The audit is to be completed within 120 days of June 30 year end.
- 16.3 The audit will include a management letter to be delivered to the Board of Directors.
- 16.4 The audit will address District compliance.
- 16.5 The audit is to be performed under a fixed fee bid.
- 16.6 The audit contract is to be re-bid every three years.

### **17.0 BUDGET / FINANCIAL REVIEW**

- 17.1 The Board of Directors will review water and sewer rate schedules annually.
- 17.2 Each fiscal year, 2520 interest income will be allocated to each department based upon the account that accrued it.
- 17.3 Each fiscal year the Board of Directors, by resolution, will request the Board of Supervisors of Humboldt County to establish a tax rate sufficient to pay the annual long-term debt and the interest thereon for the fiscal year. Copies of the resolution will be sent to the Humboldt County Board of Supervisors; the County Tax Collector; and the Auditor-Controller of Humboldt County.
- 17.4 Each year, after the presentation by the independent auditor, the General Manager will present to the Board an annual report that accounts for all activity for the fiscal year for Fund 2520 and LAIF. The report will include: 1) the fund's beginning balance; 2) each withdrawal from the account and the departmental allocation for the withdrawal; 3) each addition or reimbursement to the account and the departmental allocation for that deposit to the fund; and 4) the ending balance for each fund.

## Manila CSD Financial Procedures Policy

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- 17.5 Each year, at the next regular meeting of the Board, following the presentation by the independent auditor, the Board of Directors will determine the total amount to be deposited from the District checking into the Fund 2520 County Treasury. For District record keeping purposes, the Board will itemize the allocation of the total amount that each department of the District is to receive. Within 30 days of the Board's action, staff will prepare a "Reserve Account Deposit to County Treasury Fund 2520" report and a check to the Fund 2520 in the amount determined by the Board. The check, with proper signatures affixed, will be deposited to the Fund 2520 County Treasury no later than 60 days after the Board's authorization to deposit. The General Manager and Finance Officer will sign the report form to document the action taken by the Board.
- 17.6 Withdrawal of funds from District reserve accounts (County Treasury Fund 2520 and LAIF) must have prior approval from the Board of Directors. The General Manager will prepare a "Request for Withdrawal of Funds from Reserve Account" for every withdrawal of funds for Board approval. The General Manager and Finance Officer will sign the report form to document the action taken by the Board.
- 17.7 The Administrative Assistant will maintain a log of deposit and withdrawal activity for the LAIF account and a log of deposit and withdrawal activity for the County Treasury account. The Administrative Assistant will maintain a file containing backup documentation for every deposit and withdrawal to the LAIF account or to the County Treasury. For all Board approved account activity, backup documentation will include a completed "Reserve Account Deposit to County Treasury Fund 2520" report or a completed "Request for Withdrawal of Funds from Reserve Account" report.
- 17.8 An annual budget will be prepared by the General Manager and submitted to the Board of Directors for review and approval.
- 17.9 The approved annual budget will be adopted by the Board of Directors and submitted to Humboldt County Auditor-Controller as required.
- 17.10 The Board of Directors will approve all changes in the budget. The Board of Directors will review the budget on a quarterly basis.

## 18.0 CONFLICT OF INTEREST

The General Manager and members of the Board of Directors will comply with the MCSD Conflict of Interest Code.

## **19.0 APPENDIX / REPORT FORMS**

- 19.1 Report for Expenditures of \$5,000 or Greater (*form needs revision*).
- 19.2 Reserve Account Deposit to county Treasury
- 19.3 Request for Withdrawal of Funds from Reserve Account

**Manila Community Services District  
Report for Expenditures of \$1,000 or Greater**

**1. Date of Report:**

**2. Report Prepared by (please print & initial):**

*Use other side or attachments for additional description on any of the following:*

**3. This expenditure has been budgeted:  yes  no; if no, please explain need for expenditure:**

**4. Description of proposed purchase or scope of work for services:**

| <b>Cost Comparison:</b>   | <b>#1</b>  | <b>#2</b>  | <b>#3</b>  |
|---|--|--|--|
| <b>Vendor Name:</b>   |  |  |  |
| <b>Amount:</b>  |  |  |  |
| <b>Product or Services Description:</b>                                   |  |  |  |
| <b>Proof of liability insurance coverage has been provided by bidder:</b> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable |

**Recommendation:**

**Manila Community Services District  
Reserve Account Deposit to County Treasury Fund 2520**

1. Date of Deposit Authorization by Board of Directors:

2. Amount of Deposit: \$

3. Allocation of Deposit:

| <b>Amount of Allocation</b> | <b>Department</b>    | <b>G/L Account No.</b> |
|-----------------------------|----------------------|------------------------|
|                             | Water                |                        |
|                             | Sewer                |                        |
|                             | Park                 |                        |
|                             | Recreation           |                        |
|                             | Community Center     |                        |
|                             | Other:               |                        |
|                             | <b>Total Deposit</b> |                        |

---

General Manager's Signature / Date

---

Authorized Board Signature / Date

| Deposit Record           |    |
|--------------------------|----|
| <b>Deposit Date:</b>     |    |
| <b>Deposit Amount:</b>   | \$ |
| <b>Check No.:</b>        |    |
| <b>Staff (initials):</b> |    |

## COUNTY OF HUMBOLDT

State of California

Pay to the  
Order of:

For the Sum of \$ \$

Date: \_\_\_\_\_

Address: \_\_\_\_\_

**ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION**

**CHECK STUB NOTE:**

## DEPARTMENTAL NOTATIONS

The undersigned, under penalty of perjury, states that the items listed on the above claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, that the articles or services listed on the above claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed.

Authorized Signature (s)

(Auditor's Office Use Only)

I have reviewed the above claim for propriety and accuracy.

---

## Deputy County Auditor

COUNTY OF ~~Y~~ BOLDT,  
State of Calif.

Fiscal Year:

*Pay to the  
Order of:* \_\_\_\_\_

*Address:* \_\_\_\_\_

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

**TOTAL CLAIMED**

**CHECK STUB NOTES:**

#### DEPARTMENTAL NOTATIONS

MANILA COMMUNITY SERVICES DIST

Prepared By

Date:

The undersigned, under penalty of perjury, states that the items listed on the above claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, that the articles or services listed on the above claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed.

Authorized Signature (s)

-----  
**(Auditor's Office Use Only)**

I have reviewed the above claim for propriety and accuracy.

---

### Deputy County Auditor

# MANILA COMMUNITY SERVICES DISTRICT

## *Request for Withdrawal of Funds From Reserve Account*

|  |                           |
|--|---------------------------|
| 1. Date of Request:  | 2. Amount of Withdrawal:  |
| 3. Withdrawal of funds from (check one): <input type="checkbox"/> County of Humboldt Fund 2520<br><input type="checkbox"/> LAIF  |                           |
| 4. Current Fund Balances   | Fund 2520, \$<br>LAIF, \$ |
| 5. Reason for Withdrawal ( <i>Documentation attached</i> ):<br><br><input type="checkbox"/> Payment of Davis-Grunsky loan ( <i>to be reimbursed by override taxes revenue</i> )<br><input type="checkbox"/> Payment of SDRMA insurance<br><input type="checkbox"/> Other, describe   |                           |
| 6. The reserve account will be reimbursed in full:<br><br><input type="checkbox"/> <b>YES</b> , by (target date)*:<br><br><small>*Note: If reimbursement deposit is not made to account by the target date specified, the General Manager is required to report to the Board at the next scheduled meeting of the Board following the target date.</small><br><br><input type="checkbox"/> <b>NO</b> , the reserve account will not be reimbursed for the full amount of the withdrawal.<br>Explanation for zero or partial reimbursement: |                           |
| 7. <b>APPROVED ON (DATE):</b><br>By the following vote:<br><br><b>AYES:</b><br><br><b>NAYS:</b><br><br><b>ABSENT:</b><br><br><b>Attest:</b>  |                           |
| General Manager's signature  | Date                      |
| Finance Officer's signature  | Date                      |

