

“We Bring Life to Everything You Love”



KIND – HUMBLE, COURAGEOUS, PUT OTHERS FIRST

STRONG – RELIABLE, PERSEVERE, SEE IT THROUGH

CONNECT – JOYFUL, CAUSE OTHERS TO FEEL LIKE THEY BELONG



**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT**

4843 S. Church Street
Pico Rivera, California, 90660

5:30 PM Wednesday, February 18, 2026

AGENDA

Any member of the public may attend this meeting in person or by accessing the Zoom link below. Any member of the public wishing to make any comments to the Board may do so through that Zoom link. The meeting Chair will acknowledge such individual(s) at the appropriate time in the meeting prior to making his or her comment. Members of the public wishing to make a comment are asked to state their name for the record and will be provided three (3) minutes to comment, the Board secretary will alert those commenting when they only have 30 seconds remaining. All members of the public will be disconnected from the Zoom link immediately before the Board of Directors adjourns into Closed Session.

Join Zoom Meeting

<https://us06web.zoom.us/j/9521779948?pwd=dGNxcXh3YitEc2NlVVdrUzVvNm4rZz09>

Join by Telephone: +1 669 900 6833

Meeting ID: 952 177 9948 Passcode: 421745

1. **ROLL CALL.**
2. **PLEDGE OF ALLEGIENCE.**
3. **INVOCATION.**

4. TIME RESERVED FOR PUBLIC COMMENTS.

*Members of the public shall be allowed three minutes to address the Board on any matter on the agenda and/or within the jurisdiction of the District, which is not on the Agenda. All comments should be addressed to the presiding officer of the meeting. Additional public comments shall be allowed when a listed agenda item is being considered, but such comments made at that time must be confined to the subject that is being discussed at the time such comments are made. Members of the public are asked to state their name for the record. Due to all Board Meetings being run as Zoom Meetings all participants will be placed on mute at the start of the meeting and when the meeting is open for public comment the participant will be asked to raise their hand through the button on the video conference screen if participating by video conference or by pressing *9 on their phone if participating by teleconference.*

5. ADOPTION OF AGENDA.

6. APPROVAL OF CONSENT CALENDAR.

(All matters on the Consent Calendar are to be approved on one motion, unless a Board Member requests a separate action on a specific item).

A. Consider approval of February 02, 2026, Regular Board Meeting Minutes.

7. ACTION/DISCUSSION ITEMS.

A. Consider Board Approval of Authorizing the conversion of records at the General Manager's discretion; *Recommended Action—that Board Discussion and Approve*

B. Consider Board Approval of Amending and Restating the District Employee Handbook; – *Recommended Action: that Board Discussion and Approve*

8. REPORTS.

A. General Manager.

B. Legal Counsel.

9. INFORMATIONAL ITEMS

A. Water Level Report – January 2026

B. State Reservoir Conditions – February 10, 2026

- C. Field Operations Monthly Activity Report – January 2026
- D. Monthly Ground Water Well Production Report – January 2026

10. DIRECTOR’S REQUEST OF FUTURE AGENDA ITEMS.

11. BOARD MEMBER COMMENTS.

- A. Report on Meetings Attended/Comments.

12. CLOSED SESSION.

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
[Government Code Section 54956.9(d)(1)]: *Pico Water District v. City of Pico Rivera*, Los Angeles County Superior Court Case No. 22NWCV00967.
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
[Government Code Section 54956.9(d)(1)]: *City of Pico Rivera v. Pico Water District*, Los Angeles County Superior Court Case No. 24NWCP00165.
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
[Government Code Section 54956.9(d)(1)]: *Manuel Hernandez v. Pico Water District*
- D. CONFERENCE WITH LEGAL COUNSEL – INITIATION LITIGATION
[Government Code Section 54956.9(d)(4)]: *One Case*

13. CLOSED SESSION REPORT.

14. ADJOURNMENT.

AGENDA POSTED ON: February 12, 2026

Next regularly scheduled meeting: March 04, 2026

NOTE: To comply with the Americans with Disabilities Act, if you need special assistance to participate in any Board meeting, please contact the District office at (562) 692-3756 at least 48 hours prior to a Board meeting to inform the District of your needs and to determine if accommodation is feasible.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the District office, located at 4843 S. Church Street, Pico Rivera, California.

CONSENT CALENDAR ITEMS

6. APPROVAL OF CONSENT CALENDAR.

(All matters on the Consent Calendar are to be approved on one motion, unless a Board Member requests a separate action on a specific item).

A. Consider approval of February 02, 2026 Regular Board Meeting Minutes.

PICO WATER DISTRICT

**MINUTES
of
BOARD MEETING
02/02/2026**



MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE PICO WATER DISTRICT

A regular meeting of the Board of Directors of the Pico Water District was held in the District's Boardroom located at 4843 South Church Street, Pico Rivera, California, on Wednesday, February 04, 2026 at 5:30 p.m.

The District's General Manager, Mr. Joe D. Basulto proceeded with the roll call of the attending Board members. Present from the beginning of the meeting were Director David Angelo, Director David Gonzales, Director Victor Caballero, Vice President Pete Ramirez, President Raymond Rodriguez, and Mr. Jim Ciampa, Legal Counsel for the District.

President Raymond Rodriguez led everyone in the Pledge of Allegiance and Director David Angelo gave the invocation.

President Raymond Rodriguez proceeded to the next item on the Agenda, Public Comments. There were none.

President Raymond Rodriguez proceeded to the adoption of the Agenda. Vice President Pete Ramirez made the motion to adopt the agenda as presented and Director David Angelo seconded the motion. The General Manager announced the motion passed by roll-call vote, 5-0.

