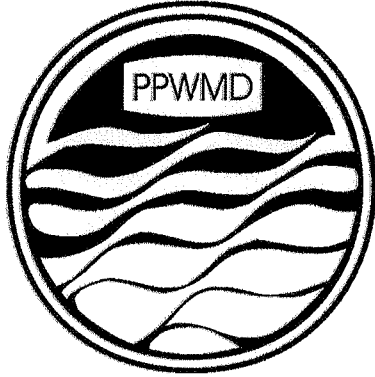


**PINELLAS PARK WATER MANAGEMENT DISTRICT
6460 35TH STREET N.
PINELLAS PARK, FL 33781-6221**



A G E N D A

REGULAR AUTHORITY MEETING #3
Fiscal Year 2025/2026

March 19, 2026
5:30 P.M.

Members of the public will have an opportunity to make public comments on each agenda item during the time that agenda item is considered any comments on items not on the agenda can be made at the end of the agenda. Please keep comments to three (3) minutes for each item.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

A. Board Meeting #2 was held on January 15, 2026

POSSIBLE MOTION - (APPROVE/DENY) THE MINUTES OF THE BOARD MEETING #2 HELD ON JANUARY 15, 2026.

V. NEW BUSINESS

A. Audit for FY 24/25

POSSIBLE MOTION - (APPROVE/DENY) THE FISCAL YEAR 2024-2025 AUDIT AS PRESENTED BY GRAU AND ASSOCIATES

B. Authorization Letter – Pinellas County Tax Collector

POSSIBLE MOTION - (APPROVE/DENY) AUTORIZATION FOR RANDAL A. ROBERTS, EXECUTIVE DIRECTOR TO ACT ON BEHALF OF THE DISTRICT CONCERNING TAGS AND TITLES FOR ALL THE DISTRICT'S VEHICLES AT THE PINELLAS COUNTY TAX COLLECTOR'S OFFICE

VI. ITEMS OF BUSINESS

A. PROJECTS.

i. Channel 1 (05/16/2024) – Panel Replacement at 66th Street (24-01)

- ii. Channel 1AW (03/20/2025) – Emergency Repair at 58th Street
- iii. Channel 3 (01/19/2023) – Panel Replacement East of Haines Road (23-01)
- iv. Channel 4 (11/16/2023) – Panel Replacement 68th Street to Belcher Rd. (23-04)
- v. Channel 4 (01/16/2025) – Panel Replacement 62nd Avenue to 66th Street (25-01)

B. ADMINISTRATION.

i. Finance

1. Finance Statement – February 2026

POSSIBLE MOTION - (APPROVE/DENY) FINANCIAL STATEMENT FOR FEBRUARY 2026 AS ON FILE IN THE DISTRICT OFFICE.

2. Investment Summary – March 2026

POSSIBLE MOTION - (APPROVE/DENY) INVESTMENT SUMMARY FOR MARCH 2026 AS ON FILE IN THE DISTRICT OFFICE.

ii. Executive Director Comments

1. Changes to Employee Handbook

POSSIBLE MOTION - (APPROVE/DENY) MARCH 2026 REVISIONS TO THE PINELLAS PARK WATER MANAGEMENT DISTRICT MANUAL FOR DISTRICT EMPLOYEES.

iii. Legal Counsel Comments

1. Legislative Updates

C. MISCELLANEOUS.

The next Regular Authority Meeting will be held on Thursday, May 21, 2026, at 5:30 p.m.

V11. PUBLIC COMMENTS

V111. BOARD MEMBER COMMENTS

IX. ADJOURNMENT

POSSIBLE MOTION - MOVE WE ADJOURN THE PINELLAS PARK WATER MANAGEMENT DISTRICT BOARD MEETING #3.

Pursuant to Section 286.0105, Florida Statutes, any person desiring to appeal any action taken by the District at this meeting will need a record of the proceedings, and for such purpose may be required to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.

Any person with a disability who needs any accommodation to participate in this proceeding is entitled to assistance at no cost. Please contact the office of the District in writing at 6460 35th Street, Pinellas Park, FL 33781 or by phone at (727) 528-8022 at least two business days prior to the meeting to advise what assistance is needed.

**PINELLAS PARK WATER MANAGEMENT DISTRICT (PPWMD)
6460 35TH STREET N.
PINELLAS PARK, FL 33781-6221
(727) 528-8022**

**January 15, 2026
Board Meeting**

MINUTES

IN ATTENDANCE

Randal A. Roberts, Executive Director, PPWMD
Ann Martin, Executive Secretary, PPWMD
David Cook, Supervisor, PPWMD
Jennfer Cowan, District Attorney
Carolina Restrepo, CDM Smith
Brandon Miller, Applied Science
Aaron Petersen, City of Pinellas Park

I. Chairman Charles Tingler called to order the Board Meeting for January 15, 2026, at 5:30 P.M.

II. ROLL CALL

Mr. Taylor - Here
Mr. Farrell - Here
Mr. Tingler – Here

III. APPROVAL OF AGENDA

IV. MINUTES

Mr. Farrell made a motion to approve the minutes of the Regular Authority Meeting #1 held on November 20, 2025. Second was made by Mr. Taylor.

No discussion.

Roll Call:

Voting Aye: Mr. Taylor, Mr. Tingler, Mr. Farrell

MOTION APPROVED

V. NEW BUSINESS

VI. ITEMS OF BUSINESS

A. PROJECTS

CHANNEL 1 (05/16/2024) – Panel Replacement at 66th Street (24-01)

Mr. Farrell made a motion to award the bid for Channel 1 Panel Replacement at 66th Project #24-01 to Kamminga & Roodvoets Inc, Tampa, FL. In the amount of \$4,563,000.00, conditioned on the timely receipt of acceptable insurance certificates and bonds pursuant to the contract. Second was made by Mr. Taylor.

