

RESOLUTION NO. 1996-12-01

A RESOLUTION DECLARING THE RESULT OF THE  
NOVEMBER 5, 1996 BOARD OF DIRECTORS ELECTION

WHEREAS, the Registrar of Voters of the County of Sacramento has certified the results of the official canvass of the November 5, 1996 election;

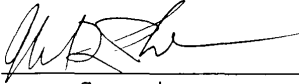
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rio Linda Water District that the results of the November 5, 1996 election held for the purpose of electing three (3) Directors was as indicated in the attached Certificate of Facts provided by the Registrar of Voters of the County of Sacramento.

INTRODUCED AND ADOPTED on this 18th day of December, 1996, by the following vote:

AYES, in favor hereof:	Blanchard, Klagenberg, Griffin, Paine, Wickham
NOES:	None
ABSENT:	None

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

STATE OF CALIFORNIA )  
County of Sacramento) ss.

CERTIFICATE OF FACTS

I, Ernest R. Hawkins, Registrar of Voters of the County of Sacramento, State of California, do hereby certify that the names of the candidates shown below were submitted to the known qualified electors of the Rio Linda Water District for the purpose of electing three (3) directors at the General Election held on Tuesday, November 5, 1996.

The results of the official canvass conducted by this office are as follows:

VOTES CAST

*Robert W. Blanchard	2,538
*Mel Griffin	2,132
*Gerald S. Wickham	2,088
Richard D. Surratt	1,947
John Victor Shepherd, Sr.	1,728

And that the conduct of the election and canvass of the ballots was in every respect in accordance with the election laws of the State of California.

WITNESS MY HAND AND SEAL THIS 26TH DAY OF NOVEMBER, 1996.



*Ernest R. Hawkins*

ERNEST R. HAWKINS  
REGISTRAR OF VOTERS  
County of Sacramento  
State of California

\*Candidates elected

RESOLUTION NO. 1996-11-02

A RESOLUTION ADDING TITLE 3 TO THE POLICY MANUAL OF THE DISTRICT PROVIDING FOR FINANCIAL POLICY RELATED TO ACCOUNTING, BUDGET, INVESTMENTS, PAYMENT OF CLAIMS, AND RISK CONTROL

BE IT RESOLVED by the Board of Directors of the Rio Linda Water District as follows:

1. As attached hereto "Title 3 - Finance" is hereby added to the Policy Manual of the District.

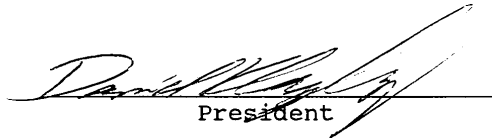
2. All previously established policy in conflict the provisions of this resolution are hereby repealed.

INTRODUCED AND ADOPTED on this 20th day of November, 1996, by the following vote:


AYES, in favor hereof: Paine, Surratt, Griffin, Klagenberg

NOES: Wickham

ABSENT: None

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

**Title 3**  
**FINANCE**

**Chapters:**

- 3.01 GENERAL PROVISIONS**
- 3.03 DEFINITIONS**
- 3.05 ACCOUNTING**
- 3.07 BUDGET**
- 3.09 DEPOSIT AND INVESTMENT**
- 3.11 PAYMENT OF CLAIMS**
- 3.21 RISK CONTROL**

**Chapter 3.01**  
**GENERAL PROVISIONS**  
*(Resolution 1996-11-02)*

**Sections:**

**3.01.010 Purpose**

**3.01.010 Purpose.** The purpose of this Chapter is to provide for implementation of the financial provisions of the County Water District Law and the Government Code of the State of California.

**Chapter 3.03**  
**DEFINITIONS**  
*(Resolution 1996-11-02)*

**Sections:**

- 3.03.010 General**
- 3.03.100 DEFINITIONS**
- 3.03.104 Budget**
- 3.03.108 Budget Document**
- 3.03.112 Fiscal Year**
- 3.03.116 Fund**
- 3.03.120 Reserves**

**3.03.010 General.** As used in this Chapter certain terms, phrases, words and their derivatives shall be construed as specified in this Chapter.

**3.03.100 DEFINITIONS**

**3.03.104 Budget.** A plan of financial operation embodying an estimate of proposed expenditures for a fiscal year and the proposed means of financing them.

**3.03.108 Budget Document.** The instrument used by the General Manager to present the proposed plan of financial operations of the District to the Board of Directors. It includes the proposed Budget and all supporting statements, details, schedules, statistics, messages, summaries and other information deemed appropriate by the General Manager.

**3.03.112 Fiscal Year.** The twelve-month period of time to which the annual Budget applies, which shall be from July 1st through June 30th.

**3.03.116 Fund.** An independent accounting entity with a self-balancing set of accounts segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

**3.03.120 Reserves.** An account which records a portion of the fund balance which is segregated for some future use and which has not been appropriated for expenditure within the Budget.

**Chapter 3.05**  
**ACCOUNTING**  
*(Resolution 1996-11-02)*

**Sections:**

- 3.05.100 Funds**
- 3.05.110 Water Enterprise Fund**
- 3.05.120 Project Funds**
- 3.05.130 Special Holding Funds**

**3.05.100 Funds.** All monies received and/or expended by the District shall be accounted for and recorded in ledgers for those funds provided for in this Chapter.

**3.05.110 Water Enterprise Fund.** All revenues and expenditures for the maintenance, operation and improvement of the District water fund shall be accounted for in this fund.

**3.05.120 Project Funds.** The General Manager and District Auditor may create special funds for accounting of revenues and expenditures related to specific construction projects.

**3.05.130 Special Holding Funds.** The General Manager and District Auditor may create special funds for accounting purposes to hold monies which have been expended from a regular budgeted fund, but for one reason or another are still in the possession of the District. All such funds shall be reported in the monthly Budget report.

**Chapter 3.07**  
**BUDGET**  
*(Resolution 1996-11-02)*

**Sections:**

**3.07.100 Presentation and Review**

**3.07.200 Public Hearing**

**3.07.300 Adoption**

**3.07.100 Presentation and Review.** The General Manager shall present the Budget document to the Board of Directors including the proposed Budget for the following year.

**3.07.200 Public Hearing.** On or before the regular Board meeting in July, the Board of Directors shall hold a public hearing on the proposed Budget. Copies of the Budget document shall be available to the public for a cost of one dollar each.

**3.07.300 Adoption.** During or before the regular Board meeting in August, the Board of Directors shall make any changes it deems desirable to the proposed Budget and shall adopt by resolution the Budget as finally determined. The resolution shall include all adopted revenue and expenditure figures.

**3.07.400 Budget.** The Budget for the current period follows marked "Schedule A."

**Chapter 3.09**  
**DEPOSIT AND INVESTMENT OF DISTRICT FUNDS**  
*(Resolution 1996-11-02)*

**Sections:**

- 3.09.100 Signature Designations**
- 3.09.110 Transfers Between Depositories**
- 3.09.120 Depositories**
- 3.09.130 Authorization to Execute Forms**

**3.09.100 Signature Designations.** All checks or other withdrawal instruments drawn against District funds shall be signed by two persons, one from each of "A" and "B" as follows:

- A. Members of the Board of Directors.
- B. General Manager  
OR  
Administrative Supervisor

**3.09.110 Transfers Between Depositories.** Authorization to withdraw monies from one depository for purposes of direct transfer to another depository may be granted to the depositories by any single person authorized to sign checks pursuant to Section 3.09.100 hereinabove.

**3.09.120 Depositories.** The following are designated as depositories for District funds:

- A. Bank of America, Rio Linda Branch, located at 918 Oak Lane in Rio Linda, is hereby designated as a depository of the District in which shall be deposited all monies of the District, excepting monies deposited in or to be deposited in other depositories for investment as designated hereinbelow.
- B. Pursuant to Chapter 730 of the Statutes of 1976 (§16429.1 of the Government Code), the deposit of District monies in the Local Agency Investment Fund in the State Treasury is hereby authorized in accordance with the provisions of investment provided therefore.
- C. The investment of certain monies resulting from the issuance of Certificates of Participation - 1994 Water System Improvement Project in First Trust of California, NA, of San Francisco is hereby authorized.