President Raymond Rodriguez proceeded to the next item on the Agenda, Approval of Consent Calendar, consisting of (A) approval of January 21, 2026 Regular Board Meeting Minutes; (B) approval of accounts now due and payable and receiving and filing of bills approved by the General Manager, December 2025; and (C) approval of December 2025 Financial Statement. Sondra Tututi, Accounting & Customer Service Supervisor, presented the accounts payable and provided a summary of bills approved by the General Manager for December 2025, as well as reviewing the December Financial Statement for approval by the Board. President Raymond Rodriguez made the motion to approve the Consent Calendar as presented and Director David Gonzales seconded the motion. The General Manager announced the motion passed by roll-call vote, 5-0.

President Raymond Rodriguez proceeded to the next item on the Agenda, Action/Discussion Items. Action Item 7A. Consider Board Approval to Authorize the General Manager to lease 500 Acre Feet of pumping rights without Flex to Orchard Dale Water District —The General Manager presented a proposal to lease 500 acre-feet of unused Central Basin pumping rights without flex to Orchard Dale Water District at a price of \$105 per acre-foot. The District's annual Allowed Pumping Allocation is 3,624 acre-feet, with approximately 1,112.24 acre-feet projected to remain unpumped this fiscal year. If this lease is approved, about 612.24 acre-feet

would remain. The General Manager recommended that the Board authorize him to proceed with the lease agreement, with all resulting revenue to be deposited into the District's General Fund. President Raymond Rodriguez inquired about the District's production buffer and whether there is a specific percentage of allocation the District intends to retain. Mr. Ciampa stated the District may exceed its allocation by up to ten percent and that maintaining a specific buffer is not necessarily required. Vice President Pete Ramirez made the motion to approve the lease of 500 acre-feet of Central Basin water rights to Orchard Dale Water District at a price of \$105 per acre-foot and Director David Gonzales seconded the motion. The General Manager announced the motion passed by roll-call vote, 5-0.

President Raymond Rodriguez proceeded to the next item on the Agenda, General Manager's Report. The General Manager shared the January quote, "The best way out is always through," by Robert Frost. He reported that the final day for payment prior to disconnection is Tuesday, February 10, and that he will provide the number of service shut-offs at the next meeting. Field staff will begin meter reading on February 12 due to the shorter month, and staff development training is scheduled for February 24. He also provided an update on the Well #4A Rehabilitation Project, which must be completed by the end of March in accordance with County requirements. Documentation for work completed last quarter by General Pump has been submitted, and the pump installation was completed today. The next step is flushing the well following chemical treatment, after which Phase One will be complete. Phase Two will include installation of a discharge line, electrical work for a variable speed drive, and installation of a chlorine chemical feeder like those at Well #11 and Well #5, along with additional upgrades permitted under the County grant. Although the timeline is tight, the project is expected to be completed on schedule. The General Manager reported the District is still awaiting a response from DDW regarding the Well #5 permit, which was submitted at the beginning of the month and remains under review. He stated the discharge line is ready, the County permit has been secured, and an inspection will be scheduled. A preconstruction meeting with the City and contractor J. DiSigio is scheduled for Monday, and installation will proceed once authorization is received. He also noted the District office will be closed on February 16 in observance of Presidents' Day.

President Raymond Rodriguez proceeded to the next item on the Agenda, Legal Counsel Report. Legal Counsel, Mr. Ciampa reported that efforts are underway to finalize the record in the Proposition 218 appeal case. Once the court reporter's transcript and remainder of the appellate record is complete, the briefing schedule will be triggered. He also noted that he will be working on updates to the employee handbook. Regarding legislation, there is nothing significant to report at this time, with two more weeks remaining for bill introductions.

President Raymond Rodriguez proceeded to the next item on the Agenda, Informational Items. There were none at this time.

President Raymond Rodriguez proceeded to the next item on the Agenda, Director's Request for Future Items. Director David Angelo commented on possibly attending an upcoming conference, and President Raymond Rodriguez informed him that if he wishes to attend, Mr. Basulto would handle his registration. Director Angelo also expressed interest in attending an upcoming women's event hosted by the Chamber of Commerce. Additionally, he requested an opportunity to present to the Board at the next meeting regarding his over 40 years of involvement with the City of Pico Rivera's Sister City program. The General Manager stated that Director

Angelo's presentation will be scheduled for either the next upcoming meeting or the following one.

President Raymond Rodriguez proceeded to the next item on the Agenda, Board Member Comments. Director David Gonzales made a brief comment regarding the upcoming 100th anniversary celebration and expressed his interest in incorporating patriotic elements into the event.

President Raymond Rodriguez proceeded to the next item on the Agenda, Closed Session. There was no closed session.

There being no further business to come before the Board, the Board meeting adjourned at 5:57 p.m. The next Regular Meeting will be held on February 18, 2026 at 5:30 p.m.

