

AGENDA

REGULAR MEETING OF

THE BOARD OF DIRECTORS OF

CARPINTERIA VALLEY WATER DISTRICT

Case Van Wingerden President Casey Balch

BOARD OF DIRECTORS

Vice President

Polly Holcombe

Polly Holcombe Patrick O'Connor Matthew Roberts

GENERAL MANAGER

Robert McDonald, P.E. MPA

CARPINTERIA CITY HALL 5775 CARPINTERIA AVENUE CARPINTERIA, CA 93013

Wednesday, February 26, 2025 at 5:30 p.m.

Join Zoom Meeting https://us06web.zoom.us/j/87925660377?pwd=65004Of80gdInRGLgUPHQJpD8RcTHh.1

Meeting ID: 879 2566 0377 Passcode: 747956 or Dial by Phone: 1-669-444-9171

If interested in participating in a matter before the Board, you are strongly encouraged to provide the Board with a public comment in one of the following ways:

- 1. <u>Online:</u> Comments may be submitted online through the "eComments" function located in the Upcoming Events section on our website: https://cvwd.net/about/our-board/meetings/ by 5:00 p.m. on the day of the meeting.
- 2. <u>Submitting a Written Comment.</u> If you wish to submit a written comment, please email your comment to the Board Secretary at <u>Public Comment@cvwd.net</u> by <u>5:00 P.M. on the day of the meeting</u>. Please limit your comments to 250 words. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations.
- 3. If you wish to make either a general public comment or to comment on a specific agenda item in person, please: attend the Board Meeting at the location noted above and fill out a speaker slip prior to the hearing the item.
 - I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: President Van Wingerden ~1 minute
 - II. ROLL CALL: Board Secretary, Lisa Silva ~1 minute
 - III. PUBLIC FORUM (Any person may address the Board of Directors on any matter within its jurisdiction which is not on the agenda) ~1 minute

1301 Santa Ynez Avenue Carpinteria, CA 93013 (805) 684-2816

^{**}Indicates attachment of document to agenda packet.

IV. CONSENT AGENDA ~ 2 minutes

- A. **Minutes of the Regular Board meeting held on January 22, 2025
- B. **Disbursement Report for December 11, 2024 February 10, 2025
- C. **Consider adoption of revised Personnel Manual
- V. UNFINISHED BUSINESS None
- VI. **ADJOURN to Regular Board meeting of Carpinteria Groundwater Sustainability Agency (Time Certain 5:35 p.m.) ~ 20 minutes
- VII. RECONVENE the Regular District Board meeting
- VIII. NEW BUSINESS ~ 50 minutes
 - A. **Consider CAPP Status Update (for information, General Manager McDonald) presented by Rob Morrow, WSC
 - B. **Consider draft survey questions for CAPP public survey (for action, General Manager McDonald)
 - C. **Consider Report on CAPP listening sessions from CVWD and CSD Boards (For information, General Manager McDonald)
 - D. **Consider S&P Credit Rating review (for information, General Manager McDonald)
- IX. DIRECTOR REPORTS ~15 minutes
 - A. ** COMB Regular Meeting January 27, 2025 Director Holcombe
 - B . ** COMB Administrative Committee Meeting February 18, 2025 Director Holcombe
 - C. **COMB Operations Committee Meeting February 19, 2025 General Manager McDonald
 - D. **COMB Regular Meeting February 24, 2025 Director Holcombe
 - E. **CCWA Regular Meeting January 23, 2025 Director Balch
- X. GENERAL MANAGER REPORTS (for information) 10 minutes
 - A.**Financials
 - **B.** **Engineering Report
 - C. **Intent to Serve Letter Report
 - D. **Operations Report
 - E. **Water Supply Report

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XI. [CLOSED SESSION]: CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6. DISTRICT NEGOTIATOR: ROBERT MCDONALD EMPLOYEE ORGANIZATION: UNREPRESENTED EMPLOYEES: ~15 minutes

Assistant General Manager District Engineer Operations and Maintenance Manager Administrative Assistant-Confidential IT Program Manager Associate Engineer

- XII. **Consider Approval of the following Employment Agreements (for action, General Manager McDonald) ~ 5 minutes
 - 1) Assistant General Manager
 - 2) District Engineer
 - 3) Operations and Maintenance Manager
 - 4) Administrative Assistant-Confidential
 - 5) IT Program Manager
 - 6) Associate Engineer
- XIII. CONSIDER DATES AND ITEMS FOR AGENDA FOR: 1 minute CARPINTERIA VALLEY WATER DISTRICT BOARD MEETING OF MARCH 12, 2025, AT 5:30 P.M., CARPINTERIA CITY HALL, 5775 CARPINTERIA AVENUE, CARPINTERIA, CALIFORNIA.

XIV. ADJOURNMENT.

Note: The above Agenda was posted at Carpinteria Valley Water District Administrative Office in view of the public no later than 5:30 p.m., February 23, 2025. The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied benefits of, the District's programs, services, or activities because of any disability. If you need special assistance to participate in this meeting, please contact the District Office at (805) 684-2816. Notification at least twenty-four (24) hours prior to the meeting will enable the District to make appropriate arrangements. Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Carpinteria Valley Water district offices located at 1301 Santa Ynez Avenue, Carpinteria during normal business hours, from 8 am to 5 pm.

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	MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS				
	CARPINTERIA VALLI	EY WATER DISTRICT			
	January	22, 2025			
	Director Van Wingerden called the Carpinteria Valley Water District B Carpinteria City Hall Chamber to o January 22, 2025, and led the Board	Board of Directors held in the order at 5:31 p.m., Wednesday,			
ROLL CALL	Directors Present; Holcombe, Balch, O'Connor, Roberts and Van Wingerden				
	Others Present: Bob McDonald				
	Junajoy Frianeza Norma Rosales Lisa Silva Maso Motlow Chris Malejan	Alan Soicher Scott Van Der Kar Shirley Johnson Kadie McShirley Tracey Solomon			
PUBLIC FORUM	No one from the public addressed the Board.				
CONSENT AGENDA – ITEM A	Director Balch moved, and Director O'Connor seconded the motion to approve the minutes of the Board meeting held on January 8, 2025. The motion carried by a 4-1 vote with Director Holcombe abstaining. The motion was approved by roll call as follows; Ayes: O'Connor, Balch, Roberts and Van Wingerden Nayes: none Absent: none Abstain: Holcombe				
CONSENT AGENDA – ITEMS B THROUGH E	Director Balch moved, and Director O'Connor seconded the motion to approve the consent agenda items B through E with amendment to the date range of Disbursement Report. The motion carried by a 5-0 vote. The motion was approved by roll call as follows; Ayes: O'Connor, Holcombe, Balch, Roberts and Van Wingerden Nayes: none Absent: none				
ADJOURN	President Van Wingerden opened ti Groundwater Sustainability Agency	•			
RECONVENED TO REGULAR BOARD MEETING	President Van Wingerden reconven 6:08 p.m.	ned the Special Board meeting at			

CAPP PROJECT UPDATE	General Manager McDonald presented to consider Project Update for CAPP. Presented by Chris Malejan, WSC.
	CALL. Tresented by Chilis Maiejan, WSC.
	CAPP Update:
	- Design
	- Permitting
	- Outreach
	- St. Joes Catholic Church Easement Offer
	Contractor OutreachUpcoming Milestones
	- Opcoming which tones
CAPP TAY DOLL	For Information.
CAPP TAX ROLL	General Manager McDonald presented to consider Tax Roll
	Generated Revenues for CAPP. Presented by Maso Motlow.
	Tax Roll for CAPP:
	- Charge collection mechanisms
	- Challenges
	- Benefits
	- Outreach expectations
	- Timeline
	Will Carleton submitted a written comment that was read into the
	record opposing adding CAPP charges to tax bills.
	record opposing adding critic charges to tast offish
	For Information.
WATER SUPPLY IMPACT	General Manager McDonald presented to consider Water Supply
FEE	Impact Fee. Presented by Maso Motlow.
	Water Supply Impact Fee:
	- Background on supply reliability
	- Options for increasing future reliability
	- Introduction of impact fees
	- Outreach plan and timeline
	Scott Van Der Kar and Shirley Johnson addressed the Board both
	commenting on CAPP as well as being in favor of the Water Supply
	Impact fee.
	For Information.
RESOLUTION NO. 1165	General Manager McDonald presented to consider Resolution No.
	1165 updating the District's Conflict of Interest.
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	Following discussion, Director Balch moved, and Director Roberts
	seconded the motion to adopt Resolution No. 1165. The motion carried by a 5-0 vote. The motion was approved by roll call as
	follows;
	,
	Ayes: O'Connor, Holcombe, Balch, Roberts and Van Wingerden
	Nayes: none
	Absent: none

D&O INSURANCE COVERAGE	General Manager McDonald presented to consider Securing D&O Insurance coverage for District Directors and Officers. For information. Need further research, will be brought back at a future meeting.
ACWA JPIA RECOGNITION AWARDS	General Manager McDonald presented to acknowledge ACWA JPIA President's Special Recognition Awards. For information.
CACHUMA OPERATIONS AND MAINTENACE BOARD REGULAR MEETING	Director Holcombe gave a verbal report on the COMB Regular meeting that was held on December 16, 2024.
CLOSED SESSION	President Van Wingerden adjourned the meeting at 8:20 p.m. to convene the Board into closed session for the following matters: X. [CLOSED SESSION]: CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6. DISTRICT NEGOTIATOR: ROBERT MCDONALD EMPLOYEE ORGANIZATION: UNREPRESENTED EMPLOYEES
BOARD RECONVENED IN OPEN SESSION	At 8:57 p.m., President Van Wingerden reconvened the Board meeting with the following reportable actions: X. No reportable Action
NEXT BOARD MEETING	The next Board meeting is scheduled to be held on February 12, 2025, at 5:30 p.m., Carpinteria Valley Water District, 1301 Santa Ynez Avenue, Carpinteria California.
ADJOURNMENT	Director Van Wingerden adjourned the meeting at 8:58 p.m. Lisa Silva, Board Secretary

Monthly Disbursement Report Carpinteria Valley Water District



Payment Date: 12/11/24 - 02/10/25

Disbursement Report	
Operating Account	2,933,821.75
Rancho Monte Alegre (RMA)	3,540.00
Reserves	500,000.00
Total:	\$ 3,433,821.75

ENDOR CWA-JPIA CWA-JPIA LL AROUND LANDSCAPE SUPPLY MERICAN WATER WORKS ASSOCIATION NTHEM BLUE CROSS	Description WORKER'S COMP - 2ND QUARTER HEALTH INS HEALTH INS HEALTH INS AFLAC AFT TX AFLAC AFT TX HOSE REPAIR FOR HQ WELL ENGINEERING SUPPLIES MINOR TOOLS	41235 41160 41191 41265 41187 41234 APA001911	1/22/2025 12/18/2024 1/8/2025 2/4/2025 12/20/2024 1/22/2025	7,366.30 7,366.30 114,174.84 35,183.14 40,465.66 38,526.04 1,497.08 748.54
CWA-JPIA FLAC LL AROUND LANDSCAPE SUPPLY MERICAN WATER WORKS ASSOCIATION	HEALTH INS HEALTH INS HEALTH INS AFLAC AFT TX AFLAC AFT TX HOSE REPAIR FOR HQ WELL ENGINEERING SUPPLIES	41160 41191 41265 41187 41234	12/18/2024 1/8/2025 2/4/2025 12/20/2024	7,366.30 114,174.84 35,183.14 40,465.66 38,526.04 1,497.08
FLAC LL AROUND LANDSCAPE SUPPLY MERICAN WATER WORKS ASSOCIATION	HEALTH INS HEALTH INS HEALTH INS AFLAC AFT TX AFLAC AFT TX HOSE REPAIR FOR HQ WELL ENGINEERING SUPPLIES	41160 41191 41265 41187 41234	12/18/2024 1/8/2025 2/4/2025 12/20/2024	114,174.84 35,183.14 40,465.66 38,526.04 1,497.08
FLAC LL AROUND LANDSCAPE SUPPLY MERICAN WATER WORKS ASSOCIATION	HEALTH INS HEALTH INS AFLAC AFT TX AFLAC AFT TX HOSE REPAIR FOR HQ WELL ENGINEERING SUPPLIES	41191 41265 41187 41234	1/8/2025 2/4/2025 12/20/2024	35,183.14 40,465.66 38,526.04 1,497.08
L AROUND LANDSCAPE SUPPLY MERICAN WATER WORKS ASSOCIATION	HEALTH INS HEALTH INS AFLAC AFT TX AFLAC AFT TX HOSE REPAIR FOR HQ WELL ENGINEERING SUPPLIES	41191 41265 41187 41234	1/8/2025 2/4/2025 12/20/2024	40,465.66 38,526.04 1,497.08
L AROUND LANDSCAPE SUPPLY MERICAN WATER WORKS ASSOCIATION	AFLAC AFT TX AFLAC AFT TX HOSE REPAIR FOR HQ WELL ENGINEERING SUPPLIES	41265 41187 41234	2/4/2025	38,526.04 1,497.08
L AROUND LANDSCAPE SUPPLY MERICAN WATER WORKS ASSOCIATION	AFLAC AFT TX AFLAC AFT TX HOSE REPAIR FOR HQ WELL ENGINEERING SUPPLIES	41187 41234	12/20/2024	1,497.08
L AROUND LANDSCAPE SUPPLY MERICAN WATER WORKS ASSOCIATION	AFLAC AFT TX HOSE REPAIR FOR HQ WELL ENGINEERING SUPPLIES	41234		•
MERICAN WATER WORKS ASSOCIATION	AFLAC AFT TX HOSE REPAIR FOR HQ WELL ENGINEERING SUPPLIES	41234		//IX 5/I
MERICAN WATER WORKS ASSOCIATION	HOSE REPAIR FOR HQ WELL ENGINEERING SUPPLIES		1/22/2023	748.54
MERICAN WATER WORKS ASSOCIATION	ENGINEERING SUPPLIES	ADA001011		202.52
	ENGINEERING SUPPLIES	APAUU1911	1/15/2025	21.47
		APA001927	1/31/2025	77.35
		APA001927	1/31/2025	103.70
VTHEM BLUE CROSS				336.00
NTHEM BLUE CROSS	AWWA ANNUAL DUES - 2025	41173	12/20/2024	336.00
			, -, -	1,095.82
	RETIREE - JANUARY	41174	12/20/2024	164.90
	RETIREE - JANUARY	41175	12/20/2024	383.01
	RETIREE - FEBRUARY	41210	1/15/2025	164.90
	RETIREE - FEBRUARY	41211	1/15/2025	383.01
OK POWER EQUIPMENT				41.30
	MINOR TOOLS	APA001878	12/20/2024	26.30
	CHAIN SAW BLADE SHARPENING	APA001928	1/31/2025	15.00
SPECT ENGINEERING GROUP				4,740.00
	SHEPARD MESA PUMP STATION PLC AND OIT UPGRADE	41145	12/11/2024	1,620.00
	SHEPARD MESA PUMP STATION PLC AND OIT UPGRADE	41161	12/18/2024	2,400.00
	MAINTENACE OF SCADA	41238	1/29/2025	240.00
	SHEPARD MESA PUMP STATION PLC AND OIT UPGRADE	41241	1/29/2025	480.00
F&T MOBILITY				1,486.07
	MOBILE DEVICES - NOVEMBER	41138	12/11/2024	485.72
	SCADA, TABLETS, OTHER WIRELESS - DECEMBER	41138	12/11/2024	257.04
	MOBILE DEVICES - DECEMBER	41212	1/15/2025	486.27
	SCADA, TABLETS, OTHER WIRELESS - JANUARY	41212	1/15/2025	257.04
ADGER METER INC.				6,975.00
	METER READING CELLULAR CHARGES - NOVEMBER	41155	12/18/2024	3,487.50
	METER READING CELLULAR CHARGES - DECEMBER	APA001900	1/8/2025	3,487.50
ARTLETT, PRINGLE & WOLF, LLP				11,418.75
	AUDIT SERVICES - 063024	41220	1/15/2025	11,418.75
AY ALARM SERVICE	FIRE DEDAME FEE	ADA004030	4 /24 /2025	343.35
C CREEN CLEANING COMPANY / DICU & FAMOUS INC	FIRE PERMIT FEE	APA001929	1/31/2025	343.35
G GREEN CLEANING COMPANY / RICH & FAMOUS, INC.	IANUTORIAL CURRUES DECEMBER	ADA001070	12/20/2024	2,092.22
	JANITORIAL SUPPLIES - DECEMBER	APA001879	12/20/2024	221.22 909.00
	MONTHLY JANITORIAL SERVICES - DECEMBER MONTHLY JANITORIAL SERVICES - JANUARY	APA001879	12/20/2024	
NY MELLON CORPORATE TRUST	MONTHLY JANITORIAL SERVICES - JANUARY	APA001912	1/15/2025	962.00 599,334.7 9
IT WELLON CORPORATE TROST	2016A DEBT SERVICE INTEREST DUE 250101 - SEMI ANNUAL	153021303	1/2/2025	100,875.00
	2020A DEBT SERVICE INTEREST DUE 250101 - SEMI ANNUAL	153021303	1/2/2025	396,750.00
	2020B DEBT SERVICE INTEREST DUE 250101 SEMI ANNUAL	153021337	1/2/2025	63,959.79
	2020C DEBT SERVICE INTEREST DUE 250101 SEMI ANNUAL	153021302	1/2/2025	37,750.00
OOT BARN	THE SECOND AND AND AND AND AND AND AND AND AND A	100021001	_, _, _023	179.39
	SAFETY BOOTS - DR	41176	12/20/2024	179.39
RENNTAG PACIFIC, INC		.22,0	-,,	5,998.90
- · · · · · · · · · · · · · · · · · · ·	TREATMENT OF WELLS	APA001913	1/15/2025	5,998.90
ACHUMA O & M BOARD		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	162,471.76
	SWRCB WATER USERS FEES - ANNUAL	41139	12/11/2024	9,444.17
	BUDGET ASSESSMENT - 3RD QRTR	41221	1/15/2025	149,321.00
	WATER SYSTEM ANNUAL FEES - FY 24/25	41221	1/15/2025	3,706.59
ALIFORNIA WATER EFFICIENCY PARTNERSHIP				3,260.06
	ANNUAL CALWEP MEMBERSHIP DUES - 2025	APA001930	1/31/2025	3,260.06
ANON FINANCIAL SERVICES, INC				1,661.18
	MONTHLY CONTRACT CHARGES COPIER	APA001880	12/20/2024	830.59
	MONTHLY CONTRACT CHARGES COPIER	APA001931	1/31/2025	830.59
ARPINTERIA GROUNDWATER SUSTAINABILITY AGENCY - CGSA				507.64
	REIMBURSE FOR SCE PAYMENT DEPOSITED TO CVWD	41239	1/29/2025	507.64
			,,	
ARPINTERIA VALLEY LUMBER CO			,,	
ARPINTERIA VALLEY LUMBER CO	MAINTENANCE OF TANKS	APA001881	12/20/2024	466.29
ARPINTERIA VALLEY LUMBER CO				466.29 33.66 35.96

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Vendor	Description PROCESS AND PROCES	Payment Number		Payment
	PROJ P99 - WVPP UPGRADES	APA001881	12/20/2024	51.13
	ENGINEERING SUPPLIES	APA001914	1/15/2025	26.12
	MINOR TOOLS	APA001932	1/31/2025	38.26
CHARLES B. HANGUTON	PROJ A88 - VALVE EXRCIS & REPLACE	APA001932	1/31/2025	88.85
CHARLES B. HAMILTON		*****	. /. = /2.22	327.00
CITY OF CARRIATERIA	RETIREE - INSURANCE - JANUARY	41222	1/15/2025	327.00
CITY OF CARPINTERIA	DOADD MEETING TARING OCT DEC 2024	44254	1/21/2025	972.50
COACT AUTO DADTO	BOARD MEETING TAPING - OCT - DEC 2024	41254	1/31/2025	972.50
COAST AUTO PARTS	MINOR TOOLS	ADA001002	12/20/2024	325.24
	MINOR TOOLS	APA001882	12/20/2024	10.88 198.02
	VEHICLE MAINTENANCE FUEL ADDITIVE FOR DIESEL TANK	APA001882 APA001915	12/20/2024	116.34
COASTAL VIEW NEWS	FUEL ADDITIVE FOR DIESEL TANK	APA001915	1/15/2025	1,296.00
COASTAL VIEW NEWS	WATER CONSERVATION AD - 120524	41156	12/18/2024	254.00
	AD - LEGAL NOTICES - 120524	APA001883	12/20/2024	138.00
	AD - LEGAL NOTICES - 121924 AD - LEGAL NOTICES - 121924	APA001883	1/8/2025	142.00
	WATER CONSERVATION AD - 121924	APA001901	1/8/2025	254.00
	WATER CONSERVATION AD - 010225	APA001916	1/15/2025	254.00
	WATER CONSERVATION AD - 011625	APA001933	1/31/2025	254.00
COLANTUONO, HIGHSMITH & WHATLEY, PC			_, -,	106.50
, ,	WTER RATES - NOVEMBER	APA001884	12/20/2024	106.50
COLONIAL LIFE				2,571.14
	COLONIAL LIFE	41137	12/11/2024	131.24
	COLONIAL PRETAX	41137	12/11/2024	569.86
	COLONIAL LIFE	41190	1/8/2025	131.24
	COLONIAL PRETAX	41190	1/8/2025	569.86
	COLONIAL LIFE	41262	1/31/2025	350.80
	COLONIAL PRETAX	41262	1/31/2025	818.14
COMMODITY TRUCKING ACQUISITION LLC				3,747.02
	MAINTENANCE OF MAINS	41167	12/20/2024	2,877.63
	FILL SAND	APA001934	1/31/2025	869.39
COUNTY OF SANTA BARBARA PUBLIC WORKS DEPARTMENT				81.28
	GREEN WASTE DISPOSAL	APA001902	1/8/2025	81.28
COX COMMUNICATIONS CALIFORNIA				255.62
	INTERNET PROVIDER - JANUARY	41192	1/8/2025	255.62
CROCKER GROUP CORP				376.05
DANIELIE HADAGAI	SERVER AC UNIT REFRIGERANT	APA001935	1/31/2025	376.05
DANIELLE HARMON	DEIMILIDGE LINUEODIA	44440	42/44/2024	93.63
DAVE HUNGAVED DAVES ORGANIC CARDENING	REIMURSE - UNIFORM	41140	12/11/2024	93.63
DAVE HUNSAKER - DAVE'S ORGANIC GARDENING	LANDSCADE SERVICES OCTORER/NOVEMBER	A D A O O 1 O O 2	1/0/2025	4,725.00
DOCUPRODUCTS CORPORATION	LANDSCAPE SERVICES - OCTOBER/NOVEMBER	APA001903	1/8/2025	4,725.00 134.44
DOCUPRODUCTS CORPORATION	COPIER LEASE - 111024 - 120924	APA001885	12/20/2024	134.44
DOUGLASS TRUCK BODIES, INC.	COFIEN LEASE - 111024 - 120324	AFA001003	12/20/2024	1,108.87
DOUGLASS TROCK BODIES, INC.	PM SERVICE FOR CREW TRUCK	41141	12/11/2024	1,108.87
E.J. HARRISON & SONS, INC.	TWISERVICE FOR CREW TROCK	41141	12/11/2024	571.40
	TRASH & RECYCLE - DECEMBER	41168	12/20/2024	285.70
	TRASH & RECYCLE - JANUARY	41255	1/31/2025	285.70
ECHO COMMUNICATIONS				236.30
	TELEPHONE SERVICES - JANUARY	41193	1/8/2025	236.30
ECONOMY TREE INC				1,650.00
	TREE REMOVAL & DISPOSAL - POLO FIELDS	41201	1/8/2025	1,650.00
EDISON CO				49,945.30
	CARP RES - 15,269 KWH - DECEMBER	41169	12/20/2024	3,612.39
	GOB CYN PUMP - 606 KWH - DECEMBER	41169	12/20/2024	207.08
	HQ WELL- 26,491 KWH - DECEMBER	41169	12/20/2024	6,630.69
	SM PUMP - 3,757 KWH - DECEMBER	41169	12/20/2024	979.54
	SM TANK - 190 KWH - DECEMBER	41169	12/20/2024	61.13
	SMILLIE WELL - 8,022 KWH - DECEMBER	41169	12/20/2024	2,432.50
	EL CARRO WELL - 32,009 KWH - DECEMBER	41177	12/20/2024	6,835.82
	FOOTHILL TANK - 28,237 KWH - DECEMBER	41177	12/20/2024	6,362.93
	OFFICE - 2,938 KWH - DECEMBER	41177	12/20/2024	751.94
	LYONS WELL - 124 KWH - DECEMBER	41202	1/8/2025	147.33
	FOOTHILL TANK - 23,615 KWH - JANUARY	41213 41229	1/15/2025 1/17/2025	4,978.73 6,613.34
	EL CARRO WELL - 29,143 KWH - JANUARY			
	OFFICE - KWH 3,101 - JANUARY CARP RES - 16,773 KWH - JANUARY	41229 41236	1/17/2025 1/22/2025	810.41 4,011.80
	GOB CYN PUMP - 657 KWH - JANUARY	41236	1/22/2025	222.56
	HQ WELL- 6,751 KWH - JANUARY	41236	1/22/2025	3,768.72
	SM PUMP - 4,315 KWH - JANUARY	41236	1/22/2025	1,158.18
	SM TANK - 208 KWH - JANUARY	41236	1/22/2025	68.82
	SMILLIE WELL - 214 KWH - JANUARY	41236	1/22/2025	141.86
	LYONS WELL - 129 KWH - JANUARY	41256	1/31/2025	149.53
ELITE GENERAL ENGINEERING INC			, . ,	26,013.60
	MAINTENANCE OF MAINS	41178	12/20/2024	10,346.40
	PROJ A88 - VALVE EXRCIS & REPLACE - UPDATED INV	41214	1/15/2025	7,156.80
	MAINTENANCE OF MAINS PAVINIG	APA001917	1/15/2025	8,510.40
EMPLOYEE RELATIONS NETWORK				118.24
	EMP RELATIONS -PRE-EMP SCREEN	41170	12/20/2024	118.24
ENTERPRISE FM TRUST				7,376.68
	FLEET LEASE AND MAINT - DECEMBER	APA001918	1/15/2025	11,189.57
	FLEET LEASE AND MAINT - JANUARY	APA001918	1/15/2025	8,666.54

Vendor	Description	Payment Number	Payment Date	Payment
venuoi	GAIN ON SALE OF FLEET VEHICLE	APA001918	1/15/2025	(12,479.43)
ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.				11,900.00
FUGENIA CRACES U.S.	ESRI ANNUAL LICENSE AGREEMENT RENEWAL	41199	1/8/2025	11,900.00
EUGENIA SPACES, LLC	TEMPORARY CONSTRUCTION EASEMENT AGREEMENT	41232	1/17/2025	11,800.00 11,800.00
FAMCON PIPE AND SUPPLY, INC	TEIM OWN CONSTRUCTION EXISTING THE TRANSPORTER	41232	1/11/2025	11,940.27
	MINOR TOOLS	APA001886	12/20/2024	142.77
FEDERAL DRIVAY DEDOCIT	INVENTORY	41223	1/15/2025	11,797.50
FEDERAL PR TAX DEPOSIT	FEDERAL W/H	DFT0001904	12/27/2024	101,735.29 11,261.53
	FICA PR	DFT0001904	12/27/2024	8,604.70
	MEDICARE W/H	DFT0001904	12/27/2024	2,998.13
	FEDERAL W/H FICA PR	DFT0001901	1/2/2025	521.45 487.82
	MEDICARE W/H	DFT0001901 DFT0001901	1/2/2025 1/2/2025	114.08
	FEDERAL W/H	DFT0001902	1/2/2025	684.48
	FICA PR	DFT0001902	1/2/2025	901.62
	MEDICARE W/H FEDERAL W/H	DFT0001902 DFT0001903	1/2/2025 1/3/2025	210.86 10,218.49
	FICA PR	DFT0001903	1/3/2025	12,169.94
	MEDICARE W/H	DFT0001903	1/3/2025	2,846.26
	FEDERAL W/H	DFT0001930	1/21/2025	100.00
	FICA PR MEDICARE W/H	DFT0001930 DFT0001930	1/21/2025 1/21/2025	644.54 150.74
	FEDERAL W/H	DFT0001931	1/21/2025	9,653.13
	FICA PR	DFT0001931	1/21/2025	11,782.86
	MEDICARE W/H	DFT0001931	1/21/2025	2,755.62
	FEDERAL W/H FICA PR	DFT0001942 DFT0001942	1/31/2025 1/31/2025	10,357.10 12,377.22
	MEDICARE W/H	DFT0001942	1/31/2025	2,894.72
FIELDMAN, ROLAPP & ASSOCIATES, INC				358.50
	CAPP PROFESSIONAL SERVICES - DECEMBER	APA001919	1/15/2025	300.00
FRANCISCO J SANCHEZ - 805 UNIFORM AND EMBROIDERY	CAPP ADDITIONAL BONDS TEST	41242	1/29/2025	58.50 1,204.83
	UNIFORMS	41203	1/8/2025	794.06
	UNIFORMS	41224	1/15/2025	257.29
FRONTIER COMMUNICATIONS	UNIFORMS	41257	1/31/2025	153.48 1,174.87
PROVITER COMMIDNICATIONS	OFFICE - 121624-011525	41204	1/8/2025	463.00
	ORTEGA - 121624-011525	41204	1/8/2025	123.90
	OFFICE - 011625-021525	41258	1/31/2025	464.07
FRUIT GROWERS LABORATORY, INC	ORTEGA - 011625-021525	41258	1/31/2025	123.90 2,266.00
Then drowns paperatori, inc	BACTI ANALYSIS - COLIFORM - COLILERT-P/A	APA001887	12/20/2024	180.00
	BACTI ANALYSIS - COLILERT - P/A & QUANTI TRAY	APA001887	12/20/2024	287.00
	BACTI ANALYSIS - COLIFORM - COLILERT-P/A BACTI ANALYSIS-BIO ACTIVITY/HETER/COLIFORM	APA001904	1/8/2025 1/8/2025	360.00
	BACTI ANALYSIS - COLIFORM - COLILERT-P/A	APA001904 APA001920	1/15/2025	118.00 180.00
	INORGANIC ANALYSIS - METALS,-FE, MN	APA001920	1/15/2025	267.00
	BACTI ANALYSIS - COLIFORM - COLIERT-P/A	APA001936	1/31/2025	180.00
	BACTI ANALYSIS - COLIFORM - QUANTI TRAY BACTI ANALYSIS - PROJ C146 - POLO VILLAS	APA001936 APA001936	1/31/2025 1/31/2025	259.00 250.00
	INORGANIC ANALYSIS - METALS,-FE, MN	APA001936	1/31/2025	185.00
FTI SERVICES, INC.				9,698.21
	IT SUPPORT - NOVEMBER	41171	12/20/2024	2,785.66
	FIREWALL ANNUAL SUPPORT MICROSOFT 365 LICENSE - NOVEMBER	APA001888 APA001888	12/20/2024 12/20/2024	714.00 714.00
	MONTHLY - DATTO BACKUPS - DECEMBER	APA001888	12/20/2024	95.37
	MONTHLY - DATTO SUPPORT - DECEMBER	APA001888	12/20/2024	1,300.00
	MONTHLY MONITORING & ANTIVIRUS - DECEMBER MICROSOFT 365 LICENSE - DECEMBER	APA001888 APA001905	12/20/2024 1/8/2025	653.77 714.00
	IT SUPPORT - DECEMBER	APA001903 APA001921	1/15/2025	669.38
	MONTHLY - DATTO SUPPORT - JANUARY	APA001921	1/15/2025	1,300.00
	MONTHLY MONITORING & ANTIVIRUS - JANUARY	APA001921	1/15/2025	653.77
GABRIEL HERNANDEZ - TRICOUNTY ELECTRIC LLC	MONTHLY - DATTO BACKUPS - JANUARY	APA001937	1/31/2025	98.26 10,800.00
GASHIEL HERWANDLE THROUGHT ELECTRIC ELECTRIC	WVPP SAFETY UPGRADES	41243	1/29/2025	10,800.00
GABRIEL JAIMES				183.01
GAS COMPANY	RETIREE - INSURANCE - JANUARY	41225	1/15/2025	183.01 1,258.94
GAS COIVIPAINT	MONTHLY CHARGES - ADMIN BLDG - NOVEMBER	41194	1/8/2025	205.16
	MONTHLY CHARGES - OPERATIONS BLDG - NOVEMBER	41194	1/8/2025	140.90
	MONTHLY CHARGES - ADMIN BLDG - DECEMBER	41194	1/8/2025	268.45
	MONTHLY CHARGES - OPERATIONS BLDG - DECEMBER MONTHLY CHARGES - ADMIN BLDG - JANUARY	41194 41266	1/8/2025 2/4/2025	181.09 252.86
	MONTHLY CHARGES - ADMIN BLDG - JANUARY MONTHLY CHARGES - OPERATIONS BLDG - JANUARY	41266	2/4/2025	252.86
HAMNER, JEWELL & ASSOCIATES		.1200	, .,	3,768.00
	RIGHT OF WAY ACQUISITION	41146	12/11/2024	2,589.00
HD SUPPLY, INC	RIGHT OF WAY ACQUISITION	41244	1/29/2025	1,179.00 413.75
10 30.1 Ely me	MINOR TOOLS & EQUIPMENT	APA001938	1/31/2025	183.01
	PRESSURE REGULATOR CHARTS	APA001938	1/31/2025	42.48

Vendor	Description	Payment Number	Payment Date	Payment
	PRESSURE REGULATOR RECORDER CHARTS	APA001938	1/31/2025	188.26
IMAGE SALES, INC	EMDI OVEE ID CARDS	ADA001990	12/20/2024	24.46
IMPULSE INTERNET SERVICES, LLC	EMPLOYEE ID CARDS	APA001889	12/20/2024	24.46 279.90
·	INTERNET PROVIDER - JANUARY	APA001890	12/20/2024	139.95
INFOSEND INC	INTERNET PROVIDER - FEBRUARY	41226	1/15/2025	139.95 5,979.95
IN OSENS INC	EBILLS - OCTOBER	APA001891	12/20/2024	333.20
	EBILLS - NOVEMBER	APA001891	12/20/2024	331.84
	DISCONNECT/STATEMENTS - DECEMBER DISCONNECTS - DECEMBER	APA001891 APA001922	12/20/2024 1/15/2025	2,638.83 345.28
	STATEMENTS - JANUARY	APA001939	1/31/2025	2,330.80
ISACC CERVANTES	DEIMBURGE EMBLOVEE EDUCATION CLASS	41142	12/11/2024	595.00
	REIMBURSE - EMPLOYEE EDUCATION - CLASS REIMBURSE - LICENSE RENEWAL	41142 41248	12/11/2024 1/29/2025	325.00 270.00
J. HARRIS INDUSTRIAL WATER TREATMENT, INC.				168.78
JOY EQUIPMENT PROTECTION	SMILLIE WELL CHEM FEED	APA001892	12/20/2024	168.78 215.50
JOY EQUIPMENT PROTECTION	GOB RES - FITTINGS FOR WATER BUFFALO	APA001940	1/31/2025	215.50
KENNETH BALCH				58.80
LINCOLN LIFE	MILEAGE REIMBURSE - CCWA BOARD MEETING - 012325	41240	1/29/2025	58.80 23,425.40
LINCOLN LIFE	DEFERRED COMPENSATION	DFT0001900	1/3/2025	5,057.35
	ROTH IRA	DFT0001900	1/3/2025	650.00
	DEFERRED COMPENSATION ROTH IRA	DFT0001927 DFT0001927	1/9/2025 1/9/2025	5,103.35 700.00
	DEFERRED COMPENSATION	DFT0001927	1/22/2025	5,107.35
	ROTH IRA	DFT0001945	1/29/2025	650.00
	DEFERRED COMPENSATION ROTH IRA	DFT0001943 DFT0001943	1/31/2025 1/31/2025	5,107.35 1,050.00
MONTECITO WATER DISTRICT			_,,	6,630.41
	ORTEGA SHARED COSTS - OCTOBER	41179	12/20/2024	252.15
MYERS, WIDDERS, GIBSON JONES & FEINGOLD, LLP	ORTEGA SHARED COSTS - NOVEMBER	41195	1/8/2025	6,378.26 13,537.11
, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	GENERAL COUNSEL - CAPP - FINAL DESIGN - NOVEMBER	APA001893	12/20/2024	808.50
	GENERAL COUNSEL - NOV	APA001893 APA001893	12/20/2024	2,430.72
	SBCO FLOOD CTRL & CONSERVATION DISTRICT - NOV GENERAL COUNSEL - DECEMBER	APA001893 APA001941	12/20/2024 1/31/2025	1,800.00 6,277.89
	SBCO FLOOD CTRL & CONSERVATION DISTRICT - DECEMBER	APA001941	1/31/2025	2,220.00
O'CONNOR & SONS INC.	DISTRICT OFFICE - ANT CONTROL	APA001942	1/31/2025	187.12 93.56
	DISTRICT OFFICE - RODENT CONTROL	APA001942	1/31/2025	93.56
OPENEDGE				67,037.63
	CREDIT CARD PROCESSING FEES - DECEMBER 2025 CREDIT CARD PROCESSING FEES - JANUARY 2025	DFT0001908 DFT0001951	1/2/2025 2/3/2025	33,832.59 33,205.04
PERS	G.125.1 G.115.1 116 6255.116.1 125.5 3.116.1 11.1 2525	20001331	2,0,2023	94,802.82
	PERS EMPLOYER	DFT0001895	12/16/2024	5,605.56
	PERS EMPLOYER PEPRA 6.25 PERS EMPLOYER TIER 2	DFT0001895 DFT0001895	12/16/2024 12/16/2024	2,786.23 1,260.74
	PERS REG PEPRA 6.25	DFT0001895	12/16/2024	2,743.74
	PERS REGULAR PERS REGULAR TIER 2	DFT0001895 DFT0001895	12/16/2024 12/16/2024	3,099.63 734.25
	PERS EMPLOYER	DFT0001905	1/3/2025	8,921.23
	PERS EMPLOYER PEPRA 6.25	DFT0001905	1/3/2025	4,521.97
	PERS EMPLOYER TIER 2 PERS REG PEPRA 6.25	DFT0001905 DFT0001905	1/3/2025 1/3/2025	1,622.42 4,453.02
	PERS REGULAR	DFT0001905	1/3/2025	4,966.83
	PERS REGULAR TIER 2	DFT0001905	1/3/2025	947.35
	LATE FILING FEES 241213 LATE FILING FEES 241227	DFT0001922 DFT0001923	1/3/2025 1/3/2025	200.00 200.00
	PERS EMPLOYER	DFT0001906	1/7/2025	12,436.76
	PERS EMPLOYER PEPRA 6.25	DFT0001906	1/7/2025	5,975.52
	PERS EMPLOYER TIER 2 PERS REG PEPRA 6.25	DFT0001906 DFT0001906	1/7/2025 1/7/2025	2,706.28 5,884.40
	PERS REGULAR	DFT0001906	1/7/2025	6,885.25
	PERS REGULAR TIER 2	DFT0001906	1/7/2025	1,577.37
	2025 SSA ANNUAL FEE PERS EMPLOYER	DFT0001941 DFT0001941	1/28/2025 1/28/2025	110.00 5,963.72
	PERS EMPLOYER PEPRA 6.25	DFT0001941	1/28/2025	2,932.01
	PERS EMPLOYER TIER 2 PERS REG PEPRA 6.25	DFT0001941 DFT0001941	1/28/2025 1/28/2025	1,315.08 2,887.30
	PERS REGULAR	DFT0001941 DFT0001941	1/28/2025	3,299.90
DADDE ACCOCIATES INC	PERS REGULAR TIER 2	DFT0001941	1/28/2025	766.26
PADRE ASSOCIATES, INC	SMILLIE WELL MND (CEQA)	41162	12/18/2024	160.00 160.00
PAYROLL TRANSFER		71102	12, 10, 2027	265,894.10
	PPE122124 XFER FM OP TO PR	DFT0001915	12/19/2024	64,047.45
	XFER FM OP TO PR - REVERSAL XFER FM OP TO PR	DFT0001926 DFT0001913	12/27/2024 1/2/2025	2,670.34 5,555.29
	PPE01042025 XFER FM OP TO PR	DFT0001914	1/2/2025	63,748.04
	PPE 011825 XFER FM OP TO PR	DFT0001938	1/16/2025	61,243.41
	XFER FM OP TO PR	DFT0001939	1/21/2025	4,494.82