No Discussion. Public Comment: None

Roll Call:

Voting Aye: Mr. Taylor, Mr. Tingler, Mr. Farrell

CHANNEL 3 (01/19/2023) – Panel Replacement East of Haines Road (22-01)

Randal A. Roberts, Executive Director, stated they have almost completed this project.

CHANNEL 4 (11/16/2023) – Panel Replacement 68th Street to Belcher Rd (23-01)

Randal A. Roberts, Executive Director, stated they have started working on the project.

CHANNEL 4 (1/16/2025) – Panel Replacement 62nd Avenue to 66th Street (25-01)

Randal A. Roberts, Executive Director, stated they are at 60% design on this project.

VII. FINANCIAL STATEMENT

Mr. Farrell made a motion to approve the Financial Statement for December 2025 as on file in the District's Office. Second was made by Mr. Taylor.

No discussion.

Roll Call:

Voting Aye: Mr. Taylor, Mr. Tingler, Mr. Farrell

Transfer of funds in the amount of \$60,000.00 Truist Public Funds Now Account #0032030418480 to the Wells Fargo ACCOUNT # 30900079999192.

Mr. Farrell made a motion to approve the transfer of funds in the amount of \$60,000.00 from Truist Public Funds Now Account #0032030418480 to the Wells Fargo ACCOUNT # 30900079999192. Second was made by Mr. Taylor.

No discussion. Public Comment: None

Roll Call:

Voting Aye: Mr. Taylor, Mr. Farrell and Mr. Tingler

VIII. INVESTMENT SUMMARY

Mr. Farrell made a motion to approve the Investment Summary of January 2026. Second was made by Mr. Taylor.

No discussion. Public Comment: None

Roll Call:

Voting Aye: Mr. Taylor, Mr. Tingler, Mr. Farrell

EXECUTIVE DIRECTOR COMMENTS

Randal A. Roberts, Executive Director, we will be making some minor changes to the Employee Handbook and will be presenting these changes in a future meeting for the Board's consideration for approval.

LEGAL COUNSEL COMMENTS

The legislation is back in session; some of the proposed bills that may affect the District.

VII. PUBLIC COMMENTS

There were no additional comments from the public.

VIII. BOARD MEMBER COMMENTS

There were no additional comments from the Board.

IX. ADJOURNMENT

There was no further business to come before the Board and Mr. Tingler moved to adjourn the Pinellas Park Water Management District Board Meeting #2. Second was made by Mr. Taylor.

Meeting was adjourned at 5:53 p.m.

THIS DOCUMENT IS CERTIFIED AS APPROVED ON _____

ATTEST: _____

DATE: _____

Signed: _____
Chairman

Vice Chairman

Treasurer



Status Report
for
Pinellas Park Water Management District
January 16, 2026 to March 11, 2026

This status report contains a summary of the efforts that Applied Sciences accomplished for the Pinellas Park Water Management District on the active projects during the period of January 16, 2026 to March 11, 2026.

Channel 1 – West of 66th Street North Bank
(DESIGN PHASE)

1. Applied has reviewed K&R's Bid documents for completeness and has recommended the Notice of Award to K&R as the low bidder.
2. The District and K&R have signed the Agreement Between Owner and Contractor for Construction Contract and the document has been processed.
3. The Notice to Proceed document has been issued to K&R.
4. Project Start-up procedures have been initiated.
5. Applied has coordinated with the District and K&R throughout the project initiation and contract documentation process.



Channel 3 – Concrete Panel Replacement East of Haines Road
(CONSTRUCTION PHASE)

1. Keystone Excavators, Inc. has completed the concrete channel replacement project.
2. Applied is proceeding with project close-out procedures.
3. Coordinated with the District several times.



Channel 4 – Concrete Panel Replacement
68th St West to Belcher Rd
(CONSTRUCTION PHASE)

1. Keystone Excavations, Inc. has completed approximately 40% of the concrete channel replacement.
2. Performed weekly site observation visits.
3. Conducted Monthly Project Progress Meetings.
4. Correspondence with Keystone staff regarding inspection approval prior to all concrete pours.
5. Correspondence with the District and Keystone regarding the Geotech testing analysis reports.



Channel 4 – Concrete Panel Replacement
62nd Ave N West of 66th St
(DESIGN PHASE)

1. Developing 90% design plans.
2. Received SWFWMD, FDOT, USACE, and Pinellas County approved permits.
3. PPWMD performing easement acquisition for two (2) private properties along the northwestern channel bank.
4. Coordinated with the District several times.



Channel 1AW – Emergency Channel
Repair East of 58th Street
(DESIGN PHASE)

1. Submitted Final Design Plans and Bid documents for review.
2. Received USACE and SWFWMD approved permits.
3. Received notification from Pinellas County that a RUP is not required.
4. PPWMD performing easement acquisition for three (3) private properties along the northern channel bank.
5. Coordinated with the District several times.





PINELLAS PARK WATER MANAGEMENT DISTRICT

BI-MONTHLY SUMMARY OF CDM SMITH ACTIVITIES FY 2025-2026

REPORT 3 – March 2026

CDM Smith PNs: 6202-310817, and 301722

PROJECT-RELATED UPDATES

CHANNEL 1AW EMERGENCY CHANNEL REPAIR 58TH STREET (25-02)

- Reviewed and documented correspondence.
- Sent drainage easement maps for properties on the west end of the project area.
- Reviewed final design plans, front end bid documents, and technical specifications in preparation for bid request.