**Manila Community Services District**  
**Request for Withdrawal of Funds from Reserve Account**

|                     |                             |
|---------------------|-----------------------------|
| 1. Date of Request: | 2. Amount of Withdrawal: \$ |
|---------------------|-----------------------------|

|  |  |
|--|--|
| 3. Withdrawal of funds from (check one): | <input type="checkbox"/> County of Humboldt Fund 2520<br><input type="checkbox"/> LAIF |
|--|--|

|  |
|--|
| 4. Reason for withdrawal:  |
| <input type="checkbox"/> Payment of Davis-Grunksy loan (to be reimbursed by <i>override taxes revenue</i> )<br><input type="checkbox"/> Payment of SDRMA insurance<br><input type="checkbox"/> Other, describe: <i>Sept 13, 2005</i> |

|  |
|--|
| 5. The reserve account will be reimbursed in full:   |
| <input type="checkbox"/> Yes, by (target date)*:<br><br><i>*Note: if reimbursement deposit is not made to account by the target date specified, the General Manager is required to report to the Board at the next scheduled meeting of the Board following the target date.</i> |
| <input type="checkbox"/> No, the reserve account will not be reimbursed for the full amount of the withdrawal. Explanation for no or partial reimbursement:<br><br><i>Re</i>   |

|   |
|---|
| 6. Date withdrawal authorized by Board: |
|---|

General Manager's signature/ date: \_\_\_\_\_

Authorized Board signature/ date: \_\_\_\_\_

| Reimbursement Record |  |
|----------------------|--|
| Deposit Date:        |  |
| Deposit Amount:      |  |
| Check No.:           |  |
| Staff (Initials):    |  |

# **MANILA COMMUNITY SERVICES DISTRICT**

## **POLICY MANUAL**

**SECTION:**

**Financial**

**POLICY TITLE:**

**Fixed Asset Capitalization**

**POLICY NUMBER:**

**6030**

**REVISION:**

**ADOPTED BY THE BOARD ON:** **August 15, 2007**

- 6030.1** The purpose of this policy is to provide criteria for determining when assets and associated costs are to be capitalized and depreciated.
- 6030.2** Single-item purchases with at least an anticipated useful life of five years and exceeding \$5,000 each shall be capitalized as a fixed asset. The purchase of these fixed assets shall be included on the District's statement of net assets and depreciated over the asset's estimated useful life. The purchase of fixed assets for less than \$5,000 shall be expensed.
- 6030.3** Other expenditures of \$5,000 or more that provide a significant increase in future service potential of a fixed asset shall also be capitalized as part of the existing asset.
- 6030.3.1** To meet the criteria for a capital expenditure, the purchase should extend the useful life of an asset, increase the quantity of service provided by an asset, or increase the quality of service by an asset.
- 6030.3.2** Capital expenditures may include the following: additions (enlargements, expansions or extensions of existing assets), replacements and improvements, and rearrangement and/or relocation of an asset.
- 6030.4** Expenditures for normal repairs and maintenance shall not be considered as capital expenditures.

**6030.5** Depreciation will be computed over the estimated useful lives of the assets as follows:

**ASSET DEPRECIATION LIFE**

| <b>Fixed Asset</b>                 | <b>Useful Life (Years)</b> |
|------------------------------------|----------------------------|
| General Plant / Structures         | 50                         |
| Reservoirs, dams, etc.             | 50                         |
| Vehicles                           | 5                          |
| Heavy equipment (normal-light use) | 7 – 10                     |
| Light equipment (normal-light use) | 5 – 7                      |
| Office equipment                   | 5 – 10                     |
| Office furniture                   | 10 – 15                    |
| Computer equipment                 | 5 - 7                      |

# **MANILA COMMUNITY SERVICES DISTRICT**

## **POLICY MANUAL**

**SECTION:** **Financial**

**POLICY TITLE:** **Fixed Asset Capitalization**

**POLICY NUMBER:** **6030**

**REVISION:** **ADOPTED BY THE BOARD ON: August 15, 2007**

**6030.1** The purpose of this policy is to provide criteria for determining when assets and associated costs are to be capitalized and depreciated.

**6030.2** Single-item purchases with at least an anticipated useful life of five years and exceeding \$5,000 each shall be capitalized as a fixed asset. The purchase of these fixed assets shall be included on the District's statement of net assets and depreciated over the asset's estimated useful life. The purchase of fixed assets for less than \$5,000 shall be expensed.

**6030.3** Other expenditures of \$5,000 or more that provide a significant increase in future service potential of a fixed asset shall also be capitalized as part of the existing asset.

**6030.3.1** To meet the criteria for a capital expenditure, the purchase should extend the useful life of an asset, increase the quantity of service provided by an asset, or increase the quality of service by an asset.