Vendor	Description P PPE020125 XFER FM OP TO PR	DFT0001952	Payment Date 1/30/2025	Payment 64,134.75
PERRY'S WELDING	FFLUZUIZJ XI LIKTIM OF TO FIX	DI 10001932	1/30/2023	3,000.00
	PROJ P99 - WVPP SAFETY UPGRADES	41180	12/20/2024	3,000.00
QUADIENT LEASING USA, INC.	POSTAGE & LETTER - QUARTERLY	APA001943	1/31/2025	988.90 988.90
QUINN COMPANY	TOSTAGE & LETTER QUARTERET	AI A001545	1/31/2023	9,177.00
	WATER BUFFALO (TRAILER)	41163	12/18/2024	9,177.00
RAUCH COMMUNICATION CONSULTANTS, INC.	WEBSITE AUDIT - AUG - OCT	APA001894	12/20/2024	480.00 336.25
	WEBSITE UPDATE - AUGUST	APA001894	12/20/2024	143.75
ROCKWELL PRINTING INC		*****	. / /	36.25
SANSUM-SBMFC OCCUPATIONAL	METER CARDS	41227	1/15/2025	36.25 473.00
	PRE-EMPLOYMENT PHYSICAL	APA001906	1/8/2025	473.00
SANTA BARBARA COUNTY	GENERAL ELECTION - 2024	41259	1/31/2025	3,470.46 3,470.46
SANTA BARBARA TROPHY	GENERAL ELECTION - 2024	41239	1/31/2023	57.09
	ENGRAVING PERPETUAL PLAQUE	41228	1/15/2025	57.09
SAWASKE LANDSCAPE	LYONS WELL - NOVEMBER	APA001895	12/20/2024	772.00 348.00
	LYONS WELL - DECEMBER	APA001944	1/31/2025	424.00
SC FUELS	FOLUDATAIT FUE	101001022	4 /45 /2025	1,920.75
SEIU LOCAL 620	EQUIPMENT FUEL	APA001923	1/15/2025	1,920.75 1,861.88
	PR DEDUCTED UNION DUES	41189	1/8/2025	966.30
	PR DEDUCTED UNION DUES PR DEDUCTED UNION DUES	41233 41263	1/22/2025 2/4/2025	447.79 447.79
SIEMENS PUBLIC, INC.	PR DEDUCTED UNION DUES	41203	2/4/2023	134,669.33
	MASTER LEASE AGREEMNT & INTERST - QUARTERLY	41260	1/31/2025	134,669.33
STATE OF CALIFORNIA - EDD	STATE DISABILITY INSURANCE	DFT0001896	12/30/2024	22,242.34 1,040.54
	STATE WITHHOLDING	DFT0001896	12/30/2024	4,329.89
	STATE DISABILITY INSURANCE	DFT0001897	1/3/2025	1,026.47
	STATE WITHHOLDING STATE DISABILITY INSURANCE	DFT0001897 DFT0001898	1/3/2025 1/3/2025	4,254.46 79.98
	STATE WITHHOLDING	DFT0001898	1/3/2025	395.06
	STATE DISABILITY INSURANCE	DFT0001899	1/3/2025	43.28
	STATE WITHHOLDING STATE DISABILITY INSURANCE	DFT0001899 DFT0001932	1/3/2025 1/22/2025	225.68 57.18
	STATE DISABILITY INSURANCE STATE WITHHOLDING	DFT0001932 DFT0001932	1/22/2025	148.28
	STATE DISABILITY INSURANCE	DFT0001933	1/22/2025	1,011.06
	STATE WITHHOLDING STATE DISABILITY INSURANCE	DFT0001933 DFT0001944	1/22/2025 1/31/2025	3,991.64
	STATE DISABILITY INSURANCE STATE WITHHOLDING	DFT0001944	1/31/2025	1,323.08 4,315.74
STATE WATER RESOURCES CONTROL BOARD				60.00
STERICYCLE, INC.	T2 CERTIFICATE RENEWAL - JDLR	41143	12/11/2024	60.00 301.87
STEMETEE, INC.	ONSITE SHREDDING BALANCE 103124	41215	1/15/2025	301.87
STRADLING YOCCA CARLSON & RAUTH	LECAL LABOR MECOTIATOR, MOVEMBER	101001007	4 /0 /2025	2,251.50
STREAMLINE SOFTWARE, INC.	LEGAL LABOR NEGOTIATOR - NOVEMBER	APA001907	1/8/2025	2,251.50 560.00
	SOFTWARE MIGRATION - JANUARY	APA001908	1/8/2025	560.00
SUN COAST RENTALS INC	DROLDOG WORKDLACE CAFETY LIDCHADES	APA001896	12/20/2024	589.12
	PROJ P99 - WORKPLACE SAFETY UPGRADES PROJ P99 - WVPP UPGRADES	APA001896	12/20/2024 12/20/2024	483.00 106.12
SWRCB ACCOUNTING OFFICE			·	34,914.22
	ANNUAL OPERATING PERMIT - 070124-063025	41181	12/20/2024	881.00 34,033.22
TAFT ELECTRIC COMPANY	ANNUAL WATER SYSTEM FEES - 070124-063025	41196	1/8/2025	1,037.00
	REPLACED SOLAR DISCONNECT	APA001924	1/15/2025	1,037.00
THE HOWARD E. NYHART CO., INC.	2024 GASB75 FULL ACTUARIAL VALUATION REPORT	41182	12/20/2024	7,500.00 5,000.00
	2024 GASB75 FULL ACTUARIAL VALUATION REPORT	41197	1/8/2025	2,500.00
TIERRA CONTRACTING, INC				243,469.11
TIMECLOCK PLUS LLC	#3534: LATERAL ISOLATION VALVES (LIVR) - PHASE 2	41147	12/11/2024	243,469.11 921.37
THE LEGISLE	ANNUAL CLOCKABLE LICENSE - SP	APA001897	12/20/2024	20.20
	ANNUAL EMPLOYEE CLOCK LICENSE	APA001945	1/31/2025	901.17
TRI-COUNTY OFFICE FURNITURE	ERGONOMIC KEYBOARD - FINAL	41237	1/22/2025	256.30 256.30
TYLER TECHNOLOGIES, INC		11231	1, 11, 1023	105.20
TVALED CONCULTING CERTIFICATE THE	QRTRLY UTILITY BILLING NOTIFCATION – CALLS & SMS	41216	1/15/2025	105.20
TYNER CONSULTING SERVICES INC	LINE LOCATING TRAINING - 120424	41157	12/18/2024	3,360.00 3,360.00
UGSI CHEMICAL FEED, INC.	22 250 (1110 110 111110 120727	7113/	12/10/2024	10,823.70
UNADQUA DANIK GOLAMETTICI TITLE	AERATION MIXER REPLACEMENT	41245	1/29/2025	10,823.70
UMPQUA BANK COMMERICAL CARD	WORK IN PROGRESS - A88: VALVE EXRCIS & REPLACE	41144	12/11/2024	14,548.52 42.10
	MAINT OF MAINS & HYDRANTS	41144	12/11/2024	19.45
	MAINT OF METERS & SERVICES	41144	12/11/2024	36.46
	UNIFORMS EXPENSE SAFETY SUPPLIES & EQUIPMENT	41144 41144	12/11/2024 12/11/2024	131.38 26.98
	S. C. L. I SOLI LILO & EQUII WENT	-711 77	12, 11, 2024	20.30

Vendor	Description	Dayment Number	Payment Date	Dayment
Vendor	Description MINOR TOOLS & EQUIPMENT	Payment Number 41144	12/11/2024	Payment 537.80
	EMPLOYEE ED & TRAINING REGISTRATION	41144	12/11/2024	75.00
	OFFICE EXPENSE & SUPPLIES	41144	12/11/2024	539.44
	COMPUTER SYSTEM MAINT	41144	12/11/2024	3,264.66
	DUES, SUBSCR, AND LIC	41144	12/11/2024	199.99
	EMPLOYEE TRAVEL	41144	12/11/2024	1,727.61
	MISC OFFICE EXPENSE	41144	12/11/2024	4.00
	PUBLIC INFORMATION EXPENSE	41144	12/11/2024	13.00
	BOARD MEETINGS AND SUPPLIES	41144	12/11/2024	128.84
	MGMNT. MEETING SUPPLIES	41144	12/11/2024	106.37
	EMPLOYEE RELATIONS EXP	41144	12/11/2024	495.62
	SOFTWARE MAINTENANCE	41144	12/11/2024	118.99
	UTILITY-TELEPHONE	41144	12/11/2024	1,135.02
	SECURITY	41144	12/11/2024	431.64
	WORK IN PROGRESS - P99: WVPP SAFETY UPGRADES	41217	1/15/2025	35.72
	VEHICLES MAINTENANCE	41217	1/15/2025	40.00
	MAINT OF MAINS & HYDRANTS	41217	1/15/2025	159.01
	MAINT OF METERS & SERVICES	41217	1/15/2025	83.35
	ENGINEERING OTHER SUPPL & EXP	41217	1/15/2025	61.95
	SAFETY SUPPLIES & EQUIPMENT	41217	1/15/2025	63.60
	MINOR TOOLS & EQUIPMENT	41217	1/15/2025	100.78
	EMPLOYEE ED & TRAINING REGISTRATION	41217	1/15/2025	445.00
	OFFICE EXPENSE & SUPPLIES	41217	1/15/2025	650.17
	COMPUTER SYSTEM MAINT	41217	1/15/2025	70.00
	DUES, SUBSCR, AND LIC	41217	1/15/2025	19.99
	EMPLOYEE TRAVEL	41217	1/15/2025	530.31
	MISC OFFICE EXPENSE	41217	1/15/2025	(10.00)
	PUBLIC INFORMATION EXPENSE	41217	1/15/2025	13.00
	ADVERTISING	41217	1/15/2025	574.00
	MEETINGS & EVENTS	41217	1/15/2025	6.49
	BOARD MEETINGS AND SUPPLIES	41217	1/15/2025	137.34
	MGMNT. MEETING SUPPLIES	41217	1/15/2025	499.09
	EMPLOYEE RELATIONS EXP	41217	1/15/2025	731.75
	SOFTWARE MAINTENANCE	41217	1/15/2025	118.99
	UTILITY-TELEPHONE	41217	1/15/2025	1,135.02
LINDED CROLLIND SERVICE	EQUIPMENT MAINTENANCE	41217	1/15/2025	48.61 190.20
UNDERGROUND SERVICE	46 NEW TICKET - DECEMBER	41158	12/18/2024	95.10
	46 NEW TICKET - DECEMBER 46 NEW TICKET - JANUARY	APA001909	1/8/2025	95.10
UNUM LIFE INSURANCE COMPANY	40 NEW TICKET - JANOART	AFA001303	1/8/2023	1,549.98
ONOW EN E INSONANCE CONTINUE	LIFE INSURANCE - JANUARY	APA001898	12/20/2024	746.81
	LIFE INSURANCE - FEBRUARY	41218	1/15/2025	803.17
US BANK	EN E MOONWICE TEDROTICI	41210	1, 13, 2023	3,307.77
	12 2024 BANK FEES	DFT0001894	12/13/2024	1,709.17
	01 2025 BANK FEES	DFT0001937	1/15/2025	1,598.60
USC FOUNDATION OFFICE			_,,	208.40
	ANNUAL MEMBERSHIP RENEWAL - BACKFLOW	41159	12/18/2024	208.40
USPS			, -, -	500.00
	REFILL POSTAGE MACHINE	41261	1/31/2025	500.00
UTILITY SERVICE CO, INC				11,992.26
	MAINTENANCE OF TANKS/RES SHEPHERD MESA - ANNUAL	41219	1/15/2025	11,992.26
VENTURA FEED & PET SUPPLIES, INC.				683.67
	SAFETY BOOTS - SPECIAL ORDER 13873 - IC	APA001899	12/20/2024	223.04
	SAFETY BOOTS - SPECIAL ORDER 13874 - IC	APA001899	12/20/2024	223.04
	SAFETY BOOTS	APA001910	1/8/2025	237.59
VERIZON WIRELESS				448.49
	CREW CELL PHONES - DECEMBER	41198	1/8/2025	448.49
VULCAN MATERIALS COMPANY				1,225.47
	MAINTENANCE OF MAINS	APA001925	1/15/2025	775.47
W W CRAINCER INC	ASPHALT & CONCRETE DISPOSAL	APA001946	1/31/2025	450.00
W. W. GRAINGER, INC.	SMALL TOOLS	ADA00403.0	1/15/2025	467.74
	SMALL TOOLS TABLE FOR EACH ITES (MATER TREATMENT	APA001926	1/15/2025	10.98
	TAPE FOR FACILITES/WATER TREATMENT	APA001926	1/15/2025	98.18
WAGE WORKS DISBURSEMENTS	SAFETY SUPPLIES AND EQUIPMENT	APA001947	1/31/2025	358.58 7,598.99
WAGE WORKS DISBORSEINENTS	HCFSA 2024 WAGEWORKS 12.17.2024	DFT0001893	12/17/2024	128.42
	FSA 2024 WAGEWORKS 12.17.2024	DFT0001893	12/17/2024	1,587.09
	HCFSA 2024 WAGEWORKS DISB. 12.31.2024	DFT0001910	12/31/2024	813.91
	HCFSA 2024 WAGEWORKS DISB. 12.51.2024 HCFSA 2024 WAGEWORKS DISB. 01.07.2025	DFT0001911 DFT0001912	1/7/2025	10.76
	HCFSA 2025 INITAL FUNDING 10%	DFT0001912	1/13/2025	2,045.99
	HCFSA 2024/5 WAGEWORKS 01.14.2025	DFT0001935	1/14/2025	1,928.79
	HCFSA 2024/5 WAGEWORKS 01.22.2025	DFT0001936	1/22/2025	600.00
	HCFSA 2025 WAGEWORKS 01.28.2025	DFT0001948	1/28/2025	175.23
	HCFSA 2024/5 WAGEWORKS 02.04.2025	DFT0001949	2/4/2025	308.80
WAGEWORKS INC	. ,		, ,	268.00
	2412 MONTHLY ADMIN/COMPLIANCE FEE	DFT0001909	12/23/2024	134.00
	2501 MONTHLY ADMIN/COMPLIANCE FEE	DFT0001947	1/27/2025	134.00
WATER SYSTEMS CONSULTING, INC.				96,327.50
	WATER SYS CONSULTG CAPP FINAL DESG & CONST MGMT	41164	12/18/2024	47,383.75
	WATER SYS CONSULTG CAPP FINAL DESG & CONST MGMT	41246	1/29/2025	48,943.75
WATERS CARDENAS LAND SURVEYING LLP				15,525.00
	CAPP LAND SURVEY SERVICES	41148	12/11/2024	15,525.00

Vendor	Description	Payment Number	Payment Date	Payment
WESTWATER RESEARCH LLC				10,377.50
	WATER BUDGET ANALYSIS & DRY YEAR RELIABILITY OPPS	41165	12/18/2024	10,377.50
WEX BANK				4,142.74
	FUEL CHARGES - DECEMBER	41205	1/10/2025	1,972.54
	FUEL CHARGES - JANUARY	41267	2/4/2025	2,170.20
WHITE CAP HD SUPPLY CONSTRUCTION SUPPLY, LTD.				287.68
	MINOR TOOLS & EQUIPMENT	APA001948	1/31/2025	287.68
WOODARD & CURRAN INC				603,693.73
	WOODARD & CURREN CAPP FINAL DESIGN	41149	12/11/2024	263,503.20
	WOODARD & CURREN CAPP FINAL DESIGN	41166	12/18/2024	145,619.15
	USBR WATER MANAGEMENT PLAN 5 YR UPDATE	41200	1/8/2025	7,185.00
	WOODARD & CURREN CAPP FINAL DESIGN	41247	1/29/2025	187,386.38
			Total:	\$ 2,933,821.75

	Rancho Monte Alegre - Account Check Report			
SWRCB ACCOUNTING OFFICE				3,540.00
	RMA - ANNUAL OPERATING PERMIT - 070124-063025	5005	12/20/2024	3,540.00
			Total:	\$ 3,540.00

TRANSFERS					
LOCAL AGENCY INVESTMENT FUND					500,000.00
	XFER FM OP ACCT TO LAIF	1767945	1/22/2025		500,000.00
			Total:	\$	500,000.00



CARPINTERIA VALLEY WATER DISTRICT

PERSONNEL MANUAL

February 26, 2025

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Revised on 2/26/2025

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FORWARD

This Personnel Manual has been compiled to familiarize employees with the policies of the Carpinteria Valley Water District. The policies outlined herein, were set up to be both beneficial to each employee, and the District. The Personnel Manual does not apply to employees who are covered by a memorandum of understanding.

The Personnel Manual describes policies as set by the Board of Directors. The Personnel Manual does not constitute a contract of employment. The Board of Directors reserves the right to revise its policies at any time, without advance notice. Such revisions, additions or deletions shall have the effect of rescinding and superseding related former policy. For this reason, employees should check with the Assistant General Manager or General Manager to obtain current information regarding the status of any particular policy, procedure, or practice. No individual other than the General Manager has the authority to enter into any employment agreement or other agreement that modifies District policy. Any such agreement or modification must be in writing and signed by the General Manager.

This Personnel Manual provides some insight into the history of the District, what employees can expect from the District, what the District will expect from employees, and the obligations of the District and its employees to the community we serve.

INTRODUCTION

The Carpinteria Valley Water District was organized in 1941 in preparation to meet the Carpinteria Valley's future needs for water. Petitions calling for the formation of the District were circulated in 1940. At an election held on February 6, 1941, local voters overwhelmingly approved setting up the District. The official date of incorporation was February 13, 1941.

The District is organized and operates under the Water Code Division 12 of the State of California. The District is operated by a locally elected Board of Directors. The Board sets its own budget and establishes District policy.

The District acquired three different water companies all within the boundaries of the District to provide a more reliable service to the citizens living within the District. They were the Shepard Mesa Mutual Water Company, the Ocean Oaks Water Company, and the third, and most important from the standpoint of responsibility, the Carpinteria Water Company.

The Water District's service area encompasses an area extending along the South Coast of the County of Santa Barbara easterly from Summerland to the Ventura County line. It is bounded on the south by the ocean and on the north by the foothills of the Santa Ynez Mountains. The area within the District's service area is approximately 8,912 acres. Domestic water service is provided to a population of about 16,200 and approximately 3,600 acres of irrigated crops ranging from lemons and avocados to many various nursery products.

The City of Carpinteria was incorporated September 28, 1965 and lies entirely within the District boundaries. The area within the city limits is approximately 1,600 acres with a population of 18,500. The Carpinteria Valley Water District includes: a General Manager appointed by the Board of Directors, who is responsible for implementation of policies established by the Board of Directors, and all day to day activities of the District. The General Manager oversees the Business, Engineering and Operations and Maintenance Departments of the District.

The sources of supply for water for the District include surface water from the Cachuma Project, and the State Water Project, and groundwater extracted from the Carpinteria groundwater basin by District wells.

EMPLOYMENT AT-WILL

The District's policy is that all employment is at-will. This means that its employees are employed for no definite period, and that their employment can be terminated by either the employee or the District, at any time, with or without cause, and with or without notice. This policy applies to all employees, regardless of the manner in which they are paid, the amount they are paid, or the duties which they are assigned.

Only the Board of Directors has the authority to enter into an agreement of employment for any specified period of time or for any benefits or working conditions that are contrary to the terms and conditions set forth in this Personnel Manual, and any such agreement of employment must be in writing and signed by the President of the Board of Directors.

All of the employees of the District, regardless of their position, are expected to follow and comply with the policies and procedures set forth in this Personnel Manual.

AUTHORIZATION TO WORK

All offers of employment are contingent on verification of an employee's right to work in the United States. On the employee's first day of work, he/she will be asked to provide original documents verifying the employee's right to work and to sign a verification form required by federal law. If, after beginning employment, it is determined that the employee may not be able to legally work in the United States, the District shall have the right to confirm the employee's right to work in the United States, and if the employee cannot verify his/her right to work in the United States, the District will be obliged to terminate employment as required by law.

EQUAL EMPLOYMENT OPPORTUNITY

The District is committed to providing equal employment opportunities for all applicants and employees, and providing a work environment that is free from unlawful discrimination. The District does not discriminate on the basis of actual or perceived race (including traits historically associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religious creed, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, national origin, citizenship status, ancestry, marital status, age for individuals forty years of age and over, medical condition, reproductive health decision making, physical disability, mental disability, genetic information, military and veteran status, or any other protected categories under federal, state or local law. Further information about the District's anti-harassment policy, the procedures to be followed to address complaints of harassment, discrimination and retaliation, the legal and administrative remedies available, and directions to contact state and federal agencies regarding complaints of harassment, discrimination or retaliation can be found in the following section of this Personnel Manual, the District's Policy Against Harassment, Discrimination and Retaliation.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every employee, supervisor, and manager to conscientiously follow this policy.

POLICY AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION

The District is committed to providing a workplace free of sexual harassment or discrimination (which includes harassment or discrimination based on pregnancy, childbirth, or related medical conditions) as well as unlawful harassment or discrimination based on such factors as actual or perceived race (including traits historically associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religious creed, national origin, ancestry, age for individuals age forty years and over, physical disability, mental disability, medical condition, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, citizenship status, military and veteran status, denial or use of family and medical care leave, reproductive health decision making, and any other factor made unlawful by federal, state, or local law. The District strongly disapproves of and will not tolerate unlawful harassment or discrimination against employees by managers, supervisors, or co-workers, as well as by third parties in the workplace or with whom the employee comes into contact in connection with her or his employment. This policy applies to all District employees, paid or unpaid interns, volunteers, and any other persons providing services to the District pursuant to a contract.

Harassment includes verbal, physical, and visual conduct, as well as communication though electronic media of any type, that creates an intimidating, offensive or hostile working environment or interferes with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding an employee's sex, race, color, national origin, religion, age, physical disability, medical condition, ancestry, marital status, sexual orientation, gender, gender identity veteran status, or other protected status.

Sexually harassing conduct in particular includes all of these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, unwelcome sexual advances, verbal conduct of a sexual nature (like name calling, suggestive comments, or lewd talk) or physical conduct (including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex or any other protected basis). An employee who unlawfully harasses a co-worker may be personally liable for the harassment.

If you believe you or a co-worker has been subjected to any form of unlawful discrimination or harassment, including sexual harassment, you should immediately contact your supervisor, manager or Assistant General Manager, either orally or in writing. A manager or supervisor who learns of any misconduct which may be in violation of this policy or learns of an employee's complaint or concern about a possible violation of this policy must immediately report the issue to the Assistant General Manager or General Manager.

Upon receipt of any complaint, the District will immediately undertake a prompt, impartial, and thorough investigation conducted by qualified personnel, preserving confidentiality to the extent possible. The investigation will provide all parties appropriate due process and reach reasonable conclusions based on the evidence collected, as well as determine appropriate options for remedial action to resolve the situation. If you have a complaint being investigated under this policy, you can find out about the progress of the investigation by contacting the Assistant General Manager.

If the District determines that unlawful discrimination or harassment has occurred, the employee involved in the improper conduct will be disciplined, up to and including termination. Appropriate action will also be taken to deter any future discrimination.

Retaliation against District employees or any other person for the good faith reporting of possible acts or incidents of discrimination or harassment, as well as participation in any workplace investigation, will not be tolerated. If you believe you or a co-worker has been subjected to any form of unlawful retaliation, you should immediately contact your supervisor or [designate same additional person(s) as above), either orally or in writing. Upon receipt of a retaliation complaint, the District will undertake an investigation consistent with the provisions of this policy. District employees shown to have engaged in such retaliation will be disciplined, up to and including discharge.

All employees are required to undergo harassment prevention training as required by applicable law. This training is provided by the District. For more information about this training requirement, visit https://calcivilrights.ca.gov/shpt/.

Sexual harassment and retaliation for opposing sexual harassment or participating in investigations of sexual harassment are illegal. In addition to notifying the District about discrimination, harassment or retaliation complaints, affected employees may also direct their complaints to the California Civil Rights Department (CRD) and/or United States Equal Employment Opportunity Commission ("EEOC"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the CRD is three (3) years from the date of the alleged unlawful conduct, with that deadline being extended by ninety (90) days in limited circumstances. If the CRD believes that a complaint is valid and settlement efforts fail, the CRD may seek an administrative hearing before the California Civil Rights Council (CCRC) or file a lawsuit in court. Both the CCRC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. You can contact the nearest CRD office, EEOC office or the CCRC at the locations listed in the District's CRD poster or by checking the state government listings online or in the local telephone directory.

INTRODUCTORY PERIOD

Each new employee, former employee who is rehired, and employee promoted to a new position will be subject to a nine (9) month introductory period. The introductory period may be extended by an additional three (3) months at the discretion of the General Manager. This introductory period is a training and get-acquainted period, completion of which does not guarantee continued employment. During the introductory period, the employee will be informed of his or her job duties and will be closely observed by his/her supervisor. This introductory period is also intended to give the employee an opportunity to study the District, its purpose, methods, etc. and to determine if he/she has made a proper choice of employment.

Completion of the introductory period does not change the status of an employee's at-will employment. Both during and after completion of the introductory period, an employee still may resign and the company still has the right to terminate his or her employment at any time, with or without cause.

REGULAR FULL-TIME EMPLOYEES

A regular full-time employee is defined as an individual who has satisfactorily completed the introductory period and works a minimum of thirty-two (32) hours per week on a continuous basis. Regular full-time employees are eligible for employee benefits provided by the District. Regular full-time employees may be classified as exempt or non-exempt from overtime pay requirements.

REGULAR PART-TIME EMPLOYEES

A regular part-time employee is defined as an individual who has satisfactorily completed the introductory period and is regularly scheduled to work at least twenty (20), but less than thirty-two (32) hours per week. Regular part-time employees are eligible to receive prorated vacation, sick and personal leave, holiday pay, and other benefits as specified in this Manual) based on hours regularly scheduled to work (with full benefits based on a forty (40) hours per week schedule). Regular partl-time employees may be classified as exempt or non-exempt from overtime pay requirements.

TEMPORARY EMPLOYEES

A temporary employee is defined as an individual who works on a periodic basis within a limited scope or duration no longer than six months or 125 days in a fiscal year. Temporary employees are not eligible for paid leave except as expressly provided in this Manual, , and reference to "employees" does not include temporary employees is connection with the related provisions of this Manual.

JOB DESCRIPTION

Every job in the District is analyzed to determine the nature and degree of its particular requirements. On the basis of this analysis, a job description is prepared listing the requirements, functions and responsibilities connected thereto and the number of hours of work required to perform the job. Each employee is expected to perform the duties outlined in their job description and, depending on the work load of their department and the District, to work with others to perform all work necessary.

SALARY ADJUSTMENTS

Salary adjustments for employees may be granted either in Step Increases, Cost of Living Adjustments and/or Merit Increases.

STEP INCREASE:

Step Increases are based on Job Title and may be granted after nine months, and annually thereafter until completion of steps in salary range. Such step increases are not automatic, and will be granted only at the discretion of the General Manager, taking into account the performance of the employee, the financial circumstances of the District, and the future needs of the District.

COST OF LIVING ADJUSTMENT:

Cost of Living Adjustments (COLA) may be granted annually. Employees will receive a payment equal to 3.5% of their salary as of March 3, 2024 for the time period March 3, 2024 up November 9, 2024. Employees will receive a further COLA effective the first pay period beginning after March 1, 2025 in an amount equal to the increase in the cost of living per the CPI, Los Angeles-Long Beach-Anaheim, Urban Wage Earners and Clerical Workers, December to December, with a minimum increase of 2% and a maximum increase of 4%, and (2) effective the first pay period beginning after March 1, 2026, the first pay period beginning after March 1, 2027, and the first pay period beginning after March 1, 2028 in an amount equal to the increase in the cost of living per the CPI, Los Angeles-Long Beach-Anaheim, Urban Wage Earners and Clerical Workers, December to December, with a minimum increase of 2% and a maximum increase of 5%.

MERIT INCREASES:

- A. The Board of Directors reviews the performance of the General Manager on an annual basis. The Board may grant a Merit Increase based on the General Manager's performance, as well as a review of comparable salaries.
- B. The General Manager reviews the performance of all other employees of the District. The General Manager may grant a Merit Increase based on an

employee's performance. Such Merit Increases, if any, are discretionary. The percentage of increase, if any, will vary depending on the individual and the circumstances of the District.

LONGEVITY

In recognition of long-time District employees and in addition to other pay rate increases, the General Manager may, in his/her discretion, grant the following one time pay rate increases based on merit and employee performance upon employees completing the following years of continuous service after reaching the top step for his/her classification:

Continuous years of	Longevity pay rate	
service at top step	percentage	
3 years	0-2.5%	
8 years	0-2.5%	
13 years	0-2.5%	
18 years	0-2.5%	
23 years	0-2.5%	

In the event that an employee resigns or retires from the District and then is rehired, that employee is considered a new employee with a new date of hire for purposes of longevity.

RECLASSIFICATION

If an employee believes that his/her position is misclassified, such employee may request a reclassification study of the position. The request must be in written form and submitted through the employee's supervisor. The supervisor will review the request and make written recommendations on the request to the General Manager who will make the final determination. An employee may submit such a reclassification request no more than once every two years.

PAY PERIODS

Pay periods are on a bi-weekly basis. The work week is from Sunday through Saturday. Except for employees working a 9/80 schedule, the workday is from midnight to 11:59 p.m. Hours and days worked may vary depending upon the position held, the needs of the District, and the schedule of a particular employee.

The District may authorize employees to work a 9/80 schedule where over a two (2) week period employees work nine (9) hour days except Fridays where they work eight (8) on one of the Fridays and are off work on the other Friday. For employees working a 9/80 schedule, the workday starts midway through the eight (8) hour shift worked on a Friday and ends midway through the beginning of that shift. For example, if the employee works 8am to 5pm on a Friday, with a one-hour lunch period from noon to 1pm, the workday starts at 1pm on Friday and ends at 12:59pm the following Friday

Payroll checks are issued the Monday following the end of each bi-weekly pay period. If Monday is a holiday, checks will be issued the prior working day.

TIME SHEETS

Attention by employees to recording all pertinent information on time sheets is necessary for the District's accounting and record-keeping. After the employee has verified that his/her time sheet is accurate, the time sheet should be submitted using Time Entry for Department Manager approval. Department Manager then submits to the Assistant General Manager for processing and final review. If there is a change to a time sheet, it will be attached to the employee's payroll check for their review. If the employee agrees with the change, he/she will then initial the change on the time sheet and return it to the office. If the employee disagrees with the change, he/she shall immediately inform the Assistant General Manager in writing of the reason for such disagreement. The employee should be sure that the check has been issued for the correct number of hours worked in that pay period and that all vacation, sick leave, overtime and holiday time has been recorded correctly, and report any changes or errors to the District's accounting department within 24 hours.

All employees must record the exact time that they stop work for any type of paid or unpaid leave, including but not limited to doctor or dentist appointments, and the exact time that they return to work from such leave. Non-exempt employees must also accurately record the start and end times of their shifts and the start and end times for their lunch breaks. This recording should be completed using the District's TimeClock system, which should ultimately match each employees Time Entry.

DISTRICT HOURS

The District's office hours are from 8:00 A.M. to 5:00 P.M. A lunch period must be taken by all full-time non-exempt employees if they are scheduled to work more than six hours in any work day. Lunch periods will be scheduled by the employee's supervisor. The lunch period will be at least thirty minutes to a maximum of one hour, as designated in advance by the employee's manager. Any deviation by non-exempt employees from an employee's scheduled hours of work must first be approved by the employee's supervisor, subject to approval by the General Manager. Exempt employees should also take a lunch period during each workday.

OVERTIME

Non-exempt employees will be paid overtime for all hours worked in excess of forty (40) hours in any one work week and for hours worked in excess of eight (8) hours in any one work day.

In the event that a position has been approved by the District as one which warrants a fluctuating work week, the employee in that position will receive overtime for all hours worked in excess of 80 hours during any two-week pay period.

All overtime worked must be first authorized by the supervisor and will be paid at the following rates:

Holidays, Sundays and any time from midnight to six a.m. will be paid at double the employee's regular hourly pay rate. If an employee works continuous overtime from midnight to six a.m., any time from six a.m. to seven a.m. will be paid at double the employee's regular hourly rate.

All other overtime worked will be paid at one and one-half the employee's regular hourly pay rate.

Employees are prohibited from working unauthorized overtime. Employees who are classified as "exempt" will not be entitled to overtime pay. At the request of a non-exempt employee, the General Manager may authorize an employee to make up hours on another day, within the same workweek, if the employee works less than their scheduled hours on a single day so long as this authorization does not result in the employee working over 40 hours in a workweek, and the employee will not be compensated at the overtime rate for any hours worked over 8 in a workday per this authorization unless those hours worked are also over 40 hours in that workweek.

At the written request of a non-exempt employee, overtime hours worked can be accrued as compensatory time off ("Comp Time") up to a maximum of 40 hours of accrued Comp Time. Comp Time will accrue at the rate of one and one-half times or double the number of overtime hours worked, as appropriate and consistent with the rate at which overtime is paid. Accrued Comp Time remaining at the end of the calendar year will be paid at the employee's then-hourly rate of pay by January 15th of the following year.

STAND-BY DUTY AND RESIDENCY REQUIREMENT

All eligible Operations classifications will be required to be available for "stand by" duty to respond to District emergency calls and perform scheduled maintenance during off hours, in addition to their other duties. While on such stand-by duty, the employee will be provided with an emergency cellular telephone, must remain within 45 miles of the District office, must remain fit for duty, and must be able to promptly respond to emergency calls, with such response being immediate wherever possible.

In addition to being available to be contacted on the emergency cellular telephone, employees that are required to be available for stand-by must maintain the District-provided cell phone in their possession while on stand-by duty so they can receive emergency calls from the "answering service" and District. It is the employee's responsibility to ensure that he or she is able to be contacted by telephone while assigned to stand-by and keep the District informed of his or her alternate telephone number in the event they are choose and are District-provided authorized to not use the cell Those employees assigned to stand-by duty will be compensated for 1 ½ hours at one and one-half their pay rate for each day on such duty. In addition, such employees will be paid for one hour at one and one-half their pay rate as travel time in responding to emergency calls while on stand-by duty. The minimum payment for responding to emergency calls while on "stand-by" duty is 1 hour for each time the employee is required to respond at the rate of time and a half Monday thru Friday 5 p.m. to midnight and Saturday from 6 a.m. to midnight, and at the rate of double time for Holidays and Sundays and every night from midnight to six a.m. Answering up to two (2) telephone calls during any day while on stand-by duty and providing information to the caller which takes less than five minutes per call is not considered responding to an emergency call and such time will not be compensated, with eligibility for compensation beginning with the

third call during that day. For purposes of this section, a day is the 24-hour period from midnight to midnight.

All employees required to be available for "stand-by" duty must maintain full-time residency within a radius of 45 miles of the District office.

OUT OF CLASSIFICATION

Regular full-time employees assigned to work in any classification with a salary range higher than their own for a period of ten (10) consecutive work days will receive a pay differential of 5% beginning at the end of the ten (10) day period and continuing so long as the employee is continuously assigned to work in that higher classification.

BILINGUAL ALLOWANCE

Employees whose duties regularly require bilingual skills as reasonably determined by the District shall receive a bilingual allowance of \$50.00 per pay period effective the first full pay period after the effective date of this Manual conditioned on passing a reasonable test administered by the District. Employee will qualify for testing annually if they do not pass. Effective the first full pay period of March 2026, 2027, and 2028, the bilingual allowance shall increase by \$5.00 per pay period through the term of this Memorandum of Understanding, up to \$65.00 per pay period. The District may require employees receiving this allowance to attend Spanish language classes during working hours to assist in improving their Spanish language skills.

COMPENSATION TO DISTRICT EMPLOYEES

Employees are strictly forbidden to demand or accept any personal compensation for services rendered to a consumer.

REST PERIODS

The District requires that each non-exempt employee take at least a 10-minute paid break, and encourages employees to take a 15-minute paid break, during every four hours of work. The breaks should be taken twice daily, one in the morning and one in the afternoon.

Breaks should be coordinated so that the work of the office and field staff is not impeded. Rest periods are not intended or permitted to be used for extending lunch hours, arriving late, or leaving early.

LACTATION ACCOMMODATION

The District will provide a reasonable amount of break time and an appropriate location, consistent with federal, state and local requirements, to any employee desiring to express breast milk for the employee's infant child. Wherever possible, the break time must run concurrently with any break time already provided to the employee and in such circumstances will be paid. However, if such break time does not run concurrently with the employee's normal break times, such time may be unpaid.

An employee may request an accommodation for lactation breaks by notifying the Assistant General Manager. The Assistant General Manager notify the employee of their approval of the request or whether the District cannot provide the requested break time or a location in compliance with this policy or state law.

Employees have the right to request a lactation accommodation without fear of discrimination, harassment or retaliation. In addition to the rights provided under this Handbook, employees have the right to file a complaint with the Labor Commissioner for any violation of a right under the lactation accommodation laws (Chapter 3.8 of the California Labor Code).

JURY DUTY

In the event an employee is summoned to jury duty, a copy of the summons should be presented to the employee's supervisor immediately. Upon returning to work, the employee should present to the Assistant General Manager proof of dates and times of appearance in court. Regular compensation will be paid to employees absent for jury duty, but employees are required to turn in to the District any compensation received from the court for jury duty (exclusive of mileage compensation).

Employees must report to work during the normal work schedule when not required to be on jury duty, even if for only a part of a work day.

ABSENCE FOR RELIGIOUS REASONS

Employees wishing to observe a religious service which occurs during regular working hours will be permitted to leave their work for this purpose for a pre-determined time and the time will be charged to vacation allowance. Advance notice of an intent to attend a religious service must be given to the employee's supervisor at least 72 hours prior to the scheduled service in order to allow the District to make arrangements to cover the employee's duties.

ABSENCE FOR MILITARY DUTY

An employee who returns from service in the armed forces of the United States of America will be re-employed in accordance with all applicable federal, state and local laws.

An employee who is a member of a reserve military organization of the United States of America, or a member of the National Guard of the State, and who attends a regular military training camp, will be given the necessary time off and upon presentation of their military pay voucher, employees will be reimbursed for the difference between their normal compensation and the pay they receive while on military duty.

Training leaves will not, except in an emergency or in the event of extenuating circumstances, exceed two (2) weeks per year, plus reasonable travel time.

STATUTORY FAMILY AND MEDICAL LEAVE

1. Eligibility

The District provides eligible employees the opportunity to take unpaid leaves of absence for specific reasons in accordance with California's Moore-Brown- Roberti Family Rights Act (CFRA) and the federal Family and Medical Leave Act of 1993 (FMLA). To be eligible for FMLA/CFRA Leave, an employee must (1) have worked for the District for at least twelve months prior to the date on which the leave is to commence; and (2) have worked at least 1,250 hours in the twelve months preceding the leave.

2. FMLA Leave

Permissible Uses

"Family care leave" may be requested under the FMLA for (1) the birth or adoption of an employee's child, (2) the placement of a foster child with the employee; or (3) the serious health condition of an employee's child, spouse, or parent. "Medical leave" may be requested under the FMLA for an employee's own serious health condition. A "serious health condition" is one that requires either in-patient care in a medical facility or continuing treatment or supervision by a health care provider.

"Qualifying exigency leave" may be requested under the FMLA for qualifying exigencies arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. "Qualifying exigencies" include certain absences related to short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities. Employees may contact the Executive Director or his or her designee for more information about what qualifies as a "qualifying exigency."

"Military caregiver leave" may be requested under the FMLA to care for a "covered service member" if the employee is a spouse, child, parent, or next of kin of the "covered service member." A "covered service member" is:

- a member of the Armed Forces, including the National Guard and Reserves, who, because of a serious injury or illness incurred in the line of duty while on active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating, is: (1) undergoing medical treatment, recuperation, or therapy;
 (2) in outpatient status; or (3) on the temporary disability retired list; or
- a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

b. Amount of FMLA Leave Available

Provided all the conditions of this policy are met, an employee may take a maximum of twelve (12) weeks total of family care leave, medical leave, and qualifying exigency leave under the FMLA in a 12-month period. This 12-month period is measured backwards from the date the employee's family care leave, medical leave, or qualifying exigency leave

under the FMLA commences. Spouses who are both employed by the District may take a maximum combined total of twelve weeks of family care leave under the FMLA in a 12-month period for the birth, adoption, or foster care of their child, or to care for a parent with a serious health condition.