CHANNEL 3 CONCRETE PANEL REPLACEMENT EAST OF HAINES RD NORTH (23-01)

- Participated in the final walkthrough performed on January 22, 2026.
- Prepared and transmitted site visit report for the walkthrough.
- Reviewed and documented correspondence.

CHANNEL 4 PANEL REPLACEMENT AT 68th ST W TO BELCHER RD (23-04)

- Reviewed and documented correspondence.
- Attended construction progress meetings.
- Performed site visits for the project.
- Prepared and transmitted site visit reports.

PPWMD MODEL MIGRATION (PN 301722)

- Hydrology and hydraulic effort are ongoing.

SUPPORT SERVICES

CONSULTING SUPPORT AND MEETINGS

- Reviewed and documented correspondence.

- Assisted with the Board Meeting presentation preparation for the January 2026 Board Meeting.
- Transmitted the November and December 2025 Bi-monthly Drainage System Maintenance Report.
- Initiated preparation of the January and February 2026 Bi-monthly Drainage System Maintenance Report for the upcoming March 2026 Board Meeting.

GASB REPORT

- There were no new activities under this task.

PUBLIC FACILITIES REPORT

- There were no new activities under this task.

CAPITAL IMPROVEMENTS PROGRAM

- There were no new activities under this task.

DISTRICT MODERNIZATION

- Backchecking and updating the online database (ongoing effort).
- Inputting maintenance work orders into the database.

DISTRICT ENGINEER

- Prepared monthly project invoices.
- Discussed projects and other items with the team as needed.
- Attended January 2026 Board Meeting.

INVESTMENT SUMMARY

Mar 2026

Type of Investment	Max Percent	Jan		Feb		Difference
POOL		\$ 5,923,320.85	23.44%	\$ 5,940,747.33	24.06%	\$ 17,426.48
WELLS FARGO		\$ 66,923.22	0.26%	\$ 62,504.37	0.25%	\$ (4,418.85)
SUNTRUST		\$ 19,279,601.35	76.29%	\$ 18,691,627.44	75.69%	\$ (587,973.91)
CD		\$ -	0.00%	\$ -	0.00%	\$ -
TREASURY		\$ -	0.00%	\$ -	0.00%	\$ -
REPOS		\$ -	0.00%	\$ -	0.00%	\$ -
TOTAL	100.00	\$ 25,269,845.42	100.00%	\$ 24,694,879.14	100.00%	\$ (574,966.28)

Approved _____ Date _____

Pinellas Park Water Management District
Balance Sheet (Drill Down)
As of 02/28/2026

Assets

Current Assets

PAYROLL-SUNTRUST	\$3,850,080.00	
WELLS FARGO BANK-SAVINGS	62,504.37	
SUNTRUST-OPERATING	14,841,547.44	
STATE POOL ACCT	664,060.30	
STATE POOL ACCT	5,276,687.03	
Total Current Assets		<u>24,694,879.14</u>

Total Assets

\$24,694,879.14

Liabilities and Equity

Current Liabilities

ACCOUNTS PAYABLE	\$(2,278.43)	
AUDIT-ACCRUED RETIREMENT PAYBL	0.22	
FIT PAYABLE	(67.26)	
FICA PAYABLE	(165.24)	
UNION EXPENSE PAYABLE	368.25	
Total Current Liabilities		<u>(2,142.46)</u>

Total Liabilities

\$(2,142.46)

Equity

FUND BALANCE	\$18,368,393.07	
Fund Balance 2021	(69,017.00)	
Current Year Profit/Loss	6,397,645.53	
Total Equity		<u>24,697,021.60</u>

\$24,694,879.14

Total Liabilities and Equity

Pinellas Park Water Management District
Income Statement
(Current Period & Year To Date)
For the period(s) of 2/1/2026 through 2/28/2026