**3.09.130 Authorization to Execute Forms.** The President of the Board of Directors, all other directors, and the General Manager/Secretary are hereby authorized to execute such forms, resolutions, signature cards, and other documents as are required by the depositories designated hereinabove in order to carry out the provisions of this resolution as if each such form, resolution, or card has been individually approved by the Board of Directors.

**Chapter 3.11**  
**PAYMENT OF CLAIMS**  
*(Resolution 1996-11-02)*

**Sections:**

- 3.11.100 Claims and Demands**
- 3.11.110 Claims Excepted from the Tort Claims Act**
- 3.11.200 Salaries and Wages**

**3.11.100 Claims and Demands.** All claims and demands against the District shall be submitted to the General Manager who shall review them to determine if, under Division 3.6 of Title 1 of the Government Code, they may be paid in the form in which they are submitted. If approved by the General Manager any claim or demand which does not conform to the adopted Budget shall be submitted to the Board of Directors for approval or rejection prior to the drawing of a check. If a demand is certified by the General Manager as conforming to the adopted Budget it shall be deemed to have be authorized by the Board and a check may be drawn in payment. A list of such checks shall then be presented to the Board of Directors for ratification at the first meeting after the delivery of the checks.

**3.11.110 Claims Excepted from the Tort Claims Act.**

(a) Claims for money or damages which are excepted by Section 905 of the Government Code from the requirements of Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Division 3.6 of Title 1 of the Government Code, and which are not governed by any other statutes or regulations expressly relating thereto, shall be governed by the procedure prescribed in this section.

(b) A claim must be presented and acted upon as required herein as a prerequisite to suit thereon. Any action brought against the District on such a claim shall be subject to the provisions of Section 945.6.

(c) The procedure for submission of a claim pursuant hereto shall be the same as that required for a claim not excepted by Section 905 of the Government Code.

**3.11.200 Salaries and Wages.** Salaries and wages shall be paid to officers and employees of the District semimonthly. Payroll checks shall be treated as budgeted demand checks.

## Chapter 3.21

### RISK CONTROL

(Resolution 1996-11-02)

#### Sections:

- 3.21.100 General Statement Regarding Risk
- 3.21.104 Statement of Risk Management Program Goals and Objectives
- 3.21.108 General Statement of Risk Management Policies
- 3.21.120 General Statement of Risk Management Responsibilities of District Employees
- 3.21.124 General Manager as Risk Manager; Duties
- 3.21.128 Risk Management Duties of District Counsel
- 3.21.132 District Safety and Health Committee: Membership and Duties
- 3.21.136 Risk Management Duties of All Employees
- 3.21.140 Loss Control Considerations For Members of the Board of Directors
- 3.21.200 Contract Guidelines: Purpose
- 3.21.204 Consulting Contracts: Written Contracts
- 3.21.208 Minor Construction Contracts: Contract Form
- 3.21.212 Consulting and Minor Construction Contracts: Risk Minimization
- 3.21.220 Major Construction Contracts: Written Contract
- 3.21.224 Major Construction Contracts: Risk Minimization
- 3.21.500 Employee Injury and Illness Protection Program: Purpose
- 3.21.504 General Health and Safety Policies
- 3.21.508 General Health and Safety: Employee Requirements
- 3.21.512 Personal Protective Safety Equipment
- 3.21.516 Employee Safety and Health Training
- 3.21.605 Accident Policy
- 3.21.610 Employee Injury
- 3.21.615 Accidents Involving District Owned Vehicles
- 3.35.620 Drug Testing Following An Accident
- 3.21.900 Administrative Directives

**3.21.100 General Statement Regarding Risk.** The District recognizes that through its services and statutory obligations the District will be unavoidably exposed to a variety of risks of loss from occurrences involving damage to property, loss of income, extra expenses, liability to others, and injury to employees. The District is self-insured through a risk sharing pool with other similar water agencies. Both minor and significant losses represent cash and/or other asset losses to the District. It is the objective of the Board of Directors to limit these losses in

order to protect District ratepayers from inordinate rate increases to replace said assets.

**3.21.104 Statement of Risk Management Program Goals and Objectives.** The goals and objectives of the District's Risk Management Program are to:

1. To protect the District against the financial consequences of accidental losses which may be catastrophic in nature.
2. To protect the District's assets.
3. To safeguard that all exposures to financial loss are discovered and treated.
4. To reduce other financial losses by using efficient reduction procedures.
5. To ensure a safe environment for employees and for members of the public who come into contact with these employees as services are provided.
6. To minimize the possible interruption of vital public services.
7. To reduce the cost of accidents, including insurance premiums, through effective safety programs and practices.
8. To periodically reassess the District's various exposures to loss, ability to bear financial loss, and the adequacy of its risk avoidance, prevention, reduction, retention and transfer programs.
9. To minimize the long term costs of all risk management activities, through cost-effective loss control, claims handling, and risk financing.

**3.21.108 General Statement of Risk Management Policies.** The general Risk Management policies of the District are that:

1. The District will provide safe working conditions for its employees. Under no circumstances will the risk of serious injury or death of employees be considered an acceptable risk.
2. The designated Risk Manager shall have responsibility and authority to administer the District's risk management program, including insurance procurement. The Risk Manager shall be assisted by any staff or consultants retained to provide risk management assistance.

3. The costs of risk shall be minimized through the sound application of risk avoidance, prevention, reduction, retention and transfer techniques.
4. The Risk Manager will periodically assess, subject to governing body appropriations, the District's exposures to risk and the effectiveness of existing risk management programs, and make recommendations for improvements.
5. Procurement of all District insurance will be administered by the Association of California Water Agencies Joint Powers Insurance Authority (JPIA) with District participation of JPIA policy development through membership on the Board of Directors of the JPIA.
6. Self-insured retentions and reserves shall be maintained and budgeted within a separate fund. No expenditures for self-insurance shall be included in the current budget of the District.
7. Administrative policies, procedures and guidelines will be established to avoid, prevent, reduce, retain or transfer risks.

**3.21.120 General Statement of Risk Management Responsibilities of District Employees.** The success of a risk management program depends on support from key individuals such as the Board of Directors and the General Manager. It is also essential that all employees be actively involved with the day-to-day aspects of safety, loss control and risk reduction.

**3.21.124 General Manager as Risk Manager; Duties.** The General Manager serves as the District's designated Risk Manager. The Risk Manager shall perform, and shall designate an employee as Safety Officer to assist in the performance of, the following risk management duties:

1. To implement the Risk Management Program and measure program effectiveness and performance.
2. Allocate risk management costs on an equitable basis to all departments.
3. Oversee the assignment and investigation of claims.
4. Monitor the risk management and loss control program and report results.
5. Develop risk management administrative policies, procedures and programs, and communicate them to all appropriate parties.

6. To periodically assess, subject to Board appropriations, the District's exposures to risk and the effectiveness of existing risk management programs, and make recommendations for improvements.
7. To see that claims by the District against others are filed and settled.
8. To maintain current records on insurance, property valuations, vehicle and equipment schedules, insurance registers, claims, and loss experience.
9. To serve as a primary reception point for all claims for damages filed with the District.
10. To stamp, record, file and distribute all Claims for Damages.
11. To file and maintain records of all Claims, Insurance Policies, Contracts, etc. related to Risk Management.
12. To keep a file of all reported complaints and requests for District service.
13. To assure that equipment, facilities and programs have safety measures built into them, and that appropriate OSHA and Consumer Safety Product Commission guidelines are considered.
14. To maintain and promote safe and healthful working conditions, including establish a training program.

