



EAST VALLEY WATER DISTRICT

LEADERSHIP • PARTNERSHIP • STEWARDSHIP

FINANCE AND HUMAN RESOURCES COMMITTEE

August 10, 2021 - 3:30 PM

In an effort to prevent the spread of COVID-19 and in accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference.

There will be no public location for attending this meeting in person. Members of the public may listen and provide public comment telephonically.

Anyone wishing to join the meeting may do so using the following information:
DIAL: 1-209-425-5876 and enter CONFERENCE ID: 308 612 348#
You may also join by clicking [HERE](#) to connect and participate in the Microsoft Team Meeting

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

NEW BUSINESS

1. Approve the March 9, 2021 Finance and Human Resources Committee Meeting Minutes
2. Approve the June 8, 2021 Finance and Human Resources Committee Meeting Minutes
3. Review the Student Internship Program Policy

ADJOURN

PLEASE NOTE:

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above-agendized public meeting should be directed to the District Clerk at (909) 885-4900 at least 72 hours prior to said meeting.

Subject to Approval

**EAST VALLEY WATER DISTRICT
FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**

March 9, 2021

MINUTES

Ms. Koide called the meeting to order at 3:32 p.m. and Director Goodrich led the flag salute.

PRESENT: Directors: Goodrich, Morales

ABSENT: None

STAFF: Brian Tompkins, Chief Financial Officer; Nate Paredes, Business Services Manager; Rudy Guerrero, Accountant; Kerrie Bryan, Director of Administrative Services; Christi Koide, Senior Administrative Assistant

GUEST(s): Members of the public

PUBLIC COMMENTS

The Senior Administrative Assistant declared the public participation section of the meeting open at 3:33 p.m.

There being no written or verbal comments, the public participation section was closed.

APPROVE THE NOVEMBER 10, 2020 FINANCE AND HUMAN RESOURCES COMMITTEE MEETING MINUTES

M/S/C (Goodrich-Morales) by unanimous roll call vote to approve the November 10, 2020 Finance and Human Resources Committee meeting minutes as submitted.

REVIEW UPDATED INVESTMENT POLICY 7.6

The Chief Financial Officer stated this Policy will be taken to the March 24, 2021 Regular Board Meeting for adoption and if approved, will take effect on July 1, 2021.

The Chief Financial Officer reviewed the following changes that have been made to the District's Investment Policy: Delegation of Authority to the CFO/Treasurer; maximum deposit investment with the Local Agency Investment Fund (LAIF) changed to \$75 million; maximum investment maturities are limited to five years "from the date of purchase"; investments of District funds must include language in the bond indenture, "if allowed

under the bond indenture”; prohibited investments; and Investment Reporting change to include monthly activity reports beginning July 1, 2021.

Information only.

EDUCATIONAL PARTNERSHIPS UPDATE

The Director of Administrative Services provided an update for the Water and Resource Management Pathway program. Due to challenges resulting from the COVID-19 pandemic, the District was able to provide virtual internships. In addition, the District has been collaborating with the following: Arroyo Verde High School – College and Exploration; Inland Empire Economic Partnership (IEEP) – Workforce Council; Claremont McKenna College – Data Science Captstone Program; and Career in the Water Industry Event – hosted by the Inland Empire Utilities Agency (IEUA) and the University of California, Riverside.

Information only.

CLASSIFICATION AND COMPENSATION SURVEY UPDATE

The Director of Administrative Services provided the following Classification and Compensation Survey update: Compensation Study for all staff positions; Classification Survey for some employees; create new job specifications for the SNRC; and re-evaluated comparator agencies.

Information only.

ADJOURN

The meeting adjourned at 4:18 p.m.

James Morales, Jr.
Governing Board Member

Phillip R. Goodrich
Governing Board Member

Subject to Approval

**EAST VALLEY WATER DISTRICT
FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**

June 8, 2021

MINUTES

Ms. Koide called the meeting to order at 3:36 p.m. and Director Goodrich led the flag salute.

PRESENT: Directors: Goodrich, Morales

ABSENT: None

STAFF: Brian Tompkins, Chief Financial Officer; Justine Hendricksen, District Clerk; Rudy Guerrero, Accountant; Christi Koide, Senior Administrative Assistant

GUEST(s): Members of the public

PUBLIC COMMENTS

The Senior Administrative Assistant declared the public participation section of the meeting open at 3:37 p.m.