	Current Period		Year to Date	
Revenues				
AD VALOREM TAX RECEIPTS	\$225,020.65	84.8 %	\$16,409,606.87	94.6 %
EXCESS FEES-TAX COLLECTOR	0.00	0.0	92,097.08	0.5
INTEREST - INVESTMENTS	40,410.65	15.2	839,115.16	4.8
Miscellaneous Income	0.00	0.0	10,647.43	0.1
Total Revenues	\$265,431.30	100.0 %	\$17,351,466.54	100.0 %
Personnel Services				
RETIREMENT CONTRIBUTIONS	\$3,640.85	1.4 %	\$64,990.35	0.4 %
SALARIES & WAGES	25,970.42	9.8	470,422.20	2.7
CONTRACT LABOR	2,692.43	1.0	62,263.35	0.4
MATCHING COSTS-FICA	1,986.74	0.7	35,986.95	0.2
GROUP HEALTH INSURANCE PREMS	9,480.30	3.6	135,324.76	0.8
GROUP LIFE INSURANCE PREMS	147.46	0.1	7,461.87	0.0
DISABILITY PROGRAM	232.43	0.1	3,865.77	0.0
DENTAL PREMIUM	346.70	0.1	4,581.67	0.0
GAP INSURANCE PREMIUM	150.10	0.1	3,460.20	0.0
Total Personnel Services	\$44,647.43	16.8 %	\$788,357.12	4.5 %
Operating Expenses				
PROF SERVS-LEGAL	\$3,000.00	1.1 %	\$48,280.00	0.3 %
GEN CONSULT-MEETINGS/CDM-#37	8,001.95	3.0	132,594.17	0.8
GASB-INFRASTRUCTURE FACTOR-CDM	(1,676.81)	(0.6)	15,967.06	0.1
CONTRACT SERVS-CH 1-OTHER	240.00	0.1	137,751.65	0.8
STREAM GAUGES-HYDROGAGE	0.00	0.0	3,797.50	0.0
PROF SERVS - UNION EXPENSE	0.00	0.0	4,702.88	0.0
MEDICAL FEES-PROF SERVICES	0.00	0.0	579.00	0.0
CONTRACT SERVICES-OFFICE	374.17	0.1	3,654.20	0.0
GEN COMPUTER SUPPORT-OVERALL	2,521.18	0.9	34,799.75	0.2
TRANSPORTATION (STAMPS)	147.98	0.1	720.93	0.0
PROGRESSIVE ENERGY-UTILITIES	823.92	0.3	11,661.13	0.1
WATER/SEWER/GARBAGE-CITY PP	361.71	0.1	4,943.73	0.0
INSURANCE & BONDS	0.00	0.0	149,626.70	0.9
TOTAL-CONTRACT SERV-FIELD	800.45	0.3	24,947.31	0.1
CYMA SUPPORT	342.49	0.1	5,736.94	0.0
AUDIT EXPENSE - CONTRACT	5,000.00	1.9	40,375.00	0.2
WEB PAGE	33.34	0.0	511.34	0.0
TRAVEL EXPENSE-SEMINARS	270.00	0.1	570.00	0.0
TELEPHONE/CABLE	423.95	0.2	7,121.64	0.0
CELL PHONE	0.00	0.0	260.42	0.0
RENTALS & LEASES	0.00	0.0	250.66	0.0
TOTAL- DISTRICT REPAIRS	497.20	0.2	19,563.38	0.1
AUTOMOTIVE REPAIR-STAFF VECH	0.00	0.0	2,182.13	0.0
F750 SUPERCAB TRUCK	0.00	0.0	1,588.56	0.0
JOHN DEERE/ALAMO SLOPEMOWER-2007	0.00	0.0	853.40	0.0
2011 F750 REPAIRS	0.00	0.0	3,763.49	0.0
SLOPE MOWER REPAIRS-ALAMO	0.00	0.0	125.00	0.0
REPAIRS - JOHN DEERE 2015	0.00	0.0	19,162.74	0.1
GRAPPLE TRUCK REPAIRS	0.00	0.0	19,064.82	0.1
DITCH MAINTENANCE - TIRES	0.00	0.0	166.98	0.0
WHITE TRAILER REPAIRS	0.00	0.0	50.00	0.0
REPAIR-OFFICE EQUIPMENT	0.00	0.0	697.95	0.0
BUILDING MAINTENANCE REPAIRS	0.00	0.0	6,697.35	0.0
LAWN/MAINT SERVICE	165.38	0.1	3,071.50	0.0
SPYDER SUB WORK-CH 2-PPWMD	0.00	0.0	35,947.21	0.2

*Current Period - If the report is run for dates that cross fiscal years, this column will show the total of all transactions for the date range selected.
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Pinellas Park Water Management District
Income Statement
 (Current Period & Year To Date)
 For the period(s) of 2/1/2026 through 2/28/2026