**3.21.128 Risk Management Duties of District Counsel.**

The risk management duties of the District Counsel are:

1. To coordinate with legal counsel assigned to claims by the JPIA.
2. To review all agreements, contracts, deeds, easements, and other legal documents for form and compliance to the insurance, hold harmless, and indemnification standards of the District.
3. To resolve and/or defend claims and suits, as required, in consultation with the JPIA.

**3.21.132 District Safety and Health Committee: Membership and Duties.** The Safety and Health Committee shall include the Risk Manager, Safety Officer, and District Counsel. The risk management duties of the committee are:

1. To review all incident reports and make recommendations regarding health and safety issues.
2. To promote health and safe working conditions and practices.
3. To assist in risk identification.
4. To organize and conduct in April of each year an inspection of all District facilities.

**3.21.136 Risk Management Duties of All Employees.** The risk management duties of all employees are:

1. To promote safety among co-workers and ensure that good communications on all risk and safety matters are achieved.
2. To aid new employees by pointing out job safety practices.
3. To apply the principles of accident prevention in their daily work, and care for and use proper safety devices and protective equipment as required by their employment.
4. To become familiar with and observe safe work procedures during the course of their work activities.
5. To promptly report to their immediate supervisor any work related accident, injury or occupational illness, regardless of the degree of severity, prior to the end of the work shift.
6. To cooperate with and assist in investigation of accidents to identify correctable causes and to prevent their recurrence.
7. To promptly report to their immediate supervisor all unsafe actions, practices, or conditions they observe.
8. To keep work areas clean and orderly at all times.
9. To obey safety rules and follow established work procedures.
10. To avoid horseplay and refrain from distracting others.
11. To dress in attire, including any safety gear, suited for the jobs they are expected to perform.
12. To lift and handle materials properly.

**3.21.140 Loss Control Considerations For Members of the Board of Directors.** Elected officials, like employees, may incur liability for the District and may be held liable for what they both say and do, either individually or collectively. There may be either case law or statutory responsibility for certain behaviors on the part of elected officials. The following is a description of the most common legal areas of concern:

1. There are a number of conflict-of-interest prohibitions outlined in State statutes. Whether legally mandated or not, Directors should not vote on a matter where the Director's financial interest is especially affected.
2. During the pendency of any quasi-judicial proceeding, no member of the Board should engage in ex parte (outside the hearing) communications with proponents or opponents about a matter in the proceeding.
3. Board members have a legal obligation to become familiar with the Ralph M. Brown Act and to not participate in meetings in violation thereof.
4. There are a number of risk reduction checklists that governing body members should use when considering legislative actions. Legislators, administrators and legal counsel who draft ordinances and other proposed legislative actions should review the proposed ordinance, etc. against the appropriate checklists.

Equal Protection Checklist:

1. Does the action treat different groups of people differently?
2. If so, what standard will the classification be judged?
3. Is the classification justifiable under the appropriate standard?
4. Will an ordinance or policy which is neutral on its face have a discriminatory impact when applied?
5. Does the Board of Directors have a sufficient basis in fact in support of the action and/or classification?

Substantive Due Process Checklist:

1. Does the District have a legitimate goal in pursuing its proposed course of action?
2. What is the nature of the "right" being affected by the District's decision?
3. Is it a right which is deemed to be fundamental? If so, does the District have a compelling interest for taking the action?
4. If a fundamental right is involved, is there another, less drastic way for the District to achieve its goal



- which will create less interference with the constitutional right?
5. If it is an economic, social or business regulation, is there a rational relationship between the regulation and the governmental goal?
  6. Does the regulation create an irrebuttable presumption?

Procedural Due Process Checklist:

1. Will the proposed action or ordinance deprive a person of a "liberty" or "property" interest?
2. If so, has that person been afforded due process?
3. Has the person been given notice?
4. Has the person been given an opportunity to be heard?
5. Has the person been given a statement of reasons for the District's decision?
6. Has the District complied with applicable statutory, policy or contract provisions requiring due process?
7. Does the proposed regulation give sufficient notice to persons of its requirements?
8. Are the terms used in the regulation defined?
9. Does the regulation provide clear standards for the conduct of the officials who must enforce it?

Due Process Checklist: Licenses and Permits

1. Is there an policy dealing with the granting or revocation of the license or permit?
2. Is the policy clear and unambiguous?
3. Has the applicant for a license or permit been given reasonable information as to the items which must be submitted to the District prior to issuance?
4. Does the District have the authority to legislate in the area for which the license or permit is to be granted?
5. Are the requirements for issuance of a license or permit reasonable and have they been consistently applied?
6. Do the items required prior to the issuance of a license or permit bear some reasonable relationship to the activity to be allowed?
7. Has the District sought to limit the number of persons who can receive the license or permit?
8. If there is a limitation in the number of persons who may receive the license or permit, is there statutory authority for such a limitation?
9. Has an applicant for a license or permit been given an opportunity to have a hearing if the granting of a license or permit has been denied?
10. Has a hearing been held prior to the suspension or revocation of an existing license or permit?
11. If in an area with a limited number of licenses or permits, can the District present a reason for the reduction, and has the identity of the business which

- will lose its license or permit been determined in a non-discriminatory manner?
12. Is the refusal to issue, or revocation of, the license or permit justified, or solely in response to public pressure?
  13. Has the inspection or regulatory system of the District been enforced in a non-discriminatory manner, or is the person being singled out for enforcement?
  14. Do the fees charged for licenses and permits bear a reasonable relation to the cost of enforcement?

"Taking" (Inverse Condemnation) Checklist:

1. Is the regulation of property being done in order to advance a legitimate public interest?
2. Will a particular regulation deprive a property owner of every economically viable use of his/her property?
3. Has the property owner taken actions such as expenditure of funds in reliance upon a District action, such as granting of a building or utility permit?
4. Does the District action constitute an illegal or unwarranted physical intrusion on the property?
5. Have the officials compiled a sufficient record setting forth the reasons for the action?
6. Is there a less intrusive way of achieving the same goal?

General Policy Adoption Checklist:

1. Have all the statutory or local procedural requirements been followed?
2. Is the policy a subject upon which the District has Federal or State constitutional or statutory authority to act?
3. As drafted, does the policy treat all similarly situated persons in the same way?
4. Are the terms of the policy clear enough so that people do not have to guess at its meaning?
5. Does the policy clearly state what a person must do in order to comply with it?
6. Does the policy define special or broad terms which it uses?
7. Does the policy set sufficient standards for the officials who must enforce it, or does it give the enforcing agent too much discretion in making a decision whether or not to do something?
8. Does the policy require that notice or hearing be given to a person whose rights are affected by it?
9. Does the policy require the official who is making a decision under it to give notice of that decision and the reasons for it within a reasonable time?
10. Can the local government achieve its goal by using a less restrictive or intrusive means?

11. Do the policy provisions constitute a "prior restraint" on a person's First Amendment rights?
12. Has the District created an adequate record or compiled sufficient evidence in order to support its findings and conclusions for enacting the policy?
13. Is the policy too broad?
14. Does the policy so heavily burden a person's use of his property that it might be considered a taking?
15. If a policy is changing an existing local regulation, does it give persons a reasonable amount of time to comply with the changes?
16. Has the Attorney and Risk Manager been consulted before taking action which might result in claims against the District or litigation?
17. Have similar policies been upheld elsewhere?
18. If a policy is challenged, would you consider suspending it pending a judicial determination?

**3.21.200 Contract Guidelines: Purpose.** The following contract guidelines have been established to insure that the local government's exposures and risks are reasonably treated in all of the government's agreements, contracts, leases, settlements, etc.

**3.21.204 Consulting Contracts: Written Contracts.** Consultant services should be procured by written contract and accompanying purchase order to track consultant costs. Contracts for services that should be in writing include, but are not limited to, management and planning studies, engineering, legal counsel, labor negotiations, plans examination, employment assessment centers, executive search, etc.