Raymond Rodriguez, President

Attest:

Joe D. Basulto, Secretary
(Seal)

ACTION / DISCUSSION ITEMS

7. ACTION/DISCUSSION ITEMS.

- A. Consider Board Approval of Authorizing the conversion of records at the General Manager's discretion;**
- B. Consider Board Approval of Amending and Restating the District Employee Handbook;**

PICO WATER DISTRICT

ACTION / DISCUSSION

ITEM - 7A

**Consider Board Approval of
Authorizing the conversion of
records at the General
Manager's discretion**

STAFF REPORT

To: Honorable Board of Directors

From: Joe D. Basulto, General Manager

Meeting Date: February 18, 2026

Subject: Action Item 7A – Consider Board Approval of Authorizing the conversion of records at the General Managers Discretion

Recommendation:

Board Discussion and Approve

Fiscal Impact:

\$326.77 – FY 2025

Background:

As a public agency, the District generates and maintains a significant volume of records in both physical and electronic formats. Proper records management ensures:

- Compliance with legal and regulatory requirements
- Efficient use of storage space and staff resources
- Preservation of historically and administratively important records
- Timely access to public information
- Protection of confidential and sensitive information

Currently, the District maintains records in compliance with our Retention Policy

Per Resolution 210-R Section 8:

The District may utilize alternative storage methods for those records which are not required to be maintained in their original form. Upon Board authorization, District records may be photographed, microphotographed, reproduced by electronic video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document. This preservation must comply with minimum standards or guidelines recommended by the American Standards Institute or the Association for Information on Image Management for recording of permanent records or non-permanent records.

For all documents not listed as permanent retention; we would utilize scanning documents to file / drive and shredding hard copy of documents after 2-3years.

In order to stay in compliance and to provide the Board annually of documents that have been destroyed, certificate's and description of information of boxes shall be provided to the Board of Director's. Attached are Transmittal sheets of Certificates of Destruction from 2025.

Pico Water District Transmittal Sheet

Row	# of Boxes	Title of Boxes	Category/Record Series	Retention Period
1	1	2008 Time Sheets- 2007 Ansering Svc	Personnel-Time Records	5
2	1	Various t/s <2020	N/A	N/A
3	1	A/P 2005	Finance Accounting	7
4	1	2010 Month End-Lock Svcs & Del. Notices Rpts	Fin./Acct.-Dep. Slip;receipts	4
5	1	08 Cancelled Checks/Pd. Bank Rec.Outdated form 98' 05' ect	Fin./Acct. Bank Rec.	7
6	1	1995 Inventory 2003 Month End Rpts.	Finance Accounting. Inv.	7
7	1	Cash Rpts. 01/2019-3/2019	Fin./Acct.-Dep. Slip;receipts	4
8	1	2013 A/P M-Z	Finance Accounting. A/P	7
9	1	Personel Files-Maria P. Steven S. Ernesto O. Robert S.	Personnel-Time Records	5
10	1	Cancelled Checks 2002	Fin./Acct. Checks	7
11	1	2010 Handheld & Reading File Listing Reports	Water Meter- History	7
12	1	Month End Report 2009 Del. Reports DH Bill Register Lock Svc report	Fin./Acct.-Dep. Slip;receipts	4
13	1	08'Door Hanger rpt.Del. Rpts. Month End Rpts. Daily Cash Rpts.	Fin./Acct.-Dep. Slip;receipts	4
14	1	Verify & Apply rpts Jan- Dec 2008	Water Meter- History	7
15	1	90's Cashier Rpts.	Fin./Acct.-Dep. Slip;receipts	4
16	2	1980's Time Sheets	Personnel-Time Records	5
17	1	2010 Apply Calc.Detailed Charge Reports	Fin./Acct.- Billing	4
18	1	Bill Register Reports Jan-Dec 2008	Fin./Acct.- Billing	4
19	1	Handheld Reports Jan-Dec 2008	Water Meter- History	7
20	1	A/P 2016	Finance Accounting. A/P	7
21	1	2005 A/R Reports, Deposit, Pymt, Penalty Reports	Finance Accounting. A/R	7
22		Cont. Aug/Nov Month End Reports 2005	Fin./Acct.-Dep. Slip;receipts	7
23	1	Misc. Deposits	N/A	N/A
24	1	2010 Distribution Rpts. & Bills	Fin./Acct.-Billing	4
25	1	2006-2014 Closed Paid Collections	Finance Accounting. A/R	7
26	1	7-9 2020 Cashier Stubs	Fin./Acct.-Dep. Slip;receipts	4
27	1	10-12 2020 Cashier Stubs	Fin./Acct.-Dep. Slip;receipts	4
28	2	Lorrie Cashier	Fin./Acct.-Dep. Slip;receipts	4
29	1	Time Cards Payroll 4/18/23 to 1/6/24	Personnel-Time Records	5
30	1	A/P 2005 W-Z	Finance Accounting. A/P	7

31 TOTAL BOXES

2/28/2025

Destruction Date

00652732

Work Order #



Signature

9/18/25

Date



Certificate of Destruction

CERTIFIED DOCUMENT DESTRUCTION

THIS IS TO CERTIFY THAT ALL FILES AND MATERIALS RECEIVED HAVE BEEN COMPLETELY DESTROYED BY A CERTIFIED PROCESS.

It is further certified that since records were received by:

GRM INFORMATION MANAGEMENT SERVICES
8500 MERCURY LANE
PICO RIVERA, CA 90660

The items have not been excessively handled, tampered with or read by anyone.

Account # **03S00373\00070453**
Name: **Pico Water District**
Address: **4843 Church Street**
Pico Rivera CA 90660

Branch: **PICO RIVERA**

Work order #: **00652732**

Total # of Boxes Destroyed:

35

Total # of Bags Destroyed from Rotation:

N/A

Total # of (64) Gallon Bin:

N/A

Total # of (96) Gallon Bin:

N/A

Destroy Date: 02/28/2025

Confirmed by: GRM Information Management Services

PICO WATER DISTRICT

ACTION / DISCUSSION

ITEM - 7B

**Consider Board Approval of
Amending and Restating the
District Employee
Handbook**

STAFF REPORT

To: Honorable Board of Directors
From: Joe D. Basulto, General Manager
Meeting Date: February 18, 2026
Subject: Action Item 7B – Consider Board Approval of Amending and Restating the District Employee Handbook;

Recommendation:

Board / Discussion & Approve

Fiscal Impact:

No Impact

Background:

The Employee Handbook serves as the primary reference document outlining Pico Water District’s employment policies, workplace standards, employee benefits, and expectations. It is an essential administrative tool that supports organizational effectiveness, legal compliance, and a professional work environment.