	Current Period		Year to Date	
SPYDER SUB WORK-CH 3-PPWMD	3,300.00	1.2	8,500.00	0.0
SPYDER SUB WORK-CH#4-PPWMD	0.00	0.0	71,901.20	0.4
SUB WORK-CH5-PPWMD	225.00	0.1	13,300.00	0.1
2020 Ford F350 Repairs	0.00	0.0	5,263.44	0.0
2021 Ford F150 Repairs	0.00	0.0	2,325.55	0.0
2025 F250 4x4 Supercab Repairs	0.00	0.0	2,482.94	0.0
2025 F450 4x2 Supercab Repairs	0.00	0.0	560.98	0.0
2018 Kaiser Model S2 Repairs	5,459.41	2.1	6,722.75	0.0
PRINTING & BINDING	0.00	0.0	206.95	0.0
PROMOTIONAL-MISC	0.00	0.0	1,000.00	0.0
LEGAL ADS	0.00	0.0	11,301.08	0.1
OFFICE SUPPLIES	662.13	0.2	11,637.72	0.1
CHEMICALS FOR SPRAYING	3,960.00	1.5	23,837.00	0.1
PETROLEUM EXPENSE	691.49	0.3	12,286.41	0.1
UNIFORM/GEAR APPAREL EXPENSE	243.28	0.1	4,164.76	0.0
MAINTENANCE SUPPLIES-GENERAL	21.88	0.0	4,743.87	0.0
MEMBERSHIP & DUES	102.50	0.0	6,865.50	0.0
EDUCATION-LODGING /MEALS	0.00	0.0	335.10	0.0
IMAGING EQUIPMENT	0.00	0.0	4,621.44	0.0
Total Operating Expenses	\$35,992.60	13.6 %	\$933,843.21	5.4 %
Capital Outlay				
PROPERTY APPRAISER	\$0.00	0.0 %	\$143,307.12	0.8 %
TAX COLLECTOR-COMMISSIONS	4,500.41	1.7	267,583.13	1.5
TAX COLLECTOR/LICENSE,TAGS,FEE	0.00	0.0	154.11	0.0
Modernization Program	7,395.63	2.8	140,182.45	0.8
HYDROLOGY-CH1-CDM -#119	0.00	0.0	21,641.00	0.1
PPWMD COMPLEX-AREA IMPROVEMENT	0.00	0.0	13,253.00	0.1
OFFICE BLDG-35TH ST NO.	630.00	0.2	31,261.00	0.2
MAINT BLDGS-35TH ST N.	200.00	0.1	640.00	0.0
COMPLEX AREA IMPROVEMENTS	8,600.00	3.2	19,269.75	0.1
CH 1 - ENGINEERING/GEOTECH (18-01)	0.00	0.0	100.00	0.0
CH 1 Repair at 66th St (24-01) North	0.00	0.0	438,084.00	2.5
Engineering Ch.1 - FY 17-18	7,715.26	2.9	25,905.06	0.1
CH 3 - Enginnering/Geotech	11,150.00	4.2	207,193.01	1.2
CH 4E ENGINEERING/GEOTECH	0.00	0.0	145,639.30	0.8
CH 4 PANEL REPLACEMENT 68TH St-Belcher	0.00	0.0	98,170.00	0.6
CH 4 Panel Repl 62nd Ave W of 66th St	24,019.00	9.0	255,062.00	1.5
All Channel Misc Repairs	1,822.00	0.7	486,433.37	2.8
CH 3 Concrete Panel Replacement	406,617.58	153.2	5,403,291.86	31.1
CH 4E Repair 62nd Ave to the North 23-02	0.00	0.0	208,902.00	1.2
CH 4 Panel Replace 68th St to Belcher	285,332.50	107.5	399,332.50	2.3
OFFICE EQUIPMENT	0.00	0.0	8,318.00	0.0
COMPUTER EQUIPMENT	0.00	0.0	5,867.77	0.0
2018 Kaiser Model S2 Excavator	0.00	0.0	1,984.41	0.0
2025 F250 4x4 Supercab	0.00	0.0	49,092.00	0.3
2025 F450 4x2 Supercab	0.00	0.0	76,802.00	0.4
CH 1A - RECONSTRUCTION	0.00	0.0	748,239.00	4.3
Total Capital Outlay	\$757,982.38	285.6 %	\$9,195,707.84	53.0 %
Total Expenses	\$838,622.41	315.9 %	\$10,917,908.17	62.9 %
Income (Loss) from Operations	\$(573,191.11)	(215.9)%	\$6,433,558.37	37.1 %
Other Income (Expense)				
DCA-STATE OF FLORIDA	\$0.00	0.0 %	(\$350.00)	0.0 %

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3/11/26
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Pinellas Park Water Management District
Income Statement
 (Current Period & Year To Date)
 For the period(s) of 2/1/2026 through 2/28/2026

	Current Period		Year to Date	
TAX COLLECTOR-PROPERTY TAX DUE	(118.30)	0.0	(35,562.84)	(0.2)
Total Other Income (Expense)	\$(118.30)	0.0 %	\$(35,912.84)	(0.2)%
Income (Loss) Before Income Taxes	\$(573,309.41)	(216.0)%	\$6,397,645.53	36.9 %
Net Income (Loss)	\$(573,309.41)	(216.0)%	\$6,397,645.53	36.9 %

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You will be advised of your particular working schedule at the time of your interview or your hire. Employees will not be paid for the time missed due to tardiness. Tardiness is also grounds for discipline as provided in this manual.

Overtime

Exempt Employees: Executive, professional and administrative employees, as defined in the Fair Labor Standards Act, are normally exempt from overtime. All supervisors are included in this exemption. Exempt employees are hired for an annual salary rate to accomplish a specific job for the District. They are expected to be present and working for the total hours of the normal workweek.

Non-Exempt Employees: All non-exempt (hourly) employees shall be compensated with overtime pay at one and one-half times the employee's regular rate of pay for the amount of time worked over and above their 40 hours of time worked per week.

General Overtime Requirements: Overtime should not be scheduled unless absolutely necessary, however, it may be required occasionally or for declared states of emergency. Approval to schedule employees for overtime is at the discretion of the Executive Director, or designee. Employees are prohibited from working overtime without advance authorization.

For purposes of computing overtime, other types of leave such as annual leave, sick leave, holiday, or leave of absence without pay, are not considered time worked.

For record keeping purposes, overtime must be submitted on the time clock and should include the total number of hours worked and the date.

Break Periods

Break Periods: Regular full-time employees will receive a paid break of fifteen (15) minutes in the first four (4) hours of a shift lasting at least four (4) hours and a paid break of fifteen (15) minutes in the second four (4) hours of a shift lasting at least eight (8) hours. The timing of the break period for each employee will be determined by the employee's Supervisor, based on District needs. Paid breaks cannot be taken within the first or last hour of a shift or in conjunction with a lunch period. Every effort should be made to take earned breaks mid-shift.

Lunch Periods: Regular full-time Employees will receive an unpaid lunch period of thirty (30) minutes during a shift lasting more than four (4) hours. The timing of the lunch period for each employee will be determined by the employee's Supervisor, based on District needs. Lunch periods cannot be taken at the beginning or the end of a shift without prior approval.

Lunch periods are established by the Supervisor of the particular department and shall be scheduled in a manner to best serve the public and the needs of the District. It is everyone's responsibility to maximize the services delivered to the public. Employees are expected to utilize the lunch period, as this time cannot be accumulated. No employee shall work over six (6) hours straight without taking at least a thirty (30) minute break.

Attendance:

Employees are hired to perform an important function at the District. As with any group effort, it takes cooperation and commitment from everyone to operate effectively. Therefore, attendance and punctuality are very important. Absences cause a slow-down in the work and added burdens for other employees. Good attendance is something that is expected from all employees. Employees should be at their work area by the start of each workday at the time designated by their supervisor. Excessive absenteeism or tardiness will not be tolerated and will be cause for disciplinary action or termination. It is the responsibility of the employee to be aware of developing attendance problems.