Provided all of the conditions of this policy are met, an employee may take up to 26 weeks total of a combination of all leaves under the FMLA during a 12-month period (up to 12 weeks of which may be for FMLA leave other than military caregiver leave). The 12-month period used to measure this entitlement will commence upon the first use of military caregiver leave under the FMLA for a covered service member's particular injury.

CFRA Leave

"Family care leave" may be requested by qualified employees under the CFRA for (1) the birth or adoption of an employee's child, (2) the placement of a foster child with the employee; er-(3) the serious health condition of an employee's child, spouse, domestic partner as defined in California Family Code Section 297, parent-in-law, grandparent, grandchild, sibling, or designated person (only one person may be designated per 12-month period; (4) an employee's own serious health condition if that condition makes the employee unable to perform their position, not including leave for pregnancy, childbirth or related health conditions; or (5) if the employee or the employee spouse, domestic partner, child, or parent is in active duty or called to active duty with the United States Armed Forces, as specified in section 3302.2 of the Unemployment Insurance Code. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either, (1) inpatient care in a hospital, hospice, or residential health care facility, or (2) continuing treatment or continuing supervision by a health care provider.

Provided all of the conditions of this policy are met, an employee may take up to twelve (12) weeks of leave under the CFRA during a 12-month period. This 12-month period is measured backwards from the date the employee's family care leave or medical leave under the CFRA commences. Spouses who are both employed by the District may take a maximum combined total of twelve weeks of family care leave under the CFRA in a 12-month period for the birth, adoption, or foster care of their child.

Family care leave and medical leave under the CFRA typically run concurrently with family care leave and/or medical leave under the FMLA.

4. Intermittent Leave

FMLA/CFRA Leave taken for the birth, adoption, or foster care placement of a child generally must be taken in blocks of at least two (2) weeks' duration; however, the District will provide employees with family care leave for birth, adoption, or foster care placement for periods of less than two (2) weeks duration on any two (2) occasions. FMLA/CFRA Leave taken for the birth, adoption, or foster care placement of a child must be concluded within one (1) year of the birth, adoption, or placement.

Qualifying exigency leave under the FMLA may be taken on an intermittent or reduced schedule as required by the qualifying exigency.

FMLA/CFRA Leave for any other reason may be taken intermittently or on a reduced schedule where medically necessary. If FMLA/CFRA Leave is authorized to be taken

intermittently or on a reduced schedule, the District retains the discretion to transfer the employee temporarily to an alternative position with equivalent pay and benefits which better accommodates the employee's leave schedule.

Substitution of Paid Leave

Employees are required to substitute accrued vacation time and other paid personal leave (except sick leave) for all FMLA/CFRA Leaves. Employees are required to substitute accrued sick leave only for FMLA/CFRA Leaves taken for an employee's own serious health condition. Employees may elect to substitute sick leave for other types of FMLA/CFRA Leave.

If the employee is receiving payments from State Disability Insurance ("SDI") while on FMLA/CFRA leave, the accrued paid leave time will only be used in an amount which supplements the SDI payment such that the employee receives the full amount of his or her regular compensation as an active employee.

The substitution of paid leave for FMLA/CFRA Leave does not extend the total duration of FMLA/CFRA Leave to which an employee is entitled. For example, if an employee has accrued two (2) weeks of unused paid vacation time at the time of the request for medical leave under the FMLA/CFRA, that paid vacation time will be substituted for the first two (2) weeks of FMLA/CFRA Leave, leaving up to ten (10) additional weeks of unpaid FMLA/CFRA Leave.

The District reserves the right to require that the employee obtain a release to return-to-work for CFRA Leaves taken on an intermittent or reduced leave schedule up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform their duties.

If it is physically impossible for an employee to use intermittent leave, work a reduced schedule or work modified shifts, then the entire period that the employee is absent will be designated as CFRA Leave and count against the employee's CFRA entitlement. However, if the employee is able to perform other aspects of their work, those duties will shorten the time designated as CFRA Leave.

6. Leave's Effect on Pay

Except to the extent that other paid leave is substituted for FMLA/CFRA Leave, FMLA/CFRA Leave is unpaid.

7. Leave's Effect on Benefits

During an employee's FMLA/CFRA Leave, the District shall continue to pay for the employee's participation in the District's group health insurance to the same extent and under the same terms and conditions as would apply had the employee not taken leave. Employees are required to continue to make any payments they normally make towards healthcare coverage premiums while on leave. In the event an employee on leave fails to make timely payment for their portion of healthcare coverage premiums, the District will notify the employee of such failure and, if payment is not made, terminate the coverage.

If the employee fails to return from the leave for a reason other than the recurrence or continuation of the health condition that brought about the leave or other circumstances beyond the employee's control, the District is entitled to recover any health premiums paid by the District on the employee's behalf during any unpaid period of the leave.

Employees on CFRA Leave will also be entitled to continue to make contributions to any employee benefit plans in which they are enrolled, including life insurance or short-term or long-term disability or accident insurance plans, pension and retirement plans, and any supplemental unemployment benefits. In the case of life insurance or short-term or long-term disability or accident insurance, or other similar plans, the District may, at the District's discretion, require the employee to pay premiums, at the group rate, during the period of leave not covered by any accrued vacation or sick leave, as a condition of continued coverage during CFRA Leave. However, the nonpayment of premiums by an employee shall not constitute a break in service, for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan

Employees on FMLA/CFRA Leave accrue employment benefits, such as vacation benefits or seniority, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. If the employee is using accrued paid leave to supplement SDI payments as discussed in Section XI(D)(5) above, he or she will accrue employment benefits on a pro rata basis.

8. Procedure for Requesting Family Care and Medical Leave

a. Notice Requirements

Employees should notify the General Manager of their request for FMLA/CFRA Leave as soon as they are aware of the need for such leave. For foreseeable events, if possible, the employee shall provide thirty (30) calendar days' advance written notice to the General Manager of the need for FMLA/CFRA Leave. For events that are unforeseeable thirty (30) days in advance, but are not emergencies, the employee must notify the General Manager, in writing, as soon as he/she learns of the need for the leave, ordinarily no later than one (1) to two (2) working days after the employee learns of the need for the leave. If the leave is requested in connection with a planned, non-emergency medical treatment, the employee may be requested to reschedule the treatment so as to minimize disruption of the District's business.

If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, the District reserves the right to deny the taking of the leave.

All requests for FMLA/CFRA Leave should include anticipated date(s) and duration of the leave. Any requests for extensions of an FMLA/CFRA Leave must be received at least five (5) working days before the date on which the employee was originally scheduled to return to work and must include the revised anticipated date(s) and duration of the family care or medical leave.

The District shall respond to leave requests as soon as practicable and in any event no later than five (5) business days after receiving the employee's request.

b. Certification

Any request for FMLA/CFRA Leave must be supported by proper certification of the need for leave. For foreseeable leaves, employees must provide the required certification before the leave begins. When this is not possible, employees must provide the required certification within fifteen (15) calendar days after the District's request for certification, unless it is not practicable under the circumstances to do so, despite the employee's good faith efforts.

Failure to provide the required certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required certification within fifteen days of being requested to do so may result in a denial of the employee's continued leave. Any request for an extension of the leave also must be supported by an updated certification.

Certification of family care leave under the FMLA/CFRA shall include (1) the date on which the serious health condition commenced; (2) the probable duration of the condition; (3) the health care provider's estimate of the amount of time needed for family care; and (4) the health care provider's assurance that the health care condition requires family care leave.

Certification of medical leave under the FMLA/CFRA shall include (1) the date on which the serious health condition commenced; (2) the probable duration of the condition; (3) a statement that, due to the serious health condition, the employee is unable to perform the functions of his or her position; and (4) in the case of intermittent leave or revised schedule leave where medically necessary, the probably duration of such a schedule. In addition, the certificate may, at the employee's option, identify the nature of the serious health condition involved. If the District has reason to doubt the validity of the certification provided by the employee, the District may require the employee to obtain a second opinion from a doctor of the District's choosing at the District's expense. If the employee's health care provider and the doctor providing the second opinion do not agree, the District may require a third opinion, also at the District's expense, performed by a mutually agreeable doctor who will make a final determination. Before permitting the employee to return to work, the District may also require the employee to provide medical certification that he or she is able to return to work.

Certification of a military caregiver leave under the FMLA shall be either (1) an appropriate medical certification from an authorized health care provider or (2) a copy of an Invitation Travel Order or Authorization issued by the Department of Defense.

The nature and format of the certification of a qualifying exigency leave under the FMLA will vary depending on the nature of the qualifying exigency, and will typically include a copy of the active duty orders for the employee's spouse, son, daughter, or parent.

9. Leave's Effect on Reinstatement

Employees returning from FMLA/CFRA leave are entitled to reinstatement to the same or comparable position consistent with applicable law, provided that the total period of the FMLA/CFRA Leave does not exceed the employee's maximum leave entitlement as described above.

Employees who take medical leave under the FMLA/CFRA for their own serious health condition must provide medical certifications verifying that they are able to return to work in the same manner as employees who return to work from other types of medical leave.

If an employee has a serious health condition that also constitutes a disability as defined by Government Code section 12926 and cannot return to work at the conclusion of their CFRA Leave, the District has an obligation to engage that employee in an interactive process to determine whether an extension of that leave would constitute a reasonable accommodation under the FEHA. The maximum CFRA entitlement of 12 workweeks does not include leave provided as a reasonable accommodation for a physical or mental disability under the FEHA.

PREGNANCY DISABILITY LEAVE (PDL)

Under the California Fair Employment and Housing Act (FEHA), if an employee is disabled by pregnancy, childbirth or related medical conditions, she is eligible to take a pregnancy disability leave (PDL). If an employee is affected by pregnancy or a related medical condition, she is also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable.

- The PDL is for any period(s) of actual disability caused by pregnancy, childbirth or related medical conditions up to four (4) months (or eighty-eight (88) work days for a full-time employee) per pregnancy.
- The PDL does not need to be taken in one continuous period of time but can be taken on an as-needed basis.
- Time off needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth, and recovery from childbirth would all be covered by the PDL.
- Except as other specifically provided in this section, generally, the District is required to treat pregnancy disability the same as the District treats other disabilities of similarly situated employees. However, even if the employee is unable to perform an essential function of her job for a temporary period due to pregnancy, childbirth or related medical condition, reasonable accommodation will be provided so long as she can perform the essential function in the near future and doing so would not cause undue hardship.
- The leave will be unpaid.

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Employees on PDL will be required to obtain a written certification from their health care provider of the pregnancy disability or the medical advisability for a transfer. The certification should include:

- 1. The date on which the employee becomes disabled due to pregnancy or the date of the medical advisability for the transfer;
- 2. The probable duration of the period(s) of disability or the period(s) for the advisability of the transfer, and
- 3. A statement that, due to the disability, the employee is unable to work at all or to perform any one or more of the essential functions of the position without undue risk to herself, the successful completion of the pregnancy or to other persons or a statement that, due to your pregnancy, the transfer is medically advisable.

At the employee's option, any accrued vacation or other accrued time off as part of the pregnancy disability leave may be used before taking the remainder of the leave as an unpaid leave. The District may require that the employee use up any available sick leave during the leave. Employees may also be eligible for state family leave insurance for the unpaid portion of the leave.

Taking a pregnancy disability leave may impact certain benefits and the employee's seniority date. If an employee wants more information regarding the eligibility for a leave, the impact of the leave on seniority and benefits, and our policy for other disabilities, they should contact the Assistant General Manager.

An employee who is on a leave of absence for a period in excess of two (2) months must notify the Assistant General Manager by the end of each month thereafter both of the status of the disability and the employee's continued intent to work once the employee recovers from the disability. An employee returning from an absence shall be required to provide a physician's certification that indicates that she is fit to return to work.

An employee who returns to work at the end of a leave of absence due to pregnancy, childbirth or related medical condition will be returned to her former position.

An employee who returns from a leave of absence due to pregnancy will be credited with all service prior to the commencement of her disability.

An employee who fails to report for work at the end of an approved leave will be deemed to have voluntarily resigned.

During an employee's approved PDL, the District shall continue to pay for the employee's participation in the District's group health insurance to the same extent and under the same terms and conditions as would apply had the employee not taken leave, for up to four months. Employees are required to continue to make any payments they normally make towards healthcare coverage premiums while on leave. In the event an employee on leave fails to make timely payment for their portion of healthcare coverage premiums, the District will notify the employee of such failure and, if payment is not made, terminate the coverage. The District is entitled to recover any health premiums paid by the District

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on the employee's behalf during any unpaid period of the leave if the employee fails to return from the PDL for a reason other than one of the following: (1) the employee takes FMLA/CFRA Leave; (2) the continuation, recurrence or onset of a serious health condition or serious injury or illness within the meaning of FMLA/CFRA; or (3) other circumstances beyond the employee's control as provided by law.

Employees on PDL accrue employment benefits, such as vacation benefits or seniority, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. In addition to the provisions discussed above, taking a pregnancy disability leave may impact certain benefits and the employee's seniority date. If an employee wants more information regarding the eligibility for a leave, the impact of the leave on seniority and benefits, and our policy for other disabilities, they should contact the Assistant General Manager.

PAID FAMILY LEAVE

Employees who are covered by the state's SDI program will be eligible for reimbursement for up to eight (8) weeks during a twelve (12) month period of qualifying unpaid leave, for the purposes of bonding with a newborn child (up to one (1) year from birth or adoption), or to care for a family member or domestic partner.

An employee who is eligible for SDI benefits may only become eligible for PFL benefits after SDI benefits are no longer being paid. SDI benefits are payable when an employee is disabled for a non-work related reason, which may include pregnancy; PFL benefits are for baby bonding and for providing care to a family member.

Once an employee is no longer disabled, and (in the case of pregnancy) has given birth, her SDI benefits may cease and she may apply for baby bonding benefits under PFL.

Employees may use their floating holidays, vacation time or sick leave to supplement their PFL benefits to the amount of their base salary.

Paid Family Leave is administered by the State of California and may be modified by the State from time to time.

BEREAVEMENT LEAVE

Bereavement leave will be given with compensation for deaths in an employee's immediate family for a period of up to five (5) days and, with the approval of the General Manager, may be extended up to seven (7) days where out-of-state travel to the services is involved.

The term "immediate family" includes: spouse, children, brother, sister, father, mother, brother-in-law, sister-in-law, father-in-law, mother-in-law, grandparent, grandchild, domestic partner (as defined by section 297 of the California Family Code), or domestic partner's child.

Upon reasonable notice, employees wishing to attend local services for other than immediate family will be excused, with pay, for a period of up to four (4) hours. Time in

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excess of four (4) hours for attendance of out-of-town services for other than immediate family is at the discretion of the General Manager and will be charged to accumulated vacation leave.

REPRODUCTIVE LOSS LEAVE

The District will provide up to 5 days of reproductive loss leave following a reproductive loss event which is defined as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. Reproductive loss leave is unpaid. Employees can use their accrued and available paid sick leave and vacation during the leave.

The leave must be taken within 3 months of the event or within 3 months of the end date of any related leave entitlement. The days off can be nonconsecutive. If an employee experiences more than one reproductive loss leave event within a 12-month period, the total amount of the leave cannot exceed 20 days within a 12-month period.

The District will maintain employee confidentiality related to reproductive loss leave. Retaliation against employees for using reproductive loss leave or giving information or testimony as to their or another person's reproductive loss leave in any inquiry or proceeding is strictly prohibited.

HOLIDAYS

The District observes the following paid holidays:

New Years Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Day

In addition, employees are entitled to have either Christmas Eve or New Year's Eve off. Employees will be required to work a 1/2 day on the day they do not have off. The District will determine and communicate the schedule at least 10 working days in advance. The District offices will remain open on Christmas Eve and New Year's Eve.

Except as provided in the next paragraph, if any of the above holidays fall on a Saturday, the preceding Friday will be observed as the holiday. Holidays falling on a Sunday will be observed on Monday. To be eligible for holiday pay, the employee must work or be on authorized paid leave the day before and after the holiday. Holiday pay will be paid based on the employee's applicable schedule. For example, an employee working a 9/80 schedule will receive 9 hours of holiday pay when the holiday falls on a day the employee is scheduled to work 9 hours and will receive 8 hours of holiday pay when the holiday falls on a day they are scheduled to work 8 hours.

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In addition to the three floating holidays provided to all employees, exempt employees will receive three additional floating holidays during each calendar year to compensate for the requirement that they work during certain of the District's observed holidays. For exempt employees whose first day of employment with the District is other than January 1, in that calendar year those employees will receive 2 floating holidays if their first day of employment is prior to May 1, and 1 floating holiday if their first day of employment is May 1 or after. Such floating holidays may be taken as a holiday in connection with any personal or family occasion, such as a birthday, anniversary, wedding, or a religious or secular holiday, subject to prior District approval. Such floating holidays must be used by December 31st of each year or will be forfeited.

SICK LEAVE

Sick leave is provided so that an employee will not suffer financial hardship if unable to work due to illness or injury. Sick leave is available to be accrued by all employees immediately upon employment. Employees may begin using accrued sick leave beginning on their 90th day of employment.

Sick leave will accrue at the rate of eight (8) hours for each month worked (one day per month), for those employees regularly scheduled to work 40 hours per week. A full-time or part-time employee who is regularly scheduled for work fewer than forty (40) hours per week will accrue sick leave at the rate of 3.7 hours per biweekly pay biweekly period. Full-time employees will no longer earn sick leave once they have accrued one hundred and twenty (120) working days (960 hours) of unused sick leave for employees regularly scheduled for work forty (40) hours per week, and a proportional amount for employees regularly scheduled to work fewer than 40 hours per week.

Beginning on their first day of employment, temporary employees accrue sick leave at the rate of one (1) hour for every thirty (30) hours worked. Temporary employees may use accrued sick leave up to a maximum of five (5) days or forty (40) hours of sick leave per year, whichever is greater. Unused accrued sick leave will carry over to the following year up to a maximum of ten (10) days or eighty (80) hours, whichever is greater. For purposes of this policy, the "year" for temporary employees begins on their first day of employment.

Accrued sick leave may be used to diagnose, care, or treat an existing health condition or for preventative care for the employee or for the employee's child, spouse, domestic partner, parent, parent of employee's spouse, grandparent, grandchild, sibling, or designated person (only one person may be designated per 12-month period). Employees who are victims of domestic violence, sexual assault, or stalking may also use sick leave for certain purposes as described in Labor Code sections 230(c) and 230.1(a) including to seek medical attention, obtain services from a shelter or crisis center, obtain counseling, participate in safety planning or take other actions to increase safety, or go to court.

An employee who is unable to work due to illness or injury is required to notify his/her supervisor as promptly as possible. When the need for sick leave is not foreseeable, notice must be provided as soon as practicable. When notice is not provided prior to the start of the employee's shift, the employee may be required to furnish evidence that circumstances beyond the employee's control prevented giving notice prior to the start of the employee's shift. The District reserves the right to verify an employee's need for sick leave, whether personal or for a member of the employee's immediate family, by requiring

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a physician's certificate in connection with the payment of sick leave when the District has information indicating that the employee is not requesting paid sick leave for a valid purpose...

If an employee is on an unpaid leave of absence or suspended, he/she will not earn sick leave during the unpaid period of the leave or suspension. If an employee retires from the District under its retirement program or resigns with twenty (20) years or more of service, he/she will receive full payment for any unused portion of accrued sick leave. Should an employee resign or leave the District for any other reason with less than twenty (20) years of service, he/she shall receive one-half pay for any unused portion of sick leave allowance. Employees involuntarily terminated from employment with less than twenty (20) shall be paid only one-quarter pay for any unused portion of accrued sick leave The employee's estate shall receive the payment set forth above should the employee die while employed by the District, based upon whether the employee had twenty (20) or more years of service or less than twenty (20) years of service with the District at the time of death.

DONATION OF ACCRUED SICK LEAVE

A regular full-time employee who is off work on approved leave on Statutory Family and Medical Leave (Article XI(D) or Pregnancy Disability Leave (Article XI(E) ("Qualifying Leave"), or has exhausted the time allowed under those leave provisions and remains off work due to the same condition (the "Recipient Employee") may be eligible to receive sick leave donations to that employee's sick leave accrual balance only if all of the conditions in this subsection are met (the "Donated Leave Program").

A regular full-time employee who has at least one year of continuous service with the District is eligible to donate accrued sick leave time under the Donated Leave Program if, at the time of donation, the employee has an accrued sick leave balance of at least 80 hours (the "Donating Employee"). A Donating Employee who wishes to donate sick leave under this Donated Leave Program must submit a written request to do so to the Assistant General Manager, or his or her designee, stating: the name of the Recipient Employee to whom the sick leave will be donated and the amount of sick leave to be donated, and acknowledging that the donation of sick leave is being made under, and subject to the terms and conditions, of the Donated Leave Program. No fewer than 8 hours of sick leave may be donated at any one time. A Donating Employee may not deplete his or her own accrued sick leave balance below 40 hours. The donation of sick leave under this Donated Leave Program is subject to the approval of the District. Donated sick leave under the Donated Leave Program that is accepted by the Recipient Employee and approved by the District shall not be returned to the Donating Employee if the Recipient Employee fails to use the donated time for any reason.

Sick leave donated under the Donated Leave Program will be converted to sick leave hours for the Recipient Employee based on the following procedure. The donated sick leave will be converted to a dollar amount based upon the Donating Employee's regular hourly rate of pay at the time of the donation. The resulting dollar amount will be converted to sick leave hours based on the Recipient Employee's regular hourly rate of pay at the time of the donation. If the employee has twenty (20) years or more service with the

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District, 100% of the converted hours will be credited to the Recipient employee's sick leave bank; if the employee has less than twenty (20) years of service with the District, 50% of the converted hours will be credited to the Recipient Employee's sick leave bank ("Donated Sick Leave Time"). The maximum amount of Donation Sick Leave Time that can be credited to the Receipt Employee's sick leave bank is 525 hours.

Before the Recipient Employee can receive donated sick leave under the Donated Leave Program, the Recipient Employee must either first have exhausted all of his or her accrued paid leave time balances as of the time of the donation (including vacation, sick leave and compensatory time), or if the District determines, in the District's discretion, that the Recipient Employee will have exhausted his or her paid leave balance prior to the expiration of the Qualifying Leave. The District will inform the Recipient Employee that an employee or employees have requested to donate leave time under the Donated Leave Program, and the Recipient Employee will have 5 days to inform the District if he or she does not want to accept the donated time. If the Recipient Employee does not timely reject the request to donate leave time, and if the request is then approved by the District, the Assistant General Manager or his or her designee stating will inform the Recipient Employee and Donating Employee of the amount of Donated Sick Leave Time that will be credited to the Recipient Employee's sick leave bank, and work with the Recipient Employee to determine the timing and use of the Donated Sick Leave Time after taking into account the Recipient Employee's own accrued paid leave balance, if any.

If the Recipient Employee is receiving State Disability Insurance ("SDI"), Paid Family Leave benefits ("PFL"), or workers' compensation benefits, Donated sick leave may be used to supplement the SDI, PFL, or workers' compensation payments such that the Recipient Employee receives the full amount of his or her regular compensation.

Donated sick leave and the use of Donated Sick Leave Time will run concurrently with, and will not extend the total duration of, the leave of absence to which a Recipient Employee is entitled under the applicable Qualifying Leave or the leave of absence to which a Recipient Employee is entitled to after exhausting the applicable Qualifying Leave. Recipient Employees will not accrue holidays, vacation benefits or sick leave time while off work on Donated Sick Leave Time. Unless otherwise required by the policies governing the Recipient Employee's leave of absence, the terms of the plan, and any applicable laws, a Recipient Employee is not entitled to any continued employer contributions toward any employee benefit plan while off work on Donated Sick Leave Time, but may elect to continue participating in enrolled employee benefit plans, at the Recipient Employee's own expense, to the extent permitted by such plans.

Multiple requests to donate sick leave to the same Recipient Employee will be processed in order of the date of the written donation requests, with the earliest dated request processed first. Excess donations will be applied as needed and may be held until a following pay period and processed at that time.

VACATIONS

All employees are entitled to accrue paid vacation on a monthly basis. Exempt employees and employees who are regularly scheduled to work 40 hours per week in any given month will accrue the following amount of vacation:

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- From date of hire up to 5 years: 10 working days (6 2/3 hours per month.)
- From 5 year anniversary up to 10 year anniversary: 15 working days (10 hours per month.)
- From 10 year anniversary: 20 working days (13 1/3 hours per month.)

A full-time or part-time employee who is regularly scheduled to work fewer than 40 hours per week will accrue vacation proportionately, based upon the number of hours regularly scheduled to work. Vacation time earned may be taken as accrued, subject to prior approval of the General Manager, who will consider the needs of the District, employee seniority and employee choice.

The maximum amount of unused vacation time that an employee may accrue is one and one-half times their annual accrual rate. After an employee has accrued the maximum amount, no further vacation time will accrue until the employee uses some portion of the maximum amount. When an employee uses vacation time so that the employee's accrued but unused vacation benefits fall below the maximum, or when an employee is entitled to accrue additional vacation time, the employee will resume earning vacation time from that day forward until the employee again has accrued the maximum amount. An employee may not receive pay instead of vacation time except upon termination of District employment.

If an employee is on an unpaid leave of absence or suspended, he/she will not earn vacation time during the period of the leave or suspension.

Should an employee be absent due to illness at the time of a scheduled vacation, the employee will be permitted to apply sick leave to that portion of the absence during which the employee was ill, to the extent that such sick leave is available. The District may require that these illnesses be verified by a doctor's certificate. In the event sick leave is applied, the balance of any remaining available vacation may be used at a subsequent date subject to approval of the General Manager.

After five (5) years of continuous service, during the month of November employees may cash out up to 40 hours of accrued vacation if they used 40 hours of vacation during the calendar year (including scheduled vacation in November and December) and if they will still have an accrued vacation balance of at least 40 hours.

If an employee resigns or is terminated, the employee will receive payment for any unused portion of his/her accrued vacation time. The District does not grant termination/severance pay for voluntary or involuntary termination of employment.

The employee's estate shall receive the payment for any unused portion of the employee's accrued vacation time should the employee die while employed by the District.

In the event that an employee resigns or retires from the District and then is rehired, said employee is considered the same as a new employee for purposes of vacation leave accrual.

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WORKERS' COMPENSATION

The District provides Workers' Compensation insurance, which covers work-related injuries and illnesses, and reasonable costs for medical, surgical and hospital treatment resulting from any such injuries or illnesses. Workers' Compensation payments for work-related injuries or illnesses begin on the first day of an employee's hospitalization or on the fourth (4th) consecutive day of absence due to injury or illness if the employee is not hospitalized. The amount of payment is in proportion to the employee's monthly salary as set forth in state law.

An employee who is receiving Workers' Compensation benefits may use any unused accrued sick leave allowance or unused accrued vacation time along with his/her Workers' Compensation payments to equal straight time pay for the scheduled working hours for a pay period. This will be in effect only as long as the employee has unused sick leave or vacation time earned prior to the injury and the employee can only use that amount available.

Employees must immediately report all work-related injuries, illnesses or accidents to his/her supervisor or to the Assistant General Manager. Failure to promptly report as required above may affect the employee's right to Workers' Compensation benefits.

A physician's release to return to work following a job-related injury or illness will be required if the employee is off work for more than three (3) working days.

EARLY RETURN TO WORK PROGRAM

In order to provide temporary alternative work to employees who are unable to perform their regular duties due to industrial injury or illness, the District has adapted an early return-to-work program designed to return the injured employee to work in a physically appropriate job as soon as the treating physician deems it medically feasible, and when temporary alternative work is available. Due to the limited amount of temporary alternative work available, employees are assigned on a "first come, first served" basis, to appropriate positions as available. The Assistant General Manager will determine the employee's eligibility for the program, placement in temporary work, record keeping, and monitoring the progress and full return to work of the employee(s) in the early return-to-work program. The temporary work assignment is not considered to be part of the regular staffing pattern. The employee must have a medical clearance authorization slip from the attending physician specifying work restrictions and abilities.

Employees returning to work as part of the program are encouraged to schedule physical therapy and doctor's appointments around their work schedules. If this cannot be arranged, appointments should be scheduled at the beginning or end of the workday. when possible. All appointments requiring time away from work must have written verification of time in and out of the facility to present to their supervisors. If employee health status changes such that it affects the employee's ability to perform the assigned temporary alternative work, it must be reported immediately to their department manager. While on the early return-to-work program, employees will be evaluated at 30 days or when otherwise deemed appropriate. As long as work can be provided, there is no right of refusal without jeopardizing workers' compensation benefits and entitlements.

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A temporary alternative assignment will be made only when the work is available and of benefit to the District. The temporary position, if offered, will end the date the employee receives a release to return to regular duty or if their medical condition is deemed to be permanent and stationary, and may be ended at any time if there is no longer a need for the temporary alternative work or due to performance concerns. Each case will be assessed individually based on need. Wages and hours will not necessarily be the same as that of the regular job.

RETIREMENT PROGRAM

All eligible employees must participate in the Public Employees Retirement System ("PERS"). Employees pay the full employee PERS contribution which is set by the state and at the time this manual went into effect is 7.75%, and their retirement benefits will be based on the thirty-six highest paid consecutive months of employment.

The District does not withhold income taxes from the designated employee contribution. The employee assumes the obligation to comply with all federal and state income tax regulations upon resignation or termination.

For employees hired on or before February 9, 2011, the Employer Paid Member Compensation (Resolution Number 628) and Uniform Allowance (the amount paid by the District for rental of employee uniforms) are reported to PERS as Special Compensation, and will become a part of an employee's final compensation, to the extent required by law.

If an employee leaves the District after five (5) years, he/she may leave his/her funds on deposit up and until his/her retirement to the extent allowed by law.

The District also participates in the Social Security System as discussed in the Social Security section of this Manual.

In order to receive retirement benefits from PERS, the eligibility rules of the system must be met. In general, an employee must be at least fifty (50) years of age and have completed five (5) years of PERS – credited service to be eligible. The service may be with more than one employer who participates in PERS.

In order to receive continued Health, Vision and Dental Insurance benefits from the District as retired employees, the following requirements apply:

- 1. must have attained age 60,
- 2. must have completed a minimum of twenty (20) continuous years of service with the District,
- 3. must be receiving a monthly retirement benefit from PERS, and
- 4. final employment immediately prior to receiving the PERS monthly benefit was with the District.

Coverage for the retired employee will be for a period of five (5) years or until the employee reaches the age of sixty-five (65) and is eligible for Medicare insurance, whichever is sooner. Health, Vision and Dental insurance coverage for the retired employee will be the

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same that is in effect on the date of retirement, or such other insurance coverage as may be in effect for active employees. Dependent coverage in effect on that date may be purchased by the retiring employee. Employees seeking this retiree insurance coverage are also subject to the applicable requirements, guidelines and terms of the ACWA benefit plans retirement policies.

DEFERRED COMPENSATION

The District offers a Deferred Compensation 457 plan. It is optional for an employee to participate. If an employee employed by the District as of April 1, 2016 chooses to participate and has passed his/her introductory period, the District will match the employee's contribution up to two and one-half percent (2.5%) of the employee's yearly salary. While employees employed by the District after April 1, 2016 may participate in the Deferred Compensation 457 plan, the District will not match the employee's contribution.

SUPPLEMENTAL POLICY FOR HEALTH INSURANCE

The District will apply up to five percent (5%) of an employee's Gross Monthly PERS Benefit toward the monthly payment of a Supplemental Policy for Health Insurance, but not more than the cost of the actual policy provided by the District or the employee for the life of the employee provided the following requirements exist:

- 1. must have attained age 65,
- 2. must have completed a minimum of twenty (20) continuous years of service with the District,
- 3. must be receiving a monthly retirement benefit from PERS, and
- 4. final employment immediately prior to receiving the PERS monthly benefit was with the District.

Dependent coverage in effect may be purchased by the employee. Dental and Vision Insurance for the employee and his or her dependents may be purchased by the employee.

SOCIAL SECURITY (FICA)

To finance the Social Security program, deductions are made from the employee's earnings and matched by equal payments from the District. Social Security benefits are in addition to, and integrated with, the District's retirement program.

HEALTH, VISION AND DENTAL INSURANCE

All full-time employees of the District are eligible for Health, Vision and Dental Insurance (including orthodontics family coverage) effective the first day of the month following the employee's date of hire. Eligible employees shall contribute, by payroll deduction, \$153.90 per month (\$71.03 per pay period) effective the first pay period after January 1,

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2025. Effective the first pay period beginning after January 1, 2026, and the first pay period beginning after January 1, of each subsequent year, this contribution amount shall increase by a percentage amount based on the average increase in the premium for the HMO plan for family coverage in the preceding 4 years, with a maximum monthly increase of \$25 in any year. The balance of the premium for eligible employees and their eligible dependents will be paid by the District during the time that the employee remains actively employed by the District up to the maximum amount of the premium for the equivalent level of coverage (employee only, employee plus 1, or family coverage) under the HMO plan less the amount of the employee contribution as described in the preceding paragraph.

The District may provide two PPO plans (the current PPO plan (Classic) and a lower cost Advantage PPO plan) and two HMO plans (the current HMO plan (CA Care) and a lower cost Valu HMO plan). The District also may provide a Kaiser Traditional Plan. The payment of the premium amount will be as follows:

- 1. The District's contribution to the premium amount will be based on the premium for coverage under the current HMO plan or the current PPO plan, whichever is lower. The District's contribution will also be based on the level of coverage elected by an eligible employee (employee only, employee plus 1, or family coverage).
- 2. If an eligible employee elects coverage under the lower cost Advantage PPO or Valu HMO plan or the Kaiser Traditional Plan, and if the premium amount for that lower cost PPO or HMO plan is at least \$50 per month less than the premium amount for the least expensive of the current Classic PPO or Cal Care HMO plan, then the employee's contribution shall be reduced by \$125 per month.
- 3. If an eligible employee elects coverage under the more expensive of the current Classic PPO or current Cal Care HMO plan, then in addition to the employee's contribution as set forth in subsection "A" above, the employee shall also pay that difference between the least expensive of the current PPO or HMO plan and the premium amount for the plan elected by the employee.
- 4. Subject to the last sentence of this subsection, if an eligible employee elects coverage under the Kaiser Traditional Plan, due to the higher deductible amount, the employee will receive additional compensation equivalent to \$108 per month for employees with employee only coverage, \$54 per month for employee +1 coverage, and \$163 per month for employees with family coverage. This additional compensation may be paid in whole or in part by reducing or eliminating the premium contribution of that employee. However, the District's contribution to the Kaiser Traditional Plan premium plus the additional compensation shall not exceed the amount of the District's contribution for the same level of coverage under the current Cal Care HMO plan or the current Classic PPO plan, whichever is lower.

Eligible employees may apply for COBRA benefits and will be provided information about their COBRA rights upon a qualifying event. The District reserves the right to change insurance carriers or plans.

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The following is by way of example only, and the premium amounts listed may not represent the actual premiums.

Full cost of monthly premiums – 2025:

	Current PPO (Classic):	Current HMO (Cal Care):
Employee	\$942.40	\$1,125.52
Employee +1	\$1,884.80	\$2,251.04
Family	\$2,497.36	\$2,982.63

Kaiser Traditional (HMO with Chiro)

Employee \$812.70 Employee +1 \$1,625.40 Family \$2,259.31

Example #1: Employee with family coverage elects coverage under the current PPO plan (\$2,497.36). The District's contribution would be the premium amount less the employee's contribution in the dollar amount set forth above.

Example #2: Employee with no dependents elects coverage under the current HMO plan (\$1,125.52). Under the current HMO and PPO plans, the premium for an employee without dependents is least expensive for the current PPO plan (\$942.40), a difference of \$182.12. The District's contribution would be premium amount for the current PPO plan less the employee's contribution amount set forth in above. The employee's contribution would be the contribution amount set forth above plus the difference between the premiums for current HMO plan and current PPO plan (\$183.12).

Example #3: Employee with family coverage elects the Kaiser Tradition Plan (\$2,259.31). The District's contribution would be the Kaiser premium amount for family coverage less the employee contribution amount as set forth in subsection "A" above offset by the \$163 additional compensation. If the \$163 additional compensation is greater than the employee contribution amount, the difference will be paid to the employee less payroll deductions.

Due to current uncertainties regarding the taxation of health insurance benefits, within six months of the effective date of federal or state legislation or regulation that will impose a tax, surcharge or similar payment on amount of the premiums contributed by the District toward insurance provided under this section, the District may revise the provisions of this section in response to any such changes..

LIFE INSURANCE

A Life Insurance program is available to all employees of the District effective the first of the month following thirty (30) days of continuance employment. Each employee is insured on a life insurance policy for fifty thousand dollars (\$50,000.00). There is no dependent coverage available on Life Insurance. The premiums for all employees' Life Insurance are paid by the District.

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LONG TERM DISABILITY INSURANCE

The District will provide Long Term Disability (LTD) Insurance for 33fill-time employees and regular part-time employees regularly scheduled to work at least 20 hours per week, at District's expense. The LTD Insurance will provide for benefits paid at 66.67% of the employee's covered monthly earnings to a maximum of \$6,000 per month, with a six month elimination period and a benefit duration to the covered employee's Social Security normal retirement age. For employees hired after the effective date of this Manual, these employees will be eligible for LTD Insurance coverage effective the first of the month following thirty (30) days of continuance employment.

SECTION 125 PLAN

The District has in place a Section 125 Benefit Plan, which allows regular full-time employees to voluntarily participate in a payroll deduction plan for payment of qualified non-reimbursed medical expenses and dependent care expenses with pre-tax dollars. Enrollment in the Section 125 Plan is offered on a calendar year basis, and employees must re-enroll each plan year to participate in the Section 125 Plan. The enrollment process will take place during a specified period typically during the last quarter of calendar year. The Section 125 Plan is subject to the requirements of Section 125 of the Internal Revenue Code. Further information about the Section 125 Plan may be obtained from the Assistant General Manager.

AFLAC INTENSIVE CARE PLAN

For those employees who as of December 31, 2015 were covered under the intensive care plan offered by Aflac, the District will continue to pay the full premium for such coverage so long as the employee remains continuously employed by the District and continuously covered under such plan.

HIRING RELATED PERSONS

Employee relatives will not be eligible for employment if, in the opinion of the Board of Directors of the District, there are potential problems of supervision, safety, morale or security. For purposes of this section, "relatives" include an employee's spouse, registered domestic partner, children, sisters, brothers, mother, father, and persons related in any of the above ways by marriage, and step-mother, step-father, step-sisters, and step-brothers.

If a prohibited relationship becomes evident, only one of the persons involved will be allowed to continue his or her position with the District. The decision as to which of the persons shall remain with the District will be made by the General Manager.

MOONLIGHTING/CONFLICT OF INTEREST

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate

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business interests. For this reason, employees are to conduct their personal affairs in a manner that does not adversely affect the District's integrity, reputation or credibility, or their own integrity, reputation or credibility to the extent it adversely affects their ability to perform the duties and responsibilities for the District. Improper conduct means not only any improper conduct by an employee during working hours, but also improper conduct by an employee during off-duty hours which may bring discredit to the District, or which affects the ability of the employee to perform his or her duties, or any improper use of an employee's position for personal advantage.

An employee should never place himself/herself in a position where his/her actions or personal interest may be in conflict with those of the District. A conflict of interest exists where the employee's loyalties or actions are divided between the District's interests and those of another, such as a supplier or contractor. Both the fact and the appearance of a conflict of interest shall be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with the General Manager for clarification. Any exceptions to this provision must be approved in writing by the General Manager. While it is not feasible to describe every situation which might create or contain such a conflict, examples are: significant ownership (5% or more) in any business entity with which the District does business; acceptance of payments, services or loans from concerns dealing or contemplating dealing with the District; working for a supplier or contractor of the District; or acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the District. Employees have a responsibility to report to their supervisors any facts or situations where their interests, or someone with whom an employee has a close relationship, conflict or may conflict with those of the District.

Employees who wish to engage in outside employment that may create a conflict of interest must submit a written request to the General Manager explaining the details of the outside employment. If the outside employment is authorized, the District assumes no responsibility for the outside employment. The District shall not provide workers' compensation coverage for injuries occurring from or arising out of outside employment.

NOTICES OF CHANGES

In order to maintain accurate and up-to-date records, employees must notify the Assistant General Manager immediately of any changes of address, telephone numbers, marital status when applicable to employment benefits, number of dependents when applicable to employment benefits, emergency contacts and similar information.

LOANS, ADVANCES, PERSONAL CHECKS

Loans or advances against wages will not be permitted.

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TELEPHONE CALLS

All employees are to confine all personal calls to their break periods. Please inform family and friends to phone only in the case of necessity. Employees are to notify the Assistant General Manager of any emergency personal long distance calls on District telephones so that charges, for which the employee is responsible, can be collected.