The District’s handbook was last comprehensively updated on March 20, 2024. Since that time, there have been changes in state and federal employment laws, as well as operational and administrative updates within the District, making a revision necessary.

As a public agency serving the community, Pico Water District is committed to maintaining modern, compliant, and transparent employment practices that support both employees and the District’s mission of delivering safe, reliable water service.

Updates / additions (In Blue) are as follows:

1. Adding our Purpose & Values to Mission Statement: *(Update to reflect District Best Practice)*

The District’s “Mission Statement” is to provide its service area with the highest quality and reliable supplies of water at the lowest possible rate. Provide the best service; manage its infrastructure to meet present and future needs. Strive to minimize economic impact to its water customers.

The Pico Water District is a Strengths – Based, Purpose and Values – Driven Team Culture

Our Purpose:

“We Bring Life to Everything You Love”

Our Core Values:

Kind: Be Humble Courageous, and Put Others First

Strong: Be Reliable, Persevere, and See it Through

Connect: Be Joyful and Cause Other to feel like they Belong

Section I – Employment Procedures:

C. EQUAL EMPLOYMENT OPPORTUNITY *(Update to reflect Current State & Federal Employment Laws)*

The District is an equal opportunity employer and makes employment decisions on the basis of merit. District policy prohibits unlawful discrimination based on race (including any traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, such as braids, locks and twists), color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, veteran status, reproductive health decisions, including a decision to use or access a particular drug, device, product or medical service for reproductive health, ~~or~~ any other consideration made unlawful by federal, state, or local laws, or any combination of any such characteristics. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

J. Record Keeping; Overtime: *(Update to reflect District Best Practice)*

Notwithstanding the provisions above, an employee may opt to be compensated at the rate of one and one-half hour of Compensatory Time Off (CTO) for each hour of overtime worked. Such CTO may be accumulated up to a maximum credit accumulation of ~~twenty (20) eighteen hours (18) hours~~. *Additional time may be granted by the General Manager for specific and unique circumstances.*

SECTION III – EMPLOYEE BENEFITS:

H. COBRA *(Update to reflect District Best Practice)*

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) was enacted to protect employees and their eligible family members by allowing them to continue their group health insurance under the employer's plan at affordable group rates (note that COBRA does not apply to the District's self-funded dental coverage). Employees are notified at hiring of their rights under this law and it is the employee's responsibility to notify the District (Office Manager or General Manager) of any qualifying event (defined below) within 60 days of the event. Specifics of COBRA include:

5. Coverage Available

At the time of the qualifying event, whichever health insurance the employee/dependent is enrolled in (Kaiser, Blue Cross Prudent Buyer PPO or California Care HMO, and District Vision Plan) will be considered the coverages available. COBRA coverage is not applicable for the District's self-funded dental plan.

M. PAID LEAVE POLICY

1. Vacation

e. Cap on Accrual *(Update to reflect District Best Practice)*

Vacation is earned and accrued from the first day of employment with a maximum accrual of 320 hours. It is the responsibility of employees not to exceed their maximum accrual hours. Once an employee's current credit of annual leave reaches the applicable cap, the employee shall no longer accrue additional annual leave until the current credit is reduced below 320 hours. In the event that an employee has built up at least 310 hours of accrued vacation time and cannot take more than three weeks off during the current July 1- June 30 fiscal year, that employee may request the District pay out up to one week (40 hours) of vacation time, ~~in every six-month period,~~ and the District's General Manager may grant the request at the General Manager's discretion. It is important that all employees monitor their accrued vacation time and make plans to use their accrued time so as not to lose time due to scheduling issues.

4. Jury and Witness Duty *(Update to reflect Current State & Federal Employment Laws)*

You should immediately notify your manager if you receive a notice for jury duty. If you are summoned for jury duty, you will be paid the difference between jury duty pay and your regular hourly rate for up to a maximum of ten working days per year. As a public employee, a waiver should be signed to avoid payment (as it must be returned) when appearing for Jury Duty. You may use paid sick leave for any day of Jury Duty which is not compensated by the District.

5. Military Leave *(Update to reflect Current State & Federal Employment Laws)*

If regular, Full-Time employees are called to active military duty training as members of the Armed Forces, Reserves, or National Guard, they will be assured full pay for military leaves of up to ten (10) working days per calendar year, provided that they are ordered for purposes of military training, encampment, naval cruises, special exercises or like activity; they shall be entitled to receive the difference between their regular rate of pay and the military rate of pay for the first 30 calendar days of any such absence. You may use paid sick leave for any military leave which is not compensated by the District until such time as that sick leave is exhausted.

8. Sick Leave (Update to reflect Current State & Federal Employment Laws)

Sick leave is a form of insurance that employees accumulate in order to minimize the economic hardships that may result from out of the ordinary, unexpected, or emergency need to take time off, such as short-term illness or injury to employees or their immediate family members or a designated person. Leave under this policy may also be used if you are the victim of [a qualifying act of violence, as defined in Section 14, below: domestic violence, sexual assault, or stalking](#); (i) to allow the employee to obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health, safety or welfare of the employee or his or her ~~family member, child, or~~ (ii) to obtain medical attention or [recover from injuries that result from a qualifying act of violence](#); (iii) to obtain psychological counseling ~~or mental health services~~, services from a shelter, program or crisis center [as a result of a qualifying act of violence](#); (iv) to provide care to a family member who is recovering from injuries caused by a [qualifying act of violence](#); ~~or (viii)~~ to participate in safety planning or other actions to increase safety, with appropriate certification of the need for such services; ~~or (vi)~~ [any other reason specified in Government Code section 12945.8\(b\)](#).