**3.21.208 Minor Construction Contracts: Contract Form.** Contracts for minor construction projects (e.g. under \$25,000) may be procured by written "short form" contract and accompanying purchase order to track project costs. Contracts for services that are to be in writing include, but are not limited to, facility or infrastructure repair or remodeling, etc.

**3.21.212 Consulting and Minor Construction Contracts: Risk Minimization.** In order to avoid, reduce, or transfer the risk of loss, for contracts for consulting services the following policies are to be applied in a manner consistent with the recommendations contained in the JPIA publication "Risk Transfer Procedures for ACWA/JPIA Member Districts":

1. Workers' Compensation and Employer's Liability. The Contractor shall secure and maintain in force throughout the duration of the contract workers' compensation insurance as required by law and shall agree to waive all rights of subrogation against the District, its officials, employees and volunteers for losses arising from work performed by Contractor for the District. Language

covering this element of the consulting contract shall be included in all contracts as follows:

"The Contractor expressly waives immunity for injuries to its employees and agrees that the obligation to indemnify, defend and hold harmless provided for in this Contract extends to any claim brought by or on behalf of any employee of the Contractor. This waiver is mutually negotiated by the parties. This shall not apply to any damage resulting from the sole negligence of the District, its agents and employees. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the District, its agents or employees, the obligations provided herein to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Contractor, its officers, agents and employees."

2. Hold Harmless and Indemnification. Language covering this element of the contract shall be included in all contracts as follows:

"The Contractor shall indemnify, defend and hold harmless the local government, its officers, agents and employees, from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission or failure of the Contractor, its officers, agents and employees in performing the work required by this Agreement."

3. Independent Contractor. All consulting contracts shall contain language to the effect that:

"The Contractor and District agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties."

4. Assignment. All contracts shall expressly prohibit the Contractor from subletting or assigning any of the services covered by this agreement without the express written consent of the District. Assignment does not include printing or other customary reimbursable expenses or subcontractors as may be approved in advance by the District that may be provided in an Agreement.

5. Comprehensive General Liability Insurance. All contractors shall secure and maintain in force throughout the duration of the contract comprehensive general liability insurance with carriers acceptable to the District, with a minimum coverage of five hundred thousand dollars (\$500,000) per occurrence and one million dollars (\$1,000,000) aggregate for personal injury, and five hundred thousand (\$500,000) per occurrence/aggregate for

property damage. The District shall be named as an additional insured and the insurance policy shall include a provision prohibiting cancellation of said policy except upon thirty (30) days prior written notice to the District. Certificates of Insurance shall be delivered to the District within fifteen (15) days of execution of the agreement.

6. Professional Liability Insurance. Contracts with consultants who are required to be professionally certified by the State (such as design engineers or attorneys) shall be required to provide professional liability insurance in the amount of one million dollars (\$1,000,000), with a minimum coverage of five hundred thousand dollars (\$500,000) per occurrence and one million dollars (\$1,000,000) aggregate. The District shall be named as an additional insured and the insurance policy shall include a provision prohibiting cancellation of said policy except upon thirty (30) days prior written notice to the District. Certificates of Insurance shall be delivered to the District within fifteen (15) days of execution of the agreement.
7. Business Auto Liability Insurance. All contractors shall be required to have business auto liability coverage, with minimum limits of three hundred thousand dollars (\$300,000) Per Occurrence, Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This coverage shall include all contractor Owned Vehicles used on the contract, Hired and Non-Owned Vehicles, and Employee Non-Ownership Vehicles. The District shall be named as an additional insured and the insurance policy shall include a provision prohibiting cancellation of said policy except upon thirty (30) days prior written notice to the District. Certificates of Insurance shall be delivered to the District within fifteen (15) days of execution of the agreement.
8. Subcontractors. It shall be the responsibility of the contractor to insure that all subcontractors comply with the same insurance requirements that the prime contractor is required to meet.
9. Performance Bond. A Contractor on a minor construction job shall furnish to the local government prior to start of construction a performance bond in an amount of 100% of the contract in a form acceptable to the District. In lieu of a bond, fifty percent (50%) retainage may be held for 30 days after final acceptance and/or liens cleared.

**3.21.220 Major Construction Contracts: Written Contract.**

Contracts for major construction projects (e.g. over \$25,000)

should be procured by written contract in a manner consistent with state law.

**3.21.224 Major Construction Contracts: Risk Minimization.** In order to avoid, reduce, or transfer the risk of loss, the following policies in addition to the policies established in Section 3.21.212 hereinabove are to be applied in a manner consistent with the recommendations contained in the JPIA publication "Risk Transfer Procedures for ACWA/JPIA Member Districts":

1. Subcontractors. The prime Contractor shall include all subcontractors as insureds under its policies or shall furnish separate Certificates and Endorsements for each subcontractor. The Contractor shall not assign or sublet the Contract in whole or in part without the written consent of the District, nor shall the Contractor assign any moneys due or to become due to Contractor hereunder without prior written consent of the District. The Contractor shall not subcontract more than thirty percent (30%) of the work without the express written consent of the District. In any event, the Contractor shall, at least five (5) working days prior to proposed start of a subcontractor's work, notify the District in writing of the name of the proposed subcontractor for the work, and shall not enter into any subcontracts which the District may object to as incompetent or unfit. The Contractor shall agree that Contractor is fully responsible to the for the acts and omissions of the subcontractor and persons either directly or indirectly employed by subcontractors, as well as for the acts and omissions of persons directly employed by the Contractor. Consent to subcontracting part of the work shall, in no way, release the Contractor from responsibility for performance of the work, and Contractor will be held, in all respects, accountable for the same as if no consent had been given. The Contractor shall be required to give personal attention to the work which is sublet. Nothing contained in the Contract Documents shall create any contractual relation between any subcontractor and the District.
2. Builders Risk Insurance. On projects that consist of either above or below ground structures, other than standard manholes, sewer or water lines, Contractor shall purchase and provide "all Risk Builders" insurance coverage equal to one hundred percent (100%) of the completed value of such work being performed. Said policy shall not include a deductible of more than five thousand dollars (\$5,000) per occurrence. Said policy shall name the District as an additional insured. The policy shall include a provision prohibiting cancellation of said policy except upon thirty (30) days prior written notice to the . Certificates of Insurance shall be delivered to

the District prior to execution of the Contract. If the Contract is for a District facility which will be occupied, the Contractor should also secure a Waiver of Occupancy Endorsement which will enable the District to occupy the facility under construction/remodel during such activity.

3. **Performance Bond.** The contractor shall furnish a surety bond or bonds covering faithful performance of the Contract and the payment of all obligations arising thereunder. The bond shall be in the full amount of the Contract and shall be upon the form of bond set forth herein. The surety shall be a firm qualified to conduct business as a surety in the state. The performance bond for this Contract shall not only indemnify the District for the usual performance provisions of the Contract, but in addition, shall be a bond to guarantee payment of any and all tax or other liability of any type, kind, nature or description due as a result of work performed pursuant to the Contract.

**3.21.500 Employee Injury and Illness Protection Program:**

**Purpose.** The District's employees are its greatest assets. Providing safe and healthful working conditions is essential to protecting those assets, and an important element of an effective risk management and loss control program. Exposures from unsafe working conditions and practices can be avoided, eliminated, or reduced by identifying the exposures and hazards, and treating them through a variety of techniques such as correcting unsafe work practices or using proper equipment.

**3.21.504 General Health and Safety Policies.** The following general employee health and safety policies are hereby established:

1. The District will provide safe working conditions for its employees. Under no circumstances will the risk of serious injury or death of employees be considered an acceptable risk.
2. The District will give prime consideration to safety in the design of buildings, facilities and the specifications for equipment.
3. Whenever a condition or practice is found to exist which could reasonably be expected to cause injury or property damage, the employee has a right and duty to report it immediately, and the General Manager has the authority and responsibility to take necessary action to correct the condition or practice or, where no funds are available to correct the condition, to recommend to the Board to appropriate such funds.