UNIFORMS/STEEL-TOES BOOTS

Field personnel are furnished uniforms for identification and safety purposes for the employee's benefit. Uniforms provided to field personnel may consist of shirts, t-shirts, pants (that extend from the waist to the knees or ankles), and overalls. Employees will launder their own uniforms. The District will report \$25.40 per pay period to CalPERS as a Uniform Allowance. The District will report the uniform allowance on a bi-weekly check to CalPERS.

The District provides to each field employee two pair of steel-toed boots annually. These boots are to be worn by field employees under specified working conditions for the safety of the employee.

SAFETY PROGRAM

A safety program is only successful if everyone cooperates. Merely listing do's and don'ts will not prevent accidents. Each employee's assistance in eliminating hazards and unsafe conditions and attention to good housekeeping is required to make the District a safe place to work.

Appropriate safety devices and equipment are provided to all employees of the District. This equipment must be used according to the District's and OSHA's rules and regulations. Failure to do so may result in discipline, up to and including termination.

The District has adopted an Injury and Illness Prevention Program and a Code of Safe Practices and Operating Procedures as well as a Workplace Violence Prevention Plan, copies of which may be obtained from the Assistant General Manager. Employees are required to read these materials carefully and act accordingly.

TEXTBOOKS AND TUITION PAYMENT

The District will pay for all required courses as well as approved job-related courses, as long as the employee satisfactorily completes the course(s). Such payment will include both tuition and books. An employee must obtain written approval for repayment before registering for a course if reimbursement is expected. Employees who do not complete or successfully complete "required courses" shall be subject to discipline.

The following applies to employee attendance at District approved job-related courses or certificate programs that are not required by the District and the reimbursement of costs

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associated with those courses or programs for textbooks and tuition that are pre-approved by the District.

In the case of courses not required by the District, pre-approved costs in excess of five thousand (5,000.00) dollars, an employee who voluntarily leaves or is terminated for cause within the first twelve (12) months of the date of successful completion of such courses or programs shall be required to reimburse the District, over the course of a one year period, 100% of the textbook and tuition costs for which the employee received reimbursement or payment from the District. A payment plan, not to exceed one year from the date of voluntary leave or termination for cause date, with proportional payments of the amount owed, is to be payable to the District on a monthly basis until the District has been fully repaid for 100% of the reimbursed or District-paid costs.

If an employee voluntarily leaves or is terminated for cause within the thirteenth (13) month to the twenty-fourth (24) month of the date of successful completion of such courses or programs, the employee shall be required to reimburse the District over the course of a one year period for 50% of the textbook and tuition costs for which the employee received reimbursement or payment from the District. A payment plan, not to exceed one year from the date of voluntary leave or termination for cause date, with proportional payments of the amount owed, is to be paid to the District on a monthly basis until the District has been fully repaid for 50% of the reimbursed or District-paid costs.

For the purpose of this provision, all approved costs for textbooks and tuition for courses that are part of a certificate or degree program shall be combined in determining whether five thousand (5,000) dollars has been paid by the District for job-related courses or certificate programs.

The successful completion of a course or program shall be shown by the employee receiving a passing grade if grades are given; receiving a certificate of completion or similar proof of completion if provided as part of the course or program; or by proof of attendance if no grade, certificate or other proof of completion is provided.

At the option of the employee, the pre-approved costs that are the subject of this side letter of agreement may either be 1) reimbursed to the employee upon the successful completion of the course or program and the employee providing the District receipts for such costs reasonably acceptable to the District; or 2) advanced to the employee. If the pre-approved costs are advanced to the employee and the employee does not successfully complete a course or program, the employee will reimburse the District for 100% of the associated textbook and tuition costs for which the employee received reimbursement or payment from CVWD within ninety (90) days of demand for such reimbursement from the District unless the employee and District agreement to a plan to reimburse the District through a payment plan.

TRAVEL – DISTRICT SANCTIONED

On those occasions when District employees are required to travel out of town on District sanctioned business, the District will pay the reasonable expenses of such travel, including

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advance payment when necessary or reimbursement of expenses paid for by the employee.

The Department Manager or General Manager may authorize travel for District related purposes. The General Manager is the final authority in determining the reasonableness and validity of any reimbursement schedule.

An expense report must be submitted with all receipts and records in order to properly account for expenses and to make reimbursement when necessary. An advance payment may be made to the employee when the Manager determines such request is reasonable.

USE OF DISTRICT VEHICLES AND CARPOOL PROGRAM

The District allows employees to use District vehicles for business use. The District provides some employees vehicles for commuting between their home and the District. On a rotating basis, field employees will be provided and are required to use a District vehicle while on standby for the convenience of the District in responding to after hour calls. Carpooling is voluntary, and employees who request and are approved for carpooling will also be provided a vehicle. Use of the District vehicle is limited to driving to and from work and driving in connection with the performance of work for the District. No personal use of District vehicles is allowed. Such use creates a working condition fringe benefit. As such, the taxable value of the use of the District provided vehicle will be included in the employee's taxable income for the year.

The District uses the Commuting Valuation Rule as described in the Internal Revenue Service Publication 917. Under this rule, the value of the commuting use of an employer-provided vehicle, as of the effective date of this Memorandum of Understanding, is \$1.50 per one-way commute or \$3.00 per round trip, and this amount will change as required by law. For employees who receive the use of a District provided vehicle, the taxable value of the use of the vehicle as described above will be added to the employees' taxable income for each pay period. Both the employer and employee will pay Social Security and Medicare taxes on this amount. The employees will write the number of days the vehicle was used for carpool/commuting purposes at the top of their time sheet for this purpose.

District motor vehicle equipment is clearly identified and operators should be very conscientious of the impression they create with the general public. Respect for traffic laws and attention to the common courtesies of the road will do much to enhance the District's position within the community. Any reports of traffic violations will be dealt with accordingly and any fines resulting from a traffic violation will be the responsibility of the operator. Proof of insurance and a copy of the vehicle registration should be maintained in the District's vehicle glove compartment at all times.

Unauthorized use of any District vehicle or transporting of passengers other than District personnel, unless authorized, may result in dismissal of the employee.

Employees are required to have their California Driver's license in their possession and must have their seat belts fastened at all times, while operating District vehicles.

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SAFE DRIVING PROGRAM

For the benefit of all District employees, it is the District policy to promote safe driving practices. Safe driving practices consist of obeying all traffic rules and regulations, using common courtesies of the road, and driving defensively.

Safe driving is such an important aspect of District employment that all employees will be expected to adhere to the following safe driving practices:

- 1. Drive defensively always expect the worst of the other driver, cyclist and pedestrian.
- 2. Take a defensive driver training course when directed by the District, at the District's expense.
- 3. Do not use cell phones while driving, except to call a public safety agency. Employees may not receive incoming calls unless the cell phone can be safely operated in a hands free mode. For employees with hands free cell phone operation, in the event an employee receives an incoming call while driving, the employee should either safely pull off the road to converse, inform the caller that he or she will return the call, or ask the caller to call again to allow the employee to reach a place where it is safe to use the phone. While driving, employees are prohibited from using their cell phones to text message, read or send email, or similar operations.

As further indication of the District's interest in safe driving, the following policies will apply:

- 4. The driving record of each employee that drives for the District will be checked at the time of employment and annually thereafter. If a new employee during his/her introductory period is found to be a bad risk driver, i.e., having four (4) or more points for traffic violations as determined by the California Department of Motor Vehicles, that employee may be dismissed.
- 5. A regular employee with a bad risk record whose job duties do not include being able to drive a vehicle, four (4) or more points in twelve (12) months, six (6) or more in twenty-four (24) months or eight (8) or more in thirty-six (36) months, will not be allowed to drive a vehicle on District business until the employee has taken a District approved defensive driving course on the employee's own time and expense, and otherwise satisfies the District that he/she is not a bad risk for the District. Employees who are determined to not be insurable by the District's insurance carrier and employees with a bad risk record whose job duties require driving a vehicle may be dismissed.
- 6. Employees required to hold a valid California driver's license as a qualification for their job may be terminated if their driver's license is suspended, revoked, not renewed or restricted. Employees are required

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to immediately notify their supervisor in writing if their driver's license is suspended, revoked, not renewed or restricted.

Should an accident involving a District vehicle occur, the following actions should be taken:

- 7. The driver shall truthfully complete the "claims incident report form" (accident form) that is carried in every District vehicle and submit it to the Assistant General Manger within 24 hours of the accident whenever possible.
- 8. The accident shall be investigated by the supervisor of the employee involved and a written report prepared giving recommendations regarding prevention of similar accidents, and need for additional driver training or driver suspension.
- 9. The accident investigation report will be reviewed by a committee of all Department managers for possible action to improve District driving practices.
- 10. The Assistant General Manger will report accidents and subsequent results of investigation to the appropriate insurance agency as required.

PERSONAL APPEARANCE

Personal cleanliness and neat appearance are fundamental courtesies to fellow employees and the public the District serves.

Office personnel are required to dress in a professional and business-like manner. Field personnel are furnished uniforms for identification purposes and for their benefit. The field personnel are required to wear these uniforms whenever on duty.

USE OF TECHNOLOGY

The District recognizes that in the course of performing work for the District, its employees occasionally need access to computers, e-mail, voice mail, and information on the internet, and has therefore installed communications systems, including voice mail and e-mail, and an internet access system to allow employees access to the internet for business purposes.

All computers, computer systems, software, the e-mail system, and internet access made available to employees are the property of the Carpinteria Valley Water District. These systems belong to the District and will be made available to employees for the District's business purposes only.

Employees are specifically prohibited from using any system owned or operated by the District for any illegal or prohibited purpose, including but not limited to, use which can be construed as harassment, which is offensive or defamatory, which is sexually suggestive, which violates the privacy rights of any person, which discloses information which is proprietary or otherwise protected from disclosure, which constitutes a promotional use,

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which constitutes a political or religious statement, or which may be otherwise violate the provisions of this Manual.

Employees have no privacy interest in their use of the systems owned and operated by the District and understand that the District may monitor the use of those systems periodically to ensure that the needs of the District are being met and that their systems are being used properly. The District reserves the right to retrieve and read any data stored on the computer system and any message composed, created, sent or received on the voice-mail and e-mail systems, as well as Internet usage detail, at any time, with or without advance notice to the employee.

E-MAIL/FAX

All electronic mail (e-mail) and fax messages created, sent or received by use of the District's technology as described in the Use of Technology section of this Manual are official CVWD records and are the property of the District, and the District reserves the right to access and disclose all messages sent over its e-mail/fax system for any purpose.

All messages transmitted over the e-mail/fax system should be those involved in District business activities for the accomplishment of business related tasks or any communication directly related to District business, administration, or practices. While incidental and occasional personal use of the e-mail system and other District technology is permitted, such personal communication should be limited to the fullest extent possible.

E-mail is an important method of distributing information to employees and it is your responsibility to check it frequently during working hours and read its contents. Non-exempt employees should not check their District email or otherwise engage in any work for the District during non-working hours unless authorized by their supervisor and any work perform during non-working hours should accurately be recorded on their time records.

INTERNET USE

Access to the Internet has been provided to employees for the benefit of the District. It allows employees to connect to information resources around the world. Every employee has the responsibility to maintain and enhance the organizations' public image, and to use the Internet in a productive manner. Employees accessing the Internet are representing the District. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. To ensure that all employees are responsible, productive Internet users and are protecting the District's public image, the following guidelines have been established.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-District business, or any use of the Internet for personal gain is strictly prohibited. Employees should be mindful in their use of the Internet and void engaging in use that disrupts the operation of the District network or the networks of other users. It must not interfere with your productivity. Personal usage of the Internet should be kept at

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a minimum. Any unlawful or inappropriate use of the Internet is strictly prohibited. The District reserves the right to prohibit the personal use of the Internet when deemed appropriate at the discretion of the General Manager.

While it is not possible to provide an exhaustive list of every type of inappropriate use of the Internet, the following examples should offer employees some guidance:

- 1. Harassment and discrimination
- 2. Offensive and defamatory conduct
- 3. Sexually-suggestive material
- 4. Gambling
- 5. Political activities
- 6. Improper disclosure of or access to confidential and customer information
- 7. Personal gain (e.g., non-District business activities) or solicitation of money

Communications

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. All messages communicated over the Internet should have the your name attached. No messages should be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the legal rights of others. Users must comply with the content-related guidance in these policies, including not transmitting messages that are abusive, profane or use offensive language. What employees state and how they state it when sending messages over the Internet reflects on the District and should not expose the District to legal liability or carry the risk of bringing the District's reputation into disrepute.

Employees are reminded that, under some circumstances, communications sent by e-mail may be subject to disclosure under the Public Records Act or during litigation. Therefore, it is important not to compromise themselves or the District in their communications.

Software

The District purchases and licenses software for its business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the use of software on more than one computer is not permitted. Copying or distribution of software without proper licensing is not allowed. To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads need to be authorized by either the Assistant General Manager or District Engineer.

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Security

All messages created, sent, or retrieved over the Internet are the property of the District and should be considered public information. Any personal confidential use should be limited consistent with the above policies, and conducted from home whenever possible. The District may access and monitor all messages and files on the computer system, including e-Mail originating outside of the District, as deemed necessary and appropriate. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. Employees may not use unauthorized passwords, access files, or retrieve any stored communication without authorization. Employees are further prohibited from using unauthorized codes or passwords to gain access to the Internet.

Violations

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, the District will advise appropriate legal officials of any illegal violations.

OPEN DOOR

The District has an Open Door Policy. Employees who have job-related concerns or complaints are encouraged to talk them over with their supervisor or any other management representative with whom they feel comfortable. The District believes that employee concerns are best addressed through this type of informal and open communication. No employee will be disciplined or otherwise penalized for raising a good-faith concern.

Employees are encouraged to raise work-related concerns with their Department Manager or other management representative of their choice, as soon as possible after the event that causes the concern. The District will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential. However, in the course of investigating and resolving the concern, some dissemination of information to others may be appropriate.

Employees who feel that their work-related concern should be brought to the attention of the District by written complaint and formal investigation may use the "Grievance Procedure" set forth below.

SOCIAL MEDIA POLICY

"Social media" are Internet websites and mobile applications that allow users to share and access messages, pictures, and other information with friends, family, and/or the general public. Some examples of social media include Facebook, Instagram, Google+, LinkedIn, YouTube, Tik Tok personal and public blogs, and web forums.

Employees may be required or permitted to use social media in the course of performing their work for the District. Employees may also choose to use social media for their own personal reasons. This policy addresses the use of social media by District employees.

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Nothing in this policy is intended to restrict or prohibit an employee's off-duty discussions or activities regarding wages, hours, working conditions, or other terms and conditions of employment.

1) Inappropriate Use of Social Media

The inappropriate use of social media by District employees can have a detrimental impact on the District's reputation, public image and its work force. In addition, inappropriate use of social media can create legal risks and negatively affect the District's efforts to comply with its legal responsibilities, including its commitment to provide a workplace that is free of unlawful harassment and discrimination.

Employees should review and comply with the provisions of this Manual as well as all relevant District policies when using social media. For example, any employee accessing social media from a District computer or using the District's Internet access must comply with the Internet policy found at subsection "F" above. At no time should employees use social media to engage in any unlawful activities, such as harassment or discrimination based on sex, race, color, religion, national origin, ancestry, physical or mental disability, age, sexual orientation, or any other characteristic protected by state or federal law. Employees should also refrain from using social media to encourage or condone illegal activity.

Employees may not use social media for work-related reasons without prior written approval from their supervisor. Employees may not otherwise use social media in a way that indicates that they are speaking for or expressing an opinion on behalf of the District. Any employee who uses social media in a way that implies that he or she is a District employee or representative or identifies him or her as a District employee or representative should make it clear that any opinions they express are not the opinions of the District. Postings and communications should not include the District's logo or letterhead.

Employees should not use social media in a way that creates an actual or potential conflict of interest with, or otherwise negatively affects the employee's performance of his or her job duties and responsibilities, poses an actual or potential interference with the efficient and effective operations of the District, interferes with the ability of other District employees to perform their job duties, or improperly discloses non-public information obtained by the employee in connection with his or her employment with the District. While the District may authorize employees to post items on social media pertaining to District operations, such as on a District-authorized blog, employees should recognize that posting to social media regarding District operations is likely to violate the requirements of this provision. Employees also should recognize that this policy is not intended to restrict communications or actions protected or required by state or federal law. Employees should contact the General Manager if they have questions about their use of social media.

2) Communications Are Not Private

It is important to understand that communications using social media are not private and no expectation of privacy should be maintained. In addition, the District reserves the

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right to monitor activities and gain access to any information, including but not limited to postings and communications made on District time or transmitted on, received by, stored in or communicated with the use of any District computer, electronic resource, or communications device.

3) Personal Responsibility

Employees have personal responsibility for information posted or communicated by them on social media. Employees should understand that information and materials published may become public and be forwarded or re-disseminated in a manner that was never anticipated or intended. Sound judgment and discretion should therefore be exercised at all times.

Employees are legally responsible for their communications and postings and may be subject to liability if such information is found to be defamatory or in violation of a law.

GRIEVANCE PROCEDURE

A grievance is an alleged violation of this Manual, or dispute regarding the interpretation, application, or enforcement of this Manual, including disputes regarding disciplinary action, termination or employment harassment, discrimination or retaliation. A grievance does not include disagreements or disputes pertaining to promotions, performance evaluations or termination of employment during an employee's probationary period. A complaint is any dispute arising out of an employee's employment with SYRWCD ID#1 which does not constitute a grievance. Grievances and complaints may not be filed by temporary employees.

The employee should attempt to work out any grievance or complaint first with his/her Department Manager. If the employee is not satisfied, the employee shall discuss the grievance or complaint with the General Manager. For complaints, the determination of the General Manager is the final step. For grievances, if the grievance is still unsolved, then a committee meeting with three (3) of the following four (4) managers, (General Manager, Assistant General Manager, District Engineer or Field Superintendent) will be held with the employee to listen and decide what action should be taken, if any, to resolve the grievance.

This section is intended to provide a mechanism for employees to resolve concerns that they may have and does not establish a requirement or prerequisite for termination. Nothing in this section is intended to alter the at-will status of employment with the District, as set forth in the section above entitled "Employment At-Will," nor to limit the ability of the District to terminate an employee at any time with or without cause and with or without notice.

TERMINATION, DISCIPLINE, AND RULES OF CONDUCT

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TERMINATION

A. Voluntary Termination

An employee will have voluntarily terminated his or her employment if the employee does any of the following:

- (1) Elects to resign from the District;
- (2) Fails to return from an approved leave of absence on the approved specified date; or
- (3) Fails to report for work without notice to or authorization by the District for three consecutive days.

B. Involuntary Termination

Just as an employee may resign their employment for any reasons, an employee may be terminated for any lawful reason. Although there may be cause for an involuntary termination, cause is not required. Cause for termination includes, but is not limited to, poor performance, misconduct, other violations of this Manual or the District's rules of conduct as set forth below. Notwithstanding this list of rules, nothing in this section is intended to alter the at-will status of employment with the District, as set forth in the section above entitled "Employment At-Will," nor to limit the ability of the District to terminate an employee at any time with or without cause and with or without notice.

C. Termination Due to Reorganizations, Economics, or Lack of Work

The District may terminate an employee as a consequence of reorganizations, job eliminations, economic downturns in business, or lack of work. Should the District consider such terminations necessary, the District will attempt to provide all affected employees with thirty (30) calendar days advance notice when practical. Layoff benefits associated with such terminations, if any, will be specified in the notice.

DISCIPLINE AND RULES OF CONDUCT

A. Policy

The rules set forth below are intended to provide employees with fair notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance that may constitute cause for disciplinary action, including but not limited to termination of employment. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of the District, other employees, or customers, may also result in disciplinary action as deemed appropriate at the District's discretion. Disciplinary action may include, but is not limited

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to, oral or written reprimand transfer, demotion, suspension without pay, step reduction, or termination.

This policy does not, in any way, alter the at-will status of an employee's employment, and an employee's employment may be terminated at any time for no reason, with or without any violation of the District's performance standards.

B. Job Performance

Employees may be disciplined for poor job performance, including but not limited to the following:

- (1) Unsatisfactory work quality or quantity;
- (2) Inability to maintain harmonious work relationships;
- (3) Excessive absenteeism, tardiness, or abuse of break or lunch privileges;
- (4) Failure to follow instructions or District procedures; or
- (5) Failure to follow established safety regulations.

C. <u>Misconduct</u>

Employees may be disciplined for misconduct, including but not limited to the following:

- (1) Insubordination;
- (2) Dishonesty;
- (3) Theft;
- (4) Discourtesy;
- (5) Misusing or destroying District property or the property of another on District premises;
- (6) Violating conflict of interest rules;
- (7) Disclosing or using confidential or proprietary information without authorization;
- (8) Falsifying or altering District records, including the application for employment;
- (9) Interfering with the work performance of others;
- (10) Altercations (including threats or use of violence in connection with the workplace or any District personnel);
- (11) Harassing, including sexually harassing, employees or customers;
- (12) Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on District property or while conducting District business;
- (13) Gambling on District premises or while conducting District business;
- (14) Sleeping on the job or leaving the job without authorization;
- (15) Possessing a firearm or other dangerous weapon on District property or while conducting District business;

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- (16) Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the District, its employees, customers, or property; or
- (17) Failing to report to the District, within five days, any conviction under any criminal drug statute for a violation occurring in the workplace.

D. Attendance

In addition to the general rules stated above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:

- (1) Reporting to work on time, observing the time limits for rest and lunch periods, obtaining approval to leave work early; and
- (2) Failing to notify their the supervisor of anticipated tardiness or absence as required by this Manual.

E. <u>Discipline Procedure</u>

Progressive discipline may be used, but is not required. The District reserves the right to proceed directly to termination for misconduct or performance deficiency, without resort to prior disciplinary steps.

F. Employment at Will

Nothing in this Manual is intended to alter the at-will status of employment with the District. Either the employee or the District may terminate the employment relationship at any time with or without cause and with or without prior notice. The District reserves its right to terminate any employment relationship without resort to the above disciplinary procedures.

EXIT INTERVIEW

Employees who leave the District for any reason may be asked to participate in an exit interview. This interview gives terminating employees the opportunity to communicate their views regarding their work with the District, including job duties, job training, job supervision, and job benefits. At the time of the interview, employees are expected to return all District furnished property, such as uniforms, tools, equipment, I.D. cards, keys, credit cards, documents, and handbooks. Arrangements for clearing any outstanding debts with the District and for receiving final pay also will be made at this time.

SMOKE FREE ENVIRONMENT

Smoking is prohibited in the office building and maintenance center, or within twenty feet of any door or window in the office building. Employees must also comply with the regulations of the City of Carpinteria, as they may be amended from time to time, that currently prohibits smoking in all public places and place that is open to the general public in the City where other persons can be exposed to secondhand smoke. The City does

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allow smoking in any unenclosed area in which no non-smoker is present and, due to the time of day or other factors, it is not reasonable to expect another person to arrive. California defines smoking as inhaling, exhaling, burning, or carrying any lighted smoking equipment for tobacco, cannabis, or any other weed or plant. It also includes inhaling or exhaling e-liquid, vape juice, nicotine, cannabis, cannabidiol, terpenes, synthetic cannabinoids, or other chemicals or substances in an aerosolized or vaporized form.

BULLETIN BOARD

A bulletin board is located in the maintenance center and in the front office to help keep employees informed on matters pertaining to the District.

CREDIT UNION

Membership to the Santa Barbara County Federal Credit Union is available to all District employees. The Santa Barbara County Employees Federal Credit Union office is located at 2623 De La Vina Street; Santa Barbara, CA 93105 (Phone: 805-682-3357)

DRUG FREE WORKPLACE

PURPOSE OF GUIDELINE

It is the intent of the District to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. The District has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at the District. The District reserves the right to conduct drug and/or alcohol testing of job applicants as allowed by law. Employees who are under the influence of a drug or alcohol on the job compromise the District's interests, endanger their own health and safety and the health and safety of others, and can cause a loss of efficiency, productivity, or a disruptive working environment.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, and to protect its business, property, and operations, the District has established this Guideline concerning the use of alcohol and drugs. As a condition of continued employment with the District, employees must abide by this Guideline.

PROHIBITED CONDUCT

A. Scope

The prohibitions of this section apply wherever the interests of the District may be adversely affected, including any time you are:

- (1) During working hours or while on-duty for the District;
- (2) On District premises;
- (3) Conducting or performing District business, regardless of location;
- (4) Operating or responsible for the operation, custody, or care of District equipment or other property; or

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- (5) Attending or participating in a District -related event; or
- (6) Responsible for the safety of other employees or members of the public.

B. Alcohol

The following acts are prohibited while engaged in District business and may subject employee to termination:

- (1) Unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or
- (2) Being under the influence of alcohol.

C. Illegal Drugs

The following acts are prohibited while engaged in District business, on District premises, or traveling in a District vehicle and subject you to termination:

- (1) Use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
- (2) Being under the influence of any illegal drug or other controlled substance.

D. Legal Drugs

The following acts are prohibited while engaged in District business and subject you to termination:

- (1) Abuse of any legal drug which impairs the ability of the employee to safely perform the employee's job duties;
- (2) Purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
- (3) Working while impaired by the use of a legal drug whenever such impairment might:
 - a. Endanger your safety or the safety of any other person;
 - b. Pose a risk of significant damage to District property; or
 - c. Substantially interfere with your job performance or the efficient operation of the District's business.

Disciplinary Action

A. Termination for Violation of Guideline

A first violation of this Guideline may result in immediate termination.

B. Discretion Not to Terminate

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The District, in the discretion of the General Manager, may choose not to terminate employees for a first violation of this Guideline if the employee has successfully completed his/her probationary period and is not a temporary employee, and if the violation did not:

- (1) Cause an injury to or endanger your safety or the safety of anyone else:
- (2) Result in significant damage to District property or pose a risk of significant damage; or
- (3) Involve the possession of illegal drugs or other controlled substances in quantities greater than for personal use.

Such discretionary choice by the District not to terminate is conditioned on your satisfactorily completing an approved drug or alcohol abuse assistance or rehabilitation program when recommended by the District.

C. Effect of Criminal Conviction

If an employee is convicted under a criminal drug statute for a violation occurring in the workplace, during any District related activity or event, or while performing duties for the District, the employee will be deemed to have violated this policy.

D. <u>Effect or Second Violation</u>

A second violation of this policy at any time will result in the employee's immediate termination. Such a termination is not subject to the grievance procedure, except on the issue of whether this Guideline was violated.

E. <u>Effect of Termination on Eligibility for Rehire</u>

If an employee is terminated for a violation of this policy, the employee will not be eligible for rehire by the District.

USE OF LEGAL DRUGS

The District recognizes that employees may, from time to time, be prescribed legal drugs which, when taken as prescribed or according to the manufacturer's instructions, result in the employee's impairment. Employees may not work while they are impaired by the use of legal drugs if the impairment might endanger them or someone else, pose a risk of significant damage to District property, or substantially interfere with their job performance. If employees are so impaired by the appropriate use of legal drugs, they may not report to work. To accommodate absence, employees may use accrued sick leave, or vacation time or other paid personal leave. Employees may also contact the Assistant General Manager to determine whether or not they qualify for an unpaid leave of absence. Further, nothing in this policy is intended to diminish the District's commitment to employ and reasonably accommodate qualified disabled individuals.

AUTHORIZED CONDUCT

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A. <u>Customary Use of Over-the-Counter Drugs</u>

Nothing in this policy is intended to prohibit the customary and ordinary use of over-the-counter drugs, so long as such activity does not violate any law or result in employees or anyone else being under the influence of drugs or impaired in violation of this Guideline.

B. Off-the-Job Conduct

Unless employees are in a designated safety-sensitive position, this policy is not intended to regulate their conduct while off the job, so long as off-the-job use of alcohol or drugs does not result in their being under the influence of or otherwise impaired by the use of alcohol or drugs in violation of this policy, have an effect on District operations or tends to negatively affect the reputation of the District

CONFIDENTIALITY

Disclosures employees make to the District concerning their use of legal drugs or their participation in any drug or alcohol counseling or rehabilitation program will be treated confidentially to the extent feasible.

COUNSELING

If employees suspect that they may have an alcohol or drug problem, even in the early stages, they are encouraged to seek diagnosis and to follow through with the treatment as prescribed by qualified professionals.

The District wishes to assist employees who recognize they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs that are not the immediate subject of investigation or disciplinary action and who decide to enroll voluntarily in a rehabilitation program will be given unpaid leave to participate in the program, unless it would result in an undue hardship on the District to provide the time off. If an employee requests leave to participate in such a program, the employer will make reasonable efforts to keep that information confidential.

Employees are also subject to the terms and provisions of the Substance Abuse Policy issued by the Association of California Water Agencies – Joint Power Insurance Authority and adopted by the District. A copy may be obtained from the Assistant General Manager.

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ACKNOWLEDGMENT

PLEASE READ THE PERSONNEL MANUAL AND FILL OUT AND RETURN THIS PORTION TO THE ASSISTANT GENERAL MANAGER WITHIN ONE WEEK OF EMPLOYMENT OR RECEIPT OF REVISED VERSION OF PERSONNEL MANUAL

Employee Name: _____

I acknowledge that I have been given a copy of the District's Personnel Manual		
(revised 1/1/2024) summarizing the District's personnel guidelines, and that this Personnel		
Manual supersedes any prior personnel manual. My signature below certifies that I		
understand and agree that it is my responsibility to read and abide by the policies and		
procedures contained in this Manual, and that I understand and agree that my employment		
with the District is at-will. I further understand that the policies, procedures and benefits		
contained in this Manual may be added to, deleted or changed by the District at any time,		
except for the Employment At-Will provision, which may not be changed except by a duly		
executed action of the Board of Directors of the District.		
I also understand and agree that if I have questions regarding the content or		
interpretation of the Manual, I will bring them to the attention of the General Manager or		
Assistant General Manager.		
Date:		
Signed: Employee		

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AGENDA



REGULAR MEETING OF THE BOARD OF DIRECTORS OF CARPINTERIA GROUNDWATER SUSTAINABILITY AGENCY

CARPINTERIA CITY HALL 5775 CARPINTERIA AVENUE CARPINTERIA, CA 93013

Wednesday, February 26, 2025 at 5:35 p.m.

Join Zoom Meeting https://us06web.zoom.us/j/87925660377?pwd=65004Of80gdInRGLgUPHQJpD8RcTHh.1

Meeting ID: 879 2566 0377 Passcode: 747956

or

Dial by Phone: 1-669-444-9171

- 1. CALL TO ORDER
- 2. PUBLIC FORUM (Any person may address the Board of Directors on any matter within its jurisdiction which is not on the agenda).
- 3. APPROVAL ITEMS
 - A. **Minutes for the Meeting of the Board held on January 22, 2025
 - B. **Disbursement Report for December 11, 2024 February 10, 2025
- 4. UNFINISHED BUSINESS none
- 5. NEW BUSINESS
 - A. **Consider presentation on Stakeholder Engagement for CGSA Metering program (for information, Executive Director Bob McDonald).
 - 6. EXECUTIVE DIRECTOR REPORTS (for information) –
 - A. **Financials
- 7. ADJOURNMENT

The above matters are the only items scheduled to be considered at this meeting.

^{**}Indicates attachment of document to agenda packet.

Note: The above Agenda was posted at Carpinteria Valley Water District Administrative Office in view of the public no later than 5:00 p.m., February 23, 2025. The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied benefits of, the District's programs, services, or activities because of any disability. If you need special assistance to participate in this meeting, please contact the District Office at (805) 684-2816. Notification at least twenty-four (24) hours prior to the meeting will enable the District to make appropriate arrangements. Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Carpinteria Valley Water district offices located at 1301 Santa Ynez Avenue, Carpinteria during normal business hours, from 8 am to 5 pm.

^{**}Indicates attachment of document to agenda packet.



Carpinteria Valley Water District

1301 Santa Ynez Avenue • Carpinteria, CA 93013 Phone (805) 684-2816 **BOARD OF DIRECTORS**

Case Van Wingerden President Casey Balch Vice President

Polly Holcombe Patrick O'Connor Matthew Roberts

GENERAL MANAGER

Robert McDonald, P.E. MPA

To: CVWD Board of Directors

From: Bob McDonald, General Manager

Date: February 26, 2025

For Consideration: CAPP General Update

Background

Since the last CAPP general update to the Board on January 22, 2025, the project has been progressing as planned.

February 2024 CAPP Update

Design

The design engineer, Woodard and Curren (W&C) is expected to submit 100% design for the Design on the Advanced Water Purification Facility (AWPF) next week. CVWD, CSD, and WSC submitted comments on the 75% conveyance pipeline design and monitoring and injection well drilling construction packages in late January and are conducting review meetings with W&C in February.

Permitting

Conditional Use Permit/Coastal Development Permit – CVWD, CSD, and WSC have a meeting scheduled with the City in early March. CAPP's current design schedule anticipates a City Planning Commission Hearing near the end of April or early May.

Waste Discharge/Water Reclamation Requirements Permit (WDR/WRR) – CVWD, CSD, and WSC met with the Central Coast Regional Water Quality Control Board in January and February regarding groundwater anti-degradation analysis, which is a key input to CAPP's injection permit – WDR/WRR – from the Regional Board. The team is scheduled to meet with the SWRCB Division of Drinking Water (DDW) in March. Staff anticipate submitting the Title 22 Engineering Report to the DDW in Spring 2025. DDW recommendations from the Title 22 Engineering Report are incorporated by the Regional Board into the WDR/WRR. The CAPP team will continue to engage with regulators through this permitting process.

Carpinteria Sanitary District's NPDES Permit – CVWD, CSD, and WSC met with the Regional Board on a framework to update CSD's existing ocean discharge permit - National Pollution Discharge Elimination System (NPDES) permit – to incorporate CAPP discharges. Preliminary results from ocean discharge modeling are being reviewed by the CAPP team and will be discussed with the Regional Board in March. The modeling will help inform the CSDs compliance with the California Ocean Plan under varying discharge scenarios when Reverse Osmosis concentrate is combined with existing secondary effluent.

Outreach

CVWD's outreach consultant, WSC, has been coordinating with FM3 to develop questions and timeline for the community survey. WSC will review the proposed questions with the Board at this (February 26, 2025) Board meeting. We anticipate launching the survey in early March, with results available within four to six weeks. WSC will present a summary from the interviews held with CVWD's and CSD's board members at this Board meeting. WSC has also developed draft messaging and several pieces of collateral and communications, including a general CAPP presentation, legislative outreach, publications and news articles, a bill insert, and an informational packet to help communicate the importance and value of CAPP to the community.

St. Joes Catholic Church Easement Offer

The offer letter to purchase permanent and temporary easement rights from the Roman Catholic Archbishop of Los Angles for the Linden injection and monitoring wells was mailed on December 20, 2024. CVWD received a preliminary counter-offer from the Archbishop last week and the CAPP team is currently reviewing the proposal.

Funding and Financing

WSC has been coordinating with CVWD and CSD on the status of federal and state funding. CVWD has agreements in place for three grants - California IRWM (\$1.2M), California Water Recycling Funding Program (\$8M), USBR Title XVI (\$9.7M) — and for the CWSRF low interest loan (2.1%). In June 2024, CVWD received notice of award of an additional \$8.7M from USBR for Title XVI FY24 funding. The funding was appropriated by Congress already but the act authorizing the program requires each awarded project to be named by Congress before an agreement can be implemented. CAPP needs to be explicitly named or listed in a Continuing Resolution or the Final FY25 Appropriations Bill for this funding to be secured. We are coordinating with the WateReuse Association (CVWD is a member) and CASA (CSD is a member) lobbyists for appropriate responses. We are communicating that delay of this funding would put CAPP in jeopardy and that we need resolution before the AWPF is advertised for bid in May 2025. We have drafted a letter for outreach to federal officials and representatives; and CSD's General Manager will be meeting with Rep. Carbajal this week.

From the State funding perspective, Prop 4 included \$386M for water recycling projects and \$386M for groundwater banking/recharge projects. The Governor's budget requested \$153M and \$174M for the two programs for FY25/26. The State budget is supposed to be finalized by June 30, 2025. CAPP may be able to access Prop 4 water recycling funds through the existing

CAPP General Update

Water Recycling Funding Program but the State's has not communicated their plans. We will continue to communicate with the State on the potential to access additional grant funding.

Contractor Outreach

Coordinating with prospective contractors is an important step for larger construction projects. Coordination helps identify and make a connection between the contractors and CVWD staff, conveys confidence in the project team, and provides a planning horizon for contractors to be ready to prepare their bids. It is a significant undertaking for contractors to provide a hard bid for large projects, so ample notification to be ready for that effort will result in a greater turnout and therefore a better bidding environment. To date, CVWD staff and project team have reached out to nine prospective AWPF contractors and have held four tours of the CSD's existing facilities to review CAPP. Staff anticipates holding additional tours with contractors upon request.

Upcoming Milestones:

February 2025

100% design documents for the AWPF

March

- Water Supply Alternatives Analysis
- CAPP Economic Analysis Update
- Conduct Community Survey Results
- 100% design documents for the conveyance pipeline

April

- Community Survey Results
- City Planning Commission Hearing

May

- Advertise construction bid package for the AWPF
- Operations Agreement Execution

Early Summer

- Advertise Pipelines and Injection/Monitoring Well Bid Packages
- Receive construction bids for all three bid packages

Recommendation:

This item is for informational purposes only. No action is required by the Board at this meeting.



Carpinteria Valley Water District

1301 Santa Ynez Avenue • Carpinteria, CA 93013 Phone (805) 684-2816 **BOARD OF DIRECTORS**

Case Van Wingerden President

Casey Balch
Polly Holcombe
Patrick O'Connor
Matthew Roberts

GENERAL MANAGER

Robert McDonald, P.E. MPA

To: CVWD Board of Directors

From: Bob McDonald, General Manager

Date: February 26, 2025

For Consideration: CAPP Community Poll on the CAPP Project and Related Topics

Background

As part of ongoing efforts to engage the community and support the Carpinteria Advanced Purification Project (CAPP), the Staff recommends proceeding with the community poll questions—the poll was approved by the Board in December but the Board requested to review the questions prior to the polling. The goal of this survey is to gather data on public perceptions of the CAPP project, community understanding of water supply issues, including drought preparedness, and the reputation of the District.

Community feedback is critical to the success of the project. By gauging attitudes, concerns, and knowledge gaps, the survey will help shape future communication strategies and ensure that the District's approach aligns with the needs and concerns of residents.

At tonight's meeting, the Board will review the draft survey questions. The purpose of this review is to walk through the proposed questions with the Board, provide an opportunity for feedback, and secure final approval to move forward with deploying the survey.

The survey will be conducted by FM3 Research, a respected firm with extensive experience in public opinion research for water districts. FM3 will collaborate with the District to ensure the questions are clear, focused, and effective in gathering actionable insights.

The poll questions focus on

- **Community knowledge and understanding** of water supply issues, including drought concerns and water conservation.
- Attitudes toward the CAPP project and its potential impact on local water resources.
- Public perceptions of the CVWD, with a focus on its reputation and trustworthiness in handling water-related issues.
- Identifying gaps in knowledge that could inform future educational campaigns.

Recommendation

Staff recommends that the Board authorize staff to move forward with polling using the draft survey questions as presented. This survey will provide valuable data on public attitudes toward CAPP and will help inform future communication strategies. The findings will be shared with the Board ahead of any significant project milestones.



CARPINTERIA ADVANCED PURIFICATION PROJECT SURVEY 320-1190 DRAFT 2 A/B SPLITS

Hello, I	nt issues facing residents of the Carp	, a public opinion research company. We are interia (kar-pin-tuh-REE-uh) area. We are not tryinarticipation and responses will be kept confidential	g to sell you anything or ask
	S IN SPANISH, FOLLOW THE ESTAB	in the household who most recently celebrated a LISHED PROCEDURE FOR HANDING OFF TO AN II	, .
(PHON A.		ou on a cell phone? (IF ON CELL PHONE, ASK: If m that it is safe for you to take this survey without	
		Yes, on cell and can safely take survey	1
		Yes, on cell and should reschedule	(RESCHEDULE)
		No, not on cell	2
		(DON'T READ) Prefer not to say	3
(ONLIN	E ONLY)		

Thank you for participating in this public opinion survey about issues facing Carpinteria area residents. We are not trying to sell you anything or ask for a donation of any kind, and that your participation and responses will be kept confidential.

A. If you are taking this survey on a mobile device and are currently driving or otherwise occupied, please confirm that it is safe for you to take this survey without endangering yourself or others.

Yes, can safely take survey	1
I'll come back later	(DIVERT TO LANDING PAGE)



These first questions are to make sure we are reaching a representative group of residents.