Immediate family members for sick leave purposes is defined as a spouse, child (including a biological, adopted or foster child, stepchild, legal ward or other child to whom the employee stands in loco parentis) regardless of age or dependency status, parent (including a biological, adoptive or foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), domestic partner, grandparent, grandchild or sibling. "Designated person" means any individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship, provided that the District may limit an employee to one designated person per 12-month period. Time off for medical and dental appointments will be treated as sick leave. Sick leave is not intended to be used in lieu of vacation.

Full-Time District employees are entitled to ~~40-8~~ days sick leave with pay for each ~~—calendar year~~ [to accrue proportionately throughout the year, earned at 3.0769 hours per pay period](#); provided that in all events, an employee will accrue at least forty (40) hours of sick leave credit by their 200th day of employment. *Sick leave will begin to accrue for all District employees in accordance with this section upon an employee beginning employment at the District. An employee is eligible to use paid sick leave after he or she has worked for the District for ninety*

(90) days. If your first year of employment consists of less than a full calendar year, sick leave will accrue proportionately, to the nearest full day, in relation to the portion of the year worked. Sick leave is earned and accrued from the first day of employment with a maximum accrual of 240 hours (30 days). After 240 hours is earned the employee will receive a check for any accrued sick leave over 240 hours, as of November 30 of any calendar year, which will be paid out on the first pay-period of December of the same calendar year.

When an employee separates from the District, he or she will be compensated for any unused sick leave at the regular rate of pay.

In order to use paid sick leave, an employee must do the following:

- a. If an employee's use of sick leave is foreseeable (such as for a planned doctor's appointment), the employee must notify his or her supervisor or the General Manager at least one day before the day the leave is to be taken. If the use of sick leave is not foreseeable (such as with an unexpected illness), the employee must notify his or her supervisor or the General Manager as soon as practical.
- b. For any absences of more than three days for medical reasons, the employee may be required to submit a note from a physician stating the need for time off from work, and the anticipated return-to-work date. In order to return to work, the employee is required to submit a doctor's note returning him/her to work with or without restrictions.
- c. Failure to provide the medical certification outlined above in a timely fashion at the instruction of the District is grounds for discipline up to and including dismissal.

Abusive or excessive use of sick leave may result in disciplinary action, up to and including termination.

Sick leave may be used for the three-day waiting period of a workers' compensation claim and may be used for [Military Leave, Jury Duty Leave, Victim of Qualifying Act of Violence Leave, Victim of Crime and Judicial Proceedings Leave, Bereavement Leave](#) ~~and or~~ Reproductive Loss Leave.

(Update to reflect Current State & Federal Employment Laws)

14. Victim of Qualifying Act of Sexual Assault/Domestic Violence Leave

If an employee is a victim of a “qualifying act of violence,” as defined below, ~~stalking, domestic violence or sexual assault~~, or of a crime that caused physical injury or caused mental injury and a threat of physical injury, or had a ~~an immediate~~ family member (i.e., spouse or domestic partner, child, parent, ~~grandparent, grandchild, or sibling or designated person, as defined in Section 8, above~~) who died as a result of a crime, the employee may take time off to obtain, or to attempt to obtain, any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the victim or the victim’s child. A “qualifying act of violence” is defined as any of the following: (a) domestic violence, (b) sexual assault, (c) stalking, or (d) an act, conduct or pattern of conduct that includes any of the following: (i) an individual causes bodily injury or death to another individual; (ii) an individual exhibits, draws, brandishes, or uses a firearm, or other dangerous weapon, with respect to another individual; or (iii) an individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

The employee must give reasonable advance notice of the intention to take time off, unless the advance notice is not feasible. When an unscheduled absence occurs, the employee must, within a reasonable time after the absence, provide certification to the District substantiating the leave. Certification can be any of the following, including:

- A police report indicating the employee or employee’s family member was a victim as specified in the above paragraph;
- A court order protecting or separating the employee or employee’s family member from the perpetrator of the qualifying act of violence, crime or abuse, or other evidence from the court or prosecuting attorney that the employee or employee’s family member appeared in court; or
- Documentation from a medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee or employee’s family member was undergoing treatment or seeking or receiving services directly related to the qualifying act of violence, or for physical or mental injuries or abuse resulting in victimization from the crime or abuse.
- Any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including, but not limited to, a written statement signed by the employee or an individual acting on the employee’s behalf, certifying that the absence is for a purpose authorized in this section.

To the extent allowed by law, the District will maintain the confidentiality of any request for a Victim of Qualifying Act of Sexual Assault/Domestic Violence Leave.

Victim of Qualifying Act of Sexual Assault/Domestic Violence Leave is unpaid, but – However, depending on the employee’s specific needs, the employee may use accrued vacation, sick leave, or a floating holiday.

The District will also provide reasonable accommodations, as specified under Labor-Government Code section 12945.8(e), -230(f), for any employee who is a

victim of domestic a qualifying act of violence, sexual assault or stalking who requests such an accommodation for the employee’s safety while at work.

“Domestic violence” is defined in Family Code section 6211; “Crime” is defined in Labor-Government Code section 12945.8(j)(1); 230(j)(1); “Sexual Assault” is defined in Labor-Government Code section 12945.8(j)(6); 230(j)(4); “Stalking” is defined in Labor-Government Code section 12945.8(j)(7); 230(j)(5); and “Victim” is defined in Labor-Government Code section 12945.8(j)(8), 230(j)(6).