4. Each employee shall develop and exercise safe work habits in the course of their work to prevent injuries to themselves, their co-workers, and to preserve and protect the District's materials, equipment and facilities.
5. The District shall periodically inspect facilities and equipment to ensure that prescribed safety standards are met.
6. Employees shall be certified in first aid through a course provided by the District during working hours.
8. First Aid kits shall be provided in all District vehicles and at least on every floor of each District facility.
9. Employees shall use and/or wear all personal protective clothing and equipment required by department work rules.

**3.21.508 General Health and Safety Employee Requirements.** Employees shall conform to the following general requirements shall apply to all employees when in the performance of their work:

1. Promptly report in writing all accidents and injuries, including "close calls", occurring within the course of employment, whether or not the incident directly involved you.
2. Cooperate with and assist in investigation of accidents to identify correctable causes and to prevent their recurrence.
3. Promptly in writing report all unsafe actions, practices, or conditions.
4. Become familiar with and observe approved safe work procedures.
5. Avoid engaging in "horseplay" and refrain from distracting others.
6. Obey safety rules.
7. Wear required protective equipment.
8. Arrive at work suitably attired for the job(s) expected to be performed.
9. Refrain from the use of alcohol or drugs during work hours, not report to work under the influence of any substance that would affect worker safety, and participate in a random drug testing program established by the General Manager.



10. Refrain from smoking on District property, in District vehicles, and while on duty.
11. Refrain from operating, modifying, adjusting or using equipment in an unauthorized manner.

Any failure to conform to the above requirements may result in disciplinary action, up to and including discharge.

**3.21.512 Personal Protective Safety Equipment.** Effective personal protection is essential for any employee who may be exposed to potentially hazardous substances or operations, or who perform jobs which have an inherent injury potential. Employees may be exposed to a wide variety of hazardous circumstances, including:

1. Chemical splashes or contact with toxic materials.
2. Falling objects or flying particles.
3. Fires and electrical hazards.
4. Equipment failures.

It is extremely important that employees be adequately protected in these situations. Some of the types of personal protective safety equipment that may be required and which will be provided by the District include:

1. Hard Hats to protect the head against falling objects, head bumping situations or electrical conductors.
2. Goggles, face shields, or safety glasses to guard against airborne debris, dust, flying particles, chips, chemicals, heat, or injurious rays.
3. Ear plugs or ear muffs to guard against prolonged exposure to cold or noise exceeding sound tolerance levels defined by law.
4. Respirators, gas masks, airline respirators, hose masks, and self-contained breathing apparatus to protect employees against toxic or abnormal atmospheric conditions.
5. Safety Shoes to protect feet against possible mashing from articles that can be dropped, from vehicle wheels, jack hammers, other machines and nail punctures.
6. Life jackets when working in and around water.

7. Reflective Vests or bright articles to increase worker visibility while working in or around traffic lanes, or at night.
8. Protective clothing such as gloves, vests, sleeves, aprons, leggings and full suits to protect against spills, abrasions, bumps, or heat.
9. Safety Catch to be used anytime an employee has to work under or adjacent to the gate of a raised dump truck bed.
10. Safety Harness to be used when an employee works from elevated locations such as tank ladders.

In addition, employees should wear clothing suitable for the job to be performed. Suitable clothing means clothing that will minimize the possibility of damage from moving or handling chemicals, machinery, hot or injurious substances, sunburn, insect bites or harmful agents. Employees working in hazardous areas should not wear tennis shoes, loafers, or sandals, but steel tipped shoes or boots. Employees should not wear high platform sandals or shoes when working if the thickness of the sole and heel is extreme and causes the wearer to walk precariously. Work shoes should be in good condition. Employees with long hair should wear a cap or net while working around machines. Individuals who are required to wear breathing devices should be clean shaven where the mask contacts the face. The personal protective equipment selected should meet applicable standards, such as those of the Mine Safety and Health Administration (MSHA), National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), or the National Fire Protection Association (NFPA). The choice of equipment is not a simple matter. Health and safety experts should be consulted before purchasing equipment. The purchasing decision and specification development should be coordinated between the General Manager and the Safety Officer.

**3.21.516 Employee Safety and Health Training.** The District shall conduct periodic training sessions designed to provide employees with training in how to deal with safety and health hazards encountered in the course of work. All new employees and all employees assigned to a new job shall receive appropriate training as part of their orientation. The District will use all practical means to provide its employees with up-to-date safety and health information.

**3.21.605 Accident Policy.** The primary reason for specifying a precise procedure for handling accidents is to insure that the employee receives all available benefits under the State Workers' Compensation Law and the District is protected from potential liability and property damage losses. Failure to follow the prescribed accident reporting procedures outlined in this section may result in the employee being required to pay medical

expenses which otherwise would have been covered by Workers' Compensation insurance.

**3.21.610 Employee Injury.** When an employee is injured on the job, it shall be primarily his responsibility or, if the employee is disabled by the injury the responsibility of the first employee to become aware of the injury, to seek out adequate medical treatment as follows:

(1) injuries of a minor nature requiring first aid only shall be treated by the employee himself or by a fellow employee and reported to the employee's supervisor as soon as possible, but in no case reported to the supervisor later than on the day the accident occurs, and the supervisor shall determine whether the injury is serious enough to require medical attention;

(2) any employee involved in an accident resulting in a serious injury shall be referred immediately to the nearest hospital emergency room either by the employee himself, a fellow employee, or the supervisor, and the supervisor shall be immediately notified of the accident and the condition of the injured employee;

(3) employees who develop medical conditions that are believed to be caused by the job shall notify their supervisor immediately after receiving such a diagnosis from their physician. A supervisor shall within 24 hours after notification of any injury or illness referred to hereinabove complete the accident report form required by the District's Workers' Compensation insurer and file it with the Administrative Supervisor who shall mail it directly to the insurance carrier and provide a copy to the General Manager. As soon as possible, the supervisor shall require the employee to complete an accident report form as prescribed by the District.

**3.35.615 Accidents Involving District Owned Vehicles.**

Accidents involving District owned vehicles should be reported to the appropriate police agency immediately regardless of the seriousness of the accident. The employee is to provide driver's license, insurance coverage and vehicle registration information to the owner of any other vehicle involved. The employee should not comment on the accident any further to anyone, though it is expected that the employee will answer questions of police

officials. Under no circumstances should the employee state that the accident was his fault. The employee should then report the accident to his supervisor as soon as possible and complete the forms required. The supervisor should obtain or prepare a written report of the accident within 24 hours and submit it to the Administrative Supervisor who should then advise the District's insurance agent and submit a copy of the report to the General Manager.

**3.35.620 Drug Testing Following An Accident.** Any employee driving a vehicle while on duty who becomes involved in an accident submit to a drug test as required by the General Manager. The General Manager may require a drug test of any employee involved in any work related accident resulting in the injury of an employee.

**3.21.900 Administrative Directives.** The General Manager may promulgate administrative directives to implement the policies establish in this chapter hereinabove. Said directives may be incorporated hereinbelow as additions to this chapter.

RESOLUTION NO. 1996-11-01

A RESOLUTION AMENDING SECTION 2.20.330 OF THE  
POLICY MANUAL BY INCREASING SALARIES AND WAGES  
AS PROVIDED THEREIN BY 2.9% AND AMENDING THE  
BUDGET TO PROVIDE THEREFORE

WHEREAS, Section 2.25.670 provides that in November of each year the General Manager through a meet-and-confer process shall submit for final consideration by the Board a revised compensation plan; and,

WHEREAS, based upon a consideration of changes in the consumer price index for the year ending September 1996, the General Manager has proposed the attached salary and wage plan increasing salaries and wages by 2.9%; and,

WHEREAS, the General Manager has reviewed said proposed change with employees as provided in Section 2.25.670;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RIO LINDA WATER DISTRICT AS FOLLOWS:

1. Effective December 1, 1996, the salary and wage ranges attached to Section 2.20.330 of the policy manual are hereby replaced with the salary and wage ranges attached hereto.