1. First, in what year were you born?

(PHONE: DO NOT READ LIST)

2006 or later	TERMINATE
2007-2001 (18-24)	1
2000-1996 (25-29)	2
1995-1991 (30-34)	3
1990-1986 (35-39)	4
1985-1981 (40-44)	5
1980-1976 (45-49)	6
1975-1971 (50-54)	7
1970-1965 (55-59)	8
1965-1961 (60-64)	9
1960-1951 (65-74)	10
1950 or earlier (75+)	11
(DON'T READ ON PHONE) Prefer not to say	12

2. With which racial or ethnic group do you identify yourself?

(PHONE: READ ANSWER OPTIONS IN ORDER)

Latino or Hispanic	1
White	2
Black or African American	3
Asian or Pacific Islander	4
Multiracial	5
Some other ethnic or racial background (SPECIFY)	6
(DON'T READ ON PHONE) Prefer not to say	7

3. What was the last level of school you completed?

(PHONE: READ ANSWER OPTIONS IN ORDER)

Less than high school	1
High school graduate	2
Vocational or technical school	3
Some college, but no degree	4
Associate degree	5
Four-year college degree	6
Graduate school	7
(DON'T READ ON PHONE) Prefer not to say	8



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4. When it comes to your household's water bill, do you pay for it yourself, does someone else living in your home pay it, does someone not living in your home such as your landlord pay it, or do you share responsibility?

Pay bill myself	1
Someone else living in your home pays	2
Shared responsibility	3
Someone else not living your home, such as your landlord	4
(DON'T READ ON PHONE) Don't know	5

5. From what you know, what is the name of the provider of the water that you use in your home? **(OPEN-ENDED, RECORD VERBATIM RESPONSE)**

6. Next, here are some organizations active in public life. For each one, please indicate whether you have a favorable or unfavorable opinion of that person or organization. You can also indicate if you have never heard of the person or organization—or have heard of them, but do not have enough information to offer an opinion. (RANDOMIZE)

(ONLINE: SHOW ALL ANSWER OPTIONS)

(PHONE: IF FAVORABLE, ASK: Is that very or somewhat FAVORABLE/UNFAVORABLE?)

		Very Favorable	Somewhat Favorable	Somewhat Unfavorable	Very Unfavorable	Never Heard Of	Heard Of But No Opinion
a.	Carpinteria Valley Water District	1	2	3	4	5	6
b.	Carpinteria Sanitary District	1	2	3	4	5	6
c.	Southern California Edison	1	2	3	4	5	6
d.	Southern California Gas Company	1	2	3	4	5	6
e.	The Carpinteria-Summerland Fire Protection District	1	2	3	4	5	6

7. As you may know, your water provider is the Carpinteria Valley Water District. Generally speaking, are you very satisfied, somewhat satisfied, not too satisfied, or not at all satisfied with them?

Very satisfied	1
Somewhat satisfied	2
Not too satisfied	3
Not at all satisfied	4
(DON'T READ ON PHONE) Don't know	5



8. Next, please consider a list of aspects of the service provided by the Carpinteria Valley Water District. For each one, please indicate how satisfied you are: very satisfied, somewhat satisfied, somewhat dissatisfied, or very dissatisfied. If you have no opinion about an aspect of their service, you can indicate that instead. (RANDOMIZE)

(ONLINE: SHOW ALL ANSWER OPTIONS)

		SS	Very satisfied	Somewhat satisfied	Somewhat dissatisfied	Very dissatisfied	No opinion
a.	Providing reliable water service		1	2	3	4	5
b.	Providing high-quality tap water	Α	1	2	3	4	5
c.	Providing good-tasting tap water	В	1	2	3	4	5
d.	Charging reasonable rates compared to other utilities		1	2	3	4	5
e.	Securing a dependable, long-term water supply		1	2	3	4	5
f.	Responding to customer questions or concerns		1	2	3	4	5

The next questions are about a proposal dealing with water in your area.

9. Have you heard, seen, or read anything about the Carpinteria Advanced Purification Project, also known as CAPP?

(PHONE: IF YES, ASK: Have you heard, seen, or read a great deal or just a little?)

(ONLINE: SHOW ALL ANSWER OPTIONS)

Yes, a great deal	1
Yes, a little	2
No, nothing	3
(DON'T READ ON PHONE) Don't know	4

(ASK IF Q9 = CODE 1-2)

10. In a few words of your own, what do you recall seeing, hearing or reading about CAPP? **(OPEN-ENDED; RECORD VERBATIM RESPONSE)**

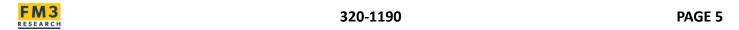
(ASK IF Q9 = CODE 1-2)

11. And do you support or oppose the Carpinteria Advanced Purification Project?

(ONLINE: SHOW ANSWER OPTIONS FOR "SUPPORT," "OPPOSE" AND "UNDECIDED")

(IF SUPPORT/OPPOSE, ASK: Is that strongly or just somewhat SUPPORT/OPPOSE?)

Strongly support	1
Somewhat support	2
Somewhat oppose	3
Strongly oppose	4
(DON'T READ ON PHONE) Undecided	5



(RESUME ASKING ALL RESPONDENTS)

12. Next, here is some information about the project. The Carpinteria Advanced Purification Project, or CAPP (CAP) will improve reliability and local control of our water supplies while preparing for drought and future demand. The project will treat water through a scientifically proven multi-step purification process resulting in purified water that exceeds the quality required of bottled water. The purified water will then be stored in our local groundwater basin and extracted for use after natural filtration. Once fully operational, the project will meet over a quarter of our area's water needs.

Having heard this, do you support or oppose the Carpinteria Advanced Purification Project?

(ONLINE: SHOW ANSWER OPTIONS FOR "SUPPORT," "OPPOSE" AND "UNDECIDED")

(IF SUPPORT/OPPOSE, ASK: Is that strongly or just somewhat SUPPORT/OPPOSE?)

Strongly support	1
Somewhat support	2
Somewhat oppose	3
Strongly oppose	4
(DON'T READ ON PHONE) Undecided	5

(ASK QXX IF "SUPPORT/OPPOSE" IN Q12 - CODES 1-4)

13. In a few words of your own, why do you **SUPPORT/OPPOSE** this project? **(OPEN-ENDED)**

(PHONE: RECORD VERBATIN	/I RESPONSE AND PR	ROBE FOR SPECIFIC	RESPONSE, NOT J	UST "SOUNDS	GOOD" OR
"SOUNDS BAD.")					

a. Support:		
b. Oppose:		

(RESUME ASKING ALL RESPONDENTS)

14. Next, here is a list of benefits that could result from this project. For each one, please indicate how important each benefit is to you personally: extremely important, very important, somewhat important, or not too important? (RANDOMIZE)

		SS	Extremely Important	Very Important	Somewhat Important	Not Too Important	Don't Know
a.	Having local control over our water supplies		1	2	3	4	5
b.	Expanding water supplies to ensure reliability over time		1	2	3	4	5
C.	Reducing our reliance on imported water supplies during droughts	Α	1	2	3	4	5
d.	Improving preparedness for droughts	В	1	2	3	4	5
e.	Being better prepared for natural disasters such as wildfires, debris flows, and earthquakes	Α	1	2	3	4	5



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		SS	Extremely Important	Very Important	Somewhat Important	Not Too Important	Don't Know
f.	Providing water that exceeds drinking water standards for bottled water	Α	1	2	3	4	5
g.	Being able to recover more quickly from natural disasters such as wildfires, debris flows, and earthquakes	В	1	2	3	4	5
h.	Improving drinking water quality	В	1	2	3	4	5

Next, you will be presented with statements from supporters and opponents of this project.

15. First, please consider the following statements from people who <u>support</u> this project. For each statement, please indicate whether you find it very convincing, somewhat convincing, or not convincing as a reason to <u>support</u> the project. If you do not believe the statement, you can indicate that instead. **(RANDOMIZE)**

(ONLINE: SHOW ONE STATEMENT AT A TIME; SHOW ALL ANSWER OPTIONS)

		SS	Very Convincing	Somewhat Convincing	Not Convincing	Do Not Believe	Don't Know
a.	(GROUNDWATER) Years of drought have made us more dependent on groundwater supplies than ever. Groundwater takes years to recharge and requires steady and consistent winter rain which is never guaranteed. CAPP will produce safe, high-quality water to refill these basins and ensure our community continues to have access to safe, reliable water regardless of drought conditions.		1	2	3	4	5
b.	(SELF RELIANCE) Having locally produced and controlled sources of water will provide our community with greater water supply reliability, reduce the risk of future dependence on imported water, and enhance our resiliency against climate change, drought and disasters.		1	2	3	4	5
C.	(ADOPTION) Several California communities from Monterey to San Diego have been using advanced purified water for drinking and household use for more than 20 years. They have enjoyed more reliable supplies. Carpinteria can benefit from using recycled water as other communities have.		1	2	3	4	5



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		SS	Very Convincing	Somewhat Convincing	Not Convincing	Do Not Believe	Don't Know
d.	(DISASTER) Droughts, wildfires, and the risk of earthquakes are inevitable parts of life in California. That's why we need to diversify our water supply to meet our future needs, maintain our way of life, and sustain our local economy. CAPP is creating a local supply of water that will be there for us even in case of natural disaster or emergency.		1	2	3	4	5
e.	(FUTURE) We need to consider all options to ensure a reliable and locally-controlled supply of water for ourselves and future generations. CAPP will ensure that our children and grandchildren have a reliable supply of clean, safe water.		1	2	3	4	5
f.	(MONITORING) California's drinking water standards are among the strictest in the nation, with State standards for using purified recycled water recently announced after ten years of careful planning and review. Water from this program will comply with those standards. Advanced purified water produced here in Carpinteria will be regularly tested in real time with online sensors and in laboratories – and the quality of the water, once it has been purified, will be monitored by the State of California Division of Drinking Water.		1	2	3	4	5
g.	(COST) Our current water sources are becoming increasingly unreliable. Finding new sources on the fly results in having to pay high costs to import water, causing rates to increase rapidly during droughts. CAPP will provide a highly reliable, locally controlled supply for the next 50 years – at a predictable price.		1	2	3	4	5



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16. Having learned more about it, do you support or oppose the Carpinteria Advanced Purification Project?

(ONLINE: SHOW ANSWER OPTIONS FOR "SUPPORT," "OPPOSE" AND "UNDECIDED")

(IF SUPPORT/OPPOSE, ASK: Is that strongly or just somewhat SUPPORT/OPPOSE?)

Strongly support	1
Somewhat support	2
Somewhat oppose	3
Strongly oppose	4
(DON'T READ ON PHONE) Undecided	5

17. Now please consider the following statements <u>from people who oppose this project.</u>

For each statement, please indicate whether you find it very convincing, somewhat convincing, or not convincing as a reason to <u>oppose</u> it. If you do not believe the statement, you can indicate that instead. **(RANDOMIZE)**

(ONLINE: SHOW ONE STATEMENT AT A TIME; SHOW ALL ANSWER OPTIONS)

		SS	Very Convincing	Somewhat Convincing	Not Convincing	Do Not Believe	Don't Know
a.	(NOISE) We live in this community to get away from loud, bustling cities like L.A. This project will create noise from construction, traffic delays, and disruption to local businesses.	Α	1	2	3	4	5
b.	(RATES) This project will increase our water bills by as much as 25% over the next few years. We simply can't afford a project like this when the cost of living is at an all-time high.		1	2	3	4	5
C.	(RECYCLED WATER) Recycled water contains everything that has been in the human body – including prescription and over-the-counter drugs, household products and chemicals, food additives, and much more. It may be costly to find a different water source, but drinking recycled water is even worse.	В	1	2	3	4	5



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18. Having learned more about it, do you support or oppose the Carpinteria Advanced Purification Project?

(ONLINE: SHOW ANSWER OPTIONS FOR "SUPPORT," "OPPOSE" AND "UNDECIDED")

(IF SUPPORT/OPPOSE, ASK: Is that strongly or just somewhat SUPPORT/OPPOSE?)

Strongly support	1
Somewhat support	2
Somewhat oppose	3
Strongly oppose	4
(DON'T READ ON PHONE) Undecided	5

Here are the final questions; they are just for classification purposes.

19. Are you currently registered to vote in California?

(IF YES, ASK: With which political party are you registered?)

Registered as a Democrat	1
Registered as a Republican	2
Registered as having no party preference	3
Registered with another party	4
Not registered to vote	5
(DON'T READ ON PHONE) Prefer not to say	6

20. What was the total combined income for all the people in your household before taxes in 2024?

(PHONE: I don't need to know the exact amount, but please stop me when I have read the correct approximate household income category.)

\$30,000 and under	1
\$30,001 to \$60,000	2
\$60,001 to \$75,000	3
\$75,001 to \$100,000	4
\$100,001 to \$150,000	5
\$150,001 to \$200,000	6
More than \$200,000	7
(DON'T READ ON PHONE) Prefer not to say	8

(THANK AND TERMINATE INTERVIEW)



SAMPLE VARIABLES

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DATA COLLECTION MODE/CONTACT METHOD	
Telephone	1
Online/Text	2
Postcard	3
A/B SPLIT SAMPLES	
A	1
В	2
LANGAUGE	
English	1
Spanish	2



Carpinteria Valley Water District

1301 Santa Ynez Avenue • Carpinteria, CA 93013 Phone (805) 684-2816 **BOARD OF DIRECTORS**

Case Van Wingerden President

Casey Balch Polly Holcombe Patrick O'Connor Matthew Roberts

GENERAL MANAGER

Robert McDonald, P.E. MPA

To: CVWD Board of Directors

From: Bob McDonald, General Manager

Date: February 26, 2025

Presentation: Summary of Interviews with CVWD Board and CSD Board

Background

As part of ongoing efforts to gather insights and address key concerns related to the Carpinteria Advanced Purification Project (CAPP), a series of interviews were conducted with Board members from CVWD and Carpinteria Sanitary District (CSD). These conversations were aimed at understanding perceptions of the project, addressing community concerns, and identifying areas of focus for future outreach and communication strategies.

The presentation tonight will highlight key themes and insights gathered from the CVWD Board interviews, which have informed recommendations for communication strategies moving forward. A summary of the Carpinteria Sanitary District interviews will be included once the analysis is complete.

The primary themes identified in the CVWD Board interviews include:

- Cost and Financial Transparency: Clear communication on project costs and impacts, particularly the anticipated 30% increase. There is a desire for early sharing financial information to prevent surprises.
- **Public Perception and Community Concerns**: Skepticism about the necessity of the project, especially considering alternative options. Water quality concerns, particularly regarding PFAS, contamination, and potential growth-related issues, were raised.
- Project Performance and Trust Issues: Concerns over loss of confidence due to previous
 cost increases and design flaws. There is a need for measurable performance goals and
 safeguards to address these concerns.

Additionally, the following communication goals and recommendations were highlighted:

• **Communication Goals**: Prioritize cost transparency, emphasize safety, reliability, and water security, and provide data-driven messaging.

- **Engagement**: Focus on engaging residential ratepayers, local businesses, agriculture, and environmental groups, utilizing various platforms for outreach such as Coastal View, Nextdoor, and public meetings. Glossy mailers, online Q&As, and community events were suggested as potential outreach tools.
- **Board Member Engagement**: Provide regular updates with clear timelines and opportunities for feedback, while ensuring board members are prepared with talking points and data sheets to facilitate neutral communication.

Recommendation

This memo serves as an informational item. The summary presentation will be provided during tonight's meeting to inform the Board of the insights gathered from the CVWD and CSD Board interviews.

Credit Highlights

- S&P Global Ratings affirmed its 'AA-' rating on Carpinteria Valley Water District, Calif.'s outstanding water revenue bonds and certificates of participation (COPs).
- The outlook is stable.

Security

The bonds are secured by net revenue of the district's water system, while the outstanding COPs are secured by installment payments to be made by the district to the Carpinteria Valley Water District Financing Corp. and consist of pledged net revenue of the system. Bond provisions are, in our view, standard and credit neutral, with a rate covenant and additional bonds test of 1.25x annual debt service. This district does not have a debt service reserve fund.

Credit overview

The rating reflects our opinion of the district's strong economic fundamentals, credit-supportive capital plans, and our expectation the district's financial profile will remain strong despite the increasing debt service with the series 2024 state revolving fund loan (SRF). In December 2024, the district entered an agreement with the California State Water Resources Control Board for a \$42 million SRF loan to fund the Carpinteria Advanced Purification Project (CAPP), which is a potable reuse project that aims to buffer the district from high costs and unreliable supplies. Currently, its water supply consists of native groundwater, Lake Cachuma, and an annual allocation of State Water Project (SWP) water imported by the Central Coast Water Authority. With the average annual demand of about 3,800 acre feet, the CAPP is expected to supply about 1,000 acre feet annually, which will slightly decrease the district's reliance on expensive and often unreliable SWP water. With the new SRF debt, the district is required to maintain debt service coverage (DSC) above 1.25x; it has set an internal goal of at least 1.4x, and is forecasting DSC to remain above 1.4x through 2034. We view the CAPP project as credit supportive as the project enhances the district's operational flexibility.

We view the district's rate-setting practices as a credit strength and stabilizing credit factor as residential rates consist of a fixed-rate component, a variable-rate component based on demand, and a capital improvement program (CIP) charge also based on demand. The CIP charge pays the district's debt obligations and capital project costs. Additionally, drought surcharges are implemented starting at level 1. Management noted that drought surcharges were in place for six years until being dropped in 2023. The district will implement a 7.5% rate increase in fiscal 2026, then will conduct a new cost-of-service study in 2027. Management is evaluating raising the water bills or implementing a property tax fee to ensure revenue is increased appropriately to cover the new SRF debt and is currently conducting public outreach to understand the community's preference.

Other credit factors include the water district's:

- Strong service area economy with the median household effective buying income (MHHEBI) near 113% of the national average and a county poverty rate of 14%;
- Moderately expensive residential bills with the average monthly bill representing about \$124 or 2% of the MHHEBI; and
- Highly leveraged status with the debt-to-capitalization ratio near 73%, including the series 2024 SRF loan, but management indicated there are no additional debt plans.

Environmental, social, and governance

In our view, the water district is exposed to elevated environmental physical risks related to climate change, including wildfires, drought, and sea-level rise. A portion of its service area is in the higher risk tier 2 and tier 3 wildfire zones. We understand the district is collaborating with Casitas Water District to establish a large-capacity intertie pipeline, which will facilitate water transfers between systems in the event of an emergency. Additionally, management noted there have been brush clearing efforts to mitigate wildfire vulnerabilities. We view vegetation management and interconnections as improving emergency preparedness and response to extreme wildfire events such as the Thomas fire that the district experienced in 2017. These practices are reviewed as a component to our organizational effectiveness evaluation within our operational management assessment.

The district has comprehensive long-range plans, drought risk assessments, and water-shortage contingencies to mitigate growing environmental risks. It has also reduced some of its exposure to imported water through development of its recycled water program, CAPP. To mitigate any unbudgeted costs, the district has over 500 days' cash and about \$14 million in unrestricted available reserves as of fiscal 2024. Affordability is adequate within the service area, incorporating planned rate increases through 2026. Finally, we view the district's risk management factors, including its long-term capital and financial planning and cyber-risk management, as credit neutral.

Outlook

The stable outlook reflects our expectation for the district to maintain strong financial metrics as management has indicated no intention to draw on unrestricted liquidity and has future rate plans to ensure that revenue is sufficient to meet targeted DSC levels. Furthermore, we view the diversified water supply efforts as a stabilizing credit factor, reducing reliance on imported water.

Downside scenario

We could take negative rating action should there be any significant changes to the district's water supply portfolio or the CAPP plan that result in declines in the financial profile. Furthermore, we could also do so should there be any affordability or economic softening to the service area or additional capital or debt needs that pressure the financial profile.

Upside scenario

We could take positive rating action should the district consistently outperform projected DSC levels beyond 1.6x and should it strengthen its liquidity position while progressing through the CIP.

Carpinteria Vy Wtr Dist, CaliforniaEconomic and financi	ial data				
		Fiscal year-end			
	Most recent	2024	2023	2022	Median (AA-)
Economic data					
MHHEBI of the service area as % of the U.S.	113.0				105.0
Unemployment rate (%)	4.3				3.6
Poverty rate (%)	14.1				11.3
Water rate (6,000 gallons or actual) (\$)	114.8				37.7
Sewer rate (6,000 gallons or actual) (\$)	0.0				40.8
Annual utility bill as % of MHHEBI	1.9				1.2
Operational management assessment	Good				Good
Financial data					
Total operating revenues (\$000s)		16,131	14,334	15,613	15,647
Total operating expenses less depreciation (\$000s)		10,783	11,015	10,324	11,314
Net revenues available for debt service (\$000s)		5,987	3,621	5,216	
Debt service (\$000s)		2,885	3,030	3,028	
S&P Global Ratings-adjusted all-in DSC (x)		1.9	1.2	1.6	2.0
Unrestricted cash (\$000s)		14,971	13,888	14,261	16,768
Days' cash of operating expenses		507	460	504	610
Total on-balance-sheet debt (\$000s)		34,177	35,853	38,334	29,615
Debt-to-capitalization ratio (%)		54.5	58.0	58.2	31.0
Financial management assessment	Good				Good
Note: Most recent economic data available from our					
vendors. MHHEBIMedian household effective buying					
income. DSCDebt service coverage.					



REGULAR MEETING OF THE CACHUMA OPERATION AND MAINTENANCE BOARD

Monday, January 27, 2025 1:00 P.M.

HOW TO OBSERVE THE MEETING

Join by Teleconference or Attend in Person

COMB follows Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH) and local public health guidelines with respect to COVID-19 protocols and masking requirements, based on local conditions and needs. COMB will have available masks for use during public meetings.

Members of the public may observe the meeting electronically as set forth below.

Join via Video Conference:

https://us02web.zoom.us/j/86878644117?pwd=D2BGQ13sS82rl05OSPjBcTBTn275N4.1 Passcode:404074

Join via Teleconference:

US +1 669 900 6833 Webinar ID: 868 7864 4117 Passcode: 404074

HOW TO MAKE A PUBLIC COMMENT

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AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to review agenda materials or participate in this meeting, please contact the Cachuma Operation and Maintenance Board office at (805) 687-4011 at least 48 hours prior to the meeting to enable the Board to make reasonable arrangements.

REGULAR MEETING OF THE CACHUMA OPERATION AND MAINTENANCE BOARD

held at

3301 Laurel Canyon Road Santa Barbara, CA 93105

Monday, January 27, 2025

1:00 PM

AGENDA

NOTICE: This Meeting shall be conducted in-person and through remote access as authorized and in accordance with Government Code section 54953, AB 361 and AB 2449.

- 1. CALL TO ORDER, ROLL CALL
- **2. PUBLIC COMMENT** (Public may address the Board on any subject matter within the Board's jurisdiction. See "Notice to the Public" below.)
- **3. CONSENT AGENDA** (All items on the Consent Agenda are considered to be routine and will be approved or rejected in a single motion. Any item placed on the Consent Agenda may be removed and placed on the Regular Agenda for discussion and possible action upon the request of any Board Member.)

Action: Recommend Approval of Consent Agenda by motion and roll call vote of the Board

- a. Minutes of December 16, 2024 Regular Board Meeting
- b. Investment of Funds
 - Financial Reports
 - Investment Reports
- c. Review of Paid Claims
- **4. FINANCIAL REVIEW 2**ND **QUARTER FISCAL YEAR 2024-25**Action: Receive and file information on the 2nd Quarter Fiscal Year 2024-25 Financial Review
- 5. GENERAL MANAGER REPORT

Receive information from the General Manager on topics pertaining to COMB, including but not limited to the following:

- Administration
- 6. ENGINEER'S REPORT

Receive information from the COMB Engineer, including but not limited to the following:

- Climate Conditions
- Lake Elevation
- Winter Storm Damage
- Sheffield Tunnel Inspection
- Infrastructure Improvement Projects

7. OPERATIONS DIVISION REPORT

Receive information regarding the Operations Division, including but not limited to the following:

- Lake Cachuma Operations
- Operation and Maintenance Activities

8. FISHERIES DIVISION REPORT

Receive information from the Fisheries Division Manager, including, but not limited to the following:

- LSYR Steelhead Monitoring Elements
- Surcharge Water Accounting
- Reporting/Outreach/Training

9. PROGRESS REPORT ON LAKE CACHUMA OAK TREE PROGRAM

Action: Receive information, including but not limited to the following:

• Maintenance and Monitoring

10. MONTHLY CACHUMA PROJECT REPORTS

Receive information regarding the Cachuma Project, including but not limited to the following:

- a. Cachuma Water Reports
- b. Cachuma Reservoir Current Conditions
- c. Lake Cachuma Quagga Survey

11. DIRECTORS' REQUESTS FOR AGENDA ITEMS FOR FUTURE MEETING

- 12. MEETING SCHEDULE
 - Regular Board Meeting February 24, 2025 at 1:00 PM
 - Board Packages available on COMB website www.cachuma-board.org

13. COMB ADJOURNMENT

NOTICE TO PUBLIC

Posting of Agenda: This agenda was posted at COMB's offices, located at 3301 Laurel Canyon Road, Santa Barbara, California, 93105 and on COMB's website, in accordance with Government Code Section 54954.2. The agenda contains a brief general description of each item to be considered by the Governing Board. The Board reserves the right to modify the order in which agenda items are heard. Copies of staff reports or other written documents relating to each item of business are on file at the COMB offices and are available for public inspection during normal business hours. A person with a question concerning any of the agenda items may call COMB's General Manager at (805) 687-4011.

Written materials: In accordance with Government Code Section 54957.5, written materials relating to an item on this agenda which are distributed to the Governing Board less than 72 hours (for a regular meeting) or 24 hours (for a special meeting) will be made available for public inspection at the COMB offices during normal business hours. The written materials may also be posted on COMB's website subject to staff's ability to post the documents before the scheduled meeting.

Public Comment: Any member of the public may address the Board on any subject within the jurisdiction of the Board. The total time for this item will be limited by the President of the Board. The Board is not responsible for the content or accuracy of statements made by members of the public. No action will be taken by the Board on any Public Comment item.

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Note: If you challenge in court any of the Board's decisions related to the listed agenda items you may be limited to raising only those issues you or someone else raised at any public hearing described in this notice or in written correspondence to the Governing Board prior to the public hearing.



CACHUMA OPERATION AND MAINTENANCE BOARD

Administrative Committee Meeting

Tuesday, February 18, 2025 1:00 P.M.

BY TELECONFERENCE

NOTICE: Pursuant to California Government Code section 54953(e)(1)(A) – due to a declared emergency, members of the Cachuma Operation & Maintenance Board (COMB) Board of Directors, staff, and members of the public will participate in this meeting electronically by video and/or teleconference, as described below.

HOW TO OBSERVE THE MEETING

Members of the public may observe the meeting as set forth below.

Join via Video Conference

https://us02web.zoom.us/j/83153860186?pwd=1CJcUuqXpAYdQT156NyMI4NMDOnVhZ.1 Passcode:797722

Join via Teleconference

US +1 669 900 6833 Webinar ID: 831 5386 0186 Passcode: 797722

HOW TO MAKE A PUBLIC COMMENT

Any member of the public may address the Committee on any subject within the jurisdiction of the Committee Directors. The total time for this item will be limited by the Chair of the Committee. The Committee is not responsible for the content or accuracy of statements made by members of the public. No action will be taken by the Committee on any Public Comment item.

By Video: Those observing the meeting by video may make comments during designated public comment periods using the "raise hand" feature. Commenters will be required to unmute their respective microphone when providing comments.

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AMERICANS WITH DISABILITIES ACT

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CACHUMA OPERATION & MAINTENANCE BOARD

Administrative Committee Meeting

Tuesday, February 18, 2025 1:00 P.M.

AGENDA

Chair: Director Holcombe Member: Director Hanson

- 1. Call to Order
- 2. Public Comment (Public may address the Committee on any subject matter within the Committee's jurisdiction)
- 3. Selection of Auditor for Independent Financial Auditing Service Fiscal Years 2025 -2027 (for information and possible recommendation)
- 4. Director Compensation (for information and possible recommendation)
- 5. Adjournment

NOTICE TO THE PUBLIC

Public Comment: The public is welcome to attend and observe the meeting. A public comment period will be included at the meeting where any member of the public may address the Committee on any subject within the Committee's jurisdiction. The total time for this item will be limited by the Chair.

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[This Agenda was posted at COMB offices, 3301 Laurel Canyon Road, Santa Barbara, CA and Noticed and Delivered in Accordance with Section 54954.1 and .2 of the Government Code.]



CACHUMA OPERATION AND MAINTENANCE BOARD

Operations Committee Meeting

Wednesday, February 19, 2025 1:00 PM

HOW TO OBSERVE THE MEETING

Join by Teleconference or Attend in Person

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https://us02web.zoom.us/j/86001726481?pwd=fdg1hH4IOn4LJ0i2F2UzbbSE6cR7wD.1

Passcode:396355

Join via Teleconference:

US +1 669 900 6833 Webinar ID: 860 0172 6481 Passcode: 396355

HOW TO MAKE A PUBLIC COMMENT

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CACHUMA OPERATION & MAINTENANCE BOARD

Operations Committee Meeting

held at

3301 Laurel Canyon Road Santa Barbara CA 93105

Wednesday, February 19, 2025 1:00 PM

AGENDA

Chair: Director Sneddon
Member: Director Holcombe

NOTICE: This Meeting shall be conducted in-person and through remote access as authorized and in accordance with Government Code section 54953, AB 361 and AB 2449.

- 1. Call to Order
- 2. Public Comment (Public may address the Committee on any subject matter on the agenda and within the Committee's jurisdiction)
- 3. Infrastructure Improvement Projects (IIP) (for information and possible recommendation)
 - a. Consultant Contract (Phase II) Sheffield Tunnel Assessment and Engineering Support
 - b. Update on FY 2024-25 Projects (verbal information)
- 4. USBR Periodic Review / Risk and Resilience Assessment Update (verbal information)
- 5. Adjournment

NOTICE TO THE PUBLIC

Public Comment: The public is welcome to attend and observe the meeting. A public comment period will be included at the meeting where any member of the public may address the Committee on any subject within the Committee's jurisdiction. The total time for this item will be limited by the Chair.

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CACHUMA OPERATION & MAINTENANCE BOARD

Operations Committee MEMORANDUM

Date:	February 19, 2025
Submitted by:	Joel Degner
Approved by:	Janet Gingras

SUBJECT: Sheffield Tunnel Pipeline Assessment and Engineering Support

RECOMMENDATION:

The Operations Committee review the proposed cost for the Sheffield Tunnel Pipeline Assessment and Engineering support and forward to the Board with a recommendation to authorize the General Manager to execute a Professional Services Agreement addendum (Phase II) with Flowers and Associates in an amount not-to-exceed \$77,700 for a total contract amount of \$120,000.

SUMMARY:

The Sheffield Tunnel is a 6,100 foot-long concrete tunnel housing the South Coast Conduit. The tunnel was constructed in the 1950s between the Sheffield Control Station near the Santa Barbara Tennis Club to Parma Park to eliminate the need for a pump station to deliver the water to Montecito Water District (MWD) and Carpinteria Valley Water District (CVWD). Reclamation constructed a 6-foot diameter tunnel which contains a 30" Centrifugal Concrete Pipe (CCP). The concrete pipe is constructed in 12-ft segments joined by steel bands with double gaskets coated in mortar to prevent corrosion. The tunnel can be accessed through either the west or east portals through manholes requiring all entrants to be trained and follow confined space protocols. Water intrusion into the Sheffield Tunnel exits at the west portal and is routed into a creek drop inlet culvert outside of the tunnel. The current seepage rate of groundwater into the tunnel is approximately 10 GPM. Inspection and work in the tunnel is difficult due to the limited space inside of the tunnel.

Previous Reclamation inspection reports on the Sheffield Tunnel recommended evaluating and repairing the deteriorating mortar joints to reestablish the structural integrity and proper functioning of the pipeline. Heavy seepage into the Sheffield Tunnel appears to be a contributing factor leading to deterioration (see Figures 1 – 4). The 6,100-ft tunnel does not have redundancy and any damage to the SCC in this area would cause potential water supply disruptions to MWD and CVWD, significant access challenges for repair work, and environmental damage in the uncontrolled release of a large volume of chlorinated water from the pipeline into Mission Creek.

On August 30, 2024, COMB sent out a Request for Proposals (RFP) for Sheffield Tunnel Assessment and Engineering Support (Project) to six qualified and experienced engineering firms. The request for proposal was separated into two phases. Phase 1 included participating in the inspection and providing an external condition assessment of the mortar joints, external joint repair details, internal joint repair details, and recommendations on how to perform an internal inspection if needed. Phase 2 of the Project included conceptual (30%) design and an estimate of probable cost for a bypass pipeline through Sheffield (precautionary / emergency situation), and further refinement of a permanent solution including conceptual (30%) design and an estimate of probable cost for the replacement or rehabilitation of the 30" Sheffield Tunnel pipeline for infrastructure improvement planning budgetary purposes.

COMB received two proposals. Flowers & Associates was selected based on a proposal evaluation process utilizing cost, technical approach, and technical expertise. On October 11, 2024, Flowers & Associates, Inc. was provided a Notice of Award for Phase 1 of the Project as Reclamation originally planned to perform the inspection in mid-November 2024. Phase 1 of the project cost (\$42,300) and was within the General Manager's authorization authority. An attempt was made to carry out the inspection on December 11, 2024, however, due to a communications failure only a portion of the tunnel was successfully inspected. A revised communication system was tested on February 6th, 2025 but was not successful in establishing communication between the two portals. Reclamation currently plans to provide a microwave communication system which worked successfully in the Tecolote Tunnel twice (6.4 miles long). It will take several months for Reclamation to procure and modify the communications system for the limited space within the Sheffield Tunnel.

The remaining work within Phase 1 includes full inspection and external condition assessment of the pipeline within Sheffield Tunnel. Flowers & Associates, Inc. will document the outside condition of the mortar joints along the entire 6,100-ft tunnel to the maximum extent practical with detailed notes, photos, and/or video footage. In addition, a recommendation for an internal pipeline inspection would be provided to assess the internal joint condition if warranted. Following the inspections, repair details and specifications will be provided for both external and internal joint repairs. The damaged mortar may be repaired without requiring a facility shutdown, but severely deteriorated joints may require a shutdown, manned entry, and internal joint seal.

In the event of an unplanned outage of the pipeline, an emergency bypass would likely need to be installed to provide health and safety water supplies to the communities of Montecito and Carpinteria until a more permanent water repair could be conducted. Conceptual designs of a bypass pipeline would allow COMB to be more prepared to respond in an unplanned pipeline outage.

FISCAL IMPACTS:

The cost of the Sheffield Tunnel Pipeline Assessment and Engineering Support (Phase 1) was \$42,300. Phase 2 will cost \$77,700, for a grand total of \$120,000. The FY 2024-25 operating budget has \$75,000 set aside for this line item. The remaining \$45,000 will be budgeted and expended in FY 2025-26.

ENVIRONMENTAL COMPLIANCE:

There are no environmental compliance measures required for pipeline assessment and engineering support.

LIST OF EXHIBITS:

See photos below



Figure 1. Centrifugal Concrete Pipe Joint Within Sheffield Tunnel Showing Minor Cracking

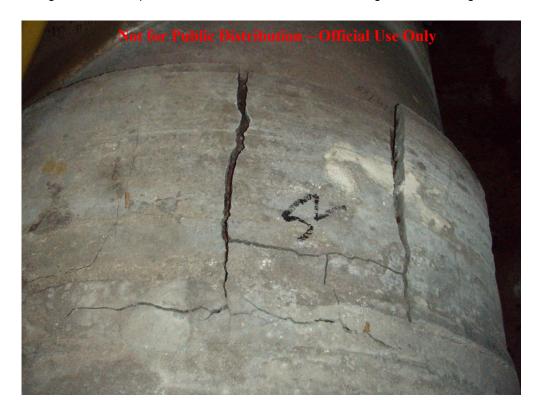


Figure 2. Centrifugal Concrete Pipe Joint Within Sheffield Tunnel Showing Major Cracking



Figure 3. Sheffield Tunnel Seepage



Figure 4. Historical Photo of Sheffield Tunnel Pipeline installation

CACHUMA OPERATION & MAINTENANCE BOARD

Operations Committee MEMORANDUM

Date:	February 19, 2025
Submitted by:	Joel Degner
Approved by:	Janet Gingras

SUBJECT: Update on Fiscal Year 2024-25 Infrastructure Improvement Projects (IIP)

RECOMMENDATION:

The Operations Committee receive a verbal update on the status of ongoing Fiscal Year 2024-25 Infrastructure Improvement Projects.

SUMMARY:

Staff will provide the Committee with a verbal update on progress and status of budgeted IIP projects for Fiscal Year 2024-25.

LIST OF EXIBITS:

1. Table 1

Table 1. Infrastructure	Improvemen	t Projects Status

Infrastructure Improvement Projects	Status			
Lauro Outlet Works Tunnel Safety Improvements	Draft designs under Reclamation review			
North Portal Elevator Modification	Contract with Otis to repair corroded counterwieght and car rails and guides. Elevator currently only functional to second floor. Waiting on parts for repair. Once elevator fully functional plan to send out RFP for 3rd party assessment.			
SCC Structure Rehabilitation : Lower Reach Laterals	Construction completed, working on closing out Caltrans permit.			
SCC Structure Rehabilitation	Project delayed for FY 2025. Due to long fire season, no shutdowns planned.			
Lauro Reservoir Bypass Channel Road Repair	The bypass channel/road has been re-surveyed and the repair is under final design and Reclamation environmental review. COMB contracting cultural resources assistance to help with Reclamation on review. COMB is awaiting on FEMA for the potential 404 funding award for the work.			
Sheffield Tunnel Evaluation and Repair	The tunnel inspection was attempted in December 2024 but not completed due to communication issues. Inspection is planned for March or April once microwave system is available.			
Critical Access Road Maintenance and Repair	COMB plans to crack fill and seal coat and perform minor asphalt repairs at Lauro Reservoir downstream access road, Carpinteria Reservoir, Ortega Reservoir access road, and potential Glen Anne Turnout access road. Quotes being requested for work in May/June period.			
Lauro Reservoir Intake Assessment/Repair	COMB has prepared a draft RFP for engineering services to issue, need to form a technical committee with SB, MWD, CVWD staff to evaluate proposals and guide design.			
North Portal Intake Tower Seismic Assessment	COMB submitted the project for a grant from the National Earthquake Hazards Reduction Program. COMB has prepared a draft RFP for engineering services to issue in the event of a grant award.			
North Portal Log Boom Replacement	New logboom was installed around the intake tower in November 2024.			
Multi Site Renewable Energy and Resiliency	COMB entered in grant agreement with SBAPCD. COMB contracting cultural resources support for environmental review.			
Special Projects				
2024 Winter Storm Repairs	Completed three of the five damage locations utilizing force account labor and equipment (COMB staff&equipment) and contract labor. Two remaining damges are slide repairs which require Reclamation environmental review.			
COMB Bldg./Ground Repair	COMB plans to install additional electrical vehicle chargers in FY 2025 to assist with the fleet electrification.			
Water Quality and Sediment Management	COMB staff is preparing a CE-QUAL model for Lake Cachuma. Replacement sensors and parts have been installed in the WQ buoy at the lake.			



REGULAR MEETING OF THE CACHUMA OPERATION AND MAINTENANCE BOARD

Monday, February 24, 2025 1:00 P.M.

HOW TO OBSERVE THE MEETING

Join by Teleconference or Attend in Person

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Join via Teleconference

US +1 669 900 6833 Webinar ID: 875 7976 2721 Passcode: 640380

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REGULAR MEETING OF THE CACHUMA OPERATION AND MAINTENANCE BOARD

held at

3301 Laurel Canyon Road Santa Barbara, CA 93105

Monday, February 24, 2025

1:00 PM

AGENDA

NOTICE: This Meeting shall be conducted in-person and through remote access as authorized and in accordance with Government Code section 54953, AB 361 and AB 2449.

- 1. CALL TO ORDER, ROLL CALL
- **2. PUBLIC COMMENT** (Public may address the Board on any subject matter within the Board's jurisdiction. See "Notice to the Public" below.)
- **3. CONSENT AGENDA** (All items on the Consent Agenda are considered to be routine and will be approved or rejected in a single motion. Any item placed on the Consent Agenda may be removed and placed on the Regular Agenda for discussion and possible action upon the request of any Board Member.)