SECTION IV – EMPLOYEE RELATIONS

C. JOB RESPONSIBILITIES

4. Personnel Records *(Update to reflect Current State & Federal Employment Laws)*

Employees must notify the Office Manager of any change in information contained in their personnel records, including, but not limited to changes of name, address, marital status, and emergency contacts. Any employee wishing to inspect their personnel file may do so after submitting a Personnel Records Request Form, in writing. The District maintains all applications and personnel records for the later of at least four years: (i) after such records or files are created, or (ii) after the end of an employee's employment at the District. The District also maintains records of job titles and wage rate histories for each employee for the duration of the employee's employment and seven (7) years after termination. No derogatory information shall be placed into the personnel file unless a copy has been provided to the employee and the employee has been given an opportunity to respond. Employee personnel files will contain, among other information, information related to the employee's employment, compensation, education, training (including training provider's name, duration and date of any training, core competencies of any training, any skills in equipment or software and any resulting certification or qualification) and job performance. Employee personnel files and the information therein shall be held in strict confidence by the District and shall be subject to inspection only by officials of the District acting on official District business or otherwise as required by law. At the request of an employee, all disciplinary documents in the employee's personnel file shall be removed after five (5) years, unless there has been further discipline regarding the work behavior that led to the discipline. This provision shall not apply to performance evaluations, which may be retained for so long as the employee continues to be employed by the District.

D. HARASSMENT, DISCRIMINATION & RETALIATION PREVENTION POLICY *(Update to reflect Current State & Federal Employment Laws)*

The District is committed to providing a work environment free of harassment, discrimination, disrespectful or other unprofessional conduct, as well as being free from retaliation for resisting or complaining about such conduct. District policy prohibits conduct that is disrespectful, unprofessional as well as harassment or discrimination based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race (including any traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, such as braids, locks and twists), religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, reproductive health decisions, including a decision to use or access a particular drug, device, product or medical service for reproductive health, or any other basis protected by federal, state, or local law, or ordinance or regulation, or any combination of such characteristics. All such conduct violates District policy, as does retaliating against anyone who resists or complains about such conduct.

The District's harassment, discrimination and retaliation prevention policy applies to all persons involved in the operation of the District and prohibits harassment, discrimination, disrespectful or unprofessional conduct by any employee of the District, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons when they come into contact with district employees. It also prohibits harassment, discrimination, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics; provided, however, that an employee's own admission or acknowledgment of their own personal bias that was made in good faith as part of any bias mitigation training does not constitute a prohibited act.

Prohibited harassment, discrimination, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment or discrimination; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by District policy.

If you believe that you have been the subject of harassment, discrimination or other prohibited conduct, bring your complaint to your supervisor as soon as possible; provided that if the complaint relates to conduct of the General Manager, the complaint should be provided to District Legal Counsel. If your supervisor is involved in, or is the subject of, your complaint, bring your complaint to the General Manager. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The District will keep all complaints confidential to the greatest extent possible. It would be best to communicate your complaint in writing, but this is not mandatory. Supervisors will refer all complaints involving harassment, discrimination or other prohibited conduct to the General Manager. The District will immediately undertake an effective, thorough, and impartial investigation of the allegations by a duly qualified person. All parties involved in the investigation will be provided appropriate due process, and the District will reach a reasonable conclusion based on the collected evidence. The District will document and track the progress of each matter to ensure reasonable progress after the complaint is filed. Within fourteen days after the completion of an investigation, you will receive a response regarding the results of your complaint.

If the District determines that harassment, discrimination or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment, discrimination or other prohibited conduct will be subject to appropriate disciplinary action up to, and including, termination. A District representative will advise all parties concerned of the results of the investigation. The District will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers. The District will not retaliate against you for taking any Jury Duty Leave, Victim of Qualifying Act of Violence Leave or Victim of Crime and Judicial Proceeding Leave.

The District encourages all employees to report any incidents of harassment, discrimination or other prohibited conduct forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Civil Rights, Fair Employment and Housing investigate and prosecute complaints of prohibited harassment and discrimination in employment. If you think you have been harassed, discriminated against or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

SECTION V – SAFETY

A. INJURY AND ILLNESS PREVENTION PROGRAM *(Update to reflect Current State & Federal Employment Laws)*

1. Safe Work Practices

The District will require that all of its employees follow safe and healthful work practices whenever any employee of the District is performing any work for the District. Employees who exercise safe and healthful work practices will be recognized at the time of their Performance Evaluation. All employees will be trained in the District's safe practices policy. Employees, who ignore established safe and healthful work practices, will be subject to disciplinary action as cited in section V – D. In the event of an “emergency condition,” the District will not take any adverse employment action against an employee who refuses to report to, or leaves, a workplace or worksite within the area affected by the emergency condition because the employee has a reasonable belief that the workplace or worksite is unsafe. The District will not prevent any employee from accessing a phone or other mobile device to seek emergency assistance, assessing the safety of the emergency condition or communicating with others to confirm the employee is safe. For purposes of this paragraph, an “emergency condition” is either: (i) a condition of disaster or extreme peril to the safety of persons or property caused by natural forces or a criminal act; or (ii) an order to evacuate a workplace, worksite, or worker’s home, or the school of a worker’s child due to a natural disaster or a criminal act. A health pandemic does not constitute an “emergency condition.” Subject to an employee’s request, the District will notify an employee’s emergency contact in the event the employee is arrested or detained at work.

Conclusion & Recommendation:

Legal counsel have reviewed the proposed revisions to ensure compliance and alignment with best practices.