**6030.3.2** Capital expenditures may include the following: additions (enlargements, expansions or extensions of existing assets), replacements and improvements, and rearrangement and/or relocation of an asset.

**6030.4** Expenditures for normal repairs and maintenance shall not be considered as capital expenditures.

**6030.5** Depreciation will be computed over the estimated useful lives of the assets as follows *and in the accompanying Table 1: Typical Equipment Life Expectancy, reprinted from EPA publication EPA 816-R-03-016 Sept. 2003.*

#### **ASSET DEPRECIATION LIFE**

| <b>Fixed Asset</b>                 | <b>Useful Life (Years)</b> |
|------------------------------------|----------------------------|
| General Plant / Structures         | 50                         |
| Reservoirs, <b>damns</b> , etc.    | 50                         |
| Vehicles                           | 5                          |
| Heavy equipment (normal-light use) | 7 – 10                     |
| Light equipment (normal-light use) | 5 – 7                      |
| Office equipment                   | 5 – 10                     |
| Office furniture                   | 10 – 15                    |
| Computer equipment                 | 5 - 7                      |

**PROPOSED REVISION (in italics & Table 1 attached) TO  
FIXED CAPITAL ASSET POLICY (Adopted by the board  
August 15, 2007).**

**Table 1: Typical Equipment Life Expectancy**

| <u>Equipment</u>                 | <u>Life Expectancy in Years</u> |
|----------------------------------|---------------------------------|
| <b>Source of supply</b>          |                                 |
| Intake Structures                | 35 – 45                         |
| Wells and Springs                | 25 – 35                         |
| Galleries and Tunnels            | 30 – 40                         |
| Transmission mains               | 35 – 40                         |
| <b>Pumping Plants</b>            |                                 |
| Structures                       | 30 – 60                         |
| Pumping Equipment                | 10 – 15                         |
| <b>Treatment Plants</b>          |                                 |
| Structures                       | 30 – 60                         |
| Equipment                        | 10 – 15                         |
| Chlorination Equipment           | 10 – 15                         |
| <b>Transmission/Distribution</b> |                                 |
| Structures                       | 30 – 60                         |
| Reservoirs and Tanks             | 30 – 60                         |
| Mains & Distribution Pipes       | 35 – 40                         |
| Services                         | 30 – 50                         |
| Valves                           | 35 – 40                         |
| Backflow Prevention Valves       | 35 – 40                         |
| Blow-off valves                  | 35 – 40                         |
| Meters                           | 10 – 15                         |
| Hydrants                         | 40 – 60                         |
| <b>General Plant</b>             |                                 |
| Structures                       | 30 – 40                         |
| Electrical Systems               | 7 – 10                          |
| Equipment                        | 10 – 15                         |
| Transportation Equipment         | 10                              |
| Computers                        | 5                               |
| Stores equipment                 | 10                              |
| Lab/Monitoring Equipment         | 5 – 7                           |
| Tools and Shop Equipment         | 10 – 15                         |
| Landscaping/Grading              | 40 – 60                         |
| Power operated equipment         | 10 – 15                         |
| Communications equipment         | 10                              |

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

**SECTION:**

*Financial*

**POLICY TITLE:**

*Inter-Departmental Borrowing*

**POLICY NUMBER:**

**6050**

**REVISION: 0**

**ADOPTED BY THE BOARD ON:** October 17, 2002

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**6050.10** The District shall lend money from one department to another when it is deemed necessary. All Inter-Departmental Loans must be made by a resolution of the Board of Directors.

**6050.20** The resolution of the loan must contain these elements.

**6050.21** The department requiring the loan and the department lending the money.

**6050.22** The amount of the loan.

**6050.23** The duration of the loan noted by months.

**6050.24** The amount of interest to be paid on the loan noted as Annual Percentage Rate (APR).

**6050.25** The payment installments paid monthly, bi-monthly, quarterly, or semi-annually.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION: *Miscellaneous Policies*

POLICY TITLE: *Multiple Units*

POLICY NUMBER: **8010<sup>1</sup>**

REVISION: 1 ADOPTED BY THE BOARD ON: July 15, 1993

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**8010.10** The Manila Community Services District (MCSD) Board of Directors has established the following policy in regard to requests for temporary changes to a customer's billing status.