Action: Recommend Approval of Consent Agenda by motion and roll call vote of the Board

- a. Minutes of January 27, 2025 Regular Board Meeting
- b. Investment of Funds
 - Financial Reports
 - Investment Reports
- c. Review of Paid Claims
- 4. VERBAL REPORTS FROM BOARD COMMITTEES

Receive verbal information regarding the following committee meetings:

- Fisheries Committee Meeting February 12, 2025
- Administrative Committee Meeting February 18, 2025
- Operations Committee Meeting February 19, 2025
- 5. INDEPENDENT FINANCIAL AUDITING SERVICES PROFESSIONAL SERVICES AGREEMENT

Action: Recommend approval by motion and roll call vote of the Board

6. DIRECTOR COMPENSATION - REQUIRED PUBLIC NOTIFICATIONS

Action: Receive information related to Director Compensation required public notifications, and provide direction to staff as appropriate

7. SHEFFIELD TUNNEL PIPELINE ASSESSMENT AND ENGINEERING SUPPORT

Action: Recommend approval by motion and roll call vote of the Board

8. UPDATE ON PROPOSED FISH PASSAGE AND HABITAT IMPROVEMENT PROJECT Action: Board review updated information and provide direction to staff, as appropriate

9. PRESENTATION ON THE WATER YEAR 2024 ANNUAL MONITORING SUMMARY Board receive a presentation on the Water Year 2024 Annual Monitoring Summary

10. GENERAL MANAGER REPORT

Receive information from the General Manager on topics pertaining to COMB, including but not limited to the following:

- Administration
- U.S. Bureau of Reclamation

11. ENGINEER'S REPORT

Receive information from the COMB Engineer, including but not limited to the following:

- Climate Conditions
- Lake Elevation Projection
- Winter Storm Damage
- Risk and Resilience Assessment
- Infrastructure Improvement Projects

12. OPERATIONS DIVISION REPORT

Receive information regarding the Operations Division, including but not limited to the following:

- Lake Cachuma Operations
- Operation and Maintenance Activities

13. FISHERIES DIVISION REPORT

Receive information from the Fisheries Division Manager, including, but not limited to the following:

- LSYR Steelhead Monitoring Elements
- Surcharge Water Accounting
- Reporting/Outreach/Training

14. PROGRESS REPORT ON LAKE CACHUMA OAK TREE PROGRAM

Action: Receive information, including but not limited to the following:

• Maintenance and Monitoring

15. MONTHLY CACHUMA PROJECT REPORTS

Receive information regarding the Cachuma Project, including but not limited to the following:

- a. Cachuma Water Reports
- b. Cachuma Reservoir Current Conditions
- c. Lake Cachuma Quagga Survey

16. DIRECTORS' REQUESTS FOR AGENDA ITEMS FOR FUTURE MEETING

17. MEETING SCHEDULE

- Regular Board Meeting March 24, 2025 at 1:00 PM
- Board Packages available on COMB website www.cachuma-board.org

18. COMB ADJOURNMENT

Cachuma Operation & Maintenance Board Regular Meeting of the Board of Directors February 24, 2025

NOTICE TO PUBLIC

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A Meeting of the



BOARD OF DIRECTORS OF THE CENTRAL COAST WATER AUTHORITY

will be held at 9:00 a.m., on Thursday, January 23, 2025 at 255 Industrial Way, Buellton, California 93427

Members of the public may participate by video call or telephone via <u>Microsoft Teams</u> Meeting ID: 255 983 543 71 Passcode: bZ3Y3dL9 or by dialing +1323-484-5095, and entering access Code/Meeting ID: 806 236 27#

Please note: public participation by video call or telephone is for convenience only and is not required by law. If technical interruptions to the video call/telephone occur, the chair has the discretion to continue the meeting and participants are invited to take advantage of the other participation options above.

Public Comment on agenda items may occur via video call or telephonically, or by submission to the Board Secretary via email at lfw@ccwa.com no later than 8:00 a.m. on the day of the meeting. In your email, please specify (1) the meeting date and agenda item (number and title) on which you are providing a comment and (2) that you would like your comment read into the record during the meeting. If you would like your comment read into the record during the meeting (as either general public comment or on a specific agenda item), please limit your comments to no more than 250 words.

Every effort will be made to read comments into the record, but some comments may not be read due to time limitations. Please also note that if you submit a written comment and do not specify that you would like this comment read into the record during the meeting, your comment will be forwarded to Board members for their consideration.

Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available on the CCWA internet web site, accessible at https://www.ccwa.com.

Eric Friedman Chairman

Jeff Clay Vice Chairman

Ray A. Stokes Executive Director

Brownstein Hyatt Farber Schreck General Counsel

Member Agencies

City of Buellton

Carpinteria Valley Water District

City of Guadalupe

City of Santa Barbara

City of Santa Maria

Goleta Water District

Montecito Water District

Santa Ynez River Water Conservation District, Improvement District #1

255 Industrial Way Buellton, CA 93427

Fax (805) 686-4700

(805) 688-2292

www.ccwa.com

Associate Member

La Cumbre Mutual Water Company

I. Call to Order and Roll Call

II. Closed Session

- CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION Initiation of litigation pursuant to Government Code section 54956.9(d) (4): 1 case
- B. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
 Government Code section 54956.9(d) (1)
 Name of case: Central Coast Water Authority, et al. v. Santa Barbara County Flood
 Control and Water Conservation District, et al. (Case No. 21CV02432)
- C. PUBLIC EMPLOYEE EMPLOYMENT (Gov't Code Section 54957)
 Title: Executive Director

III. Return to Open Session

IV. Public Comment – (Any member of the public may address the Board relating to any matter within the Board's jurisdiction. Individual Speakers may be limited to five minutes; all speakers to a total of fifteen minutes.)

V. Consent Calendar

- *A. Minutes of the October 24, 2024 Regular Meeting
- **★**B. Bills
- **★**C. Controller's Report
- *D. Operations Report Staff Recommendation: Approve the Consent Calendar

Continued

- **★** Indicates attachment of document to original agenda packet.
- Hard copies of the Annual Comprehensive Financial Report are included for Board members and available to all interested parties upon request, or online at www.ccwa.com.

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CVWD

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VI. Executive Director's Report

- A. Water Supply Situation Report Staff Recommendation: Informational item only.
- B. California Aqueduct Subsidence Update Staff Recommendation: Informational item only.
- C. State Water Project Facility Golden Mussel Detection Staff Recommendation: Informational item only.
- Solstra California Communities LLC's Solomon Hills Project
 Staff Recommendations: (1) Approve January 15, 2025 Waiver of Conflict of Interest
 letter from CCWA counsel, Brownstein Hyatt Farber Schreck, LLP, re. Solstra
 California Communities LLC; (2) Approve Cost Reimbursement Agreement between
 CCWA and Solstra California Communities LLC; (3) Find that Board's approval of
 the Cost Reimbursement Agreement is exempt from CEQA; and (4) provide
 direction with respect to the development of policies and procedures regarding the
 conveyance of imported water through CCWA facilities.
- *E. FY 2024/25 Second Quarter Investment Report Staff Recommendation: Accept report.
- *F. FY Ended June 30, 2024 and 2023 Annual Comprehensive Financial Report
- ♦ Staff Recommendation: Accept the FY Ended June 30, 2024 and 2023 Annual Comprehensive Financial Report
- *G. FY 2025/26 Budget Preparation Schedule Staff Recommendation: Informational item only.
 - H. State Water Contractors Report Staff Recommendation: Informational item only.
- *I. Legislative Report Staff Recommendation: Informational item only.
- * J. JPIA President's Special Recognition Award Staff Recommendation: Informational item only.
- VII. Reports from Board Members for Information Only
- VIII. Items for Next Regular Meeting Agenda
- IX. Date of Next Regular Meeting: February 27, 2025
- X. Adjournment

CARPINTERIA VALLEY WATER DISTRICT WATER SALES BUDGET & ACTUAL / WATER PRODUCED & PURCHASED

December-24

(IN ACRE FEET)		M & I BUDGET TO DATE	1,018
2024-2025 M & I BUDGET	1,750	M & I SALES TO DATE	961
2024-2025 AG BUDGET	1,750		(57)
2024-2025 TOTAL BUDGET	3,500	AG BUDGET TO DATE	1,155
		AG SALES TO DATE	1,164
			9
TOTAL PRODUCED TO DATE	981	TOTAL BUDGET TO DATE	2,173
TOTAL PURCHASED TO DATE	1,210	TOTAL SALES TO DATE	2,125
	2,191		(48)

2024-25 FISCAL YEAR	JUL	AUG	SEP	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
		ı	1		ı	1			1	1	1	1
M & I BUDGET	180	195	198	175	155	115	91	100	95	105	150	191
M & I WATER SALES	175	192	176	160	133	125						
AG BUDGET	210	210	225	215	175	120	63	63	60	70	150	189
AG WATER SALES	209	252	230	182	165	126						
TOTAL BUDGET	390	405	423	390	330	235	154	163	155	175	300	380
TOTAL SALES	384	444	406	342	298	251	0	0	0	0	0	0
		1	1		T						T	1
PRODUCED WATER (Groundwater)	243	208	181	117	109	123						
PURCHASED WATER	144	235	189	259	224	159						
TOTAL	387	443	370	376	333	282	0	0	0	0	0	0



Carpinteria Valley Water District

Statement of Change in Net Position

(unaudited)

For Fiscal: 2024-2025 Period Ending: 12/31/2024

% Year Completed: 50%

		Current	Year to Date		Budget	%
		Total Budget	Activity	Encumbrances	Remaining	Earned
WATER SALES						
01-4000	RESIDENTIAL WATER SALES	2,838,592	1,530,749	-	1,307,843	53.9%
01-4001	COMMERCIAL WATER SALES	578,268	242,190	-	336,078	41.9%
01-4002	INDUSTRIAL WATER SALES	133,017	68,926	-	64,091	51.8%
01-4003	PUBLIC AUTHORITY WATER SALES	164,241	160,759	-	3,482	97.9%
01-4004	IRRIGATION WATER SALES	1,873,244	1,153,817	-	719,427	61.6%
01-4005	BASIC SERVICE CHARGES	771,736	365,860	-	405,876	47.4%
01-4006	SWP SERVICE CHARGES	3,434,522	1,664,657	-	1,769,865	48.5%
01-4007	CAPITAL IMPROVEMENT PROJECT	5,132,658	2,394,929	-	2,737,729	46.7%
01-4008	DWELLING UNIT EQUIV CHARGE (SWP DEQ)	-	(77,145)	-	77,145	-
01-4009	LIFE CREDITS	(39,000)	(13,337)	-	(25,663)	34.2%
01-4010	RESIDENTIAL EQUIVALENCY FEE	116,112	55,439	-	60,673	47.7%
01-4013	AG FIXED O&M	1,000,945	483,868	-	517,077	48.3%
	WATER SALES Total:	16,004,335	8,030,714	-	7,973,622	50.2%
CAPITAL RECOVER	RY FEES					
01-4100	CAPITAL RECOVERY	150,000	-	-	150,000	0.0%
01-4120	INTENSIFICATION FEE	-	-	-	-	
	CAPITAL RECOVERY FEES Total:	150,000	-	-	150,000	0.0%
FIRE PROTECTION		-				
01-4200	FIRE PROTECTION	189,820	91,915	-	97,904	48.4%
	FIRE PROTECTION Total:	189,820	91,915	-	97,904	48.4%
OTHER REVENUE						
01-4300	MISCELLANEOUS SERVICE	85,000	42,291	-	42,709	49.8%
01-4310	OTHER REVENUE	103,434	48,458	-	54,976	46.8%
01-4312	GRANT REVENUE	-	300	-	(300)	-
01-4314	GSA PERS COSTS REIMB	100,000	66,000	-	34,000	66.0%
30-4318	CAPP Grant Revenue		-	-	-	0.0%
	OTHER REVENUE Total:	288,434	157,049	-	131,385	54.4%
OVERHEAD CHAR	GED TO CUSTOMER					
01-4450	OVERHEAD REVENUE	50,000	11,275	-	38,725	22.5%
	OVERHEAD CHARGED TO CUSTOMER Total:	50,000	11,275	-	38,725	22.5%
INTEREST REVENU	JE - NON OPERATING					
01-4500	INTEREST REVENUE	120,000	277,480	-	(157,480)	231.2%
	INTEREST REVENUE - NON OPERATING Total:	120,000	277,480	-	(157,480)	231.2%
CONTRIBUTED CA	PITAL - NON OPERATING					
01-4611	CONTRIBUTED CAPITAL		130,071	-	(130,071)	
	INTEREST REVENUE - NON OPERATING Total:	-	130,071	-	(130,071)	-
TOTAL REVENUE		16,802,589	8,698,503	-	8,104,086	52%

				% Year Completed:		50%
		Current	Year to Date		Budget	%
		Total Budget	Activity	Encumbrances	Remaining	Used
PERSONNEL						
01-540-6001	MAINT OF WELLS-LABOR WTR TSTS & TRTMNT-WELLS-LABOR	82,246	37,643	-	44,603	45.8%
01-550-6001 01-550-6004	ELECTRICAL/INSTRUMTN- LABOR	83,481 32,807	33,796 5,320	-	49,685 27,487	40.5% 16.2%
01-560-6001	ENGINEERING OFFICE LABOR	239,488	126,136	-	113,352	52.7%
01-560-6002	ENGINEERING-VAC, SICK & HOLIDY	98,969	27,406	-	71,563	27.7%
01-560-6003	FIELD OFFICE LABOR	198,544	108,494	-	90,050	54.6%
01-560-6004	FIELD-SICK LV, VAC, HOLIDAYS	150,316	50,489	-	99,827	33.6%
01-560-6005	FIELD - STANDBY TIME	67,000	36,038	-	30,962	53.8%
01-560-6006	VEHICLE MAINTENANCE LABOR	14,442	2,404	-	12,038	16.6%
01-560-6007	MAINT. OF MAINS & HYDS-LABOR	168,306	105,251	-	63,055	62.5%
01-560-6008	MAINT OF METERS & SERV- LABOR	168,306	29,916	-	138,390	17.8%
01-560-6009	MAINT. OF PUMPING EQUIP. LABOR	18,423	3,166	-	15,257	17.2%
01-560-6010	UTILITY SERVICE ALERT-LABOR	16,742	4,118	-	12,624	24.6%
01-560-6011 01-560-6012	CROSS CONNECTION LABOR ENGINEERING FIELD LABOR	13,449 81,094	7,413 34,882	-	6,036 46,212	55.1% 43.0%
01-560-6013	MAINT TANKS & RESERVOIRS-LABOR	11,833	11,961	_	(128)	101.1%
01-570-6001	OFFICE OF GEN'L MANAGER-LABOR	189,586	96,588	_	92,998	50.9%
01-570-6002	OFFICE OF GM-VAC, SICK & HOLDY	31,885	17,263	_	14,622	54.1%
01-570-6003	SALARY OFFICE	767,741	386,508	-	381,233	50.3%
01-570-6004	OFFICE-SICK LV, VAC, HOLIDAYS	135,851	45,957	-	89,894	33.8%
01-570-6005	DIRECTORS FEES	19,096	7,670	-	11,426	40.2%
01-570-6006	EMPLOYEES RETIREMENT	263,625	150,473	-	113,152	57.1%
01-570-6007	DEFERRED COMP-EMPLOYEES	48,772	17,129	-	31,643	35.1%
01-570-6008	EMPLOYEES GROUP INS.	483,000	207,200	-	275,800	42.9%
01-570-6009	EMPLOYEES-FICA-SOCIAL SECURITY	191,566	88,049	-	103,517	46.0%
01-570-6010	WORKERS COMP. INSURANCE	68,959	7,701	-	61,257	11.2%
01-570-6011	EMPLOYEES SAFETY SHOES	6,000	1,691	-	4,309	28.2%
01-570-6012	EMPLOYEES PHYSICALS	3,090	49	-	3,041	1.6%
01-570-6013 01-570-6014	COMPENSATED ABSENCES EMPLOYEE ED & TRAINING REGISTRATION	25,000 31,190	- 10,176	-	25,000 21,014	0.0% 32.6%
01-570-6015	TRAINING/SEMINARS-LABOR	65,227	21,092	-	44,135	32.3%
01-570-6016	MAINTENANCE OF PLANT-LABOR	25,753	3,758	-	21,995	14.6%
01-570-6017	PUBLIC INFORMATION-LABOR	12,027	10,326	-	1,701	85.9%
01-570-6019	WTR CONS BMP 12-CONS CRDTR LBR	67,521	26,472	-	41,049	39.2%
01-570-6020	TEMPORARY LABOR	13,261	-	-	13,261	0.0%
01-570-6022	UNEMPLOYMENT INSURANCE	8,000	-	-	8,000	0.0%
01-570-6206	VEHICLE ALLOWANCE	6,365	4,500	-	1,865	70.7%
01-580-6001	METER READING & ORDERS LABOR	52,508	23,572	-	28,936	44.9%
	PERSONNEL Total:	3,961,470	1,750,606	-	2,210,863	44.2%
GENERAL AND ADM	MINISTRATIVE					
01-570-6100	OFFICE EXPENSE & SUPPLIES	15,000	6,437	-	8,563	42.9%
01-570-6101	COMPUTER SYSTEM MAINT	82,000	38,606	-	43,394	47.1%
01-570-6102	DUES, SUBSCR, AND LIC	28,135	16,604	-	11,531	59.0%
01-570-6103	EMPLOYEE TRAVEL	20,600	8,450	-	12,150	41.0%
01-570-6104 01-570-6105	MISC OFFICE EXPENSE PUBLIC INFORMATION EXPENSE	2,000	599	-	1,401	30.0% 36.7%
01-570-6106	ADVERTISING	20,600 4,328	7,568 1,894	-	13,032 2,435	43.7%
01-570-6107	MEETINGS & EVENTS	3,183	-	_	3,183	0.0%
01-570-6108	BOARD MEETINGS AND SUPPLIES	7,210	3,264	-	3,946	45.3%
01-570-6109	MGMNT. MEETING SUPPLIES	3,713	821	-	2,892	22.1%
01-570-6110	EMPLOYEE RELATIONS EXP	2,705	965	-	1,741	35.7%
01-570-6111	SOFTWARE MAINTENANCE	71,442	25,162	-	46,280	35.2%
01-570-6112	INCODE MAINTENANCE	60,858	24,599	-	36,259	40.4%
01-570-6113	OFFICE EQUIPMENT LEASES	19,096	8,041	-	11,055	42.1%
01-570-6114	CUSTOMER BILLING EXPENSES	75,000	185,749	-	(110,749)	247.7%
01-570-6115	BANK AND FINANCE FEES EXP	32,888	13,318	-	19,569	40.5%
01-570-6116	BOARD MEMBER TRAINING	5,411	92	-	5,318	1.7%
01-570-6119	CYBERSECURITY INSURANCE	16,500	1,645	-	14,855	10.0%
	GENERAL AND ADMINISTRATIVE Total:	470,669	343,815	-	126,854	73.0%

				% v	ear Completed:	50%
		Current	Year to Date	7 0 I	Budget	%
		Total Budget	Activity	Encumbrances	Remaining	Used
UTILITIES						
01-540-6200	PWR & TEL FOR PMPNG-PMP STN	198,493	101,511	-	96,982	51.1%
01-540-6201	PWR & TEL FOR PMP-WELLS	162,268	189,492	-	(27,224)	116.8%
01-570-6200	UTILITY-ELECTRIC	7,851	4,442	-	3,409	56.6%
01-570-6201 01-570-6202	UTILITY-GAS	3,605	658	-	2,947	18.3%
01-570-6202	UTILITY-TELEPHONE UTILITY-WASTE DISPOSAL	33,036 3,787	17,103 1,714	-	15,933 2,073	51.8% 45.3%
01-570-6204	OTHER UTILITIES	1,100	646	-	2,073 454	58.7%
01-570-6208	SECURITY	3,713	2,982	_	731	80.3%
01-570-6205	FLEET AND VEHICLE FUEL	37,874	11,441	_	26,433	30.2%
01-570-6207	EQUIPMENT FUEL	11,044	4,886	_	6,158	44.2%
01 37 0 0207	UTILITIES Total:	462,772	334,874	-	127,897	72.4%
PROFESSIONAL S	FRVICES		•		•	
01-560-6300	ENGINEERING PROFESSIONAL SERVICES	140,332	35,317	95,901	105,015	25.2%
01-560-6301	GROUNDWATER PROFESSIONAL SVCS	15,000	900	-	14,100	6.0%
01-560-6306	SIEMENS O&M SERVICES	37,740	13,606	-	24,134	36.1%
01-570-6300	AUDITORS FEES	36,050	37,393	-	(1,343)	103.7%
01-570-6301	LEGAL SERVICES	79,568	71,678	-	7,890	90.1%
01-570-6303	ADMIN PROFESSIONAL SERVICES	63,654	21,521	18,500	42,133	33.8%
01-570-6305	LEGAL-LABOR NEGOTIATOR	3,000	18,258	-	(15,258)	608.6%
	PROFESSIONAL SERVICES Total:	375,344	198,673	114,401	176,671	52.9%
REPAIR & MAINT	ENANCE					
01-540-6500	MAINT. OF PUMPING EQUIP.	13,757	3,550	-	10,207	25.8%
01-540-6501	MAINTENANCE OF WELLS	36,100	1,338	-	34,762	3.7%
01-560-6500	VEHICLE MAINTENANCE	29,992	4,177	-	25,815	13.9%
01-560-6501	MAINT OF MAINS & HYDRANTS	170,308	74,849	-	95,459	43.9%
01-560-6502	MAINT OF TANKS & RESERVOIRS	18,000	222	-	17,778	1.2%
01-560-6503	MAINT OF METERS & SERVICES	104,500	35,905	-	68,595	34.4%
01-560-6504	MAINT OF SCADA EQUIPMENT	30,855	14,887	-	15,968	48.2%
01-560-6505	METER READING CELLULAR CHGS	43,497	22,010	-	21,487	50.6%
01-570-6209	FLEET MAINTENANCE	-	3,627	-	(3,627)	0.0%
01-570-6210	EQUIPMENT MAINTENANCE	-	11,153	-	(11,153)	0.0%
01-570-6500	MAINT-OFFICE, PLANT & SITES	66,658	38,057	-	28,601	57.1%
	REPAIR & MAINTENANCE Total:	513,667	209,774	-	303,893	40.8%
GENERAL OPERA	TING					
01-560-6600	ENGINEERING OTHER SUPPL & EXP	12,985	5,617	-	7,368	43.3%
01-560-6601	CLOUD SEEDING	13,767	-	-	13,767	0.0%
01-560-6602	UNIFORMS EXPENSE	15,914	1,465	-	14,448	9.2%
01-560-6603	SAFETY SUPPLIES & EQUIPMENT	15,753	6,604	-	9,149	41.9%
01-560-6604	MINOR TOOLS & EQUIPMENT	24,284	8,956	-	15,328	36.9%
01-560-6606	UTILITY SERVICE ALERT	2,884	1,464	-	1,420	50.8%
01-570-6600	FLEET VEHICLE LEASE EXPENSE	113,622	49,174	-	64,448	43.3%
01-570-6610	MATERIAL INV SHORT-LONG	-	(877)	-	877	-
01-570-6620	METER INV SHORT-LONG	100 200	72 404	-	126 905	26.29/
	GENERAL OPERATING Total:	199,209	72,404	-	126,805	36.3%
COST OF PURCHA						
01-520-6600	PURCHASED WATER	241,000	72,092	-	168,908	29.9%
01-520-6601	RENEWAL FUND-CACHUMA PROJECT	26,500	8,717	-	17,783	32.9%
01-520-6608	SUPPLEMENTAL WATER	- 42.660	-	-	- (20.000)	-
01-520-6700	CCWA-VARIABLE	12,669	51,637	-	(38,968)	407.6%
01-520-6701	DWR-VARIABLE COST OF PURCHASED WATER Total:	155,184 435,353	19,427 151,874	<u> </u>	135,757 283,479	12.5% 34.9%
		455,553	131,0/4	-	203,473	34.3%
WATER TREATME		4 040 05:	202 225		024 445	20.051
01-550-6800	TREATMENT - CATER PLANT	1,312,301	390,886	-	921,415	29.8%
01-550-6801	WATER QUALITY ANALYSIS	36,000	8,992	-	27,008	25.0%
01-550-6802	TREATMENT - WELLS	60,118	40,119	-	20,000	66.7%
01-550-6803 01-550-6805	CHLORINATION-ORTEGA/CARP RSRVR	45,882	11,229	-	34,652	24.5%
01-230-0003	TESTING - PRODUCTION METERS WATER TREATMENT Total:	10,492		<u> </u>	10,492	30.8%
	VVAIEN INEATIVIENT TOLDI:	1,464,793	451,226	-	1,013,567	30.8%

382,958

17,203

400,161

50.2%

50.0% **50.2%**

768,976

34,407

803,383

386,018

17,204

403,222

CACHUMA OPERATING EXPENSE

COMB-OPERATING EXPENSE

COMB-SAFETY OF DAM (M&I)

CACHUMA OPERATING EXPENSE Total:

01-530-6900

01-530-6903

% Year Completed:	50%
% Year Completed:	50%

		Current	Year to Date	Encumbrances	Budget	% Used
OTHER EXPENSE		Total Budget	Activity	Eliculibrances	Remaining	Usea
01-530-6920	CARPINTERIA GROUNDWTR SUST JPA (CGSA)	156,183	78,093	_	78,090	50.0%
01-550-7000	PERMITTING FEES	34,628	22,208	_	12,420	64.1%
01-570-7000	LAFCO	12,731	6,517	_	6,214	51.2%
01-570-7001	INSURANCE GENERAL	84,872	64,297	_	20,575	75.8%
01-570-7002	DISTRICT ELECTION EXPENSE	7,000	-	_	7,000	0.0%
01-580-7000	UNCOLLECTABLE ACCOUNTS	15,000	-	-	15,000	0.0%
	OTHER EXPENSE Total:	310,414	171,115	-	139,299	55.1%
WATER CONSERV	ATION					
01-570-7100	WTR CONS BMP 1-WTR SRVY PRG	2,500	-	_	2,500	0.0%
01-570-7101	WTR CONS BMP 3 RESIDENTIAL	5,000	-	-	5,000	0.0%
01-570-7102	WTR CONS BMP 5 LANDSCAPE (CII)	5,000	-	-	5,000	0.0%
01-570-7103	WTR CONS BMP 2.1 PUBLIC INF	21,961	8,513	-	13,448	38.8%
01-570-7104	WTR CONS BMP 2.2 SCHOOL EDUC	1,591	185	-	1,407	11.6%
01-570-7105	WTR CONS BMP 4 CII	3,000	-	-	3,000	0.0%
01-570-7108	WTR CONS BMP 1.4 WTR LOSS CTRL	2,122	-	-	2,122	0.0%
01-570-7109	CONSERVATION PROGRAM EXPENSE	2,122	339	-	1,783	16.0%
01-570-7110	Wtr Cons BMP A3A-On Farm Evals	2,652	-	-	2,652	0.0%
01-570-7111	Wtr Cons BMP B3-On Farm Improv	2,652	-	-	2,652	0.0%
01-570-7112	WTR CONS DISTRICT MEMBERSHIP DUES	4,500	1,573	-	2,927	35.0%
	WATER CONSERVATION Total:	53,100	10,610	-	42,490	20.0%
CCWA SOURCE OF	F SUPPLY					
01-510-7000	CCWA-OPERATING EXPENSE	745,611	369,224	-	376,387	49.5%
01-510-7300	CCWA-SOURCE OF SUPPLY (DWR)	2,230,738	1,068,581	-	1,162,157	47.9%
	CCWA SOURCE OF SUPPLY Total:	2,976,349	1,437,805	-	1,538,544	48.3%
INTEREST EXPENS	SE .					
01-599-7308	INTEREST EXP-2016A REV BONDS	214,250	100,875	-	113,375	47.1%
01-599-7309	SIEMENS LEASE - INTEREST	114,240	57,229	-	57,011	50.1%
01-599-7310	INTEREST EXPENSE - 2020A	804,375	396,750	-	407,625	49.3%
01-599-7311	INTEREST EXPENSE - 2020B	129,434	63,960	-	65,474	49.4%
10-599-7312	INTEREST EXPENSE - 2020C	75,500	37,750	-	37,750	50.0%
01-599-7314	INTEREST EXPENSE-CATER SRF	152,000	-	-	152,000	0.0%
	INTEREST EXPENSE Total:	1,489,799	656,564	-	833,236	44.1%
		-				
TOTAL EXPENSES		13,516,322	6,192,562	114,401	7,323,759	45.8%
NET OPERATING F	REVENUE	3,286,267	2,505,941	(114,401)	780,326	76%

	Current	Year to Date		Budget	%
REPORT SUMMARY	Total Budget	Activity	Encumbrances	Remaining	Earned/Used
WATER SALES	16,004,335	8,030,714	-	7,973,622	50.2%
CAPITAL RECOVERY FEES	150,000	-	-	150,000	0.0%
FIRE PROTECTION	189,820	91,915	-	97,904	48.4%
OTHER REVENUE	288,434	157,049	-	131,385	54.4%
OVERHEAD CHARGED TO CUSTOMER	50,000	11,275	-	38,725	22.5%
INTEREST REVENUE - NON OPERATING	120,000	277,480	-	(157,480)	231.2%
CONTRIBUTED CAPITAL - NON OPERATING	-	130,071	-	(130,071)	-
PERSONNEL	3,961,470	1,750,606	-	2,210,863	44.2%
GENERAL AND ADMINISTRATIVE	470,669	343,815	-	126,854	73.0%
UTILITIES	462,772	334,874	-	127,897	72.4%
PROFESSIONAL SERVICES	375,344	198,673	114,401	176,671	52.9%
REPAIR & MAINTENANCE	513,667	209,774	-	303,893	40.8%
GENERAL OPERATING	199,209	72,404	-	126,805	36.3%
COST OF PURCHASED WATER	435,353	151,874	-	283,479	34.9%
WATER TREATMENT	1,464,793	451,226	-	1,013,567	30.8%
CACHUMA OPERATING EXPENSE	803,383	403,222	-	400,161	50.2%
OTHER EXPENSE	310,414	171,115	-	139,299	55.1%
WATER CONSERVATION	53,100	10,610	-	42,490	20.0%
CCWA SOURCE OF SUPPLY	2,976,349	1,437,805	-	1,538,544	48.3%
INTEREST EXPENSE	1,489,799	656,564	-	833,236	44.1%
NET OPERATING REVENUE	3,286,267	2,505,941	(114,401)	780,326	76.3%



Carpinteria Valley Water District

Statement of Net Position

(unaudited) As of: 12/31/2024

	Account	Name		Balance	
Assets					
	Cash and Invest	tments		15,172,327	
	Receivables			2,434,252	
	Inventories			604,321	
	Prepayments			1,841,481	
	Deposits			981,726	
	Intangibles, Net			2,905,706	
	•	lant & Equip., Net of Depr.		38,888,532	
	CAPP Outlays			6,424,622	
	Deferred Outflo	OWS		2,154,850	4
			Total Assets:	71,407,817	\$ 71,407,817
Liability					
·	Payables			850,467	
	Other Current L	iabilities and Accrued Expe	enses	3,118,703	
	Long-Term Deb	t		32,636,305	
	Other Long-Ter	m Liabilities		2,122,922	
	Deferred Inflow	/S		1,603,952	
			Total Liability:	40,332,349	
Net Position					
	Funds Balance		_	28,569,527	
		То	otal Fund Balance:	28,569,527	
	Total Revenue			8,698,503	
	Total Expense		_	6,192,562	
	Revenues Over	/Under Expenses		2,505,941	
		Total Equity and Current	Surplus (Deficit):	31,075,468	
		Total Liabilities, Equity an	nd Current Surplus (De	eficit):	\$ 71,407,817

Engineering Monthly Report

Proj No.	Name	Status	% Done this month	% Done	Completion Date
1	Website Updates	CVWD.net: Updates to current website pages as directed; CAPP pages and graphics updated. Streamline in process of migrating web pages to new website platform. CarpGSA.org: No new updates posted to the website.	-	-	Ongoing
2	Water Conservation	Community Outreach: Continued Messaging via print and social media promoting conservation as a way of life, fixing leaks, available rebates, with an emphasis on the landscape conversion rebate and EyeOnWater. Outreach for Santa Barbara County High School Video Contest in progress. Rebates: Four rebates were issued from December 16, 2024 – January 15, 2025. High efficiency Toilets (HET): 3 Weather-based Irrigation Controller: 1 Continuous Flow Outreach: Daily outreach to customers by phone, email and/or door tag to advise of continuous flow greater than 60 gallons per hour.			
3	Eye on Water	 Continued timely notification of possible leaks identified by Beacon Continuous Flow/Leak Alert system to customers via phone call, email, letter or door tag. EyeOnWater sign-ups are steady with 709 customers signed up for the program, which is 16% of District customers. Below is a pie chart showing the percentage of customers signed up for EyeOnWater designated by account class code. 		-	Ongoing

Engineering Monthly Report

		EYE ON WATER BY CODE CLASS Landscape 3% Water District. 1% Industrial 3% Multi Family 6% Residential 55%	
4	LIVR	The construction part of the project is completed. The last remaining items are finalize the Billing between COMB and CVWD and working with COMB as for sending the contractor Notice of Completion. District Field staff will be part of a inspection of each of the Lateral rebuilds as for understanding of the new layouts and improvements on 2/24/2025	99%
5	Santa Claus Lane Improvement	District will be relocating an existing hydrant at the west end of Padaro Lane waiting on permitting approval from Cal Trans. Completed offset on the existing 4 inch main as to be clear of new 30 inch storm drain. Work was completed by Tierra. County schedule is to have the North phase of the project completed by July 2025	Ongoing

Engineering Monthly Report

6	Pollo Villas	Developer hopes to have houses on the market by this summer (2025). Developer to request installations of half of the project meters (phase 1) and pay CCRF (phase 1 \$458,000) prior to the installation of project meters.		Ongoing
7	Carpinteria Avenue Bridge	Working with the City for the bridge improvements our part is to reconstruct the tie ins on the West and East end of the bridge. City is paying for the installation of the new 12 inch main on the bridge. Goal is to start our part May of 2025.		Ongoing
8	4990 Foothill Road	Install new 4 inch fire service line. Customer paid construction deposit (\$40K and \$45K CCRF cost). Field crew as to install new service in the week of March 17-20.		Ongoing

Engineering Monthly Report Intent to Serve Letters (1/16/2025 – 2/17/2025)

Letters Issued

Address	Description	Date Letter Issued
1028 Cramer Road	They submitted initially for an ADU > 750 sq. ft. and they resubmitted for reduced square	1/28/2025
	footage (573 sq. ft.). Under 750 sq. ft. so no billing changes to the account.	
600 Arbol Verde St	New four-season room unconditional space (127 SF) with new windows, new garage window,	1/22/2025
	replace existing doors, and new partial shingle roof.	
1082 Elm Lane	Interior remodel of existing home that will include the addition of a restroom and the expansion	1/21/2025
	of the living room area by creating vaulted ceilings. Fire sprinklers required.	
141 & 155 Holly Ave	New paint for existing buildings. Renovate landscape - turfgrass removal, to be replaced with	2/11/2025
	drought-tolerant plants. New paving.	