Regardless of the reason for an absence, employees are expected to properly notify their Supervisor. This notification must be made as soon as the employee is aware that he/she will not be able to report to work but not less than thirty (30) minutes prior to the employee's scheduled start time.

Employee should call every day that they are absent unless they are on an approved leave of absence. Unreported and unexcused absences of three (3) or more consecutive work days will be considered a voluntary separation of service with the District.

Paid Holidays

All employees, except temporary employees, are entitled to the following paid holidays and any others which are specially designated:

New Year's Day (Full Day)	January 1
Martin Luther King Day (Full Day)	Third Monday in January
President's Day (Full Day)	February
Memorial Day (Full Day)	Last Monday in May
Independence Day (Full Day)	July 4
Labor Day (Full Day)	First Monday in September
Veterans Day (Full Day)	November 11
Thanksgiving Day (Full Day)	4th Thursday in November
Friday after Thanksgiving (Full Day)	
Christmas Eve (Full Day)	December 24
Christmas (Full Day)	December 25
Personal Holiday Day (2- Full Day Each)	

If the New Year's Day holiday shall fall on Tuesday or Thursday, the preceding Monday or following Friday respectively shall be recognized as a full day holiday also. When a full day holiday falls on a weekend day, the preceding or the following business day as determined by the District shall be observed as the official full day holiday.

When the holiday is observed, the employee is paid at the regular rate for the number of hours, which would otherwise have been regularly scheduled. No payment for holidays is authorized unless the employee actually worked or was out on an approved vacation leave on the regularly scheduled workday immediately preceding and immediately following the holiday. Employees receiving Worker's Compensation benefits or insurance benefits for the day on which a holiday falls shall not be entitled to holiday pay. Part-time employees receive holiday pay in the same proportion that their work week bears to the District's standard 40-hour work week.

The two personal days are provided in the first day of the fiscal year. The two personal ~~h~~olidays shall not accrue and must be taken during the ~~e~~alendar-fiscal year. If the personal ~~h~~olidays are not taken during the ~~e~~alendar-fiscal year, it will be lost. The personal ~~h~~olidays are not subject to pay-out or conversion to annual or sick leave.

Employees whose work schedules require them to work on holidays shall be compensated for the holiday at double the rate of pay.

Sick Leave

All employees of the District, accumulate one day of sick leave per month of service. It may be used for personal illness or accident, medical or dental appointments, illness in the employee's immediate family, or of a ward. For purposes of sick leave usage, "immediate family" is defined as employee's brother, sister, spouse, child(ren), step-children, parents in-law, grandparent, grandchild, son-in law, daughter in-law, and parent (including not only the biological parent by any individual who has acted as a parent to the employee prior to age 18), as identified in the employee's personnel record. An immediate supervisor may grant use of sick leave for absence due to illness of any person related to the employee or their spouse, if such use is deemed to be in the best interests of the District. A pregnant employee who, upon the advice of her physician and with the approval of her immediate supervisor, finds it necessary to discontinue working, shall be eligible to use sick leave before being placed on Leave of Absence Without Pay. The employee will be required to sign a statement that it is her intention to return to work following delivery, and when permitted by her physician. You must have worked six (6) months before you may use this leave. No sick leave is earned while an employee is in a non-pay status. Sick leave days may be accumulated without limit. Employees will accumulate sick time should they work any portion of a pay period.

Sick leave with pay is not a right like vacation leave --- it is a privilege to be used ONLY when needed. Falsification of sick leave requests or abuse of the sick leave privilege are reasons for disciplinary action or termination. Use your sick leave judiciously and don't abuse it. Accumulated sick leave can be a real benefit to you if and when some medical emergency arises.

Employees who utilize sick leave for their own illness or injury are expected to be found at home, or the come of their caretakers such as a relative, physician's office, pharmacy, hospital or in route to one or the other of these locations. An employee authorized to be absent for work for medical reasons shall not engage in any recreational or work activities, except upon receiving prior approval from his/her physician.

To use sick leave with pay, employees must follow these three (3) steps:

1. Notify your supervisor immediately and make a request for sick leave.
2. Permit any nurses visits, medical examinations, or other inquiries into the state of your health that your supervisor may deem necessary.
3. Make a request for sick leave with pay to your immediate supervisor.

The Executive Director or other supervisor may approve sick leave with pay in the event of sickness or accidents, and will require a physician's note to be provided to the District (via hand delivery by the employee, or facsimile/email from the physician's officer) by the third day of the absence for sick leave of three (3) or more consecutive days. An employee who fails to provide a medical note upon the request of the District may be subject to discipline or termination.

Any employee who fails to report to work and does not notify his/her supervisor at least 30 minutes prior to the employee's scheduled start time on the day absent, may be considered absent without leave, receive no pay for the time absent, and may be subject to disciplinary action or termination.

If unused sick leave is converted to vacation leave (see "Conversion of Sick Leave to Vacation Leave") the sick leave account is charged for those days converted up to six (6) days (48 hours) per year.

Upon separation a regular full time employee will be paid for up to 180 days of unused sick leave at a rate of 1/3 day's pay for each day accrued for a maximum of 60 days or 480 hours pay at the rate at the time of separation.