There being no written or verbal comments, the public participation section was closed.

REVIEW ENGAGEMENT LETTER AND PLANNING DOCUMENT FROM CLIFTONLARSONALLEN (CLA), LLP FOR PREPARATION OF THE DISTRICT'S FY 2020-21 AUDIT

The Chief Financial Officer stated the purpose of this meeting is to give the District's Auditors, CliftonLarsonAllen, a chance to discuss their audit plan with the Committee.

CliftonLarsonAllen gave a brief overview of the auditing plan and reviewed the following with the Committee: key issues and challenges working during the COVID-19 pandemic; Accounting Standard Changes; Audit Scope and Deliverables; Audit Timeline; Risk Assessment; and Final Reporting.

Director Morales asked CLA if the District's Fraud Policy meets Accounting Standards and CLA confirmed that it does. The Chief Financial Officer mentioned he would like CLA to review the Policy in more detail and provide any recommended revisions.

Information only.

ADJOURN

The meeting adjourned at 4:25 p.m.

James Morales, Jr.
Governing Board Member

Phillip R. Goodrich
Governing Board Member



EAST VALLEY WATER DISTRICT

LEADERSHIP • PARTNERSHIP • STEWARDSHIP

STAFF REPORT

Agenda Item #3.
Meeting Date: August 10, 2021

To: FINANCE AND HUMAN RESOURCES COMMITTEE
From: HR/Risk & Safety Manager

Subject: Review the Student Internship Program Policy

RECOMMENDATION:

This report is provided to the Finance and Human Resources Committee for informational purposes only.

BACKGROUND / ANALYSIS:

The Water and Resource Management Pathway (Pathway) has been a great success over the first year and a half with several students having completed Valley College's Introduction to Water, along with Water Distribution and Treatment courses.

One of the Human Resources Department goals for the current fiscal year is to develop and implement a paid internship program. The District was able to host four paid Pathway interns during the spring 2021 school semester, however, it was with the help of the Harbor Freight Fellowship initiative. While this was an excellent partnership, the interns were not able to be classified as EVWD employees, and the District had to follow strict guidelines for the students to receive their payment for the internship.

With the Board's approval of this fiscal year budget, funds have been allocated and staff is ready to implement the Student Internship Program. The purpose of this Program will be to ensure a robust pipeline of next generation talent that supports a healthy, vibrant community now and for years to come.

Under this Program, internships will be available to local students who have demonstrated high levels of interest, talent, or aptitude in the water industry or related fields. Students may be recruited from local high school career pathways or via school staff recommendation. Students must be in good standing and have demonstrated initiative and motivation to learn more about the water industry and its fields of service.

The duration of the student internship will vary with each assignment, but most will last a full school semester and the District will ensure the students have enough internship hours to fulfill work experience course requirements.

In addition to paid longer-term internships, the District will also offer micro-internships under this program. Micro-internships are unpaid work experiences that may be as short a one-hour presentation/job shadow, a field trip/tour, or any experience that is up to eight weeks in duration. These will be provided to orient students to industry related fields and to generate interest in potential future internship experiences.

The District will welcome Water and Resource Management Pathway interns at the end of August with the start of the fall semester. Their internship will begin with virtual meetings, staff videos and online assignments, and will hopefully get to end in-person on-site .

Staff will continue to keep you updated on this exciting program.

AGENCY GOALS AND OBJECTIVES:

Goal and Objectives I - Implement Effective Solutions Through Visionary Leadership

c) Strengthen Regional, State and National Partnerships

Goal and Objectives III - Deliver Public Service with Purpose While Embracing Continuous Growth

d) Embrace an Environment of Active Learning and Knowledge Sharing

REVIEW BY OTHERS:

This agenda item has been reviewed by the Administration department.

FISCAL IMPACT

Sufficient funds have been budgeted in the adopted FY 2021-22 Budget.

ATTACHMENTS:

Description	Type
Student Internship Program Policy	Backup Material



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Student Internship Program

Original Approval Date:
August 25, 2021

Last Revised:

Policy No:

Page
1 of 4

Purpose

The purpose of this Program is to ensure a robust pipeline of next generation talent that supports a healthy, vibrant community now and for years to come. It is acknowledged that local youth add value by filling critical skills gaps, supporting succession planning, spurring innovation and drive new ideas, and they support workforce diversity, which ensures greater customer connection.