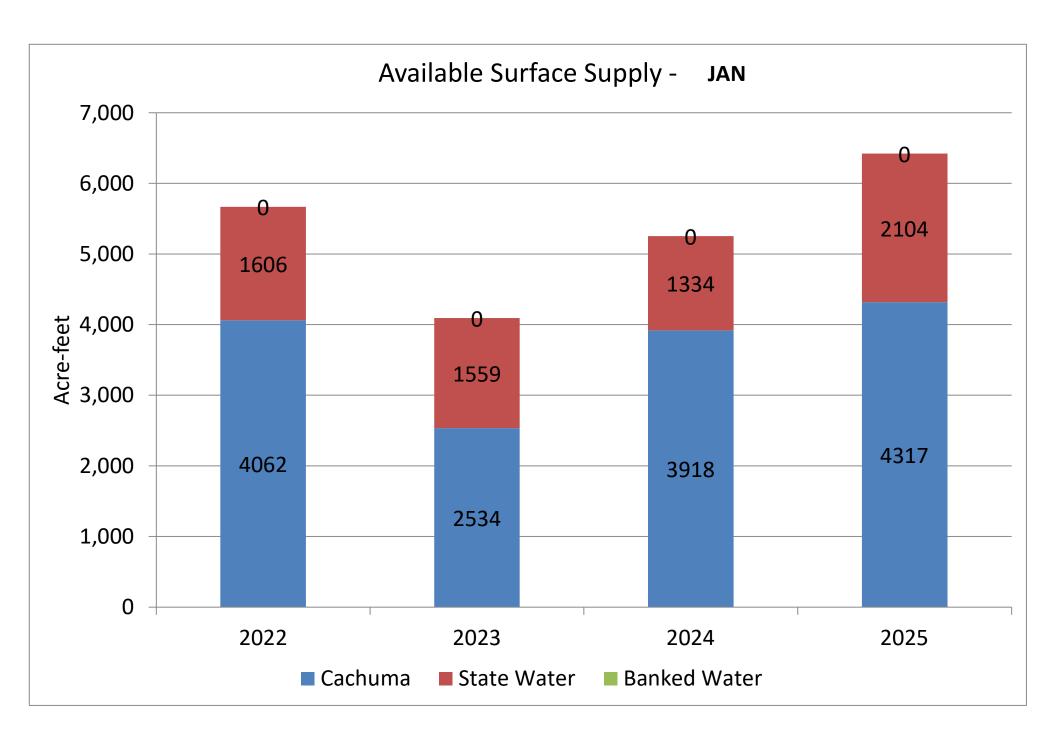
Engineering Monthly Report Intent to Serve Letters (1/16/2025 – 2/17/2025)

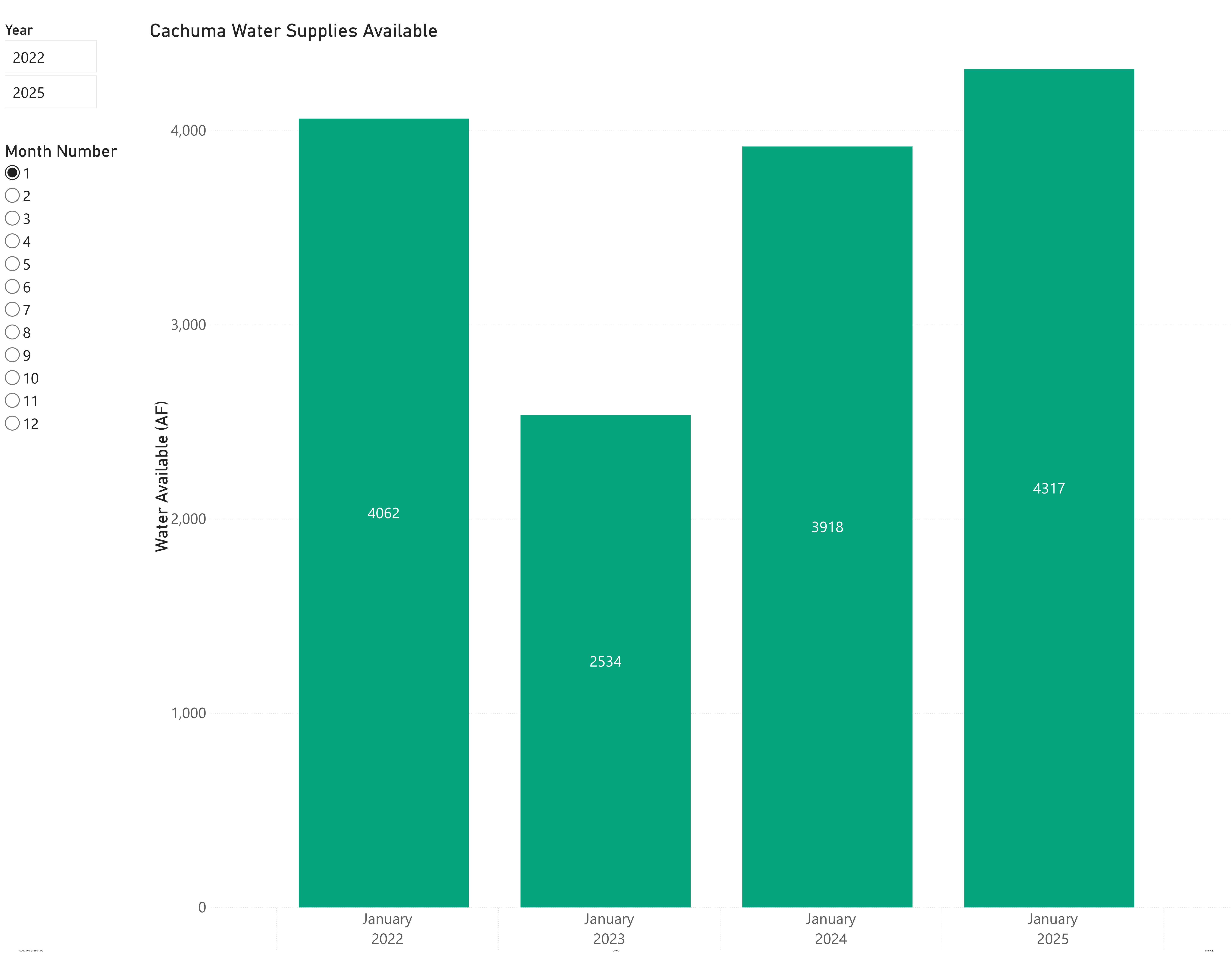
Intake of Letters and in Review

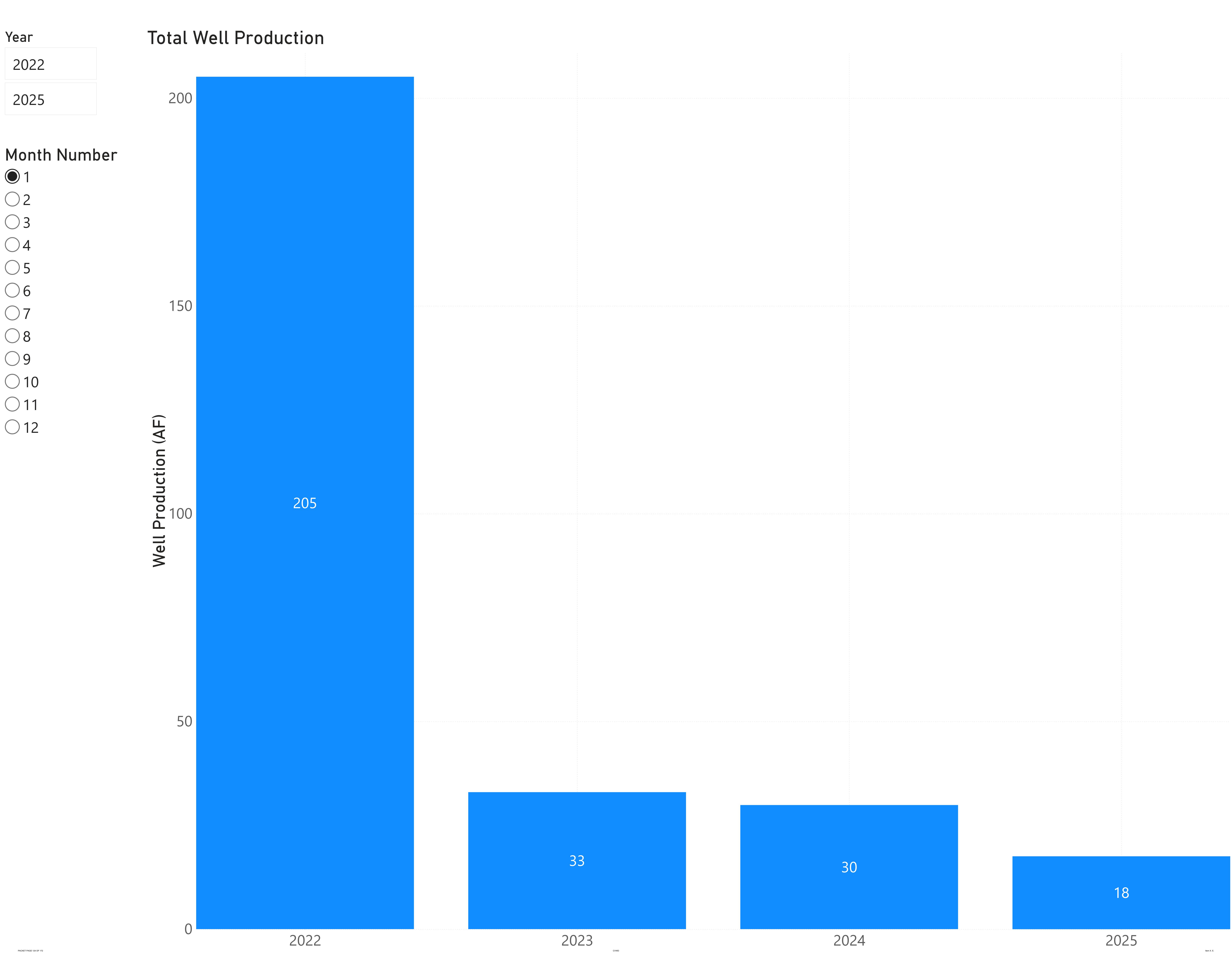
Address	Description	Date Received
1360 Cravens Lane	Four new, multi-family residential apartment buildings totaling ~28,600 SF on a portion of an existing 3.53-acre parcel using Builder's Remedy SB330 and State Density Bonus. The proposed project is comprised of 46 residential units consisting of 20 studio units, 18 one-bedroom units, and 4 two-bedroom units, and 4 three-bedroom units; 48 parking spaces and landscaping to also be included.	10/29/2024
1 Monte Alegre Dr	New one-story 1,867 SF residence, new 714 SF garage with new 722 SF ADU , and new pool.	12/18/2024

February 2025 Monthly Operations Report

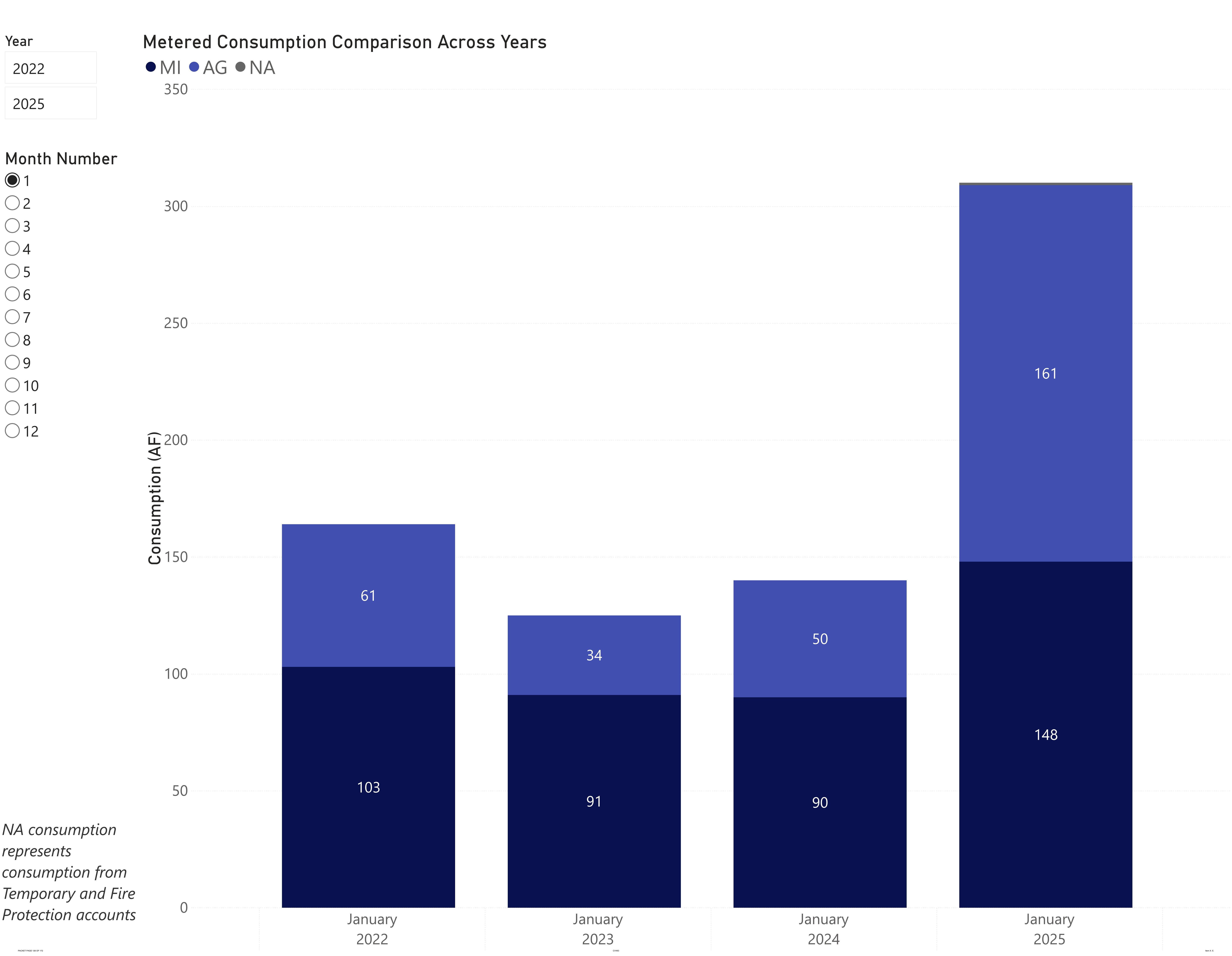
Project No.	Job / Facility	Status	Monitoring Frequency	Information Received From
1	HQ Well	HQ Well offline in normal operation.	Daily	O & M Treatment
2	El Carro Well	El Carro Well is offline in normal operation.	Daily	O & M Water Treatment
3	Smillie Well	Smillie Well is Well out of service and has been inactivated due to failed casing and or screens it began pumping gravel pack.	Daily	O & M Water Treatment
		HQ Well 1300 GPM Offline		O&M
4	Well Status	El Carro Well 930 GPM Offine	Daily	Water Treatment
		Smillie Well Inactivated		
5	Gobernador Aeration System	System is online and operating normally	Daily	O & M Water Treatment
6	Water Quality	District Water Filtration facilities are operating within normal parameters and producing high quality water. All routine sampling was completed and all results met the CDPH & EPA guidelines.	Daily	O&M Water Treatment
7	Electrical Motor Control & VFD Systems	The Foothill Reservoir and pump station PLC and OIT upgrade is scheduled to take place in July of this year.	Daily	O&M Water Treatment
8	Pumping & Production	Lat 30 pump was sent in for rehab in January. The rehab was completed by FH Pump and the pump was re-installed Feb 19. We are looking to schedule Pump #2 in the next few months.	Daily	O & M Water Treatment
9	Hydrant Maintenance & Repair	Nothing to report this month.	Daily	O&M Water Distribution
10	Valve Exercise & Replacement	Staff exercised 72 valves this month and replaced 1 valve	Daily	O&M Water Distribution
11	Mainline Leak Repairs	Nothing to report this month	Daily	O & M Water Distribution
12	Service Reairs	Staff repaired 1 broken angle meter stop this month	Daily	O&M Water Distribution
13	Meter Replacement / Testing	Nothing to report this month	Daily	O&M Water Distribution
14	Fleet	Two new rangers have been ordered to replace our existing rangeers.	Daily	O&M
15	Workplace Violence Prevention Upgrades	New perimeter and parking lot lighting along with New taller fencing has been installed as identified during the Safety Committee's inspection and recommendation.	Daily	O&M
16	Lead Service Line Inventory	Nothing to report	Daily	O&M Water Distribution
17	Landscape	Nothing to report at this time.	Daily	O & M

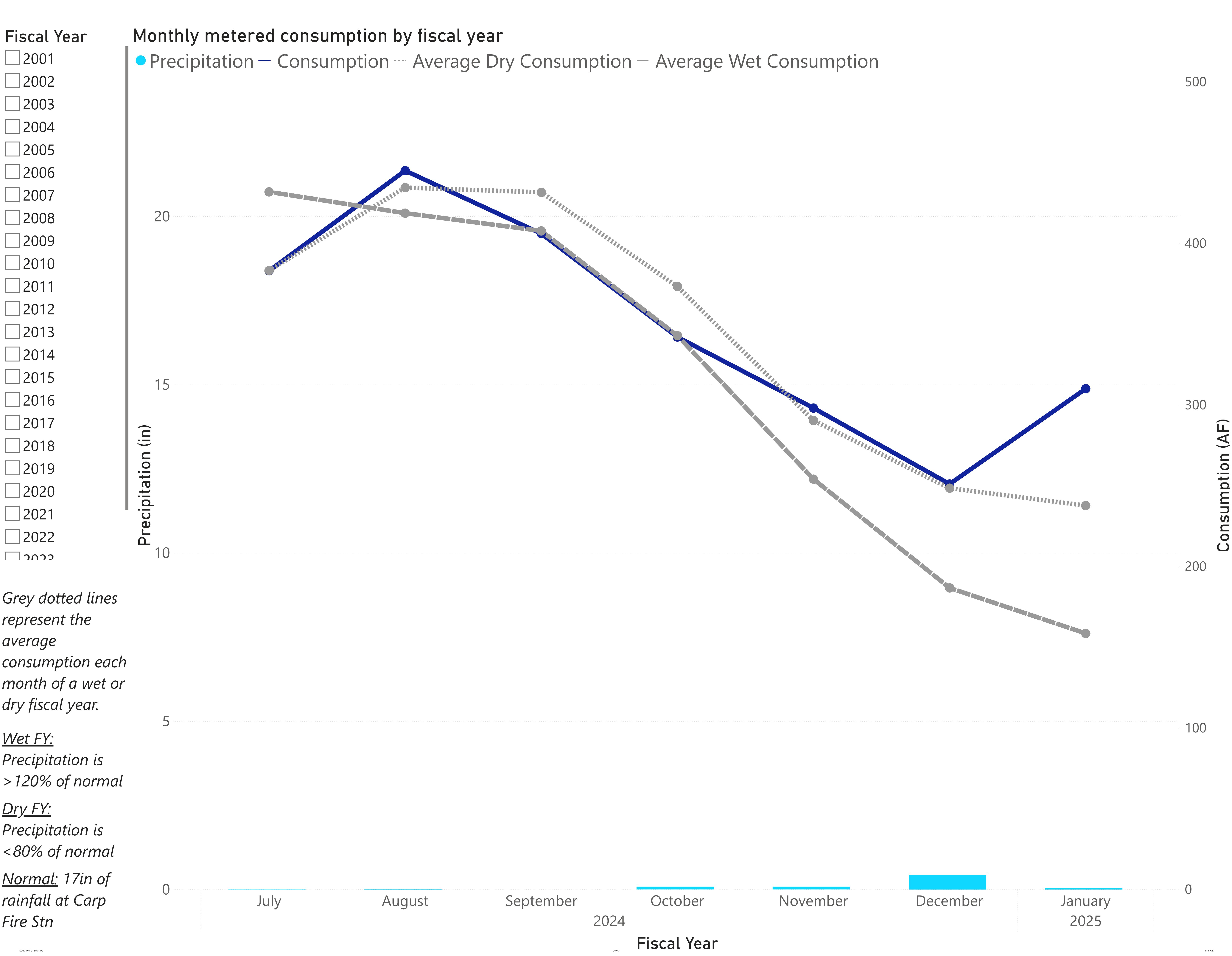


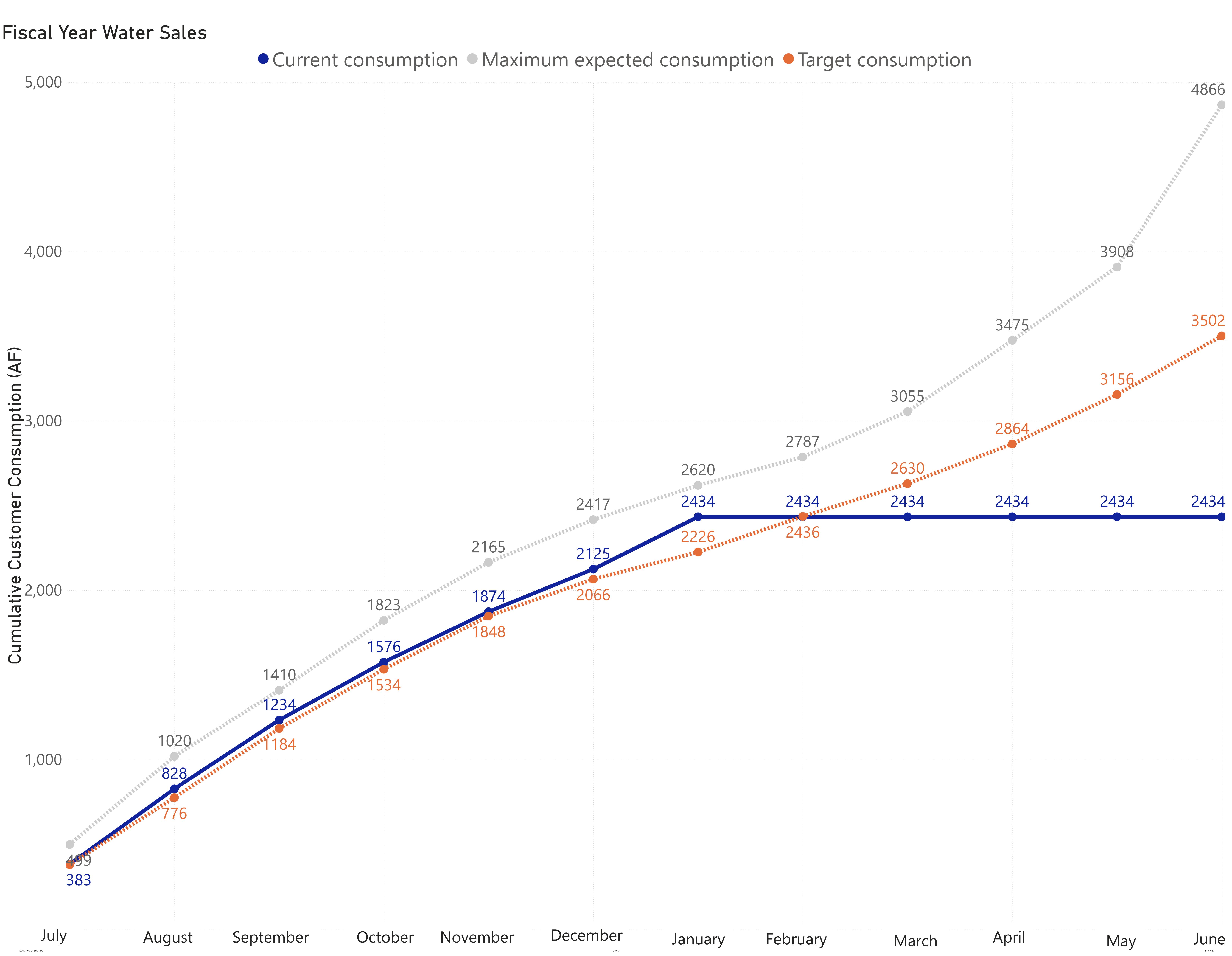




Fiscal Year Groundwater Production Target Production
 Current Production Current Yr Type Production Target 2500 Wet or Normal Yr February December November April October July August March May January September June







PACKET PAGE 129 OF 172



Santa Barbara County - Flood Control District

130 East Victoria Street, Santa Barbara CA 93101 - 805.568.3440 - www.countyofsb.org/pwd

Rainfall and Reservoir Summary

Updated 8am: 2/18/2025 Water Year: 2025 Storm Number: NA

Notes: Daily rainfall amounts are recorded as of 8am for the previous 24 hours. Rainfall units are expressed in inches.

All data on this page are from automated sensors, are preliminary, and subject to verification.

*Each Water Year (WY) runs from Sept 1 through Aug 31 and is designated by the calendar year in which it ends

County Real-Time Rainfall and Reservoir Website link https://rain.cosbpw.net

Rainfall	ID	24 hrs	Storm Oday(s)	Month	Year*	% to Date	% of Year*	AI
Buellton (Fire Stn)	233	0.00	0.00	2.64	3.82	35%	23%	
Cachuma Dam (USBR)	332	0.00	0.00	3.77	5.03	39%	25%	
Carpinteria (Fire Stn)	208	0.00	0.00	4.32	5.13	45%	30%	
Cuyama (Fire Stn)	436	0.00	0.00	1.01	1.99	41%	26%	
Figueroa Mtn (USFS Stn)	421	0.00	0.00	3.42	5.92	43%	28%	9.3
Gibraltar Dam (City Facility)	230	0.00	0.00	5.94	6.70	39%	25%	8.9
Goleta (Fire Stn-Los Carneros)	440	0.00	0.00	4.61	7.26	60%	39%	
Lompoc (City Hall)	439	0.00	0.00	3.19	4.76	49%	32%	9.1
Los Alamos (Fire Stn)	204	0.00	0.00	2.57	4.23	43%	28%	
San Marcos Pass (USFS Stn)	212	0.00	0.00	11.80	14.25	62%	41%	
Santa Barbara (County Bldg)	234	0.00	0.00	5.52	6.47	53%	35%	
Santa Maria (City Pub.Works)	380	0.00	0.00	2.20	4.54	52%	34%	
Santa Ynez (Fire Stn /Airport)	218	0.00	0.00	2.56	3.43	33%	22%	
Sisquoc (Fire Stn)	256	0.00	0.00	2.74	4.40	46%	29%	

Countywide percentage of "Normal-to-Date" rainfall:

46%

30%

Countywide percentage of "Normal Water-Year" rainfall:

Countywide percentage of "Normal Water-Year" rainfall calculated assuming no more rain through Aug. 31, 2025 (End of WY2025).

AI (Antecedent Index / Soil Wetness)

6.0 and below = Wet (min. = 2.5)

6.1 - 9.0 = Moderate

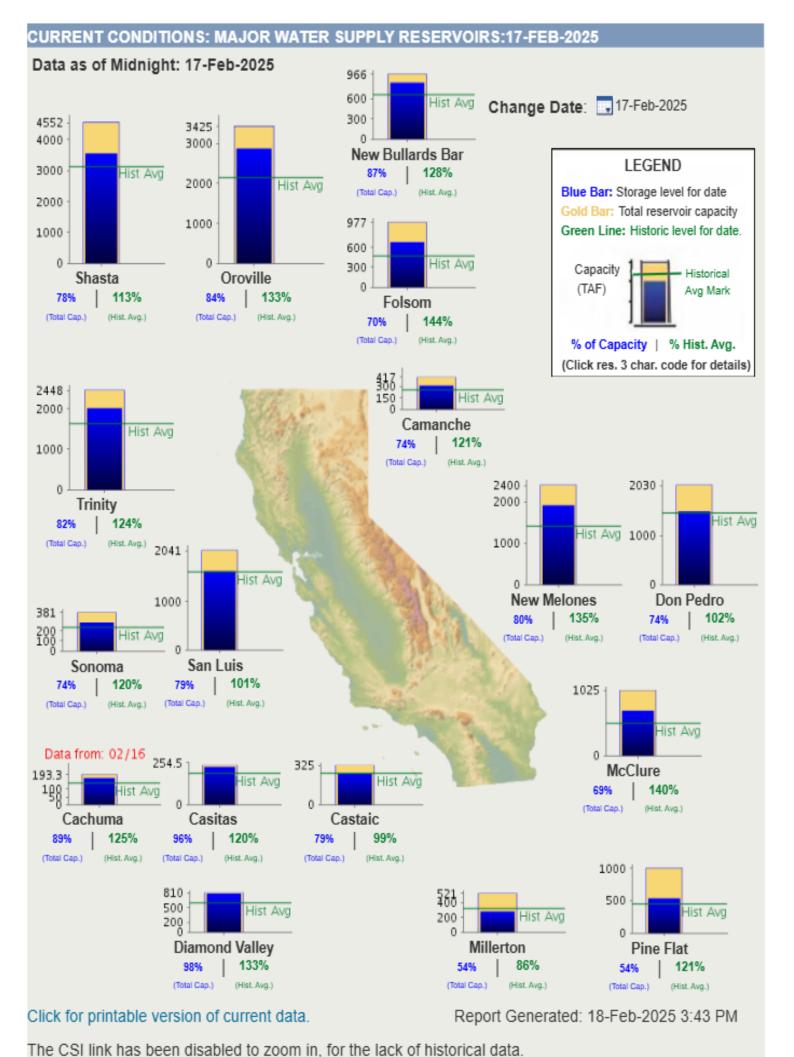
9.1 and above = Dry (max. = 12.5)

Reservoirs

Reservoir Elevations referenced to NGVD-29.

**Cachuma is full and subject to spilling at elevation 750 ft. However, the lake is surcharged to 753 ft. for fish release water. (Cachuma water storage based on Dec 2021 capacity revision)

Click on Site for Real-Time Readings	Spillway Elev. (ft)	Current Elev. (ft)	Max. Storage (ac-ft)	Current Storage (ac-ft)	Current Capacity (%)	Storage Change Mo.(ac-ft)	Storage Change Year*(ac-ft)
Gibraltar Reservoir	1,400.00	1,387.03	4,693	2,130	45.4%	1,264	-1,105
Cachuma Reservoir	753.**	745.60	192,978	170,783	88.5%	1,606	-13,942
Jameson Reservoir	2,224.00	2,221.04	4,848	4,488	92.6%	167	-289
Twitchell Reservoir	651.50	NA	194,971	NA		NA	NA



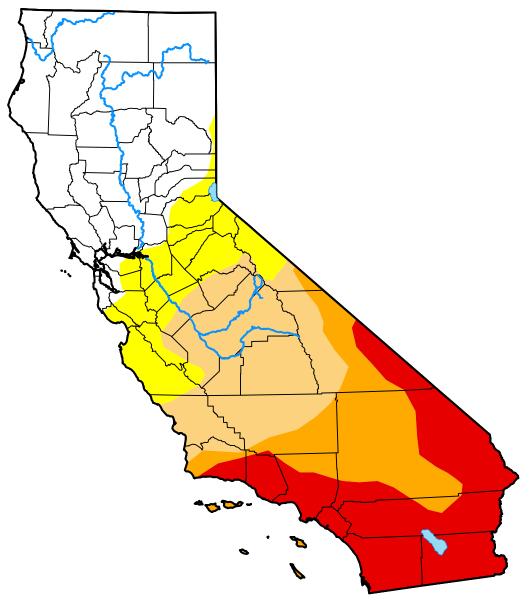
The CSI link has been disabled to 200m in, for the lack of historical data

U.S. Drought Monitor

California

February 11, 2025

(Released Thursday, Feb. 13, 2025)
Valid 7 a.m. EST



Intensity:

None

D0 Abnormally Dry

D1 Moderate Drought

D2 Severe Drought

D3 Extreme Drought

D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to https://droughtmonitor.unl.edu/About.aspx

Author:

Lindsay Johnson National Drought Mitigation Center









droughtmonitor.unl.edu

PACKET PAGE 132 OF 172 CVWD

EMPLOYMENT AGREEMENT

ASSISTANT GENERAL MANAGER/AUDITOR

This Employment Agreement (the "Agreement") is made and entered into this 1st day of March 2025, by and between the Carpinteria Valley Water District (the "District") and Norma Rosales (the "Employee") at Carpinteria, California, with reference to the following facts and intentions

- **A.** Employee is currently employed by the District in the position of Assistant General Manager/Auditor;
- **B.** The District desires to continue to employ Employee as its Assistant General Manager/Auditor; and
- **C.** Employee and the District wish to set forth the terms and conditions of Employee's ongoing employment in the position of Assistant General Manager/Auditor in this Agreement.
- **NOW, THEREFORE**, in consideration of the above recitals and of the mutual promises and conditions of this Agreement, **IT IS AGREED** as follows:
- 1. <u>Employment</u>. Employee will continue to be employed as the Assistant General Manager of the District, subject to the supervision and direction of the General Manager. Employee shall perform her obligations and responsibilities as Assistant General Manager as set forth in the job description, attached as Attachment "A," diligently within the time parameters indicated by the General Manager, applying the highest degree of professionalism, integrity and management to every aspect of his obligations.

2. <u>Salary and Step Increases</u>.

- **a.** <u>Salary</u>. Effective July 1, 2024 employee's salary will be \$17,165.79 per month, Step 13 of Salary Range 52, see Attachment A. Employee, as an executive employee, is exempt from overtime payments and entitlements under state and federal law.
- **b.** Longevity. Employee will be eligible for a Longevity pay rate increase on March 12, 2026. A longevity increase is based on merit and employee performance, at the discretion of the General Manager, within the range of 0-2.5% of employee salary.
- **c. Salary Range Adjustments.** Employees will receive a retroactive 3.5% Cost of Living Increase back to March 6, 2024.

The salary for this position will be increased for cost of living effective the first pay period beginning after March 1, 2025 in an amount equal to the increase in the cost of living per the CPI, Los Angeles-Long Beach-Anaheim, Urban Wage Earners and Clerical Workers, December to December, with a minimum increase of 2% and a maximum increase of 4%, and (2) effective the first pay period beginning after March 1,

2026, the first pay period beginning after March 1, 2027, and the first pay period beginning after March 1, 2028 in an amount equal to the increase in the cost of living per the CPI, Los Angeles-Long Beach-Anaheim, Urban Wage Earners and Clerical Workers, December to December, with a minimum increase of 2% and a maximum increase of 5%.

- 3. <u>Bilingual Pay.</u> Employee shall receive a bilingual allowance of \$50.00 per pay period effective the first full pay period after the effective date of this Agreement. Effective the first full pay period of March 2026, 2027, and 2028, the bilingual allowance shall increase by \$5.00 per pay period through the term of this Memorandum of Understanding, up to \$65.00 per pay period. The District may require employees receiving this allowance to attend Spanish language classes during working hours to assist in improving their Spanish language skills.
- 4. Administrative Leave. Employee shall receive an annual allowance of five (5) days of administrative leave, accrued at the start of each fiscal year. Such administrative leave is in addition to other existing benefits, including vacation leave. Administrative leave days may be cashed out at any time within the fiscal year in which they are accrued.
- **5.** Sick Leave Cash Out. Effective the date of this Agreement the Employee will be given the opportunity to receive cash payment for up to 80 hours of accumulated sick leave, as long as a minimum of 160 hours of accrued sick leave remains in her accrual bank after the payout. Employee will have this opportunity on July 1st of each fiscal year thereafter, as long as a minimum of 160 hours of accrued sick leave remains in her accrual bank after the payout.
- 6. <u>Vacation Leave Cash Out</u>. Employee will be given the opportunity once per fiscal year to receive cash payment for up to 50 hours of accumulated vacation leave, as long as a minimum of 120 hours of accrued vacation leave remains in her accrual bank after the payout.
- 7. <u>Vacation Accrual.</u> The maximum amount of unused vacation benefits that this employee may accrue is two hundred eighty (280) hours. After an employee has accrued the maximum amount, no further vacation benefits will accrue until the employee uses some portion of the maximum amount. When an employee uses vacation benefits so that the employee's earned but unused vacation benefits fall below the maximum, or when an employee is entitled to additional vacation benefits, the employee will resume earning vacation benefits from that day forward until the employee again has accrued the maximum amount. Excepting maximum accrual, the Employee will accrue Vacation in accordance with the District Personnel Manual.
- **8.** <u>Life Insurance</u>. The District shall provide, at its costs, a life insurance policy which insures Employee for the amount of two hundred and fifty thousand dollars (\$250,000).
- **9.** <u>District Auditor</u>. At the sole discretion of the Board of Directors of the District, Employee has been appointed District Auditor pursuant to Water Code section

- 30540 (a). Employee also may be removed from the position of District Auditor at the sole discretion of the Board of Directors of the District.
- **10.** Personnel Policies. The provisions of the District's Personnel Manual, and any amendments or revisions thereto, shall apply and govern the terms and conditions of Employee's employment with the District, except in the event of a conflict between this Agreement and the Personnel Policies, in which case the terms of this Agreement shall control.
- 10. Entire Agreement and Amendment. In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, cancelled, superseded or changed by any oral agreement, course of conduct, waiver or estoppel.
- <u>11.</u> <u>Meeting with the Administrative Committee</u>. If requested, Employee shall be afforded a meeting with the Administrative Committee of the District's Board of Directors around January 2026 to discuss, propose or negotiate salary, benefits, and general employment matters with the Employee. This committee may meet with Employee at other times in the discretion of the Committee.
- <u>12.</u> <u>Term of agreement.</u> The term of this Agreement shall begin March 1, 2025 and extend to February 28, 2027.
- <u>13.</u> <u>Termination of Employment</u>. Employee is considered an at-will employee which means that employment may be terminated by Employee or Employer at any time and for any reason, with or without cause or advance notice. Additionally, Employee may be demoted or disciplined by Employer at any time at the discretion of Employer, with or without cause or advance notice.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

EMPLOYEE	CARPINTERIA VALLEY WATER DISTRIC
	By:
Norma Rosales	Case Van Wingerden, President
	Board of Directors

ATTACHMENT A

SALARY RANGE 52 ASSISTANT GENERAL MANAGER

1	2	3	4	5	6	7	
\$ 12,763.73	\$ 13,082.82	\$ 13,409.89	\$ 13,745.14	\$ 14,088.77	\$ 14,440.98	\$ 14,802.01	
				L	ongevity (11-15	5)	
8	9	10	11	12	13	14	15
\$ 15,172.06	\$ 15,551.36	\$ 15,940.15	\$ 16,338.65	\$ 16,747.11	\$ 17,165.79	\$ 17,594.94	\$18,034.81

ATTACHMENT B

JOB DESCRIPTION

POSITION: Assistant General Manager

SUPERVISOR: General Manager

SUPERVISES: Administrative Analyst, Administrative Assistant, Accounting

Technician, Accountant, Senior Accountant, IT Program Manager,

Customer Service Representative, Senior Customer Service

Representative

STATUS: Exempt

General Job Description:

Under administrative direction of the General Manager, to plan, organize, and direct the financial, accounting, and related administrative functions of the District; to supervise customer service and accounting personnel; to coordinate and administer District Personnel functions, including the development of personnel policies and procedures; to assist the General Manager with the protection of District assets and the maintenance of budget controls; responsible for the investment of District funds; to assist the General Manager with regard to financial projections and planning; to perform the most complex accounting functions; to invest District funds; when the General is absent or otherwise not available, acts on behalf of the General Manager as directed, and to do related work as required.

Essential Job Duties and Responsibilities

- Serves as the Chief Financial Officer for the District.
- Plans, organizes directs, and manages District financial, accounting, investment, and related administrative activities.
- Provides advice and consultation on the development of District financial resources, programs and policies.
- Assists the General Manager with long range financial planning, protection of District assets, and development and maintenance of budget controls.
- Administers the District insurance and risk management functions.
- Conducts analytical studies as directed by the General Manager.
- Develops and maintains District human resources policies, procedures and files.
- Develops, coordinates, and administers employee health and welfare benefit programs.
- Assists the General Manager in preparation of annual salary adjustment recommendations.
- Maintains District salary ranges, wage charts, preparing job description revisions and updating.
- Acts as one of the District representatives during negotiations and other meetings with representative employee organizations.

- Performs orientation and exit interviews for new and departing employees.
- Develops and distributes information regarding human resource issues to District staff.
- Organizes and carries out recruitment procedures for District vacancies.
- Represents District human resource programs and policies with the public and other organizations.
- Coordinates employee training and development programs.
- Assigns work to staff for optimum efficiency and utilization of personnel in the general accounting and business operations.
- Supervises the work of the business services staff including the timely billing & collection of accounts, the preparation of financial information, and the establishment of written procedures for utilization in daily operations.
- Reviews financial documents for accuracy and completeness, including promissory notes, loans, bond issues, bank service agreements, etc.
- Prepares financial reports and statements required by the General Manager and Board of Directors.
- Assists the General Manager in public relations, particularly those related to business services.
- Directs the gathering and distribution of financial data and projections for the preparation of the District budget.
- Responsible for the investment of District funds and advises the General Manager and Board of Directors with regard to financial planning.
- Coordinates recruitment and selection of personnel, directs position classification and compensation, supervises personnel record-keeping, payroll reporting and recommends policies and procedures.
- Performs yearly analyses of employee salaries and benefits.
- Prepares materials for outside auditors, works closely with and assists the auditor with all accounting functions, maintaining a complete and systematic set of records.
- Administers the District insurance and risk management functions.
- Serves as liaison with contractors and debtors.
- Supervises functions and procedures related to the payment of District bills.
- In the absence or unavailability or the General Manger, or when otherwise directed by the General Manager, acts on behalf of the General Manager.
- Maintains continuous awareness of administrative practices and recommends changes that increase efficiency and economy of the District operations.
- Supervises administrative, customer service and accounting personnel.
- Coordinates with and assists in the administration of all personnel functions.
- Maintains cooperative working relationships with co-workers, the Board, outside agencies, and the public.
- Conducts studies and surveys to determine the effectiveness of District programs.
- Attends Board meetings.
- Attends and participates in meetings with other local water agencies.
- Responds to public inquiries regarding the District.

Duties as Auditor or Treasurer

The Assistant General Manager may be appointed to be the auditor or treasurer of the District by the Board of Directors per Water Code Section 30540. Being capable of serving as, and satisfactorily performing the duties of the auditor or treasurer of the District, including those set forth in Water Code Section 30582, is an essential function of the Assistant General Manager position. When appointed as auditor or treasurer, the Assistant General Manager serves as the chief financial officer for the District, and installs and maintains a system of auditing and accounting that shall completely and at all times show the financial condition of the District.

Other Duties

Performs related duties as assigned.

Typical Physical Activities:

- Communicates orally with co-workers and the public in face-to-face, one-on-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers and fax machines.
- Sits for extended time periods.
- May occasionally travel by automobile in conducting District business.

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, budgeting, accounting, finance and investments.
- Laws, rules, ordinances and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.
- Risk management and insurance.
- Computerized management information and fiscal systems.
- Principles and practices of public personnel administration, including employee health and welfare benefit administration.
- Equal employment opportunity and affirmative action requirements and guidelines.

Ability to:

- Establish and maintain fiscal records and procedures.
- Prepare verbal and written reports of complex nature.
- Exercise prudent and objective judgment regarding financial and personnel information.

- Supervise the work of others.
- Provide advice and consultation to the General Manager on the development of fiscal systems, policies, and assets.
- Establish and maintain cooperative working relationships.
- Establish systems and procedures for internal control of accounting operations.

Special Requirements:

 Possession of valid California Motor Vehicle Operators License is required and employee's driving records must be in accordance with the Safe Driving Program as defined in the District Employees Manual.

Desirable Education & Experience:

Any combination of education and experience, which would likely provide the necessary knowledge and abilities, is qualifying.

Education:

 Equivalent to graduation from an accredited college or university with a degree in Business Administration, Public Administration or related field. Some specialization in Accounting, Computer Information Systems, Public Administration and Human Resources is required. Masters Degree in Public Administration or related field is desirable.

Experience:

 Minimum 5 years increasingly responsible experience in business management, preferably including public sector experience at a managerial/administrative level.

EMPLOYMENT AGREEMENT

DISTRICT ENGINEER

This Employment Agreement (the "Agreement") is made and entered into this 1st day of March, 2025, by and between the Carpinteria Valley Water District (the "District") and Brian King (the "Employee") at Carpinteria, California, with reference to the following facts and intentions:

- **A.** Employee is currently employed by the District in the position of District Engineer;
- **B.** The District desires to continue to employ Employee as its District Engineer; and
- C. Employee and the District wish to set forth the terms and conditions of Employee's employment in the position of District Engineer in this Agreement.

NOW, THEREFORE, in consideration of the above recitals and of the mutual promises and conditions of this Agreement, **IT IS AGREED** as follows:

1. <u>Employment</u>. Employee will be employed as the District Engineer of the District, subject to the supervision and direction of the General Manager. Employee shall perform his obligations and responsibilities as District Engineer diligently within the time parameters indicated by the General Manager, applying the highest degree of professionalism, integrity and management to every aspect of his obligations.

2. Salary.

- **a.** <u>Salary</u>. Effective July 1, 2024, employee's salary will be \$16,338.65 per month, Step 11 of Salary Range 52, see Attachment A. Employee, as an executive employee, is exempt from overtime payments and entitlements under state and federal law.
- **b.** Salary Range Adjustments Employees will receive a retroactive 3.5% Cost of Living Increase back to March 6, 2024.

The salary for this position will be increased for cost of living effective the first pay period beginning after March 1, 2025 in an amount equal to the increase in the cost of living per the CPI, Los Angeles-Long Beach-Anaheim, Urban Wage Earners and Clerical Workers, December to December, with a minimum increase of 2% and a maximum increase of 4%, and (2) effective the first pay period beginning after March 1, 2026, the first pay period beginning after March 1, 2027, and the first pay period beginning after March 1, 2028 in an amount equal to the increase in the cost of living per the CPI, Los Angeles-Long Beach-Anaheim, Urban Wage Earners and Clerical Workers, December to December, with a minimum increase of 2% and a maximum increase of 5%.