Updating the Employee Handbook provides the following benefits:

- Protects the District by reducing legal risk
- Ensures employees understand their rights and responsibilities
- Promotes consistency and fairness in policy implementation
- Strengthens organizational transparency and accountability

Staff recommends that the Board of Directors approve and adopt the updated Pico Water District Employee Handbook to ensure compliance with current federal and California employment laws, reflect District operational practices, and provide clear and consistent guidance to employees.

Upon Board approval, all employees will receive the updated handbook and will be required to sign an acknowledgment form confirming receipt and understanding.

Attachment: The full updated Pico Water District Employee Handbook is available upon request.

INFORMATION ITEMS

9. INFORMATIONAL ITEMS

- A. Water Level Report – January 2026
- B. State Reservoir Conditions – February 10, 2026
- C. Field Operations Monthly Activity Report – January 2026
- D. Monthly Ground Water Well Production Report – January 2026

PICO WATER DISTRICT

WATER LEVEL REPORT

January 2026

WATER LEVELS REPORT

Water Levels for January 2026

Listed below are the water levels for the two key monitoring wells used by the Water Replenishment District of Southern California (WRD), and the District's active wells.

WRD is charged with monitoring the water levels in both the Central Basin and West Coast Basin, and with making sure both basins are replenished annually. As a means of monitoring the levels in both basins WRD measures the depth of water in two specific wells, 1601T located in between the San Gabriel River and the Rio Hondo spreading grounds, and the second Carson #1 located in the City of Carson. WRD compares the levels of these two wells month to month, and year to year as a means of gaging the reliability of both basins (levels listed are in feet below surface). As this report is specific to the Central Basin, we are only showing the Central Basin Monitoring Well results below.

Readings Reported

Central Basin 1601T	N/A	N/A
Carson Well	N/A	N/A

Listed below are the static and pumping levels (in feet below surface) for the District's five active wells, and pump settings (depth), also, is the recorded Draw-down.

January 2026

	Static	Pumping	Flow Rate	Drawdown	Well Depth	Pump Depth Top of Bowls
Well #4A	48'	N/A	N/A	N/A	420'	150'
Well #5A	69'	85'	882gpm	16'	900'	242'
Well #8	55'	65'	629gpm	10'	474'	243'
Well #10	41'	51'	469gpm	10'	605'	182'
Well #11	67'	81'	1890gpm	14'	1020'	312'

January 2025

	Static	Pumping	Flow Rate	Drawdown
Well #4A	44'	N/A	N/A	N/A
Well #5A	81'	95'	900gpm	14'
Well #8	68'	78'	687gpm	10'
Well #10	51'	65'	426gpm	14'
Well #11	78'	91'	1691gpm	13'

PICO WATER DISTRICT

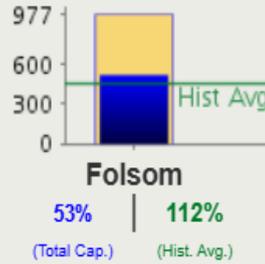
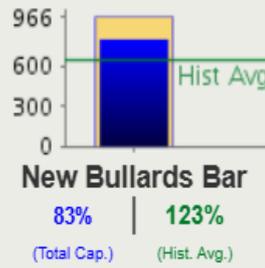
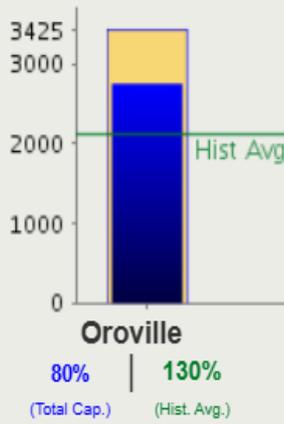
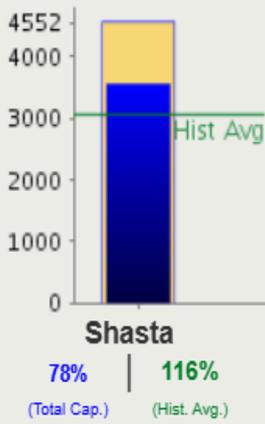
STATE RESERVOIR