Policy

Internships are available to local students who have demonstrated high levels of interest, talent, or aptitude in the water industry or related fields. Students may be recruited from local high school career pathways or via school staff recommendation. Students must be in good standing and have demonstrated initiative and motivation to learn more about the water industry and its fields of service.

Program

Internships are paid experiences that generally follow successful completion of first level pathway courses, college courses, or certification course work. These experiences last sixty hours or more. Students who successfully complete their coursework and internship experience will be granted a priority interview when the District is recruiting for a related position.

Micro-Internship Experiences

Micro-internships are unpaid experiences that may be as short as attending a one-hour presentation, job-specific field trips, or an experience that is up to eight weeks in duration. Micro-internships are provided to orient students to water industry related fields and to generate interest in potential future internship experiences.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Student Internship Program

Original Approval Date:
August 25, 2021

Last Revised:

Policy No:

Page
2 of 4

Program Objectives

- A. Provide opportunities for local youth to experience hands-on (and/or virtual) water industry related career fields as part of their overall education experience.
- B. Allow local youth an opportunity to explore and learn about the water industry's stewardship, our precious natural resources, and service to our community.
- C. Create an atmosphere of sharing and learning in an exchange of knowledge between local youth and current employees to leverage our ability to respond to growing business and technical needs in the industry.
- D. Support the District's Succession Plan to ensure a strong and vibrant future workforce that nurtures the diversity of its local community's talent.

Eligibility and Interest

Eligibility for the Student Internship Program is limited to student participants in the Water and Resource Management Pathway or affiliated educational programs. Applicants must be at least (16) years of age or older, have gained parent or guardian consent, and must be willing to participate in background screening and a pre-internship assignment physical.

Those interested in available student internship experiences must have completed the pre-requisite course work with a satisfactory grade and be enrolled in the appropriate work experience course to move forward with the internship process.

Interview

Brief interviews may be conducted of internship applicants to assess their interest and matching for work-based learning experiences. The interview will determine the interests of the applicant, previous experiences, his or her commitment to fulfill the requirements of the internship experience, and provide an opportunity for a question and answer period.

Screening

Selected internship applicants may undergo a criminal background screening process as well as a pre-internship assignment physical. The screening process will be considered complete



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Student Internship Program

Original Approval Date:
August 25, 2021

Last Revised:

Policy No:

Page
3 of 4

once the background check and physical have been completed and approved by Human Resources. The individual may begin their internship once this process is complete and they attend their internship orientation. *(Please note the screening process may not apply to micro-internship or virtual experiences).*

Available Opportunities

The student internship program will offer a variety of ways to engage with the District in work-based learning experiences. Each semester District staff will determine internship capacity and notify educational partners of available opportunities.

In placing a student intern, consideration will be paid to the interests and experiences of the intern as well as the requirements of the internship. Assignments will offer a variety of work-based learning experiences among the District's departments.

Student Internship Schedules

It is understood that student schedules are dynamic and may require personalized attention to flexible experiences based on weight of the student's coursework. However, once scheduled, students must communicate directly with the District's Human Resources Department immediately when they are not able to meet a scheduled assignment. Lack of communication may result in the ending of the student internship experience.

Orientation

Once an intern is selected and an assignment is given, the student will participate in an orientation program to inform interns about East Valley Water District as an organization, its policies, procedures, and programs. This session is designed to assist interns in their new experience with the District. Additionally, interns will engage in an on-the-job safety orientation by their workplace mentor and/or assigned supervisor.

Duration

The duration of the student internship experience will vary with each assignment as outlined above, but will fulfill all work experience requirements. Most paid internships will last a full school semester. Either party may end the student internship experience at any time.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Student Internship Program

Original Approval Date:
August 25, 2021

Last Revised:

Policy No:

Page
4 of 4

Paid Intern Compensation

Staff will request internship funds through the annual budget process. The approved budget amount for each fiscal year will determine the number of interns and what their pay will be for the duration of the internship.

Interns will be paid as employees through the East Valley Water District payroll system. Interns will have the option of receiving a hard copy check or direct deposit.