Vacation (Annual) Leave

All employees, except temporary employees, earn vacation leave with pay. However, you must have successfully completed probation before you may use any of this leave. No vacation leave is earned while an employee is in a non-pay status. You may use your leave for vacation purposes, to transact personal business, for religious holidays, for sick leave if your sick leave account is exhausted, or for other purposes determined by your Immediate Supervisor to be in your best interests and that of the District.

To avoid the loss of any earned vacation leave, and to be sure that vacation time taken meshes with operational requirements, employees must fill out a "Vacation Request" form and submit this to their supervisor when planning vacation leaves. The "Vacation Request" form must be submitted two (2) weeks in advance of the proposed vacation leave unless the request is for 8 hours or less of vacation leave. If the request is for 8 hours or less of vacation leave, then the request must be made at least thirty (30) minutes prior to employees scheduled start time on the

day of the absence. Supervisors will attempt to schedule vacation leaves, with the approval of the immediate supervisor, at the time desired by the employees.

Vacation leave earning and accumulation limits vary with the length and/or type of an employee's service. For all regular employees, except temporary employees and regular part-time employees ~~with under five (5) years of continuous employment, vacation leave may be accumulated to a maximum of three (3) year's leave (3 times the number of days you earn equals maximum), will be accrued based on the chart below.~~ The following chart also shows how vacation leave benefits progress through the years and the maximum number of hours that may be carried over. ~~Regular part-time employees, with under five (5) years continuous employment, maximum vacation carryover per calendar year is no more than ten (10) of their normal work days. Employees will accumulate vacation time should they work any portion of a pay period.~~

<u>After Year(s)</u>	<u>Number of Vacation</u>		<u>Maximum No. of Hours Earned Annually Carried Over at End Year</u>	
	<u>Hrs.*</u>	<u>Days</u>	<u>Hrs.*</u>	<u>Days</u>
1	80	10	128	16
2	80	10	240	30
3	120	15	360	45
4	120	15	360	45
5	120	15	360	45
6	120	15	360	45
7	120	15	360	45
8	120	15	360	45
9	144	18	432 500	54
10	144	18	432 500	54
11	144	18	432 500	54
12	144	18	432 500	54
13	144	18	432 500	54
14	144	18	432 500	54
15	144	18	432 500	54
16	144	18	432 500	54
17	144	18	432 500	54
18	144	18	432 500	54
19 (or more)	160	20	480 500	60

Regular part-time employees, with under five (5) years continuous employment, accrue at one half of a regular employees accrual rate and their maximum vacation carryover per calendar year is no more than ten (10) ~~eighty (80) hours~~ of their normal work days.

Vacation leave (*based on a 40 hr. work week) accumulated in excess of the maximum vacation leave limitations must be used by the end of the last pay period which begins in December of each calendar year, or such excess accumulation shall be forfeited by the employee.

Attendance Award Program - Conversion of Sick Leave

In addition to the vacation leave shown on the chart, all employees, except temporary employees, may also request the District convert a portion of unused sick leave under the following conditions:

If less than six days (48 hours) of sick leave are used during the payroll year, that portion of these six days (48 hours) which is not used may be converted to vacation leave on an hourly basis.

The leave year for conversion purposes shall be defined as the period commencing with the beginning of the first pay period in January, and extending through the end of the last pay period which begins in December. An employee must serve the full leave year to be granted conversion of sick leave to vacation leave. No part of a leave year will be counted toward conversion from sick leave to vacation leave.

Vacation Pay in Lieu of Sick Pay

A request for special pay must be submitted on the proper form before the pay period ends if you wish to receive vacation pay when sick pay is exhausted. If this form is not submitted, you will not receive vacation pay for the time away from work. Hours requested must be equal to or less than the time you were absent from work due to sickness. Your supervisor has a supply of these forms.

To assist employees in regulating and scheduling their absences, current sick and vacation leave balances standing to the account of each employee are recorded on the employees' pay stub which employees receive on each pay day following the end of each month.

Upon separation, employees who have worked at least ~~three (3)~~six (6) continuous months immediately prior to separation will receive a lump sum payment for all unused authorized vacation leave.

Other Leave With Pay

In addition to the categories of leave provided for in this section, leave with pay may be granted to regular employees under certain circumstances, including:

1. Civic Leave – Employees may be granted leave with full pay for any absence necessary for serving on a jury, or attending court as a witness for the District under subpoena. (The District pays the difference between the jury duty fee or witness fee and the employee's regular salary. Reimbursements for mileage in connection with jury service is not

- considered a part of jury fee.)
2. Appropriate Training and Education as provided for in section L.
 3. Military Leave – During a war or ordered national emergency, a regular employee upon presentation of official written orders may obtain a leave of absences to serve in the Armed Forces of the United States of America or any branch thereof by making application in writing to the District. The administration of this leave will be in accordance with established state law.
 4. Bereavement Leave - In the event of a death of an immediate family member, the Executive Director may grant the full-time employee up to a maximum of three consecutive, regularly scheduled workdays off to arrange and attend the funeral in state and may grant two (2) additional days for funerals occurring out of state. “Immediate family” is defined as employee’s father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister brother, sister, spouse, child(ren), step children, parents in-law, grandparent, grandchild, son in law, daughter in law, and parent (including not only the any non-biological parent by any individual who has acted as a parent to the employee prior to age 18), as identified in the employee’s personnel record. The employee shall provide the Executive Director with proof of death in the immediate family before compensation is approved.

Temporary employees are not eligible for “Other Leave With Pay.”