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- 3. <u>Personnel Policies</u>. The provisions of the District's Personnel Manual, and any amendments or revisions thereto, shall apply and govern the terms and conditions of Employee's employment with the District, except in the event of a conflict between this Agreement and the Personnel Policies, in which case the terms of this Agreement shall control.
- **4.** Administrative Leave. Employee shall receive an annual allowance of five (5) days of administrative leave, accrued at the start of each fiscal year. Such administrative leave is in addition to other existing benefits, including vacation leave. Administrative leave days may be cashed out at any time within the fiscal year in which they are accrued.
- 5. Sick Leave Cash Out. Effective the date of this Agreement the Employee will be given the opportunity to receive cash payment for up to 80 hours of accumulated sick leave, as long as a minimum of 160 hours of accrued sick leave remains in his accrual bank after the payout. Employee will have this opportunity on July 1st of each fiscal year thereafter, as long as a minimum of 160 hours of accrued sick leave remains in his accrual bank after the payout.
- **6.** <u>Vacation Leave Cash Out.</u> Employee will be given the opportunity once per fiscal year to receive cash payment for up to 50 hours of accumulated vacation leave, as long as a minimum of 120 hours of accrued vacation leave remains in his accrual bank after the payout.
- 7. <u>Vacation Accrual.</u> The maximum amount of unused vacation benefits that this employee may accrue is two hundred eighty (280) hours. After an employee has accrued the maximum amount, no further vacation benefits will accrue until the employee uses some portion of the maximum amount. When an employee uses vacation benefits so that the employee's earned but unused vacation benefits fall below the maximum, or when an employee is entitled to additional vacation benefits, the employee will resume earning vacation benefits from that day forward until the employee again has accrued the maximum amount. Excepting maximum accrual, the Employee will accrue Vacation in accordance with the District Personnel Manual.
- **8.** <u>Life Insurance</u>. The District shall provide, at its costs, a life insurance policy which insures Employee for the amount of two hundred and fifty thousand dollars (\$250,000).
- 9. <u>Travel District Sanctioned</u>. On those occasions when the Employee is required to travel out of town on District Sanctioned business, the District will pay the reasonable expenses of such travel. If the employee uses their personal vehicle for travel on District Sanctioned business, mileage will be reimbursed at the IRS rate.
- 10. Entire Agreement and Amendment. In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, cancelled, superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

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- 11. <u>Meeting with the Administrative Committee</u> If requested, Employee shall be afforded a meeting with the Administrative Committee of the District's Board of Directors around January 2026 to discuss, propose or negotiate salary, benefits, and general employment matters with the Employee. This committee may meet with Employee at other times in the discretion of the Committee.
 - **12.** <u>Term of agreement.</u> The term of this Agreement shall begin March 1, 2025 and extend to February 29, 2027.
- 13. <u>Termination of Employment</u>. Employee is considered an at-will employee which means that employment may be terminated by Employee or Employer at any time and for any reason, with or without cause or advance notice. Additionally, Employee may be demoted or disciplined by Employer at any time at the discretion of Employer, with or without cause or advance notice.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

EMPLOYEE	CARPINTERIA VALLEY WATER DISTRICT
D . N.	By:
Brian King	Case Van Wingerden, President Board of Directors

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ATTACHMENT A

SALARY RANGE DISTRICT ENGINEER

1	2	3	4	5	6	7	
\$ 12,763.73	\$ 13,082.82	\$ 13,409.89	\$ 13,745.14	\$ 14,088.77	\$ 14,440.98	\$ 14,802.01	
				L	ongevity (11-15	5)	
8	9	10	11	12	13	14	15
\$ 15.172.06	\$ 15.551.36	\$ 15.940.15	\$ 16.338.65	\$ 16.747.11	\$ 17.165.79	\$ 17.594.94	\$18.034.81

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ATTACHMENT B

JOB DESCRIPTION DISTRICT ENGINEER

Carpinteria Valley Water District								
	Job Description Form							
Division/Department: Enginee	ring							
Location: 1301 Santa Ynez Av	е.							
Job title: District Engineer								
Reports to: Robert T. McDona	ıld							
Certification Requirement: D3 T3	Type of position: X Full-time □ Part-time □ Contractor □ Intern	Hours40/week X Exempt □ Nonexempt						

General Description:

Under general direction performs difficult engineering work; supervises, assigns, directs and assumes the responsibility for the work activities of those engaged in engineering, drafting, and inspection of construction work. Assists in matters relating to administrative policy, and budget preparation; assists in the preparation of various reports and analysis; assists in the coordination of office and field activities. Performs related duties as required.

Duties and Responsibilities:

- Develops designs, plans, specifications and bid documents for the construction and development of District water system improvements.
- Provides project coordination and direction for technical engineering support staff.
- ❖ Assists staff with the processing of new water service applications.
- Prepares estimates of materials and quantities in the development of plans, profiles, maps, and drawings for construction projects.
- * Prepares proposal requests for the advertisement of consulting services and construction projects.
- ❖ Performs construction project administration for Carpinteria Valley Water District
- Oversees District's cross-connection and corrosion control activities.
- Prepares environmental assessment reviews.
- ❖ Meets with developers and outside engineers to discuss concepts and general -5-

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- requirements for new projects.
- Assists outside engineers with design of District water facilities, such as distribution piping, pump stations, pressure reducing stations, tanks, etc.
- Serves as resident engineer on construction projects.
- Assists contractors and the general public with questions regarding water pressure, water quality, sprinkler system design, water well design, and irrigation system design.
- ❖ Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups, and developers.
- Prepares various statistical and other reports required by State and Federal Agencies.
- Prepares correspondence related to engineering functions.
- * Represents the General Manager at meetings and conferences as delegated.
- Provides support to the General Manager in making presentations regarding engineering issues to the Board of Directors.

Physical Activities:

- Regularly uses a telephone and voice mail communication.
- Regularly uses office equipment such as computer terminals, calculators, personal computers, copiers, faxes, mailing equipment and printers.
- Frequently walks in uneven terrain, in an outdoor environment, making inspections and overseeing/administering District facilities and construction projects.
- Sits, stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Must be able to carry, push, pull, reach and lift up to 50 lbs., walking, some bending, reaching, stooping and squatting.
- ❖ May occasionally travel by airplane and automobile in conducting District business.

Ability to:

- Communicate in a clear, understandable fashion orally and in writing.
- Work in a positive, harmonious, professional, and competent manner with the public, customers, developers, and contractors, outside agencies and District employees.
- ❖ Accurately and effectively represent to customers, the content of District Rules, Regulations, and Ordinances controlling water service.
- ❖ Plan, carry out, and coordinate District engineering projects, particularly as they affect irrigation, water distribution system development and water conservation.
- Coordinate assigned engineering projects with District activities and services.
- Prepare and monitor project budgets.
- Prepare and develop plans, specifications, and District engineering standards.
- Ensure proper completion and inspection of major construction projects.
- Prepare and review a variety of engineering studies and reports.
- Use and operate computer systems and software packages in a proficient, competent manner related to engineering analysis and functions.
- ❖ Effectively represent the District's engineering functions with the public, other government agencies, contractors, developers, and professional engineering consultants.

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- Carry out all duties in a manner that demonstrates positive concern for the District, its customers and its employees.
- ❖ Work in a fast paced, multi-tasked environment, performing work accurately.

Knowledge of:

- Principles and practices of civil engineering with particular emphasis on the design and construction of water system improvements such as distribution piping, storage, pump stations, treatment facilities, etc.
- Principles of engineering and their practical application to cross-connection and corrosion control programs.
- Laws, rules, ordinances, and regulatory processes governing water distribution and treatment.
- Contract development and administration.

Education and Experience:

Registered Civil Engineer in the state of California.

Five years experience in design of water system facilities including preparation of plans, specifications, and bid documents using AutoCAD, Civil 3D, Arcgis and/or other engineering computer software.

License Certification Requirements:

Possession of valid California Motor Vehicle Operator's License issued by the State Department of Motor Vehicles is required. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

Possession of CA Department of Health Services Water Distribution License D3 and Water Treatment License T3 is required.

Possession of a valid and current certificate of registration as a Civil Engineer issued by the State of California.

EMPLOYMENT AGREEMENT

Operations and Maintenance Manager

This Employment Agreement (Agreement) is made and entered into this 1st day of March 2025, by and between the Carpinteria Valley Water District (the "District") and Greg Stanford (Employee) at Carpinteria, California, with reference to the following facts and intentions:

- **A.** Employee is currently employed by the District in the position of Operations and Maintenance Manager;
- **B.** The District desires to continue to employ Employee as its Operations and Maintenance Manager; and
- C. Employee and the District wish to set forth the terms and conditions of Employee's employment in the position of Operations and Maintenance Manager in this Agreement.

NOW, THEREFORE, in consideration of the above recitals and of the mutual promises and conditions of this Agreement, **IT IS AGREED** as follows:

1. <u>Employment</u>. Employee will be employed as the Operations and Maintenance Manager of the District, subject to the supervision and direction of the General Manager. Employee shall perform his obligations and responsibilities as Operations and Maintenance Manager diligently within the time parameters indicated by the General Manager, applying the highest degree of professionalism, integrity and management to every aspect of his obligations.

2. Salary.

- a. <u>Salary</u>. Effective July 1, 2024 employee's salary will be \$15,940.15 per month, Step 12 of Salary Range 50, see Attachment A. Employee, as an executive employee, is exempt from overtime payments and entitlements under state and federal law.
- **b.** <u>Salary Range Adjustments</u>. Employees will receive a retroactive 3.5% Cost of Living Increase back to March 6, 2024.

The salary for this position will be increased for cost of living effective the first pay period beginning after March 1, 2025 in an amount equal to the increase in the cost of living per the CPI, Los Angeles-Long Beach-Anaheim, Urban Wage Earners and Clerical Workers, December to December, with a minimum increase of 2% and a maximum increase of 4%, and (2) effective the first pay period beginning after March 1, 2026, the first pay period beginning after March 1, 2027, and the first pay period beginning after March 1, 2028 in an amount equal to the increase in the cost of living per the CPI, Los Angeles-Long Beach-Anaheim, Urban Wage Earners and Clerical Workers, December to December, with a minimum increase of 2% and a maximum increase of 5%...

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- 3. <u>Personnel Policies</u>. The provisions of the District's Personnel Manual, and any amendments or revisions thereto, shall apply and govern the terms and conditions of Employee's employment with the District, except in the event of a conflict between this Agreement and the Personnel Policies, in which case the terms of this Agreement shall control.
- **4.** Administrative Leave. Employee shall receive an annual allowance of five (5) days of administrative leave, accrued at the start of each fiscal year. Such administrative leave is in addition to other existing benefits, including vacation leave. Administrative leave days may be cashed out at any time within the fiscal year in which they are accrued.
- 5. Sick Leave Cash Out. Effective the date of this Agreement the Employee will be given the opportunity to receive cash payment for up to 80 hours of accumulated sick leave, as long as a minimum of 160 hours of accrued sick leave remains in his accrual bank after the payout. Employee will have this opportunity on July 1st of each fiscal year thereafter, as long as a minimum of 160 hours of accrued sick leave remains in his accrual bank after the payout.
- **6.** <u>Vacation Leave Cash out.</u> Employee will be given the opportunity once per fiscal year to receive cash payment for up to 50 hours of accumulated vacation leave, as long as a minimum of 120 hours of accrued vacation leave remains in his accrual bank after the payout.
- 7. <u>Vacation Accrual.</u> The maximum amount of unused vacation benefits that this employee may accrue is two hundred eighty (280) hours. After an employee has accrued the maximum amount, no further vacation benefits will accrue until the employee uses some portion of the maximum amount. When an employee uses vacation benefits so that the employee's earned but unused vacation benefits fall below the maximum, or when an employee is entitled to additional vacation benefits, the employee will resume earning vacation benefits from that day forward until the employee again has accrued the maximum amount. Excepting maximum accrual, the Employee will accrue Vacation in accordance with the District Personnel Manual.
- **8.** <u>Life Insurance</u>. The District shall provide, at its costs, a life insurance policy which insures Employee for the amount of two hundred and fifty thousand dollars (\$250,000).
- **8.** <u>Travel District Sanctioned.</u> On those occasions when the Employee is required to travel out of town on District Sanctioned business, the District will pay the reasonable expenses of such travel. If the employee uses their personal vehicle for travel on District Sanctioned business, mileage will be reimbursed at the IRS rate.
- 9. Entire Agreement and Amendment. In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

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- 10. <u>Meeting with the Administrative Committee</u>. If requested, Employee shall be afforded a meeting with the Administrative Committee of the District's Board of Directors around January 2026 to discuss, propose or negotiate salary, benefits, and general employment matters with the Employee. This committee may meet with Employee at other times in the discretion of the Committee.
- 11. <u>Term of agreement</u>. The term of this Agreement shall begin March 1, 2025 and extend to February 28, 2027.
- **12.** <u>Termination of Employment.</u> Employee is considered an at-will employee which means that employment may be terminated by Employee or Employer at any time and for any reason, with or without cause or advance notice. Additionally, Employee may be demoted or disciplined by Employer at any time at the discretion of Employer, with or without cause or advance notice.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

EMPLOYEE	CARPINTERIA VALLEY WATER DISTRIC
	By:
Greg Stanford	Case Van Wingerden, President
	Board of Directors

ATTACHMENT A

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SALARY RANGE OPERATION & MAINTENANCE MANAGER

1	2	3	4	5	6	7	8
\$12,148.70	\$12,452.42	\$12,763.73	\$13,082.82	\$13,409.89	\$13,745.14	\$14,088.77	\$14,440.98
			LOI	NGEVITY (11-	15)		
9	10	11	12	13	14	15	
\$14,802.01	\$15,172.06	\$15,551.36	\$15,940.15	\$16,338.65	\$16,747.11	\$17,165.79	

ATTACHMENT B

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JOB DESCRIPTION FOR OPERATION & MAINTENANCE MANAGER

Carpinteria Valley Water District Job Description Form Division/Department: Operations Location: 1301 Santa Ynez Ave. Job title: Operations & Maintenance Manager Reports to: Title: General Manager **Certification Requirement:** Type of position: Hours 40 /week X Full-time **Distribution IV** ☐ Part-time X Exempt Treatment III ■ Nonexempt ☐ Contractor □ Intern

General Description:

Under general direction of the General Manager, supervises, assigns, directs and assumes the responsibility for the work activities of those engaged in: Maintenance, installation, repair or replacement of water distribution facilities; customer service, meter installation, repair or replacements, inventory operations and controls, District safety program, water treatment and filtration facilities and related functions. Assists the General Manager and District Engineer in planning extension, enlargements and modifications of the District distribution system, consults with them about matters relating to administrative policy, assists in the coordination of office and field activities.

Duties and Responsibilities:

- Plans, organizes, directs, and coordinates the operation and maintenance of the District's water treatment plants and distribution systems.
- Responsible for District safety programs as District Safety Officer, holds monthly safety meetings and enforces safety procedures.
- Supervises, participates in and assumes responsibility for: Maintenance, daily inspection of
 District facilities, installation, repair, replacement, and/or modification of the District facilities,
 installation, repair, replacement, and/or modification of the District distribution system; meter
 installations, repair and replacements.
- Provides general management and administration of the District's water treatment plants and distribution systems, including centralized communications-control systems.
- Assists in purchase of materials and meters, maintains inventory controls of same.
- Maintains records as they pertain to labor, material and equipment; and all other records as required by the needs of activities in the field.
- Responsible for repair and/or replacement of transportation and construction equipment fleet.
- Represents District regarding water treatment and distribution functions with the public, contractors, and representatives of other government
- Assists Assistant General Manager with inventory controls and labor and job distributions.
- Provides, supervision, training, and work evaluation for assigned personnel.
- Develops the water treatment and distribution budget and controls costs
- Reviews employee effectiveness and personnel evaluations with field and plant foremen.

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- Maintains District water treatment and filtration facilities and ensures the safety procedures of use of chlorine and other related chemicals.
- Performs all other related tasks as assigned.
- · Maintains effective public relations.

Physical Activities:

- Travels regularly by automobile to inspect District facilities and operations.
- Occasionally works in an outdoor environment.
- Communicates orally with District Board members, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment.
- Walks on uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Qualifications:

Has the ability to coordinate contractors and District activities. Create an atmosphere of harmony between the District and outside utilities. Provide leadership for all field personnel. Have five years of increasingly responsible and diversified experience in the operation and maintenance of a water distribution systems and treatment facilities. Education will include graduation from high school and completion of formal or in-service training relative to water works operation or any combination of education or training and experience.

Knowledge:

- Principles, methods, and practices used in water treatment and distribution for public consumption.
- Principles, methods, and practices used in communications-control equipment installation, operation, maintenance, and repair.
- Chemical and quality testing of water conditions.
- Principles, methods, and practices used in water treatment plant maintenance and construction work.
- Rules, regulations, and codes applicable to District water treatment and distribution functions.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles and practices of personnel administration.

License:

Possession of valid California Motor Vehicle Operators License is required and employee's driving records must be in accordance with the *Safe Driving Program* as defined in the District Employees Manual.

Possession of a good driving record is required.

Possession of CA Department of Health Services Water Distribution License D4 and CA Department of Health Services Treatment License T3 is required.

Possession of any other appropriate certification as required by the CA Department of Health Services.

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EMPLOYMENT AGREEMENT

<u>ADMINISTRATIVE ASSISTANT – CONFIDENTIAL</u>

This Amended Employment Agreement (Agreement) is made and entered into this 1st day of March 2025 by and between the Carpinteria Valley Water District (the "District") and Lisa Wener Silva (Employee) at Carpinteria, California, with reference to the following facts and intentions:

- **A.** Employee is currently employed by the District in the position of Administrative Assistant Confidential, a confidential position within the meaning of Section 3(f) of District Resolution No. 4994;
- **B.** Employee and the District wish to set forth the terms and conditions of Employee's ongoing employment in the position of Administrative Assistant Confidential in this Agreement.

NOW, THEREFORE, in consideration of the above recitals and of the mutual promises and conditions of this Agreement, **IT IS AGREED** as follows:

1. <u>Employment</u>. Employee will continue to be employed by the District as the Administrative Assistant - Confidential, subject to the supervision and direction of the Assistant General Manager. Employee shall perform her obligations and responsibilities as Administrative Assistant - Confidential as set forth in the job description, attached as Attachment "A," diligently within the time parameters indicated by the Assistant General Manager, applying the highest degree of professionalism and integrity to every aspect of her obligations.

2. Salary and Step Increases.

- a. Salary. Effective November 24, 2024 employee's salary will be \$47.21 per hour, Step 12 of Range 23, see Attachment B. Employee is a non-exempt employee, subject to the payment of overtime compensation as provided in the District Personnel Manual.
- **b.** Salary Range Adjustments. Employees will receive a retroactive 3.5% Cost of Living Increase back to March 6, 2024.

The salary for this position will be increased for cost of living effective the first pay period beginning after March 1, 2025 in an amount equal to the increase in the cost of living per the CPI, Los Angeles-Long Beach-Anaheim, Urban Wage Earners and Clerical Workers, December to December, with a minimum increase of 2% and a maximum increase of 4%, and (2) effective the first pay period beginning after March 1, 2026, the first pay period beginning after March 1, 2027, and the first pay period beginning after March 1, 2028 in an amount equal.

- 3. <u>Personnel Policies</u>. The provisions of the District's Personnel Manual, and any amendments or revisions thereto, shall apply and govern the terms and conditions of Employee's employment with the District, except in the event of a conflict between this Agreement and the Personnel Policies, in which case the terms of this Agreement shall control.
- **4.** <u>District Secretary</u>. At the sole discretion of the Board of Directors of the District, Employee may be appointed District Secretary pursuant to Water Code section 30540(a). Employee

also may be removed from the position of District Secretary at the sole discretion of the Board of Directors of the District. If Employee is appointed District Secretary, during the period she serves as District Secretary she will receive premium pay equal to 5% of her base salary.

- **5.** Administrative Leave. Employee shall receive an annual allowance of five (5) days of administrative leave, accrued at the start of each fiscal year. Such administrative leave is in addition to other existing benefits, including vacation leave. Administrative leave days may be cashed out at any time within the fiscal year in which they are accrued.
- 6. <u>Vacation Cash Out</u>. During the month of November employee may cash out up to 40 hours of accrued vacation if she used 40 hours of vacation during the calendar year (including scheduled vacation in November and December) and if she will still have an accrued vacation balance of at least 40 hours.
 - 7. <u>Vacation Accrual.</u> All employees are entitled to accrue paid vacation. Employee will accrue the following amount of vacation:
 - From March 2025 up to 10-year anniversary: 15 working days (10 hours per month).
 - From 10 year anniversary: 20 working days (13 1/3 hours per month).
- 8. Entire Agreement and Amendment. In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, cancelled, superseded or changed by any oral agreement, course of conduct, waiver or estoppel.
 - **Term of agreement.** The term of this Agreement shall begin March 1, 2025 and extend to February 28, 2030.
- 10. <u>At-Will Status.</u> This Agreement does not modify the Employee's at will status. Employee is not promised employment for any definite period, and their employment can be terminated by either the Employee or the District, at any time, with or without cause, and with or without notice.
- 11. <u>Meeting with Ad Hoc Committee</u>. An ad hoc committee of the District's Board of Directors will arrange to meet with Employee around January 2028 to discuss status of employment and general matters with the Employee. This ad hoc committee may meet with Employee at other times in the discretion of the ad hoc committee.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

EMPLOYEE	CARPINTERIA VALLEY WATER DISTRICT
	By:
Lisa Wener Silva	Case Van Wingerden, President
	Board of Directors

ATTACHMENT A

CARPINTERIA VALLEY WATER DISTRICT JOB DESCRIPTION

Position: Administrative Assistant - Confidential

Supervisor: Assistant General Manager

Status: Non-Exempt

General Job Description

Under direction of the Assistant General Manager (AGM), organizes and maintains all District files, including those of the Secretary; performs various clerical and sometimes confidential communication tasks in support of the General Manager (GM) in matters concerning the Board of Directors, District employees, employer-employee relations, and meetings and schedules with outside agencies; provides general clerical support for department managers; completes weekly Accounts Payable processing; provides back-up support for Business Office customer service on an as-needed basis; performs special project assignments for the AGM on an as-needed basis.

Examples of Duties

- ❖ Manages and maintains system for record keeping for the District as a whole, including all Board Secretary documents such as agendas, minutes and resolutions.
- * Reviews and verifies source documents for proper format and filing.
- ❖ Assists the AGM in managing and maintaining record keeping for general and confidential personnel records and matters pertaining to employer-employee relations.
- Assists GM and AGM in personnel recruitment screening, testing, and other tasks confidential in nature related to the hiring process.
- Assists AGM and GM in confidential matters pertaining to the administration of employer-employee relations, including in connection with the meet and confer process, such as preparing correspondence and documents, record keeping, obtaining requested information and performing related research and investigation.
- ❖ Maintains Board member elections and filing documents, including Conflict of Interest Statements.
- Schedules meetings, travel and appointments for Directors and staff; prepares itineraries and makes reservations as necessary
- Assists GM with meeting schedules and report deadlines; informs GM of actual or potential scheduling conflicts.
- * Records and processes Board Monthly Meeting Report for payment of Board fees.
- ❖ Handles requests from public and other agencies for information and surveys.
- ❖ Handles mailings for AGM, GM and Department Managers.
- Provides occasional front office support.
- Maintains proper inventory of central office supplies and purchases/restocks as necessary.

- Processes weekly Accounts Payable invoices and reporting.
- ❖ Assists GM in production of Board meeting agendas and packet materials, including distribution.
- ❖ Maintains staff and director training logs and schedules as necessary.
- * Maintains District contact lists.
- Opens and processes customer payments; distributes all other mail to Department heads.
- ❖ Performs various other clerical duties as workloads, temporary absences or emergencies dictate.

Types of Physical Activities

- * Regularly uses a telephone for communication.
- * Regularly uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits/stands for extended time periods.
- ❖ Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings.
- * Maintains constant attention to detailed records.
- ❖ May occasionally travel by automobile in conducting District business.

Special Requirements

Possession of a valid California Motor Vehicle Operators License. Driving record must be in accordance with the *Safe Driving Program* as defined in the District Employees Manual.

Employment Standards

Knowledge of:

- ❖ Development and maintenance of filing and record keeping systems.
- Computer systems and software applications related to District management support and administrative functions, which include: MS Word, MS Excel, MS Access, MS Powerpoint and MS Outlook.
- ❖ Correct English usage, spelling, grammar, and punctuation.
- Principles of work coordination.
- Operations, procedures, and policies of the District.

Ability to:

- **Stablish** and maintain cooperative working relationships.
- Skillfully operate computer systems and software packages for data entry, report generation, and report development.
- Maintain records.
- Appropriately handle, and restrict the disclosure of, confidential information and matters.
- Work with others to resolve and correct data problems and discrepancies.
- Prepare oral and written reports.
- ❖ Make arithmetical calculations quickly and accurately.
- Obtain price quotations and locate product availability.
- ❖ Collect, organize, interpret and evaluate a variety of information and data.

- ❖ Interpret laws, legislation, ordinances, and administrative policies and procedures.
- ❖ Effectively represent the District, including its programs and policies, with the public and other agencies.

Desirable Education and Experience

A relevant Bachelor's or Associate's degree is preferred as well as a minimum of four (4) years of increasingly responsible experience in performing a variety of office and administrative support work, preferably in working with a water agency.

ATTACHMENT B

SALARY RANGE 23 ADMINISTRATIVE ASSISTANT – CONFIDENTIAL

1	2	3	4	5	6	7	_
\$35.98	\$36.88	\$37.81	\$38.75	\$39.72	\$40.71	\$41.73	_
				Lor	ngevity (11-15)	
8	9	10	11	12	13	14	15
\$42.77	\$43.84	\$44.94	\$46.06	\$47.21	\$48.39	\$49.60	\$50.84

EMPLOYMENT AGREEMENT

IT PROGRAM MANAGER

This Employment Agreement (Agreement) is made and entered into this 1st day of March 2025 by and between the Carpinteria Valley Water District (the "District") and Laurie Richards (Employee) at Carpinteria, California, with reference to the following facts and intentions:

a. Employee and the District wish to set forth the terms and conditions of Employee's employment in the position of IT Program Manager in this Agreement.

NOW, THEREFORE, in consideration of the above recitals and of the mutual promises and conditions of this Agreement, **IT IS AGREED** as follows:

1. <u>Employment</u>. Employee will be employed as the IT Program Manager, of the District, subject to the supervision and direction of the Assistant General Manager. Employee shall perform her obligations and responsibilities as IT Program Manager diligently within the time parameters indicated by the Assistant General Manager, applying the highest degree of professionalism, integrity and management to every aspect of her obligations.

2. Salary.

a. Salary. Effective November 24, 2025 employee's salary will be \$81.71 per hour. Employee will be Y-Rated, not eligible for any step, longevity or merit increases, until such time as the salary range (Range 42) for this classification catches up to employee's salary. Although the employee is paid hourly, Employee will be required to be available for unrestricted duty to respond to District IT emergency calls and perform scheduled IT maintenance during off hours. Employee will be provided with a cellular telephone and must be able to respond to emergency IT related calls, as further described in Attachment B. Y-rating will be subject to management review after 2 years if requested. If market conditions have changed such that current salary range is no longer above the median then Y-rating may be removed and employee may become eligible for step increases.

It is the employee's responsibility to ensure that she is able to be contacted by telephone during non-work hours and keep the District informed of any changes in her alternate telephone number.

Employee will receive an additional fixed rate of \$12,000 per year, or \$1,000 per month to compensate them for her IT duties.

Employee shall be paid for all hours worked responding to emergency events after hours at the rate of time and a half, and at the rate of double time for Holidays. Employee shall report any hours worked to her supervisor so they may be accurately recorded and compensated.

b. Salary Range Adjustments.

Employees will receive a retroactive 3.5% Cost of Living Increase back to March 6, 2024.

The salary for this position will be increased for cost of living effective the first pay period beginning after March 1, 2025 in an amount equal to the increase in the cost of living per the CPI, Los Angeles-Long Beach-Anaheim, Urban Wage Earners and Clerical Workers, December to December, with a minimum increase of 2% and a maximum increase of 4%, and (2) effective the first pay period beginning after March 1, 2026, the first pay period beginning after March 1,2027, and the first pay period beginning after March 1,2028 in an amount equal

- **3.** Personnel Policies. The provisions of the District's Personnel Manual, and any amendments or revisions thereto, shall apply and govern the terms and conditions of Employee's employment with the District, except in the event of a conflict between this Agreement and the Personnel Policies, in which case the terms of this Agreement shall control.
- **4.** Administrative Leave. Employee shall receive an annual allowance of five (5) days of administrative leave, accrued at the start of each fiscal year. Such administrative leave is in addition to other existing benefits, including vacation leave. Administrative leave days may be cashed out at any time within the fiscal year in which they are accrued.
- **5.** <u>Vacation Leave Cash Out</u>. Employee will be given the opportunity once per fiscal year to receive cash payment for up to 40 hours of accumulated vacation leave, as long as a minimum of 40 hours of accrued vacation leave remains in her accrual bank after the payout.
- 6. <u>Vacation Accrual</u>. Employee's current maximum accrual of 200 hours will be increased to two hundred forty (240) hours. After an employee has accrued the maximum amount, no further vacation benefits will accrue until the employee uses some portion of the maximum amount. When an employee uses vacation benefits so that the employee's earned but unused vacation benefits fall below the maximum, or when an employee is entitled to additional vacation benefits, the employee will resume earning vacation benefits from that day forward until the employee again has accrued the maximum amount. Excepting max accrual, the Employee will accrue Vacation in accordance with the District Personnel Manual.
- 7. Entire Agreement and Amendment. In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, cancelled, superseded or changed by any oral agreement, course of conduct, waiver or estoppel.
- **8.** <u>Meeting with the Administrative Committee.</u> If requested, Employee shall be afforded a meeting with the Administrative Committee of the District's Board of Directors around January 2028 to discuss, propose or negotiate salary, benefits, and general employment matters with the Employee. This committee may meet with Employee at other times in the discretion of the Committee.
- **9.** Term of agreement. The term of this Agreement shall begin March 1, 2025 and extend to February 28, 2030.
- **10.** <u>At-Will Status.</u> This Agreement does not modify the Employee's at will status. Employee not promised employment for any definite period, and their employment can be terminated by either the Employee or the District, at any time, with or without cause, and with or without notice.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

EMPLOYEE	CARPINTERIA VALLEY WATER DISTRICT
	Ву:
Laurie Richards	Case Van Wingerden, President Board of Directors

Attachment A

SALARY RANGE 42 IT PROGRAM MANAGER

1	2	3	4	5	6	7	
\$57.53	\$58.96	\$60.44	\$61.95	\$63.50	\$65.08	\$66.71	
				Long	evity (11-15	5)	
				Long	Ovicy (11 10	•)	
8	9	10	11	12	13	14	15

Attachment B

After Work Hours Response for IT Duties

For non-emergency IT issues during normal working hours 8:00 - 5:00, employees will send Teams messages. IT Program Manager will respond to Teams messages within an hour (60 minutes) to set a date and time for error resolution. If the situation warrants, due to complexity or criticality, the IT Program Manager may choose to refer the issue to the appropriate support provider.

For non-emergency IT issues outside normal working hours (before 8:00 AM or after 5:00 PM M-F), Department Manager will send a Teams message to IT Program Manager. IT Program Manager will respond the next workday.

For emergency IT issues occurring outside normal working hours (before 8:00 AM or after 5:00 PM M-F) weekends and holidays managers, and in the event managers are unavailable, employees will call the IT on-call phone. If IT Program Manager is not available to begin problem resolution it may be referred to a support provider. Examples of emergency issues are VPN is down causing remote users to be unable to work or SCADA is down. If issue is referred to support provider the IT Program Manager will monitor ticket for timely completion and will accurately record all time worked on the response.

Designated Off Call Times

The IT Program Manager will schedule in advance periods of time for which they are not available for after hour response. Managers will coordinate who will respond to emergency events during this time.

EMPLOYMENT AGREEMENT

ASSOCIATE ENGINEER

This Employment Agreement (Agreement) is made and entered into this 1st day of March 2025, by and between the Carpinteria Valley Water District (the "District") and Spencer Seale (Employee) at Carpinteria, California, with reference to the following facts and intentions:

- **a.** Employee and the District wish to set forth the terms and conditions of Employee's employment in the position of Associate Engineer in this Agreement.
- **NOW, THEREFORE**, in consideration of the above recitals and of the mutual promises and conditions of this Agreement, **IT IS AGREED** as follows:
- 1. Employment. Employee will be employed as the Associate Engineer of the District, subject to the supervision and direction of the District Engineer. Employee shall perform his obligations and responsibilities as Associate Engineer diligently within the time parameters indicated by the District Engineer, applying the highest degree of professionalism, integrity and management to every aspect of his obligations.

2. Salary.

- **a. Current Salary.** Effective November 24, 2024 employee will be paid at the rate of \$10,475.78 per month, Step 1 of Range 44, see Attachment A. Employee is an exempt employee and not subject to the payment of overtime compensation.
- **b. Step Increases.** Employee will be eligible for a Step increase, on July 7, 2025, and every year thereafter until employee reaches the tenth (10) step of the salary range for the classification. Step increases are dependent on satisfactory performance.
- **c. Salary Range Adjustments.** Employee will receive a retroactive 3.5% Cost of Living Increase back to March 6, 2024.

The salary for this position will be increased for cost of living effective the first pay period beginning after March 1, 2025 in an amount equal to the increase in the cost of living per the CPI, Los Angeles-Long Beach-Anaheim, Urban Wage Earners and Clerical Workers, December to December, with a minimum increase of 2% and a maximum increase of 4%, and (2) effective the first pay period beginning after March 1, 2026, the first pay period beginning after March 1, 2027, and the first pay period beginning after March 1, 2028 in an amount equal.

- 3. **Personnel Policies.** The provisions of the District's Personnel Manual, and any amendments or revisions thereto, shall apply and govern the terms and conditions of Employee's employment with the District, except in the event of a conflict between this Agreement and the Personnel Policies, in which case the terms of this Agreement shall control.
- **4. Administrative Leave.** Employee shall receive an annual allowance of five (5) days of administrative leave, accrued at the start of each fiscal year. Such

administrative leave is in addition to other existing benefits, including vacation leave. Administrative leave days may be cashed out at any time within the fiscal year in which they are accrued.

- **5.** Vacation Cash Out. During the month of November employee may cash out up to 40 hours of accrued vacation if he used 40 hours of vacation during the calendar year (including scheduled vacation in November and December) and if he will still have an accrued vacation balance of at least 40 hours
- 6. Entire Agreement and Amendment. In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, cancelled, superseded or changed by any oral agreement, course of conduct, waiver or estoppel.
- **7.** Meeting with Ad Hoc Committee. An ad hoc committee of the District's Board of Directors will arrange to meet with Employee around January 2028 to discuss status of employment and general matters with the Employee. This ad hoc committee may meet with Employee at other times in the discretion of the ad hoc committee.
- **8. Term of agreement**. The term of this Agreement shall begin March 1, 2025 and extend to February 28, 2030.
- **9. At-Will Status**. This Agreement does not modify the Employee's at will status. Employee not promised employment for any definite period, and their employment can be terminated by either the Employee or the District, at any time, with or without cause, and with or without notice.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

EMPLOYEE	CARPINTERIA VALLEY WATER DISTRICT			
	Ву:			
Spencer Seale	Case Van Wingerden, President Board of Directors			

ATTACHMENT A

SALARY RANGE 44 ASSOCIATE ENGINEER

1	2	3	4	5	6	7
\$10,475.78	\$10,737.68	\$11,006.12	\$11,281.27	\$11,563.31	\$11,852.39	\$12,148.70

Longevity 11-15

8	9	10	11	12	13	14	15
\$12,452.42	\$12,763.73	\$13,082.82	\$13,409.89	\$13,745.14	\$14,088.77	\$14,440.98	\$14,802.01

ATTACHMENT B

CARPINTERIA VALLEY WATER DISTRICT Position Description

Position Title: Associate Engineer

Department: Engineering FLSA Status: Exempt

Supervised By: District Engineer

Position Summary

Under general direction performs complex civil engineering functions related to water works planning design and construction. Designs, reviews and assists in the preparation of various reports and analysis; assists in the coordination of office and field activities. Performs related duties as required.

Essential Duties and Responsibilities

- 1. Develops designs, plans, specifications and bid documents for the construction and development of District water system improvements.
- 2. Provides project coordination and direction for technical engineering support staff.
- 3. Assists District Engineer with system data collection and organization.
- 4. Assists staff with the processing of new water service applications.
- 5. Prepares cost estimates for materials and work in the development of plans, profiles, maps, and drawings for construction projects.
- 6. Reviews new developments and issues conditional approval.
- 7. Prepares proposal requests for the advertisement of consulting services and construction projects.
- 8. Performs construction project administration for Carpinteria Valley Water District projects.
- 9. Maintains, operate, and oversee the District's corrosion control program.
- 10. Meets with developers and outside engineers to discuss concepts and general requirements for new projects.
- 11. Assists outside engineers with design of District water facilities, such as distribution piping, pump stations, pressure reducing stations, tanks, etc.
- 12. Assists contractors and the general public with questions regarding water pressure, water quality, sprinkler system design, water well design, and irrigation system design.
- 13. Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups, and developers.
- 14. Prepares various statistical and other reports required by State and Federal Agencies.

- 15. Prepares correspondence related to engineering functions.
- 16. Represents the Engineering Department at meetings and conferences as delegated.
- 17. Provides support to the District Engineer in preparing presentations regarding engineering issues to the Board of Directors.
- 18. Drafts maps, profiles and standard plans using AutoCAD.
- 19. Performs the computing and drafting operations involved in checking and reducing field survey notes, closures, layouts; prepares and maintains maps; plot cross sections and earth work; computes grades, makes tracing layouts and title sheets required for general office and contract work; searches for, accumulates and correlates data from records and private surveys.
- 20. Manage and maintain District Operations and Maintenance software (CityWorks).
- 21. Manage and maintain District hydraulic system model.

Mental and Physical Requirements/Working Conditions

- 1. Regularly uses a telephone, voice mail and email communication.
- 2. Regularly uses office equipment such as computer terminals, calculators, personal computers, copiers, faxes, mailing equipment and printers.
- 3. Frequently walks in uneven terrain, in an outdoor environment, making inspections and overseeing/administering District facilities and construction projects.
- 4. Sits, stands and walks for extended time periods.
- 5. Hearing and vision within normal ranges.
- 6. Must be able to carry, push, pull, reach and lift up to 50 lbs., walking, some bending, reaching, stooping and squatting.
- 7. May occasionally travel by airplane and automobile in conducting District business.

Qualifications

Education and Skills Training:

Registered Civil Engineer in the state of California.

CA Department of Water Resources Water Treatment License T2 and a Water Distribution License 2 is preferred but not required.

Experience:

Five years experience in design of water system facilities including preparation of plans, specifications, and bid documents using AutoCAD, Civil 3D, ArcGIS and/or other engineering computer software.

Employment Standards

Demonstrated ability to:

- 1. Communicate in a clear, understandable fashion orally and in writing.
- 2. Work in a positive, harmonious, professional, and competent manner with the public, customers, developers, and contractors, outside agencies and District employees.
- 3. Accurately and effectively represent to customers, the content of District Rules, Regulations, and Ordinances controlling water service.
- 4. Plan, carry out, and coordinate District engineering projects, particularly as they affect irrigation, water distribution system development and water conservation.
- 5. Coordinate assigned engineering projects with District activities and services.
- 6. Prepare and develop plans, specifications, and District engineering standards.
- 7. Ensure proper completion and inspection of major construction projects.
- 8. Prepare and review a variety of engineering studies and reports.
- 9. Use and operate computer systems and software packages in a proficient, competent manner related to engineering analysis and functions.
- 10. Effectively represent the District's engineering functions with the public, other government agencies, contractors, developers, and professional engineering consultants.
- 11. Carry out all duties in a manner that demonstrates positive concern for the District, its customers and its employees.
- 12. Work in a fast paced, multi-tasked environment, performing work accurately.

Knowledge of:

- 1. Principles and practices of civil engineering with particular emphasis on the design and construction of water system improvements such as distribution piping, storage, pump stations, treatment facilities, etc.
- 2. Principles of engineering and their practical application to cross-connection and corrosion control programs.
- 3. Laws, rules, ordinances, and regulatory processes governing water distribution and treatment.
- 4. Contract development and administration.

Special Requirements

Possession of a valid California Operator's license issued by the State Department of Motor Vehicles is required. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) year's duration.

Possession of a valid and current certificate of registration as a Civil Engineer issued by the State of California.