2. The 1996-97 appropriations budget is hereby amended as follows in order to provide funds to implement Chapter 2.20 of the policy manual:

<u>Line Item</u>	<u>Amount</u>	
Salaries & Wages	\$259,837	\$262,256
Unemployment Insurance	\$2,598	\$2,622
Worker's Compensation	\$4,751	\$4,810
FICA/Medicare	\$19,878	\$20,195
Public Employees Retirement System	\$36,577	\$36,735
To Contingency Reserve	\$28,630	\$16,037

INTRODUCED AND ADOPTED on this 20th day of November, 1996, by the following vote:

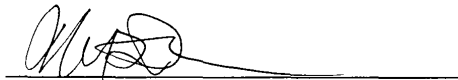
AYES, in favor hereof: Paine, Surratt, Griffin, Klagenberg

NOES: Wickham

ABSENT: None

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

**SALARY AND WAGE PLAN**

Step #'s		1	2	3	4	5	6	7
<b>1</b>	Hourly	\$7.44	\$7.81	\$8.21	\$8.63	\$9.06	\$9.52	\$10.00
	Semi-monthly	\$644.58	\$677.22	\$711.50	\$747.52	\$785.36	\$825.12	\$866.89
	Annual	\$15,470.00	\$16,253.17	\$17,075.99	\$17,940.46	\$18,848.70	\$19,802.91	\$20,805.43
<b>2</b>	Hourly	\$7.62	\$8.01	\$8.41	\$8.84	\$9.29	\$9.76	\$10.25
	Semi-monthly	\$660.70	\$694.15	\$729.29	\$766.21	\$805.00	\$845.75	\$888.57
	Annual	\$15,856.75	\$16,659.50	\$17,502.89	\$18,388.97	\$19,319.91	\$20,297.98	\$21,325.57
<b>3</b>	Hourly	\$7.81	\$8.21	\$8.63	\$9.06	\$9.52	\$10.00	\$10.51
	Semi-monthly	\$677.22	\$711.50	\$747.52	\$785.36	\$825.12	\$866.89	\$910.78
	Annual	\$16,253.17	\$17,075.99	\$17,940.46	\$18,848.70	\$19,802.91	\$20,805.43	\$21,858.71
<b>4</b>	Hourly	\$8.01	\$8.41	\$8.84	\$9.29	\$9.76	\$10.25	\$10.77
	Semi-monthly	\$694.15	\$729.29	\$766.21	\$805.00	\$845.75	\$888.57	\$933.55
	Annual	\$16,659.50	\$17,502.89	\$18,388.97	\$19,319.91	\$20,297.98	\$21,325.57	\$22,405.18
<b>5</b>	Hourly	\$8.21	\$8.63	\$9.06	\$9.52	\$10.00	\$10.51	\$11.04
	Semi-monthly	\$711.50	\$747.52	\$785.36	\$825.12	\$866.89	\$910.78	\$956.89
	Annual	\$17,075.99	\$17,940.46	\$18,848.70	\$19,802.91	\$20,805.43	\$21,858.71	\$22,965.31
<b>6</b>	Hourly	\$8.41	\$8.84	\$9.29	\$9.76	\$10.25	\$10.77	\$11.32
	Semi-monthly	\$729.29	\$766.21	\$805.00	\$845.75	\$888.57	\$933.55	\$980.81
	Annual	\$17,502.89	\$18,388.97	\$19,319.91	\$20,297.98	\$21,325.57	\$22,405.18	\$23,539.44
<b>7</b>	Hourly	\$8.63	\$9.06	\$9.52	\$10.00	\$10.51	\$11.04	\$11.60
	Semi-monthly	\$747.52	\$785.36	\$825.12	\$866.89	\$910.78	\$956.89	\$1,005.33
	Annual	\$17,940.46	\$18,848.70	\$19,802.91	\$20,805.43	\$21,858.71	\$22,965.31	\$24,127.92
<b>8</b>	Hourly	\$8.84	\$9.29	\$9.76	\$10.25	\$10.77	\$11.32	\$11.89
	Semi-monthly	\$766.21	\$805.00	\$845.75	\$888.57	\$933.55	\$980.81	\$1,030.46
	Annual	\$18,388.97	\$19,319.91	\$20,297.98	\$21,325.57	\$22,405.18	\$23,539.44	\$24,731.12
<b>9</b>	Hourly	\$9.06	\$9.52	\$10.00	\$10.51	\$11.04	\$11.60	\$12.19
	Semi-monthly	\$785.36	\$825.12	\$866.89	\$910.78	\$956.89	\$1,005.33	\$1,056.23
	Annual	\$18,848.70	\$19,802.91	\$20,805.43	\$21,858.71	\$22,965.31	\$24,127.92	\$25,349.40
<b>10</b>	Hourly	\$9.29	\$9.76	\$10.25	\$10.77	\$11.32	\$11.89	\$12.49
	Semi-monthly	\$805.00	\$845.75	\$888.57	\$933.55	\$980.81	\$1,030.46	\$1,082.63
	Annual	\$19,319.91	\$20,297.98	\$21,325.57	\$22,405.18	\$23,539.44	\$24,731.12	\$25,983.14
<b>11</b>	Hourly	\$9.52	\$10.00	\$10.51	\$11.04	\$11.60	\$12.19	\$12.80
	Semi-monthly	\$825.12	\$866.89	\$910.78	\$956.89	\$1,005.33	\$1,056.23	\$1,109.70
	Annual	\$19,802.91	\$20,805.43	\$21,858.71	\$22,965.31	\$24,127.92	\$25,349.40	\$26,632.71
<b>12</b>	Hourly	\$9.76	\$10.25	\$10.77	\$11.32	\$11.89	\$12.49	\$13.12
	Semi-monthly	\$845.75	\$888.57	\$933.55	\$980.81	\$1,030.46	\$1,082.63	\$1,137.44
	Annual	\$20,297.98	\$21,325.57	\$22,405.18	\$23,539.44	\$24,731.12	\$25,983.14	\$27,298.53
<b>13</b>	Hourly	\$10.00	\$10.51	\$11.04	\$11.60	\$12.19	\$12.80	\$13.45
	Semi-monthly	\$866.89	\$910.78	\$956.89	\$1,005.33	\$1,056.23	\$1,109.70	\$1,165.87
	Annual	\$20,805.43	\$21,858.71	\$22,965.31	\$24,127.92	\$25,349.40	\$26,632.71	\$27,980.99
<b>14</b>	Hourly	\$10.25	\$10.77	\$11.32	\$11.89	\$12.49	\$13.12	\$13.79
	Semi-monthly	\$888.57	\$933.55	\$980.81	\$1,030.46	\$1,082.63	\$1,137.44	\$1,195.02
	Annual	\$21,325.57	\$22,405.18	\$23,539.44	\$24,731.12	\$25,983.14	\$27,298.53	\$28,680.52
<b>15</b>	Hourly	\$10.51	\$11.04	\$11.60	\$12.19	\$12.80	\$13.45	\$14.13
	Semi-monthly	\$910.78	\$956.89	\$1,005.33	\$1,056.23	\$1,109.70	\$1,165.87	\$1,224.90
	Annual	\$21,858.71	\$22,965.31	\$24,127.92	\$25,349.40	\$26,632.71	\$27,980.99	\$29,397.53
<b>16</b>	Hourly	\$10.77	\$11.32	\$11.89	\$12.49	\$13.12	\$13.79	\$14.49
	Semi-monthly	\$933.55	\$980.81	\$1,030.46	\$1,082.63	\$1,137.44	\$1,195.02	\$1,255.52
	Annual	\$22,405.18	\$23,539.44	\$24,731.12	\$25,983.14	\$27,298.53	\$28,680.52	\$30,132.47
<b>17</b>	Hourly	\$11.04	\$11.60	\$12.19	\$12.80	\$13.45	\$14.13	\$14.85
	Semi-monthly	\$956.89	\$1,005.33	\$1,056.23	\$1,109.70	\$1,165.87	\$1,224.90	\$1,286.91
	Annual	\$22,965.31	\$24,127.92	\$25,349.40	\$26,632.71	\$27,980.99	\$29,397.53	\$30,885.78
<b>18</b>	Hourly	\$11.32	\$11.89	\$12.49	\$13.12	\$13.79	\$14.49	\$15.22
	Semi-monthly	\$980.81	\$1,030.46	\$1,082.63	\$1,137.44	\$1,195.02	\$1,255.52	\$1,319.08
	Annual	\$23,539.44	\$24,731.12	\$25,983.14	\$27,298.53	\$28,680.52	\$30,132.47	\$31,657.93
<b>19</b>	Hourly	\$11.60	\$12.19	\$12.80	\$13.45	\$14.13	\$14.85	\$15.60
	Semi-monthly	\$1,005.33	\$1,056.23	\$1,109.70	\$1,165.87	\$1,224.90	\$1,286.91	\$1,352.06
	Annual	\$24,127.92	\$25,349.40	\$26,632.71	\$27,980.99	\$29,397.53	\$30,885.78	\$32,449.38