Non-Pay Status

Leave of Absence without Pay

When it is in the best interest of the District, leave of absence without pay may be granted by the Executive Director for a period not to exceed thirty (30) calendar days, provided the regular employee substantiates cogent reasons. Such leave will not be granted for reasons involving the engagement in other employment or income producing business. Leave without pay requests must be submitted at least five (5) calendar days prior to the effective date of the leave on a form to be provided by the District, and will not be unreasonably withheld. Temporary employees are not eligible for “Leave of Absence without Pay.”

Short-Term Disability Program

There is a Short-Term Disability Program for all full-time regular employees who through non-job related illness or injury have absences of an extended period of time or catastrophic in nature. This leave is not available to persons testing positive for presence of drugs. This leave is in accordance with the coverage provided in the District’s Short-Term Disability Policy. All such benefit payments are subject to medical documentation and verification. The District reserves the

right to seek second opinions in each case.

Long-Term Disability Program

There is a Long-Term Disability Program for all full-time regular employees who through non-job related illness or injury have absences of an extended period of time or catastrophic in nature. This leave is not available to persons testing positive for presence of drugs. This leave is in accordance with the coverage provided in the District's Long-Term Disability Policy.

SECTION E - SALARY AND ALLOWANCES

Pay Period

The District pays every two weeks on a Friday, at which time employees will receive their pay stubs usually from Executive Director or supervisors. Since time is required to process the payroll from the close of the work week on Tuesday, employees receive their pay stubs on the Friday following the close of the pay period.

Starting Salary

Your starting salary is recorded on the personnel transaction papers that are processed when you were employed. For full-time regular employees, beginning pay will be, in most cases, the minimum rate paid by the District for the particular position held.

Merit Increases

Annually, concurrent with the budget process, the Executive Director may recommend an average pay adjustment for employees. The Executive Director may consider employees for a merit increase within a range that will not exceed the total budgeted salary increase amount. The Executive Director shall receive the same annual pay adjustment equal to the average pay adjustment received by employees that fiscal year, unless otherwise provided by the Board. If an employee receives a pay adjustment, such that the pay adjustment would cause the salary to exceed the salary range for the position, the employee shall receive the salary increase within the range and any increase amount in excess of the range for the position will be paid in a one-time lump sum. Ordinarily, merit pay increases will occur no more often than once every twelve (12) months.

Your Earnings Recorded

You will find your earnings record included in your pay stub. It is an accurate account of your earnings and payroll deductions and should be kept as you would keep any valuable record.

If there is any part of the record that you don't understand, or if you feel a mistake has been

made on any part of your pay stub or earnings record, the Executive Director or designee will be happy to clear up the matter for you.

To help better understand your earnings record, the following explanations of the various significant blocks on the record may be helpful:

Pay Period-- The date shown is the date when your last pay period ended. Any time you worked after that date is not included on this pay period.

Regular Hours -- This shows the number of straight time hours you worked in this pay period for which you will receive your straight or regular hourly pay.

OT Hours-- This shows the number of overtime hours you worked in this pay period for which you will receive overtime pay.

DT Hours -- This shows the number of double time hours you worked in this pay period for which you will receive double time pay.

Reg. Pay -- This shows the total amount of pay you have earned for this pay period, before any deductions.

Withholding Tax (Mandatory) -- Federal Income Withholding -Tax is a compulsory deduction. The amount withheld depends upon the amount of money you are making and number of dependents you have. Your W-2 Form, which is mailed to you by the District by January 30 of each calendar year, will show the total of these deductions. This money is used, as you know, to support the United States Government.

F.I.C.A. (Mandatory) -- This stands for the Federal Insurance Compensation Act and is another term for Social Security. Federal Law requires that regular deductions be taken from your pay stub for Social Security so that you will have a monthly income after you retire.

Insurance (Voluntary) -- The amount that is regularly deducted from your pay to cover the amount of Group Health Insurance you have elected for you and your family. (See Section F on "Insurance").

Uniform (Voluntary) -- The amount that is regularly deducted from your pay to cover the amount of uniform cleaning and maintenance program, which you have elected to participate in.

Garnishment (Mandatory) -- If court ordered, the District will withhold the specified garnishment amount.

Union Dues (Voluntary) -- ~~The amount that is regularly deducted from your pay to cover~~

~~your dues to the union, which you have elected to participate in.~~

Net Pay -- This amount is the money you actually received on your pay stub after all mandatory and voluntary deductions have been made from your gross pay.

FRS (Mandatory) – All eligible permanent employees of the District are required to participate in the FRS Pension Plan; this includes permanent part time employees.

Travel Allowances

When employees are required by the District to travel on authorized official District business, the District pays the actual expenses of the trip. Consult your supervisor on the procedure you should follow in making your travel request and what you should do to be reimbursed for your expenses.

Employee Acknowledgment and Recognition Program

The District acknowledges employees for their accomplishments, contributions and length of service.

Spray Licensing

The District may incentivize or acknowledges employees for their accomplishments, in obtaining and maintaining specific spray licensing: Spray License for Right-of- Way/CORE Spray License for Aquatics. An employee is only eligible during the time they obtain and maintain the valid spray license.

SECTION F - OUR EMPLOYEE INSURANCE PROGRAM

PPWMD offers group health insurance to all regular full time employees. No evidence of insurability is required if application is made within thirty (30) days from the date of employment. Coverage under these plans become effective upon completion of one month's continuous employment. The employee cost of group coverage will be determined upon renewal, based on the premium rates for a given year.

The first is the Group Life Insurance Plan for which only District regular full-time employees are eligible. The other is the Group Health & Dental Insurance Plan and Prescription Plan for which both District regular full-time employees and their dependents are eligible.

Details of these plans are online at the respective insurance companies' websites.