February 10, 2026

CURRENT CONDITIONS: MAJOR WATER SUPPLY RESERVOIRS:10-FEB-2026

Data as of Midnight: 10-Feb-2026

Change Date:  10-Feb-2026

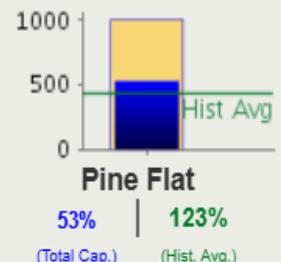
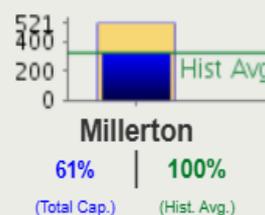
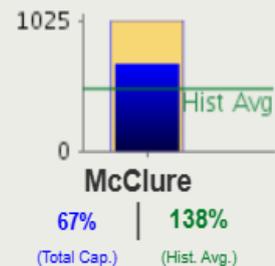
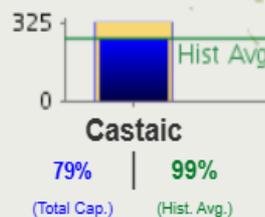
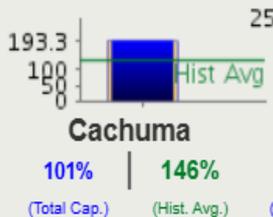
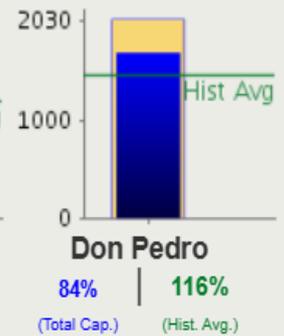
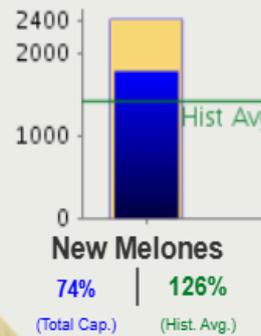
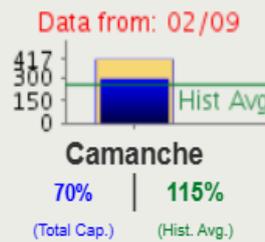
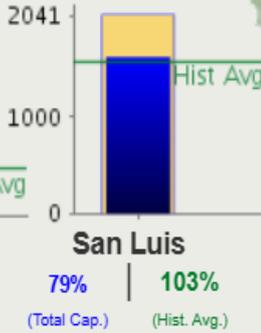
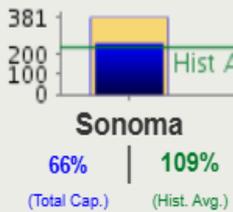
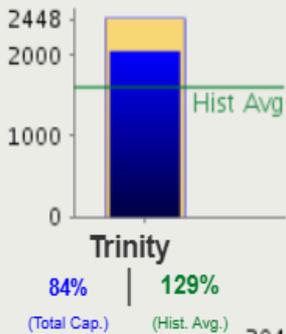


LEGEND

Blue Bar: Storage level for date
Gold Bar: Total reservoir capacity
Green Line: Historic level for date.



% of Capacity | % Hist. Avg.
 (Click res. 3 char. code for details)



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

Report Generated: 11-Feb-2026 12:55 PM

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

PICO WATER DISTRICT

**OPERATIONS MONTHLY
ACTIVITY REPORT**

January 2026

Annual Activity Report

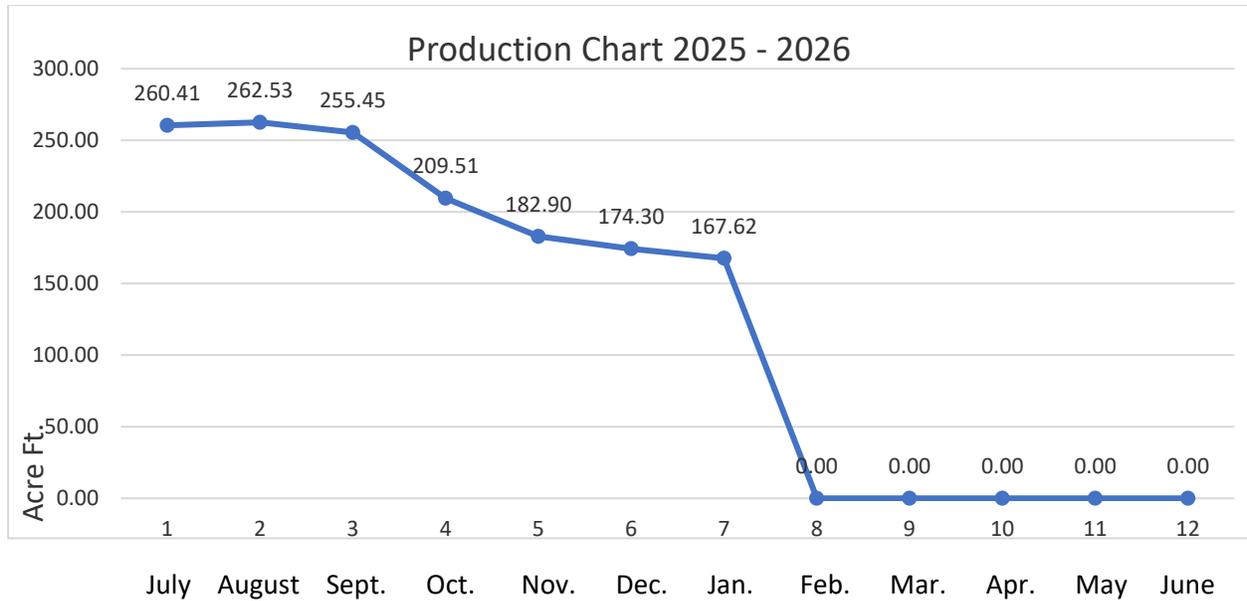
2026	January	February	March	April	May	June	July	August	September	October	November	December	Total
1 Mainline leaks	1												1
2 Service line leaks	1												1
3 Meter leaks	4												4
4 Number of Valves exercised	18												18
5 Well issues	0												0
6 Hit Fire Hydrants	0												0
7 Accidents	0												0
8 Installation / Replacement of new meters	33												33
9 Installation / Replacement of new service laterals	0												0
10 Installation / Replacement of new valves	0												0
11 Hydrant Repair & Replace	0												0
12 Installation of new mains	0												0
13 New potable services	0												0
14 New recycled water services	0												0
15 Dig Alerts Responded To	129												129

PICO WATER DISTRICT

**GROUND WATER
PRODUCTION REPORT**

January 2026

Pico Water District Monthly Production Report



2026 Production Month of **January: 167.62 Acre. Ft.**

20.37Acre. Ft. Below the 3 year Average of 187.99

Total Production for FY 2025 to 2026: **1510.72 Acre Ft.**

Production Allowed: **3624.00 Acre. Ft.**

Lease of Pumping Rights: **None to Report**

Total currently Leftover: **2113.28 Acre. Ft.**

AGENDA END