**SALARY AND WAGE PLAN**

Range #'s	Step #'s	1	2	3	4	5	6	7
20	Hourly	\$11.89	\$12.49	\$13.12	\$13.79	\$14.49	\$15.22	\$15.99
	Semi-monthly	\$1,030.46	\$1,082.63	\$1,137.44	\$1,195.02	\$1,255.52	\$1,319.08	\$1,385.86
	Annual	\$24,731.12	\$25,983.14	\$27,298.53	\$28,680.52	\$30,132.47	\$31,657.93	\$33,260.61
21	Hourly	\$12.19	\$12.80	\$13.45	\$14.13	\$14.85	\$15.60	\$16.39
	Semi-monthly	\$1,056.23	\$1,109.70	\$1,165.87	\$1,224.90	\$1,286.91	\$1,352.06	\$1,420.51
	Annual	\$25,349.40	\$26,632.71	\$27,980.99	\$29,397.53	\$30,885.78	\$32,449.38	\$34,092.13
22	Hourly	\$12.49	\$13.12	\$13.79	\$14.49	\$15.22	\$15.99	\$16.80
	Semi-monthly	\$1,082.63	\$1,137.44	\$1,195.02	\$1,255.52	\$1,319.08	\$1,385.86	\$1,456.02
	Annual	\$25,983.14	\$27,298.53	\$28,680.52	\$30,132.47	\$31,657.93	\$33,260.61	\$34,944.43
23	Hourly	\$12.80	\$13.45	\$14.13	\$14.85	\$15.60	\$16.39	\$17.22
	Semi-monthly	\$1,109.70	\$1,165.87	\$1,224.90	\$1,286.91	\$1,352.06	\$1,420.51	\$1,492.42
	Annual	\$26,632.71	\$27,980.99	\$29,397.53	\$30,885.78	\$32,449.38	\$34,092.13	\$35,818.04
24	Hourly	\$13.12	\$13.79	\$14.49	\$15.22	\$15.99	\$16.80	\$17.65
	Semi-monthly	\$1,137.44	\$1,195.02	\$1,255.52	\$1,319.08	\$1,385.86	\$1,456.02	\$1,529.73
	Annual	\$27,298.53	\$28,680.52	\$30,132.47	\$31,657.93	\$33,260.61	\$34,944.43	\$36,713.49
25	Hourly	\$13.45	\$14.13	\$14.85	\$15.60	\$16.39	\$17.22	\$18.09
	Semi-monthly	\$1,165.87	\$1,224.90	\$1,286.91	\$1,352.06	\$1,420.51	\$1,492.42	\$1,567.97
	Annual	\$27,980.99	\$29,397.53	\$30,885.78	\$32,449.38	\$34,092.13	\$35,818.04	\$37,631.33
26	Hourly	\$13.79	\$14.49	\$15.22	\$15.99	\$16.80	\$17.65	\$18.54
	Semi-monthly	\$1,195.02	\$1,255.52	\$1,319.08	\$1,385.86	\$1,456.02	\$1,529.73	\$1,607.17
	Annual	\$28,680.52	\$30,132.47	\$31,657.93	\$33,260.61	\$34,944.43	\$36,713.49	\$38,572.11
27	Hourly	\$14.13	\$14.85	\$15.60	\$16.39	\$17.22	\$18.09	\$19.01
	Semi-monthly	\$1,224.90	\$1,286.91	\$1,352.06	\$1,420.51	\$1,492.42	\$1,567.97	\$1,647.35
	Annual	\$29,397.53	\$30,885.78	\$32,449.38	\$34,092.13	\$35,818.04	\$37,631.33	\$39,536.41
28	Hourly	\$14.49	\$15.22	\$15.99	\$16.80	\$17.65	\$18.54	\$19.48
	Semi-monthly	\$1,255.52	\$1,319.08	\$1,385.86	\$1,456.02	\$1,529.73	\$1,607.17	\$1,688.53
	Annual	\$30,132.47	\$31,657.93	\$33,260.61	\$34,944.43	\$36,713.49	\$38,572.11	\$40,524.82
29	Hourly	\$14.85	\$15.60	\$16.39	\$17.22	\$18.09	\$19.01	\$19.97
	Semi-monthly	\$1,286.91	\$1,352.06	\$1,420.51	\$1,492.42	\$1,567.97	\$1,647.35	\$1,730.75
	Annual	\$30,885.78	\$32,449.38	\$34,092.13	\$35,818.04	\$37,631.33	\$39,536.41	\$41,537.94
30	Hourly	\$15.22	\$15.99	\$16.80	\$17.65	\$18.54	\$19.48	\$20.47
	Semi-monthly	\$1,319.08	\$1,385.86	\$1,456.02	\$1,529.73	\$1,607.17	\$1,688.53	\$1,774.02
	Annual	\$31,657.93	\$33,260.61	\$34,944.43	\$36,713.49	\$38,572.11	\$40,524.82	\$42,576.39
31	Hourly	\$15.60	\$16.39	\$17.22	\$18.09	\$19.01	\$19.97	\$20.98
	Semi-monthly	\$1,352.06	\$1,420.51	\$1,492.42	\$1,567.97	\$1,647.35	\$1,730.75	\$1,818.37
	Annual	\$32,449.38	\$34,092.13	\$35,818.04	\$37,631.33	\$39,536.41	\$41,537.94	\$43,640.80
32	Hourly	\$15.99	\$16.80	\$17.65	\$18.54	\$19.48	\$20.47	\$21.51
	Semi-monthly	\$1,385.86	\$1,456.02	\$1,529.73	\$1,607.17	\$1,688.53	\$1,774.02	\$1,863.83
	Annual	\$33,260.61	\$34,944.43	\$36,713.49	\$38,572.11	\$40,524.82	\$42,576.39	\$44,731.82
33	Hourly	\$16.39	\$17.22	\$18.09	\$19.01	\$19.97	\$20.98	\$22.04
	Semi-monthly	\$1,420.51	\$1,492.42	\$1,567.97	\$1,647.35	\$1,730.75	\$1,818.37	\$1,910.42
	Annual	\$34,092.13	\$35,818.04	\$37,631.33	\$39,536.41	\$41,537.94	\$43,640.80	\$45,850.12
34	Hourly	\$16.80	\$17.65	\$18.54	\$19.48	\$20.47	\$21.51	\$22.59
	Semi-monthly	\$1,456.02	\$1,529.73	\$1,607.17	\$1,688.53	\$1,774.02	\$1,863.83	\$1,958.18
	Annual	\$34,944.43	\$36,713.49	\$38,572.11	\$40,524.82	\$42,576.39	\$44,731.82	\$46,996.37
35	Hourly	\$17.22	\$18.09	\$19.01	\$19.97	\$20.98	\$22.04	\$23.16
	Semi-monthly	\$1,492.42	\$1,567.97	\$1,647.35	\$1,730.75	\$1,818.37	\$1,910.42	\$2,007.14
	Annual	\$35,818.04	\$37,631.33	\$39,536.41	\$41,537.94	\$43,640.80	\$45,850.12	\$48,171.28
36	Hourly	\$17.65	\$18.54	\$19.48	\$20.47	\$21.51	\$22.59	\$23.74
	Semi-monthly	\$1,529.73	\$1,607.17	\$1,688.53	\$1,774.02	\$1,863.83	\$1,958.18	\$2,057.32
	Annual	\$36,713.49	\$38,572.11	\$40,524.82	\$42,576.39	\$44,731.82	\$46,996.37	\$49,375.56
37	Hourly	\$18.09	\$19.01	\$19.97	\$20.98	\$22.04	\$23.16	\$24.33
	Semi-monthly	\$1,567.97	\$1,647.35	\$1,730.75	\$1,818.37	\$1,910.42	\$2,007.14	\$2,108.75
	Annual	\$37,631.33	\$39,536.41	\$41,537.94	\$43,640.80	\$45,850.12	\$48,171.28	\$50,609.95
38	Hourly	\$18.54	\$19.48	\$20.47	\$21.51	\$22.59	\$23.74	\$24.94
	Semi-monthly	\$1,607.17	\$1,688.53	\$1,774.02	\$1,863.83	\$1,958.18	\$2,057.32	\$2,161.60
	Annual	\$38,572.11	\$40,524.82	\$42,576.39	\$44,731.82	\$46,996.37	\$49,375.56	\$51,875.20