**8010.11** Reduction in rate when one or more units on a single meter are not in use: Multiple units on single water meters will be billed for water and sewer at rate schedules that reflect the number of units serviced by the single meter.

**8010.12** Since there is no practical way for the District to discontinue water service to only one unit on such a meter, the District can not regulate or prevent unauthorized water and sewer use nor monitor a multiple dwelling's occupancy status.

**8010.13** Therefore, the District will not change the billing rate schedule when one or more of the units are unoccupied. The rate schedule will remain constant as long as the water service is on.

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<sup>1</sup> This policy was originally identified as 7010 and approved on July 15, 1993.

**8010.14      Exceptions:** Upon approval of the Board of Directors, organizations who are essentially non-profit in nature and who provide services to the community at large may have their rates reduced when one or more units on the meter are not in use.

# MANILA COMMUNITY SERVICES DISTRICT

## POLICY MANUAL

SECTION:

***Miscellaneous Policies***

POLICY TITLE:

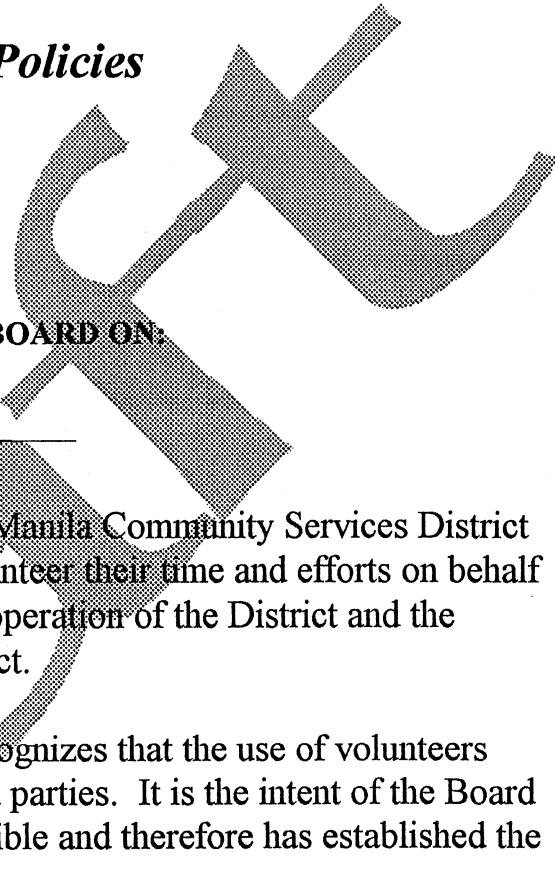
***Volunteers***

POLICY NUMBER:

**8020**

REVISION: 0

ADOPTED BY THE BOARD ON:



**8020.10** The Board of Directors of Manila Community Services District Board of Directors finds that persons who volunteer their time and efforts on behalf of the District are a valuable asset in both the operation of the District and the performance of services provided by the District.

**8020.20** The Board of Directors recognizes that the use of volunteers creates risks both to the volunteers and to third parties. It is the intent of the Board of Directors to manage risk effectively as possible and therefore has established the following policy.

**8020.21** The services and contributions of volunteers is encouraged.

**8020.22** Persons volunteering time and services shall do so in accordance with volunteer job descriptions approved by the Board.

**8020.23** The District will conduct appropriate orientation and training of volunteers.

**8010.24** Persons volunteering time and services on behalf of the District shall comply with all policies of the District that apply to employees including policies related to general safety and safe working habits; policies related to driving personal or District vehicles on district-related business, and other germane policies.

**8020.25** Persons volunteering time and services on behalf of the District shall be guided and supervised by appropriate employees and or officials of the District to ensure that services are performed in safe and appropriate manner.

**8020.26** The District will ensure that volunteers are, to the extent applicable, provided workers' compensation coverage. Since the District's Workers' Compensation premiums are due monthly, an accurate listing of the names, SSN, volunteer job classification, and hours worked must be submitted to the General Manager for approval on the first business day of each month.

**8020.27** Volunteers will not receive any wages or other compensation for the work and services they perform.

**8020.28** The District recognizes that it may be liable for third party losses caused by the acts and/or omissions of volunteers, performing on behalf of the District.