**SALARY AND WAGE PLAN**

Step #'s		1	2	3	4	5	6	7
39	Hourly	\$19.01	\$19.97	\$20.98	\$22.04	\$23.16	\$24.33	\$25.56
	Semi-monthly	\$1,647.35	\$1,730.75	\$1,818.37	\$1,910.42	\$2,007.14	\$2,108.75	\$2,215.50
	Annual	\$39,536.41	\$41,537.94	\$43,640.80	\$45,850.12	\$48,171.28	\$50,609.95	\$53,172.08
40	Hourly	\$19.48	\$20.47	\$21.51	\$22.59	\$23.74	\$24.94	\$26.20
	Semi-monthly	\$1,688.53	\$1,774.02	\$1,863.83	\$1,958.18	\$2,057.32	\$2,161.60	\$2,270.89
	Annual	\$40,524.82	\$42,576.39	\$44,731.82	\$46,996.37	\$49,375.56	\$51,875.20	\$54,501.38
41	Hourly	\$19.97	\$20.98	\$22.04	\$23.16	\$24.33	\$25.56	\$26.86
	Semi-monthly	\$1,730.75	\$1,818.37	\$1,910.42	\$2,007.14	\$2,108.75	\$2,215.50	\$2,327.66
	Annual	\$41,537.94	\$43,640.80	\$45,850.12	\$48,171.28	\$50,609.95	\$53,172.08	\$55,863.92
42	Hourly	\$20.47	\$21.51	\$22.59	\$23.74	\$24.94	\$26.20	\$27.53
	Semi-monthly	\$1,774.02	\$1,863.83	\$1,958.18	\$2,057.32	\$2,161.60	\$2,270.89	\$2,385.85
	Annual	\$42,576.39	\$44,731.82	\$46,996.37	\$49,375.56	\$51,875.20	\$54,501.38	\$57,260.51
43	Hourly	\$20.98	\$22.04	\$23.16	\$24.33	\$25.56	\$26.86	\$28.22
	Semi-monthly	\$1,818.37	\$1,910.42	\$2,007.14	\$2,108.75	\$2,215.50	\$2,327.66	\$2,445.50
	Annual	\$43,640.80	\$45,850.12	\$48,171.28	\$50,609.95	\$53,172.08	\$55,863.92	\$58,692.03
44	Hourly	\$21.51	\$22.59	\$23.74	\$24.94	\$26.20	\$27.53	\$28.92
	Semi-monthly	\$1,863.83	\$1,958.18	\$2,057.32	\$2,161.60	\$2,270.89	\$2,385.85	\$2,506.64
	Annual	\$44,731.82	\$46,996.37	\$49,375.56	\$51,875.20	\$54,501.38	\$57,260.51	\$60,159.33
45	Hourly	\$22.04	\$23.16	\$24.33	\$25.56	\$26.86	\$28.22	\$29.65
	Semi-monthly	\$1,910.42	\$2,007.14	\$2,108.75	\$2,215.50	\$2,327.66	\$2,445.50	\$2,569.30
	Annual	\$45,850.12	\$48,171.28	\$50,609.95	\$53,172.08	\$55,863.92	\$58,692.03	\$61,663.31
46	Hourly	\$22.59	\$23.74	\$24.94	\$26.20	\$27.53	\$28.92	\$30.39
	Semi-monthly	\$1,958.18	\$2,057.32	\$2,161.60	\$2,270.89	\$2,385.85	\$2,506.64	\$2,633.54
	Annual	\$46,996.37	\$49,375.56	\$51,875.20	\$54,501.38	\$57,260.51	\$60,159.33	\$63,204.89
47	Hourly	\$23.16	\$24.33	\$25.56	\$26.86	\$28.22	\$29.65	\$31.15
	Semi-monthly	\$2,007.14	\$2,108.75	\$2,215.50	\$2,327.66	\$2,445.50	\$2,569.30	\$2,699.38
	Annual	\$48,171.28	\$50,609.95	\$53,172.08	\$55,863.92	\$58,692.03	\$61,663.31	\$64,785.02
48	Hourly	\$23.74	\$24.94	\$26.20	\$27.53	\$28.92	\$30.39	\$31.93
	Semi-monthly	\$2,057.32	\$2,161.60	\$2,270.89	\$2,385.85	\$2,506.64	\$2,633.54	\$2,766.86
	Annual	\$49,375.56	\$51,875.20	\$54,501.38	\$57,260.51	\$60,159.33	\$63,204.89	\$66,404.64
49	Hourly	\$24.33	\$25.56	\$26.86	\$28.22	\$29.65	\$31.15	\$32.72
	Semi-monthly	\$2,108.75	\$2,215.50	\$2,327.66	\$2,445.50	\$2,569.30	\$2,699.38	\$2,836.03
	Annual	\$50,609.95	\$53,172.08	\$55,863.92	\$58,692.03	\$61,663.31	\$64,785.02	\$68,064.76
50	Hourly	\$24.94	\$26.20	\$27.53	\$28.92	\$30.39	\$31.93	\$33.54
	Semi-monthly	\$2,161.60	\$2,270.89	\$2,385.85	\$2,506.64	\$2,633.54	\$2,766.86	\$2,906.93
	Annual	\$51,875.20	\$54,501.38	\$57,260.51	\$60,159.33	\$63,204.89	\$66,404.64	\$69,766.38

RESOLUTION NO. 1996-10-01

A RESOLUTION AMENDING SECTION 2.01.110 BY  
CHANGING THE REGULAR BOARD MEETING DAY FROM  
THE SECOND WEDNESDAY OF EACH MONTH TO THE  
THIRD WEDNESDAY OF EACH MONTH

BE IT RESOLVED by the Board of Directors of the Rio Linda Water District that Section 2.01.110 of the Policy Manual is hereby amended to read as follows: (~~strikeout~~ indicates deletions, *italics* indicate additions)


**2.01.110 Regular Meetings.** The regular meeting of the Board of Directors shall be held on the ~~second~~ *third* Wednesday of each month at 7:00 p.m. at the District Office.

INTRODUCED AND ADOPTED on this 9th day of October, 1996, by the following vote:

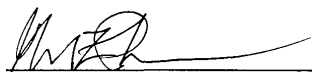
AYES, in favor hereof: Wickham, Paine, Surratt, Griffin, Klagenberg

NOES: None

ABSENT: None

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary