



## **OPERATIONS & ADMINISTRATION COMMITTEE MEETING**

**MONTECITO WATER DISTRICT  
583 SAN YSIDRO ROAD**

**Monday May 14, 2018  
9:30 A.M.**

### **AGENDA**

#### **1) CALL TO ORDER, DETERMINATION OF COMMITTEE QUORUM**

#### **2) PUBLIC FORUM**

NOTE: This portion of the agenda may be utilized by any person to address the Operations & Administration Committee on any matter within the jurisdiction of the Committee. No consideration or discussion shall be undertaken by Committee members at this time on any item not appearing on this agenda except as permitted by the Ralph M. Brown Act. Discussion items receiving recommendations by the Committee, and/or items requiring action will be placed on the agenda of a future meeting of the Montecito Water District Board of Directors.

#### **3) ITEMS FOR COMMITTEE CONSIDERATION**

- A. Sustainable Groundwater Management Act (SGMA) Proposed Basin Boundary Modification for the Montecito Groundwater Basin
- B. Employee Handbook Update
- C. Impacts of Thomas Fire on water quality at Jameson Lake and proposed water treatment enhancements
- D. Juncal Dam Inundation Map and Technical Study
- E. Proposed Capital Improvement Projects / Fixed Assets for FY18/19 budget
- F. Paden Well Operations

#### **4) ADJOURNMENT**

Note: This agenda was posted at the Montecito Water District front counter and outside front office at 9:30 p.m. on Friday, May 11, 2018. The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the 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 805/969-2271. 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's Operations and Administration Committee after distribution of the agenda packet are available for public inspection in the Montecito Water District offices located at 583 San Ysidro Road, Montecito, during normal business hours.



**MONTECITO WATER DISTRICT  
MEMORANDUM**

**SECTION: 3-A**

**DATE: MAY 14, 2018**

**TO: OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**FROM: GENERAL MANAGER**

**SUBJECT: BASIN BOUNDARY MODIFICATION FOR THE MONTECITO  
GROUNDWATER BASIN, DWR BASIN NUMBER 3-049**

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**RECOMMENDATION:**

Information Only

**DISCUSSION:**

As part of its program to manage water resources, the District is implementing aspects of California's Sustainable Groundwater Management Act (SGMA). SGMA requires Groundwater Sustainability Agencies (GSAs) to develop Groundwater Sustainability Plans (GSPs) which are comprehensive documents describing Basin conditions and proposing management projects and actions. SGMA implementation is required in all basins designated as high or medium priority by the State Department of Water Resources (DWR) and encouraged of low priority basins such as Montecito which may implement SGMA on a voluntary basis. In October 2016, the MWD Board of Directors elected to begin the process of GSA formation for the Montecito Groundwater Basin. The District continues with the formation process and anticipates GSA formation in summer 2018.

Pursuant to SGMA, DWR has developed a process by which responsible entities may adjust existing groundwater basin boundaries as designated in State Bulletin 118. Such adjustments may be based on scientific or jurisdictional considerations. In 2017, a scientific modification was requested by the Carpinteria Valley Water District (CVWD) and subsequently denied by DWR. Since then, staff have been collaborating with CVWD on a different approach that would modify the basin boundary based on jurisdictional boundaries. The MWD Board of Directors has directed staff to prepare the Basin Boundary Modification (BBM) application.

Attached is a draft copy of the BBM application along with the supporting documentation required by DWR. Notification letters to affected agencies and property owners are in draft form as they await review by the CVWD. The application, when complete, will be

submitted using the DWR online portal. The supporting documents include the following:

1. Resolution for MWD to submit application
2. Map of requested Basin Boundary Modification
3. GIS shape files of the requested modification and related jurisdictional boundaries
4. MWD/CVWD Memorandum of Understanding
5. BBM letter of support from Santa Barbara County Water Agency
6. BBM letter of support from CVWD
7. Draft property owner notification letter
8. Draft affected agency owner notification letter
9. MWD Board meeting BBM discussion documentation
10. BBM discussion in MWD Newsletter
11. Presentation from Nov. 16, 2017 Public Meeting
12. Montecito Groundwater Basin Hydrographs
13. MWD Groundwater Management Plan
14. Montecito Groundwater Basin Hydrogeologic Conceptual Model memo
15. MWD 2015 Urban Water Management Plan

### **PROJECT SCHEDULE**

The deadline for submittal of a BBM application is June 30, 2018 followed by a 30-day comment period after which DWR will make basin boundary recommendations in the fall of 2018. Modifications will be finalized in the fall or winter of 2018.

### **FISCAL IMPACTS**

None.

### **ATTACHMENTS**

1. Draft Basin Boundary Modification – Montecito Groundwater Basin (DWR Basin #3-049 and Santa Barbara Groundwater Basin (DWR Basin #3-018)

- 3-018 CARPINTERIA, 3-049 MONTECITO

# A. Applicant Information

## Requesting Agency Information

Agency Name:

Address:

City:

Zip:

Work Phone:

Cell Phone:

Email:

Fax:

## Revision Request Manager Information

Person Name: Matt Naftaly

Address: 621 Chapala Street

City: Santa Barbara

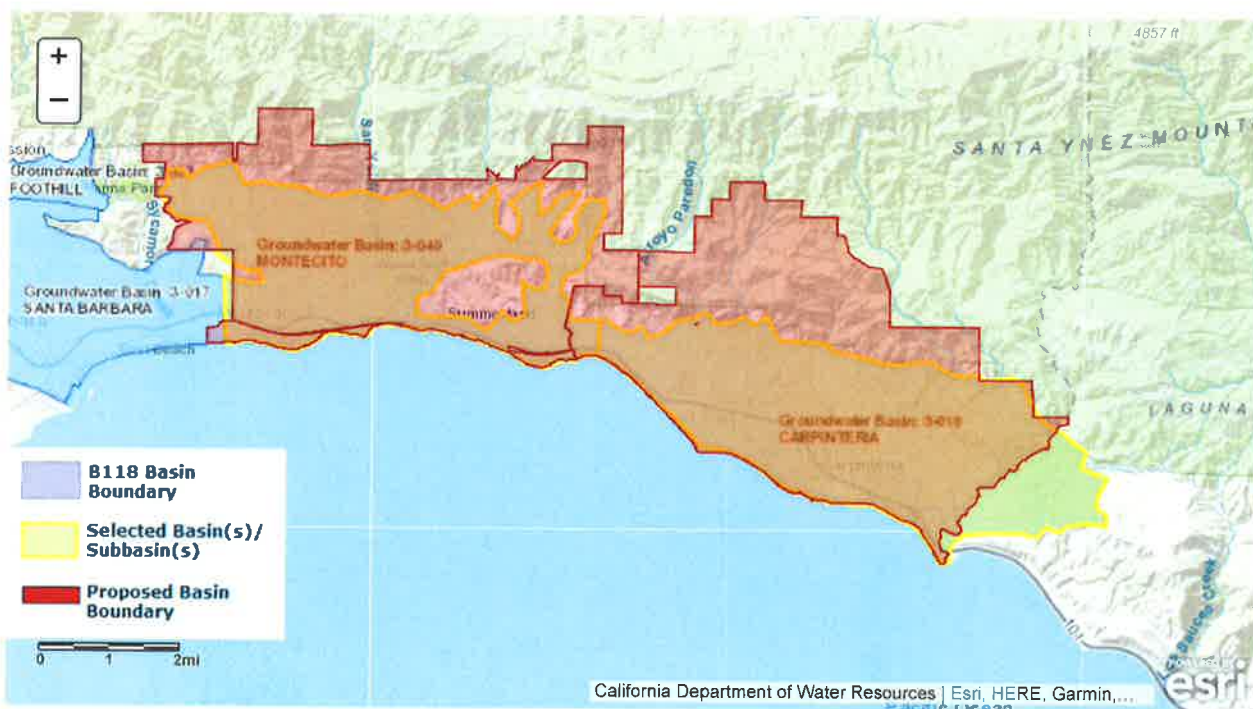
Zip: 93101

Work Phone: 805 308-8529

Cell Phone:

Email: mnaftaly@dudek.com

Fax:



## B. Description of Proposed Boundary Modification

### 1. Short Description

Jurisdictional modification of part of 3-049 and 3-018 to conform to service area boundary.

### 2. Type of basin boundary revision

Jurisdiction Internal

### 3. Provide a narrative overview of the boundary modification request and how the resulting modification would affect likelihood of sustainable management.

Currently, a section of the southeast Montecito Groundwater Basin (3-049), as delineated by Bulletin 118, is outside of the Montecito Water District's Service area and within the Carpinteria Valley Water District's Service area. This Jurisdictional boundary modification request is to revise the existing boundary to follow the service area boundary between the Montecito and Carpinteria Valley Water District. The modification, which would impact less than one square mile of basin, would simplify implementation of groundwater management and is supported by both Montecito and Carpinteria Valley Water Districts.

Attachment(s):

### 4. List of the existing basin(s)/subbasin(s) to be modified by this request

3-018 CARPINTERIA  
3-049 MONTECITO

### 5. Provide the proposed name for the new basin(s) or subbasin(s)

Not Applicable

## C. Initial Notification and Combination of Requests

### 1. Was an initial notification submitted to the Department?

Yes

List of submitted initial notification for the selected basin(s)/subbasin(s).

Local Agency	Potential Basin(s)/Subbasin(s)
Carpinteria Valley Water District	3-018 CARPINTERIA
Montecito Water District	3-049 MONTECITO , 3-018 CARPINTERIA

### 2. Does this application include a combination of requests?

No

## D. Required Documents for All Modifications

### 1. A copy of the statutory or other legal authority under which the requesting agency was created with specific citations to the provisions setting forth the duties and responsibilities of the agency.

Attachment(s):

size: 1

[MWD Enabling Legislation Info.pdf \(39.7kB\)](#) Uploaded on 04/23/2018 at 03:45PM

### 2. A copy of the signed resolution adopted by the requesting agency formally initiating the boundary modification request process.

<https://sgma.water.ca.gov/basinmod/modrequest/preview/158>

5/10/2018

**Attachment(s):**

size: 1

[Reso 2163 SGMA BasinBoundaryModification.pdf \(97.7kB\)](#) Uploaded on 04/18/2018 at 10:59AM

3. A map of adequate scale (no greater than 1:24,000; e.g., 1:10,000 is not acceptable) showing the proposed modified basin boundary in relation to the existing Bulletin-118 basin boundary and the local agencies that are within or bordering the existing and proposed basin.

**Attachment(s):**

size: 1

[Figure 1 WD and GW Basins.pdf \(404.6kB\)](#) Uploaded on 02/14/2018 at 03:11PM

4. A GIS shapefile of the proposed modified groundwater basin boundaries. [Download Existing B118 basin shape file | DWR Spatial Data Standards](#)

**Attachment(s):**

size: 1

[Montecito\\_Carp\\_Basin\\_Bndy\\_Mod\\_GISData\\_20180205.zip \(57.7kB\)](#) Uploaded on 02/15/2018 at 10:19AM

5. A GIS shapefile of the political boundaries of any affected or adjacent local agency. [Download water agency shape file](#)

**Attachment(s):**

size: 1

[MWD\\_Basin\\_Boundary\\_Mod\\_Political\\_Boundaries\\_20180508.zip \(834.5kB\)](#) Uploaded on 05/08/2018 at 02:12PM

6. Any information, if necessary, to enable DWR to satisfy the requirements of a responsible agency pursuant to the California Environmental Quality Act.

In review of CEQA, Basin Boundary modification does not constitute a "Project" under CEQA and is therefore not subject to CEQA. Given that the Basin Boundary adjustments do not meet the "Project" definition, there is no requirement to seek or make a finding for a Statutory or Categorical Exemption, nor provide any other CEQA treatment at all.

## E. General Information

1. Describe the lateral boundaries of the alluvial aquifer or aquifers that form the groundwater basin and the definable bottom of the basin. The description must be in terms that are clear, definite, and sufficiently detailed to allow an authoritative map of the proposed basin boundaries to be plotted using the given description.

The Montecito Groundwater Basin is approximately 9.8 square miles located on the South Coast of Santa Barbara County. It is roughly rectangular in shape with an east/west length of about 5 miles and a north south width of about 2 miles. At the east end of the Basin lies the Toro Canyon Watershed. The Basin is located on the south flank of the east-west trending Santa Ynez Mountains and underlies the unincorporated town of Montecito. The Montecito Groundwater Basin is adjacent to and abuts the Carpinteria Valley Groundwater Basin to the east and the Santa Barbara Groundwater Basin to the west. The Basin is drained by several creeks that originate in the Santa Ynez Mountains and empty into the Pacific Ocean. The Basin is divided into three storage units that lie between east-west trending faults. Storage Unit 1 is from the consolidated bedrock of the Santa Ynez Mountains, south to the Arroyo Parida Fault, Storage Unit Number 2 is south from the Arroyo Parida Fault to the Montecito Fault, and Storage Unit Number 3 is south of the Montecito Fault to the offshore Rincon Thrust Fault. The degree to which these faults act as barriers to groundwater flow (or to sea water intrusion), is not well known. The Toro Canyon area is a north-south trending storage-unit, partly separated from storage Units 1, 2, and 3 by consolidated rock. The boundary between the Montecito Groundwater Basin and the Santa Barbara Groundwater Basin to the west is non-structure related. The boundary between the Toro Canyon Sub-Unit and the Carpinteria Valley Groundwater Basin to the east is arbitrary to the south and, in general, follows the alluvium of Toro Canyon Creek to the north. The Montecito Basin is an alluvial basin ranging from about 400 feet above sea level to about 900 feet below sea level at the coast. It has a maximum vertical thickness of about 900 feet. It is underlain by the consolidated rocks of the Santa Ynez Mountains. Water bearing alluvial deposits include the Quaternary Santa Barbara and Casitas Formations and alluvium.

## F. Notice and Consultation

1. List all local agencies and public water systems affected by the basin(s) modification request.

Montecito Water District Carpinteria Valley Water District County of Santa Barbara (Planning and Water Agency)

2. Explain the methods used to identify interested local agencies and public water systems in the affected basin(s):

<https://sgma.water.ca.gov/basinmod/modrequest/preview/158>

5/10/2018

The requesting agency and consultant representatives have worked on water and groundwater related issues in the basin for water management and SGMA related issues. Therefore, they are familiar with the interested local agencies. In addition, the requesting agency has been conducting outreach and public education activities in anticipation of conducting SGMA processes and have developed a stakeholder list as part of those efforts. Finally, an internet search was conducted to identify any additional State or Federal agencies that may have an interest in the basin.

3. **Provide information regarding the nature of consultations with affected or interested agencies. Attach and cite any copies of correspondences with local agencies and public water systems and/or any other persons or entities consulted.**

The Montecito Water District has conducted coordination meetings with adjacent basin agencies (Carpinteria Valley Water District and the City of Santa Barbara) as part of Basin Boundary and GSA formation activities. These meetings included the following: February 16, 2017 - Meeting with Montecito Water District, Carpinteria Valley Water District July 12, 2017 - Meeting with Montecito Water District and Carpinteria Valley Water District August 16, 2017 - Meeting with Montecito Water District, Carpinteria Valley Water District, and DWR representatives. Uploaded attachments include an MOU Between Montecito and Carpinteria Valley Water Districts, a letter of support from Santa Barbara County Water Agency, a letter of support from the Carpinteria Valley Water District, a letter to affected agencies, and a letter affected property owners.

**Attachment(s):**

size: 5

- [SGMA MOU MWD-CVWD 7-18-17.pdf \(309.4kB\)](#) Uploaded on 04/27/2018 at 10:47AM
- [County Support Letter.pdf \(334.9kB\)](#) Uploaded on 04/27/2018 at 10:49AM
- [letter of support BBM CVWD-MWD wmap 2018.pdf \(661.2kB\)](#) Uploaded on 05/01/2018 at 12:47PM
- [Draft Property Owner Letter.docx \(17.9kB\)](#) Uploaded on 05/10/2018 at 02:10PM
- [Draft Affected Agency Letter.docx \(18.2kB\)](#) Uploaded on 05/10/2018 at 02:14PM

4. **Provide a summary of all public meetings at which the proposed boundary modification was discussed or considered by the requesting agency. Attach and cite any copies of agendas and notices published.**

November 16, 2017 SGMA Public Workshop - This was a general SGMA workshop at which SGMA was explained and the Districts plan for Basin Boundary Modification presented. The General Manager from Carpinteria Valley Water District was present as was staff from the City of Santa Barbara Public Works Department. County of Santa Barbara Reps were also present. Uploaded documents include the power point presentation for the meeting and the Proof of Publication. August 23, 2017 Montecito Water District Board Meeting Update on BBM - The Basin Boundary Modification was covered as an informational item. Uploaded documents include the Board meeting agenda, minutes, and Basin Boundary Modification report.

**Attachment(s):**

size: 3

- [20170823Board Meeting.pdf \(330.9kB\)](#) Uploaded on 03/08/2018 at 03:22PM
- [News Letter Info.htm \(50.3kB\)](#) Uploaded on 04/27/2018 at 10:17AM
- [MWD PPP Nov 16 2017\\_V2\\_revMWD2.pptx \(16MB\)](#) Uploaded on 02/26/2018 at 04:08PM

5. **Attach a copy of all comments regarding the proposed boundary modification received by the requesting agency and a summary of any responses made by the requesting agency.**

Attached are letters of support from the Santa Barbara County Water Agency and the Carpinteria Valley Water District.

**Attachment(s):**

size: 2

- [County Support Letter.pdf \(334.9kB\)](#) Uploaded on 05/01/2018 at 12:50PM
- [letter of support BBM CVWD-MWD wmap 2018.pdf \(661.2kB\)](#) Uploaded on 05/01/2018 at 12:50PM

## G. General Existing Groundwater Management

All requests for jurisdictional modification pursuant to Section 342.4 MUST include responses to the following questions.

1. **Explain how sustainable groundwater management exists or could likely be achieved in the basin:**

Currently, the Montecito Water District operates the Basin in accordance with a Groundwater Management plan which includes conjunctive use of groundwater with surface water supplies. The Montecito Groundwater Basin has been designated as Very Low priority by DWR. However, groundwater comprises a critical part of the basin's water supply portfolio. The basin has seen an escalation in the number of wells and groundwater extractions, especially during recent drought conditions. Therefore, The Montecito Water District has chosen to implement SGMA to better manage the resource. The District is well into the process of creating a GSA and has held multiple public workshops and Board meetings on the issue. It is anticipated that the GSA will be finalized by the Summer of 2018 and a Groundwater Sustainability Plan will be prepared thereafter. The proposed modification is for an area with limited knowledge of hydrogeological connectivity and potential for sea water intrusion. Both the Montecito Water District and Carpinteria Valley Water District are committed to cooperative groundwater management (see uploaded MOU).

**Attachment(s):**

<https://sgma.water.ca.gov/basinmod/modrequest/preview/158>

5/10/2018

size: 1

[SGMA MOU MWD-CVWD 7-18-17.pdf \(309.4kB\)](#) Uploaded on 04/27/2018 at 11:21AM

2. **Explain how the proposed boundary modification would affect the ability of adjacent groundwater basins to sustainably manage groundwater in those groundwater basins.**

The area for which application is being made is located within the Montecito Groundwater Basin as defined by Bulletin 118 but within the Carpinteria Valley Water District service Area. The proposed modification would move that portion to the Carpinteria Valley Groundwater Basin so that both Basins would coincide with the respective service areas. While there is not a definitive understanding of the physical connectivity between the two basins along the boundary, this modification will allow for more efficient management of each Basin, particularly since the Montecito Water District intends to implement SGMA in the Basin. Potential monitoring, reporting, allocations, and fees would be more efficiently administered by the responsible entity overlying the Basin. The uploaded MOU between the two districts establishes the intent of each to work cooperatively on issues of groundwater management and it is the intent of each to share groundwater data collected by each.

Attachment(s):

size: 1

[SGMA MOU MWD-CVWD 7-18-17.pdf \(309.4kB\)](#) Uploaded on 04/27/2018 at 09:54AM

3. **Provide a historical summary of the sustainable management of groundwater levels in the proposed basin(s) or subbasin(s).**

The District developed an AB3030 Groundwater Management Plan in 1998 which provides technical information and encourages local cooperation and management of the Basin (Uploaded). The GWMP estimates the components of the water budget. However, the installation of groundwater wells by property owners has increased significantly especially during the recent drought and private pumping quantities are not been accurately known. The District maintains production and delivery records for all of the District wells and uses groundwater conjunctively with surface water in order to plan for periods of lower surface water and imported supplies. Groundwater use by private parties is appropriate and permitting of wells is through the Santa Barbara County Environmental Health Department. Since about 1983, the Montecito Water District has conducted a groundwater monitoring program which consists of biannual groundwater measurements of approximately 70 wells including in each of the Basins Storage areas. Hydrographs of wells in each of the Storage Units are uploaded. In general, the hydrographs illustrate a relatively quick response of water levels to both wet and dry conditions. During the recent drought, the Montecito Water District implemented incentivized water rates and ordinances limiting allowable water use. However increased extractions from private pumpers contributed to precipitous groundwater level declines. As a result, there was a precipitous decline in water levels (See Hydrographs 8P3, 9Q1, 17N1, and 23C4). During this period, imported and surface water supplies were also significantly restricted. The District intends to implement SGMA partly to ensure availability of groundwater during drought conditions.

Attachment(s):

size: 2

[Mont Combined Hydros.pdf \(103.3kB\)](#) Uploaded on 04/26/2018 at 04:38PM

[MWD GW Management Plan.pdf \(1.6MB\)](#) Uploaded on 04/23/2018 at 04:36PM

4. **Discuss potential impacts to state programs resulting from the proposed boundary modification, including, but not limited to, the California Statewide Groundwater Elevation Monitoring (CASGEM), Groundwater Management Plans developed pursuant to AB 3030, Groundwater Sustainability Plans developed pursuant to the Sustainable Groundwater Management Act, any applicable state or regional board plans, and other water management and land use programs.**

Both the Montecito and Carpinteria Valley Water Districts have completed AB 3030 groundwater management plans. Both have groundwater monitoring programs for their basins. There is a single monitoring well in the portion of the Basins to be modified by this request, currently monitored by the CVWD. The uploaded MOU between the two districts establishes the intent of each to work cooperatively on issues of groundwater management and it is the intent of each to share groundwater data collected by each. Both the MWD and CVWD are CASGEM monitoring entities but neither have CASGEM wells located in the part of the Basin impacted by this request. The modification requested will have no impact to the CASGEM program in either Basin. No other state programs will be affected by the proposed modification.

Attachment(s):

size: 1

[SGMA MOU MWD-CVWD 7-18-17.pdf \(309.4kB\)](#) Uploaded on 04/27/2018 at 09:16AM

## H. Local Support

All requests for boundary modification must include the following:

1. **Provide any evidence that sufficient information was provided to affected agencies and systems regarding the proposed boundary modification.**

Affected Agency letter, Letter to property owners

Attachment(s):

size: 2

[Draft Property Owner Letter.docx \(17.9kB\)](#) Uploaded on 05/10/2018 at 03:06PM

<https://sgma.water.ca.gov/basinmod/modrequest/preview/158>

5/10/2018

[Draft Affected Agency Letter.docx \(18.2kB\)](#) Uploaded on 05/10/2018 at 03:06PM

2. Provide a list of all affected agencies and affected systems that submitted comments and/or documents in support or opposition to the proposed boundary. The agency submitting their support or opposition for a boundary modification must provide a copy of a resolution formally adopted by the decision-making body of the affected agency or system or a letter signed by an executive officer or other official with appropriate delegated authority who represents the agency or system. Attach copies of the resolution and/or signed letter detailing the support or opposition submitted.

1. Santa Barbara County Water Agency 2. Carpinteria Support Letter

Attachment(s):

size: 2

[letter of support BBM CVWD-MWD wmap 2018.pdf \(661.2kB\)](#) Uploaded on 05/01/2018 at 12:54PM

[County Support Letter.pdf \(334.9kB\)](#) Uploaded on 04/23/2018 at 01:17PM

3. Provide any evidence that rebuts any opposition to the proposed boundary modification.

No comments of opposition were received.

## I. Hydrogeologic Conceptual Model

Requests for boundary modification, must include a document or text to a clearly defined hydrogeologic conceptual model demonstrating each of the following:

1. Principal aquifer units within requested basin.
2. Lateral boundaries of the proposed basin, including:
  - A. Geologic features that significantly impede or impact groundwater flow.
  - B. Aquifer characteristics that significantly impede or impact groundwater flow.
  - C. Significant geologic and hydrologic features and conditions of the principle aquifer units, as appropriate, including information regarding the confined or unconfined nature of the aquifer, facies changes, truncation of units, the presence of faults or folds that impede groundwater flow, or other groundwater flow restricting features.
  - D. Key surface water bodies, groundwater divides and significant recharge sources.
3. Recharge and discharge areas within the basin.
4. Definable bottom of the basin or subbasin.

The department may waive this requirement for an internal boundary modification if the requesting agency is able to demonstrate that the proposed boundary modification is unlikely to affect sustainable groundwater management.

Attachment(s):

size: 1

[MGB Hydrogeo Concep Model Memo.pdf \(47.2kB\)](#) Uploaded on 05/10/2018 at 01:30PM

## L. Technical Studies for All Jurisdictional Modifications

Requests for a jurisdictional boundary must attach or provide a URL or upload a file for the following:

1. A water management plan that covers or is in the immediate vicinity of the proposed basin or portion of the proposed basin and satisfies the requirement of Water Code sections 10753.7(a) or 10727 by attaching one of the following:
  - A. An adopted groundwater management plan, a basin wide management plan, or other integrated regional water management program or plan.
  - B. Management pursuant to an adjudication action.
  - C. One or more technical studies that cover the relevant portion of a basin or subbasin and adjacent areas.

Attachment(s):

size: 1

[MWD 2015 UWMP\\_Adopted\\_web5-16-17.pdf \(8.8MB\)](#) Uploaded on 04/27/2018 at 01:11PM

2. A statement of the existing and planned coordination of sustainable groundwater management activities and responsibilities where required.

The Montecito Groundwater Basin is one of multiple basins on the south coast of Santa Barbara County. The agencies managing these basins share common sources of imported water (Cachuma Reservoir and State Water Project Water) and have collaborated for decades to manage water supplies. Both the City of Santa Barbara, to the west of Montecito and Carpinteria Valley Water District to the east of Montecito, have, or are in the process of executing MOUs for cooperative Basin management. The Montecito Water District is proceeding with plans to implement the Sustainable Groundwater Management Act and has executed an MOU with the Carpinteria Water District has cooperated with and supported this Basin Boundary Modification request. According to the MOUs and historical practices, all sustainable management activities within the Montecito Groundwater Basin will be coordinated with the adjoining basins and agencies with overlying jurisdictions. Attached is the MOU with Carpinteria Valley Water District, and letters of support from Carpinteria Valley Water District, and Santa Barbara County.

**Attachment(s):**

size: 3

[County Support Letter.pdf \(334.9kB\)](#) Uploaded on 05/10/2018 at 01:56PM[letter of support BBM CVWD-MWD wmap 2018.pdf \(661.2kB\)](#) Uploaded on 05/10/2018 at 01:56PM[SGMA MOU MWD-CVWD 7-18-17.pdf \(309.4kB\)](#) Uploaded on 05/10/2018 at 01:57PM

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Formed in 1921, the Montecito Water District is granted authority as a County Water District under various provisions of the Water Code, as illustrated below.

**Water Code 31000.**

County water districts shall be managed under the provisions of this division and may exercise the powers therein expressly granted or necessarily implied therefrom.

*(Added by Stats. 1949, Ch. 274.)*

**Water Code 31001.**

Each district has the power generally to perform all acts necessary to carry out fully the provisions of this division.

*(Added by Stats. 1949, Ch. 274.)*

**Water Code 31020.**

A district may do any act necessary to furnish sufficient water in the district for any present or future beneficial use.

*(Added by Stats. 1949, Ch. 274.)*

**Water Code 31021.**

A district may store water for the benefit of the district, conserve water for future use, and appropriate, acquire, and conserve water and water rights for any useful purpose.

*(Added by Stats. 1949, Ch. 274.)*

**Water Code 31022.**

A district may operate water rights, works, property, rights, and privileges useful or necessary to convey, supply, store, or make use of water for any purpose authorized by this division.

*(Added by Stats. 1949, Ch. 274.)*

**Water Code 31042.**

A district may construct, purchase, lease, or otherwise acquire works, water rights, land, rights, and privileges useful or necessary to convey, supply, store, or otherwise make use of water for any purposes authorized by this division.

*(Added by Stats. 1949, Ch. 274.)*

**Water Code 31047.**

A district may control, distribute, store, spread, sink, treat, purify, recapture and salvage any water, including sewage and storm waters, for the beneficial use or uses of the district or its inhabitants or the owners of rights to water therein.

*(Added by Stats. 1951, Ch. 695.)*

A district may construct, purchase, lease, or otherwise acquire works, water rights, land, rights, and privileges useful or necessary to convey, supply, store, or otherwise make use of water for any purposes authorized by this division.

*(Added by Stats. 1949, Ch. 274.)*

**RESOLUTION NO. 2163**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MONTECITO WATER DISTRICT  
TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF WATER  
RESOURCES BASIN BOUNDARY MODIFICATION PROCESS FOR  
MONTECITO GROUNDWATER BASIN**

**WHEREAS**, Governor Jerry Brown signed into law Senate Bills 1168 and 1319 and Assembly Bill 1739, collectively comprising the Sustainable Groundwater Management Act (SGMA), which took effect on January 1, 2015, giving the State the power to require local groundwater management agencies to sustainably manage local groundwater resources; and

**WHEREAS**, the SGMA established a process for local agencies to request that the California Department of Water Resources revise the boundaries of existing groundwater basins or subbasins as defined by California Department of Water Resources Bulletin 118; and

**WHEREAS**, the Basin Boundary Emergency Regulation was developed through an extensive stakeholder outreach process and was adopted by the California Water Commission on October 21, 2015 and went into effect on November 16, 2015; and

**WHEREAS**, the Montecito Water District overlies the majority of the Montecito Groundwater Basin and submitted an initial notification to the California Department of Water Resources on August 24, 2017 of the District's intent to request a basin boundary modification; and

**WHEREAS**, through an evaluation of existing mapping and descriptions for the Bulletin 118 Montecito Groundwater Basin and Carpinteria Groundwater Basin boundaries, the Montecito Water District and Carpinteria Valley Water District have identified administrative mapping and jurisdictional issues, and wish to file an application to correct those issues for the purpose of facilitating implementation of the Sustainable Groundwater Management Act of 2014;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Montecito Water District as follows:

1. That Application be made to the California Department of Water Resources to modify the boundaries of the Montecito Groundwater Basin; and

2. That the General Manager is hereby authorized and directed to prepare the necessary data, conduct investigations, file such application with the California Department of Water Resources and take such further actions as are necessary to carry out the intent of this resolution.

**PASSED AND ADOPTED** by the Board of Directors of the Montecito Water District this 17<sup>th</sup> day of April, 2018 by the following roll call vote:

AYES: Directors Frye, Morgan, Plough, Shaikewitz, and Wicks

NOES: None


ABSENT: None

ABSTAIN: None

**APPROVED:**

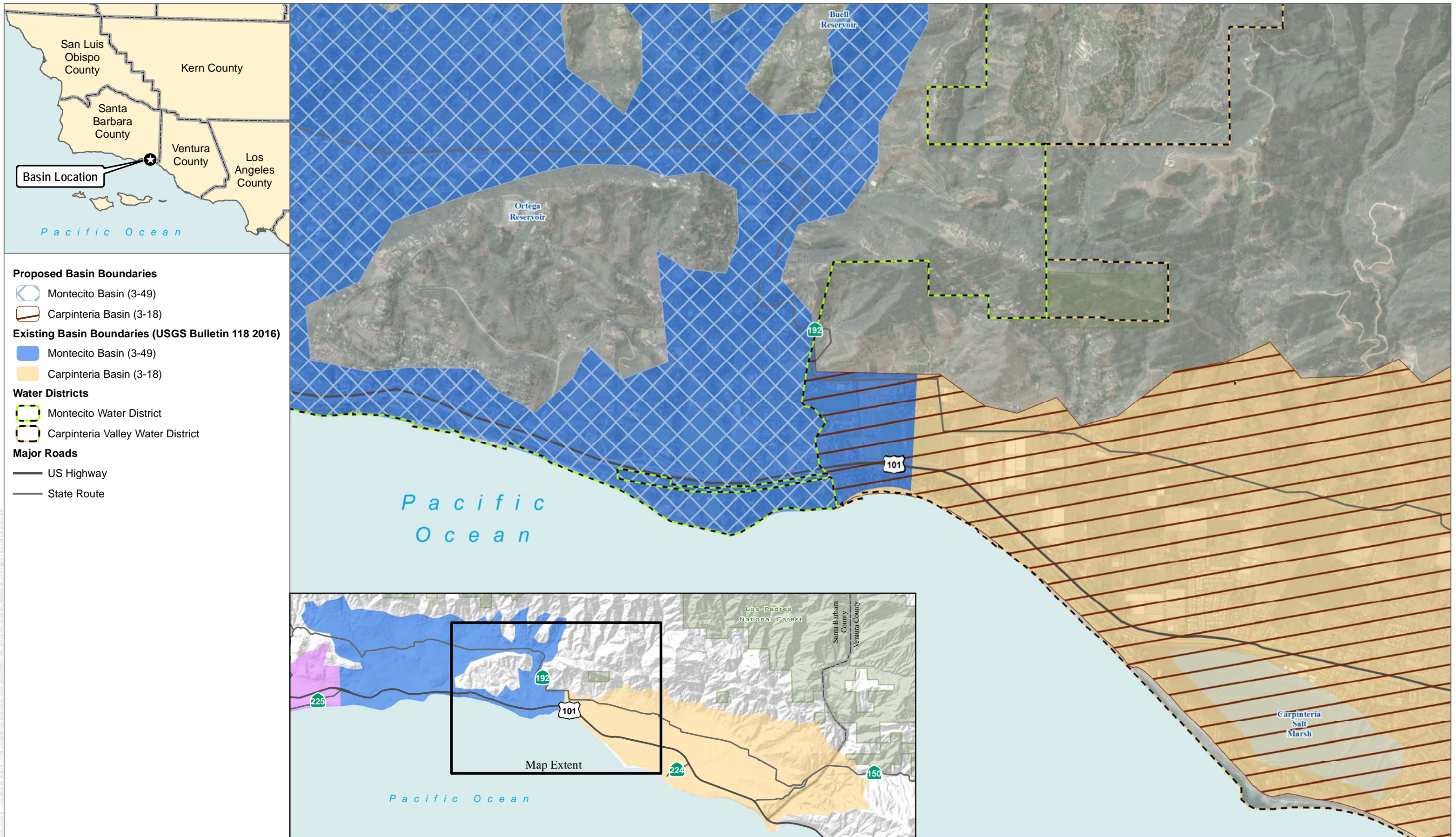
  
\_\_\_\_\_  
W. Douglas Morgan, President

**ATTEST:**

  
\_\_\_\_\_  
Nick Turner, Secretary

**Approved as to form and content**

  
\_\_\_\_\_  
Robert Cohen, District Counsel



SOURCE: Santa Barbara County; USGS; DWR

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE MONTECITO WATER DISTRICT AND THE CARPINTERIA  
VALLEY WATER DISTRICT FOR COORDINATION RELATED TO FORMATION OF  
A GROUNDWATER SUSTAINABILITY  
AGENCY FOR THE MONTECITO GROUNDWATER BASIN**

**THIS MEMORANDUM OF UNDERSTANDING (MOU)** is made and effective as of August 9, 2017, by and between the Montecito Water District, and the Carpinteria Valley Water District, collectively known as The Parties.

A. In 2014, California enacted the Sustainable Groundwater Management Act (SGMA), Water Code § 10720 *et seq.*, pursuant to which certain agencies may become participants in a Groundwater Sustainability Agency (GSA) and adopt Groundwater Sustainability Plans (GSP) in order to manage and regulate groundwater in underlying groundwater basins.

B. Montecito Water District (MWD) is a County Water District, organized pursuant to Water Code §§30000 *et seq.* with water supply and water management responsibilities in its service area. MWD is therefore a “Local Agency” for the Montecito Groundwater Basin, DWR Basin Number 3-49, “BASIN” hereafter, as defined by SGMA and is therefore qualified to become a GSA and adopt a GSP for the Basin.

C. Carpinteria Valley Water District (CVWD) is also a County Water District organized pursuant to Water Code §§30000 *et seq.* with a service area adjacent to the MWD service area and overlying a portion of the BASIN as it is described in DWR Bulletin 118.

D. The Parties wish to modify the boundary definition of the BASIN in DWR Bulletin 118 such that the BASIN lies completely within the MWD service area to simplify management activities of the Basin.

E. The Parties wish to coordinate in the implementation of SGMA within the BASIN and to provide a framework for such efforts to ensure that SGMA is implemented effectively, efficiently, fairly, and at reasonable cost.

F. This MOU does not apply to the activities associated with the formation of a GSA or management of the Carpinteria Groundwater Basin, DWR Basin Number 3-18 which is distinct from the BASIN.

**NOW THEREFORE, the Parties agree as follows:**

1. **Purpose.** The primary purpose of this MOU is to memorialize a cooperative and ongoing working relationship between the Parties that will facilitate efforts to coordinate on the exploration, study, evaluation, and development of mutually beneficial approaches and strategies to implement SGMA in the BASIN.

2. **Formation of a Groundwater Sustainability Agency (GSA).** The Parties contemplate that the Montecito Water District will be the Local Agency that elects to be the GSA, and file said election with DWR pursuant to Water Code § 10723.8, for the entire BASIN.

- a. No GSA election shall be filed pursuant to Water Code 10723.8 for the BASIN without providing notice to other Parties of the proposed election.

- b. The Parties will cooperatively explore, study, and evaluate various approaches and strategies concerning the formation of a GSA and preparation of a GSP for the BASIN. This includes, but is not limited to, the method of formation of a GSA, which may include either an MOA or JPA. None of the parties are obligated through this MOU to execute a subsequent MOA or JPA.
- c. Any Party may withdraw from this MOU upon written notice to the other Party.
- d. If a Party withdraws from this MOU, this MOU does not preclude the withdrawing Party from electing to be a GSA in accordance with SGMA for all or any portion of the BASIN as applicable.

3. **Basin Boundary Modification.** Parties agree to work together to revise the BASIN boundary as currently defined in DWR Bulletin 118 through DWR's Basin Boundary Modification process in 2018, such that the BASIN lies completely within MWD service area on the East end of the Basin.

4. **Costs.** Each Party is responsible for and shall bear all individual costs it incurs with respect to its activities under this MOU. To the extent that the Parties undertake joint activities under this MOU, the costs of those activities will be divided equally by the Parties. Any request for reimbursement of costs for joint activities shall be supported by documentation supporting the amount requested.

5. **Staff.** Each Party shall designate a principal contact person and any other appropriate staff members and/or consultants to participate on Party's behalf in activities undertaken pursuant to this MOU. Each Party shall make its staff and its expertise reasonably available for activities under this MOU.

6. **Notices.** Any notice required by this MOU shall be in writing and shall be given personally, by facsimile, by electronic mail (email), or by U.S. or certified mail, postage prepaid, to the respective address set forth below.

7. **Entire Agreement.** This MOU incorporates the entire agreement of the Parties with respect to the matters described herein and supersedes all prior negotiations and agreements (written, oral, or otherwise) related thereto. This MOU may be amended, including without limitation to add new Parties only in a writing executed by all of the Parties.

8. **Termination.** This MOU shall terminate upon formation of a GSA for the Basin, by the mutual consent of the Parties, or upon the withdrawal of all Parties.

9. **Assignment.** No rights or duties of any of the Parties under this MOU may be assigned or delegated without the express prior written consent of all of the other Parties, and any attempt to assign or delegate such rights or duties without such written consent shall be null and void.

10. **Confidentiality.** The Parties acknowledge that, in connection with their joint activities under this MOU, each of them may share sensitive and/or confidential information with the other Parties. To the fullest extent permitted by law, each of the Parties shall maintain any information, documents, or materials shared by the other Parties or mutually developed pursuant to this MOU in confidence and shall not voluntarily provide or reveal such information, documents or

materials to any third party without the consent of all Parties to this MOU. If any party receives a request or order from a third party that the receiving Party believes requires it to disclose any such information, documents or materials, the receiving party shall (i) immediately notify the other Parties and provide them with a copy of such request or order, (ii) defer any disclosure of such information, documents or materials for as long as legally permitted, and (iii) cooperate with any other Party that wishes to pursue an order protecting the disclosure of such information, documents, or materials.

11. **Indemnification.** To the fullest extent permitted by law, the Parties shall defend indemnify and hold each other (including the directors, officers, employees and authorized volunteers of each party) free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees, settlements, loss, damage or injury of any kind, in law or equity (collectively "Claims") in any manner arising out of, pertaining to, or incident any work and/or services to this Agreement and the work and/or services to be performed hereunder. This includes without limitation the payment of all actual damages, consequential damages, expert witness fees and attorney's fees and other related costs and expenses, including but not limited to legal costs and expense incurred by the parties in connection with any Claims or in enforcing this mutual indemnification. This indemnity does not include Claims that arise out of the sole active negligence, or willful misconduct of the party requesting indemnification. Indemnity requirements are not limited to the amount of any insurance available to either party and survive the termination of this Agreement for any reason.

IN WITNESS WHEREOF, the Parties have executed this MOU effective as of the date first above written.

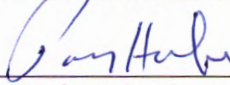
**MONTECITO WATER DISTRICT**

By: \_\_\_\_\_  
Richard Shaikewitz, Board President

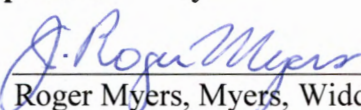
**APPROVED AS TO FORM  
Montecito Water District General Counsel**

By: \_\_\_\_\_  
Robert M. Cohen, Cohen & Burge LLP

**CARPINTERIA VALLEY WATER DISTRICT**

By:  \_\_\_\_\_  
Polly Holcombe, Board President

**APPROVED AS TO FORM  
Carpinteria Valley Water District Counsel**

By:  \_\_\_\_\_  
Roger Myers, Myers, Widders, Gibson, Jones & Feingold, L.L.P.

materials to any third party without the consent of all Parties to this MOU. If any party receives a request or order from a third party that the receiving Party believes requires it to disclose any such information, documents or materials, the receiving party shall (i) immediately notify the other Parties and provide them with a copy of such request or order, (ii) defer any disclosure of such information, documents or materials for as long as legally permitted, and (iii) cooperate with any other Party that wishes to pursue an order protecting the disclosure of such information, documents, or materials.

11. **Indemnification.** To the fullest extent permitted by law, the Parties shall defend indemnify and hold each other (including the directors, officers, employees and authorized volunteers of each party) free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees, settlements, loss, damage or injury of any kind, in law or equity (collectively "Claims") in any manner arising out of, pertaining to, or incident any work and/or services to this Agreement and the work and/or services to be performed hereunder. This includes without limitation the payment of all actual damages, consequential damages, expert witness fees and attorney's fees and other related costs and expenses, including but not limited to legal costs and expense incurred by the parties in connection with any Claims or in enforcing this mutual indemnification. This indemnity does not include Claims that arise out of the sole active negligence, or willful misconduct of the party requesting indemnification. Indemnity requirements are not limited to the amount of any insurance available to either party and survive the termination of this Agreement for any reason.

IN WITNESS WHEREOF, the Parties have executed this MOU effective as of the date first above written.

MONTECITO WATER DISTRICT

By:

  
Richard Shaikewitz, Board President

APPROVED AS TO FORM

Montecito Water District General Counsel

By:

  
Robert M. Cohen, Cohen & Burgs LLP

CARPINTERIA VALLEY WATER DISTRICT

By:

  
Polly Holcombe, Board President



Santa Barbara County Public Works Department  
Flood Control ♪ Water Agency ♪ Project Clean Water

April 23, 2018

Matt Naftaly, Principal Hydrologist  
Dudek  
621 Chapala Street  
Santa Barbara, CA 93101

**RE: Proposed Basin Boundary Modification for Montecito and Carpinteria Groundwater Basins**

Dear Mr. Naftaly:

The Santa Barbara County Water Agency (SBCWA) does not oppose the requested jurisdictional groundwater basin boundary revision for the Montecito and Carpinteria Groundwater Basins. We understand that the small portion of the Montecito Basin is proposed to be moved to the Carpinteria Basin in order for the boundary to coincide with District service areas.

We are informed that both the Montecito Water District and Carpinteria Valley Water District are in support of this modification. The SBCWA recognizes that this revised boundary will ensure that the proper entities and stakeholders participate in requirements of the Sustainable Groundwater Management Act.

Thank you for the opportunity to comment.

Sincerely,

A handwritten signature in blue ink that reads "Fray A. Crease".

Fray A. Crease  
Santa Barbara County Water Agency Manager

cc: Mr. Nicholas Turner, Montecito Water District



# Carpinteria Valley Water District

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

BOARD OF DIRECTORS

*Polly Holcombe*  
President  
*Matthew Roberts*  
Vice President  
*Shirley L. Johnson*  
*Alonzo Orozco*  
*Case Van Wingerden*

May 1, 2018

GENERAL MANAGER

*Robert McDonald, P.E. MPA*

Nick Turner, General Manager  
Montecito Water District  
583 San Ysidro Rd  
Montecito, CA 93108

Mr. Turner,

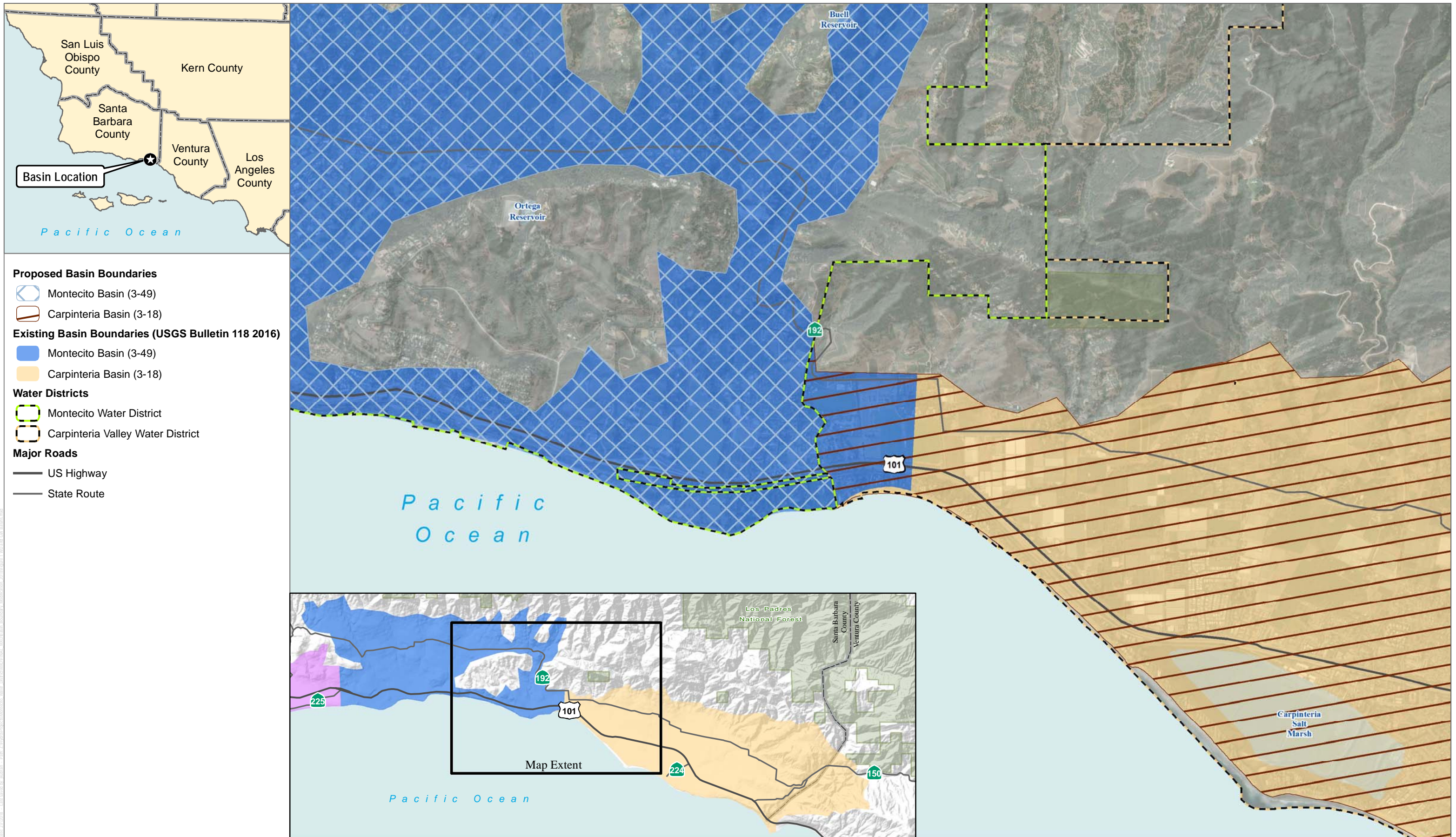
This letter is to confirm that the Carpinteria Valley Water District is in support of, and collaborating with, the Montecito Water District to modify the existing basin boundary (BBM) to conform to the service area boundary as shown on the attached map. We believe that the requested modification will facilitate sustainable management in both the Montecito and Carpinteria Valley Groundwater Basins, as it will allow for consistency between management efforts and jurisdictional oversight. Both Districts are committed to the facilitation of sustainable management by the coordination and sharing of technical studies and data. The Districts have executed a Memorandum of Understanding (MOU) in regard to cooperation for groundwater management and this Basin Boundary Modification request. The MOU was uploaded as part of the BBM application.

Please feel free to contact me if you have any questions.

Sincerely,

Robert McDonald, P.E., MPA  
General Manager  
Carpinteria Valley Water District

Copy: Polly Holcombe, Board President



SOURCE: Santa Barbara County; USGS; DWR



**FIGURE 1**  
 Existing and Proposed Groundwater Basin Boundaries  
 Section 3-A  
 Montecito Groundwater Basin Boundary Modification  
 Page 21

March 29, 2018

DRAFT

«First\_Name»«Last\_Name»  
«Street»  
«City»«State», «Zip»

Re: Jurisdictional Basin Boundary Modification - Montecito and Carpinteria Valley Groundwater Basins

Dear «F3» «Last\_Name»,

This letter is to notify you that the Montecito Water District and Carpinteria Valley Water District (collectively “Districts”) are working together to change the official groundwater basin boundary between the Montecito and Carpinteria Groundwater Basins. You are receiving this letter because you have been identified as having property in the vicinity of the proposed new groundwater basin boundary. The modification will affect less than a square mile in the southeast portion of the Montecito Water District service area, and will revise the basin boundary to follow the service area (or jurisdictional) boundary between the Districts (See Figure 1, attached). The modification is being sought in order to facilitate efficient management of water resources within Montecito and Carpinteria Groundwater Basins pursuant to the California Sustainable Groundwater Management Act (SGMA).

#### **Background**

The SGMA took effect on January 1, 2015. For Basins designated as medium or high priority, the Act requires the creation of Groundwater Sustainability Agencies (GSAs) and Groundwater Sustainability Plans (GSPs) with the goal of achieving sustainable management of California’s groundwater resources by the year 2040. The process is regulated by the Department of Water Resources (DWR).

As part of the SGMA, DWR has developed a process for the modification of groundwater basin boundaries as defined in Bulletin 118 based on scientific or jurisdictional considerations. The Districts have determined that modification of the boundary will allow for more efficient management of groundwater resources between them.

To modify existing basin boundaries, DWR requires that an eligible requesting agency lead the process. The Montecito Water District is conducting this process on behalf of itself and the Carpinteria Valley Water District. As part of the regulations, and application process, for Basin Boundary Modification, DWR requires outreach and solicitation of comments from the public and Local Agencies.

Any comments concerning this notice, and the proposed basin boundary modification, should be submitted to Matt Naftaly at [mnaftaly@Dudek.com](mailto:mnaftaly@Dudek.com). Comments received prior to the application deadline of June 30, 2018 will be included in the application information submitted by Montecito Water District to DWR. Comments may also be submitted to the Department of Water Resources for 30 days after the application has been deemed to be complete by DWR. For more information, visit the Department of Water Resources Website: <http://sgma.water.ca.gov/basinmod/>, or contact Matt Naftaly at [mnaftaly@Dudek.com](mailto:mnaftaly@Dudek.com) or (805) 308-8529.

Sincerely,

Nick Turner  
General Manager,  
Montecito Water District

Draft

March 28, 2018

«First\_Name»«Last\_Name»  
«Title»  
«Agency»  
«Street»  
«City»«State», «Zip»

Re: Jurisdictional Basin Boundary Modification Montecito and Carpinteria Valley Groundwater Basins

Dear «F3» «Last\_Name»,

This letter is to inform you that the Montecito Water District and Carpinteria Valley Water District (collectively “Districts”) are working together to affect a change to the official groundwater basin boundary between the Montecito and Carpinteria Groundwater Basins. The modification will affect less than a square mile in the southeast portion of the Montecito Water District service area and will revise the basin boundary to follow the service area (or jurisdictional) boundary between the Districts (See Figure 1, attached). The modification is being sought in order to facilitate efficient management of water resources within Montecito and Carpinteria Groundwater Basins.

### **Background**

The California Sustainable Groundwater Management Act (SGMA) took effect on January 1, 2015. For Basins designated as medium or high priority, the Act requires the creation of Groundwater Sustainability Agencies (GSAs) and Groundwater Sustainability Plans (GSPs) with the goal of achieving sustainable management of California’s groundwater resources by the year 2040. The process is regulated by the Department of Water Resources (DWR).

As part of the SGMA, DWR has developed a process for the modification of groundwater basin boundaries as defined in Bulletin 118 based on scientific or jurisdictional considerations. The Districts have determined that modification of the boundary will allow for more efficient management of groundwater resources between them.

To modify existing basin boundaries, DWR requires that an eligible requesting agency lead the process. The Montecito Water District is conducting this process on behalf of itself and the Carpinteria Valley Water District. As part of the Regulations for Basin Boundary Modification, DWR requires outreach and solicitation of comments from the public and Local Agencies.

To support or oppose the proposed modification, DWR regulations require that the Local Agency ('Local Agency' means a local public agency that has water supply, water management, or land use responsibilities within a groundwater basin) provide a resolution from its decision making body **or** a letter signed by an executive officer or

authorized official setting forth its support or opposition. The information supporting or opposing the modification may be submitted within 30 days of DWR posting on their website that the Basin Boundary Modification request is complete.

For more information, visit the Department of Water Resources Website: <http://sgma.water.ca.gov/basinmod/>, or contact Matt Naftaly at [mnaftaly@Dudek.com](mailto:mnaftaly@Dudek.com) or (805) 308-8529.

Sincerely,

Nick Turner  
General Manager,  
Montecito Water District

DRAFT

### Basin Boundary Modification Process Update

As part of its program to manage water resources, the District is implementing aspects of California's Sustainable Groundwater Management Act (SGMA). The act calls for Groundwater Sustainability Agencies (GSAs) to develop Groundwater Sustainability Plans (GSPs) which are comprehensive documents describing Basin conditions and proposing management projects and actions. SGMA implementation is required in all basins designated as high or medium priority by the State Department of Resources (DWR) and encouraged of low priority basins such as Montecito which may implement SGMA on a voluntary basis.

Pursuant to SGMA, DWR has developed a process by which responsible entities may adjust existing boundaries as designated in State Bulletin 118. Such adjustments may be based on scientific or jurisdictional considerations. Last year, a scientific modification requested by the Carpinteria Valley Water District (CVWD) was denied by DWR. Since then staff have been collaborating with CVWD to apply for a different modification on a jurisdictional basis. A new Basin Boundary Modification Process is now underway with application submission due by March of 2018.

Currently, a section of the southeast Montecito Groundwater Basin, as delineated by Bulletin 118, is outside of the Montecito Water District's Service area and within the Carpinteria Valley Water District's Service area. The jurisdictional boundary modification request would revise the existing boundary to follow the service area boundary between the Montecito and Carpinteria Valley Water Districts. The modification, which would impact less than one square mile of basin, would simplify SGMA implementation and groundwater management.

Staff recommends the filing of the DWR Initial Notification of Potential Basin Boundary Modification Request which provides information on the parties involved and the proposed request. The filing does not commit the District to any specific action, is changeable, and is submitted through DWR's web portal.



**MONTECITO WATER DISTRICT  
MEMORANDUM**

**SECTION: 3-B**

**DATE: MAY 14, 2018**

**TO: OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**FROM: GENERAL MANAGER**

**SUBJECT: EMPLOYEE HANDBOOK – LABOR LAW UPDATES FOR 2018**

---

**RECOMMENDATION:**

Review and recommend Board approval of changes to the Employee Handbook.

**DISCUSSION:**

Staff has reviewed the Employee Handbook with the assistance of legal counsel, Mr. Grant Burton, an attorney with Cohen & Burge LLC. A summary of the proposed revisions are as follows:

1. *Hiring Practices and Application Procedures* - It is illegal in California to terminate an employee for marrying another employee. This provision was removed.
2. *Outside Employment* - Specified the type of conflict of interest that would be a problem.
3. *Retiree Health Insurance Coverage* – Clarification regarding coverage for Medicare-eligible-age retirees.
4. *Longevity Pay* – Clarification as to the number of continuous years of service required for eligibility.
5. *Reimbursable items – Steel-Toed Boot allowance is specified as up to \$300 per employee per calendar year.*
6. *Various California Required Leaves* - Although in substantial compliance, Family Medical Leave Act, Military Family, Domestic Violence, and New Parent leaves depicted separately for clarity.
7. *Jury Duty* – Proposal to compensate an employee at his/her regular pay for the entire duration of time they are required to appear for jury/witness duty regardless of the duration.
8. *Voice Mail, E-mail and Technology Policy* – Clarification added in regards to the use of District voicemail and email.
9. *Substance Abuse* – “Marijuana” has been added where appropriate.

Attached is a redlined version of the proposed revisions to the Employee Handbook.

**ATTACHMENTS**

1. MWD Employee Handbook redline



# Employee Handbook

20178

Adopted: TBD

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## **FORWARD**

This Employee Handbook was adopted by the Board of Directors April 19, 2016, and replaces all prior versions of the Handbook. The provisions of this Employee Handbook do not constitute a contract of employment. Because the District is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. Employees will be advised of any such revisions to the provisions of this Handbook. However, employees may check with the Business Manager to obtain current information regarding the status of any particular policy, procedure, or practice.

## **I. INTRODUCTION**

The Montecito Water District was formed in 1921 to serve an area presently containing 9,225 acres (approximately 16 square miles) between the Pacific Ocean and the Santa Ynez mountains, immediately east of Santa Barbara. The Water District is governed by a five member Board of Directors, the members of which are elected by the registered voters of the District to staggered four-year terms. The District was formed for the purposes of furnishing potable water and is operated under the provisions of the County Water District Act found in Division 12 of the State of California Water Code.

In the delivery of water to its customers, the District operates water distribution and water treatment departments and provides administrative, engineering and business services to its customers. The District typically employs 25 full time personnel for all its operations which are to operate and maintain its water system consisting of ten reservoirs, pumping stations, pressure control valves, over 110 miles of pipeline, and a State registered dam. The District serves over 4,370 accounts of various water use classifications with over 90% of its customers residential.

The District obtains its water supplies from Jameson Lake, formed by the District-owned Juncal Dam on the Santa Ynez River constructed in 1928, from the Cachuma Project of the United States Bureau of Reclamation constructed in 1958 and the State Water Project coastal branch constructed in 1997. Lesser amounts are derived from groundwater pumping, tunnel infiltration, and two creek diversions in the upper reaches of the Santa Ynez River. The Summerland Water District merged with the District in December, 1995.

## **MISSION STATEMENT**

The mission of the Montecito Water District is to provide an adequate and reliable supply of high quality water to the residents of the Montecito and Summerland communities, at the most reasonable cost.

In carrying out this mission, the District places particular emphasis on providing outstanding customer service, conducting its operations in an environmentally sensitive manner, and working cooperatively with other agencies.

## **II. EMPLOYMENT PRACTICES**

### **AT-WILL EMPLOYMENT**

Employment at the District is employment at-will, and employees are free to terminate their employment with the District at any time, for any reason, and the District has the similar right to terminate an employee's employment at any time, with or without a reason. Although the District may choose to terminate an employee's employment for cause, cause is not required. Neither the policies nor statements in this Handbook, or in any document or oral communication, shall limit the right to terminate employment at-will. No one other than the Board of Directors has the authority to alter this at-will employment ~~arrangement, or arrangement or~~ enter into an agreement for employment for a specified period of time. Furthermore, any such agreement must be in writing and must be signed by the President of the Board of Directors.

### **PRE-EMPLOYMENT PHYSICAL EXAMINATIONS**

As a condition of employment, all applicants to whom offers of employment have been made will be required to take a job-related physical examination, which will be paid for by the District.

The purpose of the examination is to determine that the selected applicant is medically fit to perform the essential functions of the job, with or without reasonable accommodation. The examination is conducted by a licensed medical practitioner and no medical information will be reported to the District beyond the determination of fitness to perform the essential functions of the particular job. In general, an applicant will not be refused employment unless the examination indicates an inability to perform the essential functions of job in question, with or without reasonable accommodation.

The District will also pay for physical examinations required by law for licensing of employees if such licensing of employees is required by the District.

### **REHIRED EMPLOYEES**

In the event that an employee resigns or retires from the District and then is rehired, that employee is considered the same as a new employee for purposes of sick leave, vacation leave, health care benefits and compensation. In other words, no credit will be given for past years' experience. Credit will only be given to an employee who has taken a District-authorized leave of absence and returned to work within the authorized time period.

### **AUTHORIZATION TO WORK**

All offers of employment are contingent on verification of authorization to work in the United States. The employee will be required to provide original documents verifying the employee's right to work and to sign a verification form (I-9) as required by federal law on acceptance of the District's offer of employment.

## DEFINITIONS

- A. Introductory Employee Period - The first 365 days of employment for each new employee, former employee who is rehired, or a promoted employee is considered an introductory period for the employee. The employee will be closely observed by his/her supervisor during this time. This period is also intended to give the new employee an opportunity to study the District, its jobs, methods, etc., to determine if the employee has made a proper choice in working for the District. The successful completion of the introductory period does not alter the at-will nature of employment at the District.
- B. Introductory Employee – an employee in their first 365 days of employment, re-employment or in a new position with the District is defined as an introductory employee.
- C. Regular Employee - An employee who is hired by the District through established hiring practices and who successfully completes the introductory period will be considered a regular employee, subject to the recommendation of the employee's department supervisor and/or manager and signed approval of the General Manager. The achievement of regular employee status does not alter the at-will nature of employment at the District.
- D. Full-Time Employee - An employee who is regularly scheduled to work 40 hours per week. Full-time employees are eligible for all benefits of the District when so qualified as provided in this Handbook or in the applicable insurance plan documents.
- E. Part-Time Employee - An employee who is regularly scheduled to work at least 20 hours per week, but less than 40 hours per week. Part-time employees are eligible for District benefits on a pro-rata basis.
- F. Temporary Employee - An employee who is working at the District for a specified duration, and for a specified purpose. Temporary employees do not accrue vacation or participate in PERS, or other District benefits or insurance benefits, except temporary employees accrue sick leave as provided in this Handbook. Temporary employees who work full time are limited to a period of six months or 1,000 hours or 125 days in a fiscal year.
- G. Department Managers & Superintendents – Department Managers and Superintendents include the Engineering Manager, Business Manager, Water Distribution Superintendent, and the Water Treatment and Production Superintendent.

Exempt or non-exempt status of employment is determined pursuant to state and federal law. Employees will be informed of their exempt or non-exempt status when they are offered the job. Exempt employees by definition are exempt from earning overtime compensation.

## EQUAL EMPLOYMENT OPPORTUNITY

It is the District's policy to provide equal employment opportunities for all employees and applicants for District employment. The District does not discriminate on the basis of race, color, religion, usn creed, sex, including pregnancy, childbirth, or related medical conditions, national

origin, ancestry, age for individuals over 40, physical or mental disability, medical condition, veteran status, military service status, marital status, sexual orientation, gender identity or expression, citizenship status, genetic information or any other basis prohibited by law. The District also makes reasonable accommodations for disabled employees. Finally, the District prohibits the harassment of any individual on any legally prohibited basis.

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 management and every employee to follow this policy.

Further information about the District's policies prohibiting unlawful discrimination and harassment, and the District's internal procedures for addressing complaints of harassment or discrimination are located in later sections of this Handbook.

### EMPLOYEE REFERENCES

The Business Manager or his/her designate will respond to all requests for employee references. No other department superintendent or employee is authorized to release references for current or former employees.

The District's policy in providing references for current and former employees of the District is to disclose only the employee's title and dates of employment. Verbal inquiries will be discouraged. Information on the annual salary or hourly rate of the employee will be provided upon written inquiry, submitted with the employee's signature of approval.

### HIRING PRACTICES AND APPLICATION PROCEDURES

When the District has a position open, consideration will be given to promoting from within when feasible. The District also may turn to the outside employment market, using applications on file, advertising, or other resources as determined appropriate by the District.

Relatives of current members of the Board of Directors shall not be hired by the District. Relatives of present employees will not be eligible for District employment. "Relatives" are defined as spouses, children, stepchildren, sisters, sisters-in-law, brothers, brothers-in-law, mothers, mothers-in-law, fathers, and fathers-in-law. Present employees who marry, or who become related by marriage, will be permitted to continue employment with the District only if they do not work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety or morale. If employees who marry, or who become related by marriage, do work in a direct supervisory relationship with one another, the District will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If such a position is not immediately available, reassignment shall occur as soon as possible after such a position becomes available. ~~If no such position is available, then one of the employees will be required to leave the District within 90 days. The decision and timing as to which employee will leave shall be left solely to the General Manager.~~

## ANNIVERSARY DATES

Anniversary date is defined and applied as follows:

- A. Vacation or Longevity Pay (*see Section IV, pages 15 & 16*): For purposes of computing vacation and longevity pay allowances, the employee's anniversary date will be the starting date of the employee's introductory period.
- B. Performance Review: A new employee's anniversary date is the starting date of the introductory period. If, at the end of the introductory period, the employee is certified for regular employment, which may include a salary increase, the effective date of such regular employment becomes the anniversary date for annual performance review purposes.
- C. Promotional Reclassification: When an employee receives a promotional reclassification, the effective date of that reclassification becomes the anniversary date for performance review purposes. At the end of the promotional reclassification introductory period, which may include a salary increase, the effective date of reclassification becomes the anniversary date for annual performance review purposes.

If, at the end of the introductory period in the new classification, the employee is not certified for regular assignment in the new classification and reverts back to the prior classification, the anniversary date for performance review purposes also reverts back to what it was prior to the promotional reclassification. (In this instance, if the former anniversary date fell within the introductory period for the higher level job, annual review for salary adjustment will be authorized at the time the employee is returned to the former level).

## JOB PERFORMANCE REVIEW

The District will attempt to review employees' job performance approximately two weeks before the anniversary date established for salary action. If job performance has been satisfactory, the employee may be eligible for a salary increase based on the recommendation of the department superintendent/manager and approved at the discretion of the General Manager, effective on the anniversary date for salary action or performance review.

If a salary increase is recommended and approved by the General Manager, a one-step increase will be normal. An increase greater than normal will require the approval of the Board of Directors.

Although the time interval for job performance reviews is relatively standard, after the introductory period has been completed, job performance reviews may take place at any time as decided upon by the department superintendent/manager. Also, for employees who are newly employed by the District, there will be a job performance review approximately at the end of the first 365 days of continuous District employment (Introductory Period), for the purpose of giving a new employee and that employee's superintendent/manager an opportunity to review performance before the introductory period ends and for the purpose of any salary adjustment deemed appropriate.

If, at any time during the employee's introductory period, the department superintendent/ manager conclude that the employee's performance will not meet the District's standards, the department superintendent/manager has the right and the obligation to recommend to the General Manager the termination of the employee.

Nothing in this section is intended to alter the at-will status of employment with the District, or to grant any employee a property interest in a review or salary action. Either the employee or the District may terminate the employment relationship at any time with or without cause and with or without notice.

### JOB DESCRIPTION

The District maintains job descriptions for each classification which describe the minimum requirements, duties, and other information pertinent to the classification. Copies of job descriptions may be obtained from the Business Manager.

### CLASSIFICATION STUDY REQUESTS

The District performs a Classification and Compensation Study of all positions on a periodic basis. If an employee believes 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 department superintendent/manager. Recommendations of the department superintendent/manager regarding the request will be written and submitted to the General Manager within thirty days of the date of the request. The General Manager will return a written determination to the department superintendent/manager and to the employee as soon as reasonably possible (which may be in conjunction with the next scheduled classification and compensation study). An employee may submit such a reclassification request no more often than once in two years.

### NOTICE OF CHANGES – PERSONNEL

In order to maintain accurate, current records regarding employees, to add newly eligible dependents (e.g., due to marriage, birth or adoption), and to properly administer various benefit programs, each employee is responsible for informing the Business Department (Senior Office Technician) immediately of any changes of address, telephone number(s), person(s) to notify in case of emergency, and, when applicable to employee benefits, changes in marital status, number of dependents and insurance beneficiary designation.

New employees qualify for medical, dental, vision, life and long-term disability insurance coverage on the 1st of the month following 60 days from the starting date of the employee's introductory period. Changes in insurance benefits options must be submitted by the employee in writing one month preceding the "open" enrollment dates in the District's medical, dental and other available benefit plans.

Employees are responsible for contacting the Business Manager to determine the method and time limitations for adding a newborn child, spouse or other eligible dependent to the employee's insurance coverage and submitting all necessary paperwork in a timely manner.

### OUTSIDE EMPLOYMENT

Employees must notify the General Manager or his/her designee in writing of all contemplated or existing outside employment. Outside employment is prohibited where a conflict of interest may exist between the outside employment and the employee's District employment, or where such employment would impair employees' effectiveness or ability to perform their assigned job duties.

## **III. HOURS, PAY PRACTICES AND BREAK TIME**

### WORKING HOURS

Hours of work are an eight-hour day scheduled between the hours of 7:30 a.m. to 5:00 p.m. with a half-hour or one hour lunch period depending on the employee's department and the employee's superintendent/manager.

### OVERTIME

The District is subject to the United States Fair Labor Standards Act [29 U.S.C. §§201, et seq.] for purposes of overtime payment to non-exempt employees. Overtime work is any of the following conditions:

- A. Work in excess of 40 hours in any work week and,
- B. Work performed on a District-recognized holiday. A holiday is defined as the 24 hour period beginning at 7:30 a.m. on any day included in the District's official list of paid holidays.
- C. All paid leave time shall be considered as hours worked for purposes of computing overtime pay.

Unless otherwise noted, a workweek begins at 12:01 a.m. Saturday and ends at 12:00 midnight Friday. Additionally, weekend days (for all positions except the Dam Caretaker) are designated as the hours from 7:30 a.m. on Saturday to 7:30 a.m. on the following Monday. For the Dam Caretaker position, weekend days are designated as the hours from 7:30 a.m. on Thursday to 7:30 a.m. on the following Saturday.

Occasionally, an employee may be required to work overtime at the District's request. Overtime may not be worked without the prior approval from the employee's supervisor. If an employee does work overtime at the District's request, the employee will receive pay at the rate of 1-1/2 times their regular rate, unless otherwise required by law.

Because unauthorized overtime is against District policy as stated above, employees who work unauthorized overtime are subject to discipline, up to and including possible termination. The General Manager, Engineering Manager and the Business Manager are exempt employees and are not entitled to overtime pay.

The employee's overtime must be recorded on his/her timecard and subject to the approval of the employee's supervisor/manager. Employees are required to record all hours worked on their timecard, and failure to do so may result in disciplinary action up to and including termination of employment. Unrecorded overtime will not be paid.

If an employee is called out on an emergency after the completion of a regular shift and works four hours or more between the hours of 12:00 midnight and 7:30 a.m., the employee will be paid overtime pay and given four hours off with pay at straight time to rest before reporting to the next regularly scheduled shift unless the operations of the District require otherwise as determined by the employee's supervisor/manager.

### ON-CALL POLICY

The following on-call policy applies to the Distribution and Water Treatment and Production Departments.

#### DISTRIBUTION DEPARTMENT

Distribution employees may be assigned on-call duty by the Water Distribution Superintendent to respond to reported customer or water system problems during times other than normal working hours. Such on-call duty will be in accordance with procedures designated by the Water Distribution Superintendent.

For weeknights, the on-call duty employee will be paid one hour of overtime pay per day. For weekend days and District-observed holidays the on-call duty employee will be paid two hours of overtime pay per day.

If contacted by telephone or District cell phone while on on-call duty, the employee will record all time spent on the call and any related tasks that are performed by the employee. The employee will be compensated for the actual time spent on the call and performing any related tasks, except for calls received between the hours of 12:00 midnight and 7:30 a.m. ("Late Night Calls") which will be compensated as follows:

For the first and second Late Night Call received during a 12:00 midnight to 7:30 a.m. period (a "Late Night Period"), the employee will be compensated for one-quarter hour of pay for each call or for the actual time spent on the calls, whichever is greater. For all additional Late Night Calls during a Late Night Period, the employee will be compensated for the total time spent on the calls, except if the total time spent on all Late Night Calls during a Late Night Period, including the 1<sup>st</sup> and 2<sup>nd</sup> call, is less than one hour, then the employee will be paid for one hour at the appropriate rate.

If called to duty, the employee will be paid for each hour actually spent responding to problems. A minimum of one hour will be paid for any portion of an hour spent in responding to service requests.

On-call duty begins on a Friday at 4:00 p.m. and ends on the following Friday at 7:30 a.m. If a holiday is observed on a Friday, the current on-call employee will go off on-call duty at 7:30 a.m. and the next assigned on-call employee will take over on-call duty on Friday at 7:30 a.m.

#### WATER TREATMENT AND PRODUCTION DEPARTMENT

Water treatment and production employees may be assigned to on-call duty by the Water Treatment and Production Superintendent to respond to water treatment plant, reservoir, pump station or other water system problems during times other than normal working hours. Such on-call duty will be in accordance with procedures designated by the Water Treatment and Production Superintendent.

For weeknights, the on-call duty employee will be paid one hour of overtime pay per day. For weekend days and District-observed holidays the on-call duty employee will be paid two hours of overtime pay per day.

If contacted by telephone or District cell phone while on on-call duty, the employee must record all time spent on the call and any related tasks that are performed by the employee. The employee will be compensated for the actual time spent on the call and performing any related tasks, except for calls received between the hours of 12:00 midnight and 7:30 a.m. ("Late Night Calls") which will be compensated as follows:

For the first and second Late Night Call received during a 12:00 midnight to 7:30 a.m. period (a "Late Night Period"), the employee will be compensated for one-quarter hour of pay for each call, or for the actual time spent on the calls, whichever is greater. For all additional Late Night Calls during a Late Night Period, the employee will be compensated for the total time spent on the calls. However, if the total time spent on all Late Night Calls during a Late Night Period, including the 1<sup>st</sup> and 2<sup>nd</sup> call, is less than one hour, the employee will be paid for one hour at the appropriate rate.

If called to duty, the employee will be paid for each hour actually spent responding to problems. A minimum of one hour will be paid for any portion of an hour spent in responding to service requests.

The California Department of Public Health (CDPH) requires the staffed operation of the Bella Vista Treatment Plant 7 days a week. The Water Treatment Department employee designated as the on-call duty Operator is responsible for operating and monitoring the treatment plant and other designated facilities for an 8-hour day shift. The on-call water treatment employee who worked the weekend will be scheduled to work three days during the week (Monday through Wednesday).

On-call duty begins on a Monday at 4:00 p.m. and ends on the following Monday at 7:30 a.m. If a District holiday is observed on a Monday, the on-call Operator will remain on-call until Tuesday at 7:30 a.m. If an employee who is on-call must work on a District-observed holiday, the

employee will be permitted to take a different day off as scheduled by the Treatment Superintendent.

Water Treatment and Production employees will also perform water quality related duties at the Ortega Reservoir and Chlorination Station. All water quality related work at the Ortega Reservoir facilities will be designated and identified on District time sheets as work performed in accordance with a Joint Powers Agreement between the Carpinteria Valley Water District and the Montecito Water District.

Duties not related to water quality at the Ortega Reservoir site, (the operation, maintenance and monitoring of the Ortega Pump Station) will be identified and separately recorded on the employee's timecard.

The Juncal Dam Caretaker, under the oversight and supervision the Water Treatment and Production Department Superintendent, begins the normal work schedule on a Saturday at 7:30 a.m. and ends on the following Wednesday at 4:00 p.m. The Dam Caretaker will be required to reside in a District-owned residence, at no charge, on the District's Jameson Lake property located along the upper reaches of the Santa Ynez River. The District's Jameson Lake property is accessed by paved and unpaved locked service roads approximately 1½ hour drive from the District's San Ysidro Road office.

The Dam Caretaker may also be scheduled to perform on-call duty services at the District's Jameson Lake facilities during special weather-related and other designated periods. On-call duty services are designated by the Treatment and Production Superintendent and occur for several reasons such as inclement weather, impassable service roads, monitoring of high lake water levels, the dam spillway, water diversion flow changes or other reasons. The Superintendent may request the Dam Caretaker to remain on on-call duty at the Lake for extended periods, but the Superintendent will work to keep these at a minimum and may send other District personnel to the dam to provide relief to the Dam Caretaker. The Dam Caretaker will be paid 8 hours of overtime per day for on-call duty while stationed at Jameson Lake.

If the Dam Caretaker's employment is terminated, he/she must vacate the Juncal Dam property within 48 hours of termination or as mutually agreed to in writing between the District and the Dam Caretaker.

### COMPENSATORY TIME

Non-exempt employees may accrue compensatory time off in lieu of payment of overtime if the employee and his or her superintendent/manager agree, in writing, to such compensation prior to the performance of the overtime work. Compensatory time off shall be accrued at the rate of one and one-half hours of compensatory time off for each hour of overtime worked to a maximum accrual amount of 40 hours. Accrued compensatory time is to be used within thirty days of accrual, and must be approved by the employee's superintendent/manager. Accrued compensatory time which is not used within thirty days of accrual will be paid to the employee at the employee's regular rate of pay. In the event of a District emergency, an employee's compensatory time may be cancelled, and may be rescheduled subject to staffing needs.

## PAYDAY AND TIMESHEETS

For payroll processing there are 26 pay periods per calendar year. Payroll periods end every other Friday with paychecks issued or directly deposited the following Monday. If the normal payday falls on a holiday, paychecks will be issued or directly deposited on the following business day.

All timesheets are entered electronically through the District's time entry system. Employees shall record all hours worked into the time entry system. Time spent on various jobs must be recorded on a daily basis. Employees should also enter all vacation time, sick leave, holidays, doctors' appointments, and all other absences from work on an employee's time record for accurate District record keeping. Employees enter their time and, once the employee verifies the information is correct, the timesheet is electronically submitted to their department superintendent or manager for approval. The employee's superintendent/manager reviews and approves the submitted timesheet electronically and sends it to payroll for processing. In order to meet the pay schedule, it is necessary to provide the Business Department (Senior Office Technician) with accurate time records on schedule. Time records are to be submitted each second Thursday.

Employees should carefully review their paychecks to ensure correct payment for the time worked in that pay period. Any questions concerning payroll or ones paycheck should be brought to the immediate attention of the employee's superintendent/manager.

The District does not pre-pay paychecks for employees who resign, retire or are dismissed from the District, or for employees who would like their paycheck prior to going on leave or vacation.

## REST AND MEAL BREAKS

Non-exempt employees are to take a rest break of at least ten minutes, and not more than 15 minutes, for every 4 hours worked. As far as practicable, the employee should take his or her rest period within the middle of each 4-hour period

Non-exempt employees who work more than 5 hours in a day are entitled to take one unpaid meal period of at least 30 minutes and no more than 60 minutes as scheduled by the employee's supervisor. The meal break should be taken around the middle of the employee's shift. Non-exempt employees who work more than 10 hours in a day may take a second unpaid 30 minute meal period.

Rest and meal breaks should be coordinated with the employee's superintendent/manager so that the work of the department is not impeded. Rest breaks are not to be used for extending lunch hours and are not to be used in place of meal breaks. Employees cannot use rest or meal breaks to arrive late to work or leave work early. Employees must notify their superintendent/manager if they are unable to take their rest or meal break under this policy.

Exempt employees should take rest and meal period as needed, and schedule these breaks consistent with the employee's work responsibilities.

## LACTATION ACCOMMODATION

The District will provide a reasonable amount of break time and a secure environment to any female employee desiring to express breast milk for her 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.

## **IV. BENEFITS**

### INSURANCE BENEFITS

The District will provide all eligible introductory, regular, full-time, and part-time employees, and eligible retired employees with medical insurance, dental care, vision care, life insurance and long-term disability insurance in accordance with the terms set forth below. The District reserves the right to modify, revise, eliminate or add to the insurance benefits discussed in this Handbook, and will inform employees of any such changes.

New employees become eligible for medical, dental, vision, life and long-term disability insurance on the first of the month after 60 days from their starting date of employment, consistent with the terms of the plans. For an explanation of group health benefits provided to eligible retired employees, refer to the Retirement Program section of this Handbook.

The information provided below is based on the insurance benefits in effect at the time this Handbook was published as indicated on the cover page. The amount of the benefit premiums paid by the District may be changed at the discretion of the District and will be in accordance with the District's current Group Medical and Non-Medical Plan reviewed and approved by the Board on an annual basis.

See the Business Manager for information about current insurance benefits, employee contribution requirements, to get a copy of an insurance plan document, or other information regarding insurance benefits. At the time this Handbook was published, the insurance benefits were:

- A. Medical Insurance – The District will pay the health insurance premium for eligible employees and a portion of the premium payment for dependent or family medical coverage if elected by the eligible employee.
- B. Dental Insurance – The District will pay the dental premium for all eligible employees. Eligible employees may elect to enroll a spouse and/or dependents with the employee paying the additional premium.
- C. Vision Insurance – The District will pay the vision premium for eligible employees. Eligible employees may elect to enroll a spouse and/or dependents with the employee paying the additional premium.

- D. Life Insurance – The District will pay the premium for \$50,000 Life and AD&D for all eligible active employees only as long as the employee is employed with the District. The employee may elect higher coverage at the employee’s expense as permitted by the plan.
- E. Long-Term Disability Insurance – The District provides, at no cost to the eligible employee, long-term disability insurance. This benefit provides compensation for a non-work related disability. Benefits begin after 90 days of absence due to a disability as provided by the plan.

### SECTION 125 FLEXIBLE SPENDING ACCOUNT

The District has adopted a Section 125 Flexible Spending Account which allows employees who work 20 or more hours per week to pay for dependent care expenses and non-covered health care expenses.

- A. Dependent Daycare Reimbursement: This plan allows the employee to pay for dependent care expenses on a tax-free basis. The employee may set aside an amount each calendar year, deducted from the employee’s bi-weekly paycheck, for the purpose of paying daycare expenses.
- B. Healthcare Reimbursement: The plan allows the employee to pay healthcare expenses which are not covered by the health plans (such as deductibles, co pays, eyeglasses, etc.) on a pre-tax basis. The employee may set aside an amount each calendar year, deducted from the employee’s bi-weekly paycheck on a pre-tax basis, to pay for non-covered healthcare expenses. Reimbursement and forfeiture rules are governed by the IRS.

The maximum allowed annual contribution to the plan is governed by the IRS and may be changed from time to time. See the Business Manager for the current maximum allowed contribution.

### RETIREMENT PROGRAM

- A. California Public Employees Retirement System (CalPERS) – All District employees are required to participate in CalPERS. As set forth by Board resolution, the District participates in the 2%@55 Miscellaneous Plan formula for all employees who are “classic” members as defined by CalPERS. A CalPERS classic employee is a CalPERS member with an enrolled date on or before December 31, 2012.

For employees hired before July 1, 2012, the District pays the employer’s contribution and a portion of the employee’s 7% retirement contribution. The District does not withhold any income taxes on the employee's portion. See the Business Manager for the current amount of the employee’s 7% retirement contribution paid by the District.

For employees hired on or after July 1, 2012, the District pays the employer’s portion for CalPERS. Employees who are “classic” members as defined by CalPERS, hired on or after July 1, 2012, pay the full 7% employee’s contribution of the 2% @ 55 Miscellaneous Plan.

For all “new” employees hired on or after January 1, 2013 who are not “classic” members as defined by CalPERS, the District participates in the 2%@62 formula. These ”new” employees are subject to the terms and conditions defined by Assembly Bill 340, California Employee’s Pension Reform Act, with an effective date of January 1, 2013, including the requirement that these “new” employees pay the full employee’s contribution of the 2%@62 formula. The Act establishes the rules for the participation of employees in CalPERS hired on or after January 1, 2013. Employees should see the Business Manager regarding any questions on the District’s offered retirement benefits.

- B. Social Security System – The District also participates in the Social Security System. To finance the Social Security Program, deductions are made from the employee’s earnings and matched by equal payment from the District. Social Security benefits are additional to, and integrated with, the District’s retirement program.

An employee may begin collecting Social Security as early as 62 but at a reduced rate. Disability and death benefits are also a part of the Social Security system. An employee is eligible for coverage under Medicare and may be covered at the Medicare-eligible age, whether or not the employee retires.

- C. 457 Deferred Compensation Plan – A 457 Deferred Compensation Plan is a supplemental retirement savings program to which employees make contributions on a pre-tax basis. Federal and state income taxes are deferred until assets are withdrawn, usually during retirement. Employees are eligible to participate in the plan on the first day of employment. Employees may contribute a percentage or specified amount of their wages subject to the limits specified by the IRS.

- D. Retiree Health Insurance Coverage –

1. Effective Date of Employment on or before June 30, 2013:

Health insurance benefits are provided by the District to eligible retired employees, subject to the following criteria:

- An eligible employee shall have an effective date of full-time District employment on or before June 30, 2013;
- Have attained the age of 60, and completed a minimum of twelve (12) continuous years of District employment/service;
- Be receiving a monthly retirement benefit from PERS, and
- Is one whose final employment immediately prior to receiving the PERS monthly retirement benefit was with the Montecito Water District.

All eligible retired employees of Medicare-eligible age must enroll in Medicare Parts A and B.

For eligible retired employees ~~the~~of Medicare-eligible age and older, the District will pay ~~some or~~ all of the premium for a designated Medicare supplement one-party policy, up to a maximum amount not to exceed the lowest priced Medicare supplemental plan offered by the District’s current health care provider each policy period. ~~See the~~

~~Business Manager for details.~~ All eligible retirees may elect to cover qualifying dependents upon retirement at the retirees cost.

Surviving spouse and/or dependents of eligible retirees are eligible for COBRA.

For eligible retired employees under the Medicare-eligible age who obtain another medical plan, the District will pay up to the amount of one-party coverage on the District's current HMO medical insurance health plan at the level it would pay if the retired employee were an active employee.

2. Effective Date of Employment on or after July 1, 2013:

For all District employees hired on or after July 1, 2013, retiree health insurance coverage will not be provided or available from the District.

VACATION

The District provides employees with paid vacation and to allow time off work to relax, engage in personal activities and "recharge their batteries." ~~The District~~ encourages employees to take their vacation time on an annual basis.

All regular and introductory full-time employees accrue paid vacation time each pay period based on the following annual accrued rates:

YRS OF SERVICE	VACATION ENTITLEMENT
0 TO 5	10 working days (two weeks)
6 to 10	15 working days (three weeks)
Over 10	15 working days plus one day for each added year for a maximum of 22 days.

Regular and introductory part-time employees working at least twenty hours per week are entitled to paid vacation on a pro-rata basis.

The maximum amount of vacation benefits that an employee may accrue is the amount equal to one and one-half (1.5) times the employee's annual vacation accrual rate. When an employee has accrued the maximum amount of vacation time, no further vacation will accrue until the employee uses some portion of the maximum amount or becomes eligible for additional vacation time accrual because of the employee's years of service. When an employee uses vacation benefits so that the employee's accrued but unused vacation benefits fall below the maximum, or when an employee is entitled to accrue additional vacation benefits, the employee will resume earning vacation benefits from that date forward until the employee again has accrued the maximum amount.

Vacation time earned may be taken as accrued, subject to the staffing needs of the District; consideration will be given to employee seniority and choice. Employees will not receive any

compensation for time missed if they have no accrued vacation time to use. The District considers vacation time essential to health and morale, and therefore employees should attempt to take vacation time in the year in which it is accrued.

An employee may not receive pay instead of vacation time except when the employee leaves the employ of the District.

Should an employee be absent due to illness at the time of a scheduled vacation, the employee may change the vacation to a later authorized date which will not conflict with another employee's vacation or District staffing needs. If an employee becomes sick during an authorized vacation, the employee with the notification to and approval of the department supervisor/manager, may use accrued sick time, and take the balance of vacation at a subsequent date so long as it does not conflict with another employee's vacation period or District staffing needs. A department superintendent/manager or the General Manager may require verification of this illness from a doctor.

Should an employee resign or be terminated before having used the vacation time that has been accrued, the employee will receive payment for any unused portion of the vacation time which has accrued up to the date of resignation or termination. The District will not grant termination pay.

In the event that an employee resigns or retires from the District and then is rehired, that employee is considered the same as a new employee for purposes of vacation time accrual. In other words, no credit will be given for past years' experience.

Vacation leave shall accrue during any authorized paid leave of absence but not during unpaid leaves of absence.

## HOLIDAYS

The District observes the following paid holidays:

- New Year's Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day

If any of the above holidays falls on a Saturday, the preceding Friday will be observed as the holiday. Holidays falling on Sunday will be observed on the following Monday.

In lieu of ~~the following previously~~ other Federal, state or local designated holidays, District employees will receive four (4) Personal Leave days. District offices will remain open and staffed on all Federal, State or Local designated holiday not listed above. ~~the above days.~~

Two Personal Leave days will be entered on each employee's account on the first day of Pay Periods #1 and #14. Personal Leave days must be used prior to using vacation days and should be scheduled in advance, subject to approval of the employee's superintendent/manager.

LONGEVITY PAY

In recognition of those long-time District employees that reach the top step of the salary range for a particular position, ~~and to provide incentive for future meritorious service,~~ such employees will have the opportunity to receive additional pay related to their meritorious, continuous years of service with the District. The following Longevity Pay rate increases may be granted to an employee at the beginning of his/her 8<sup>th</sup>, 14<sup>th</sup> and 20<sup>th</sup> year of continuous service with the District if the employee has been at Step E for at least one year and receives at least a satisfactory rating on the annual performance evaluation immediately preceding the consideration for longevity pay.

CONTINUOUS YRS OF SERVICE	LONGEVITY PAY INCREASE
8	2.5%
14	2.5%
20	2.5%

Employees who receive an employee evaluation lower than satisfactory will not be eligible for a longevity pay increase. If an employee does not receive a longevity pay increase because of a less than satisfactory annual performance review, the employee may be reconsidered for longevity pay in subsequent years if the employee receives a satisfactory rating on the annual performance review.

COST OF LIVING ADJUSTMENT OF WAGES AND SALARIES (COLA)

Over-all Cost of Living Adjustments (COLAs) to wages and salaries are at the discretion of the District Board of Directors and are generally considered with each new budget year.

WORKERS' COMPENSATION

Workers' Compensation insurance covering work-related illnesses and injuries is provided by the District at no cost to employees.

Workers' Compensation disability payments commence at a time specified by State Law (check with the Business Manager for the current regulations). The amount of the disability payments are a proportion of the employee's monthly salary as stipulated by State Law. Available sick leave will be applied to the remaining portion of the employee's monthly salary so that the total of the disability payments and the sick leave payments will equal straight time pay for the regularly scheduled working hours during that pay period. The application of sick leave payment will be in effect only to the extent that employee has earned sick leave available to him/her.

All work related illnesses, injuries or accidents must be reported immediately to the employee's superintendent/manager. A release to return to work from the employee's treating health care practitioner is necessary if the employee is off work for more than five consecutive days.

### COBRA

The District complies with the requirements of COBRA, enacted by Federal law, regarding continued insurance coverage in the event of separation of employment or other qualifying events. See the Business Manager for more detail.

### EMPLOYEE ASSISTANCE PLAN (EAP)

The District pays for a comprehensive EAP to help employees and their family members find direction in solving problems. This is a free service designed to help the employee and members of the employee's household resolve personal problems that may interfere with work or home life. Contact the Business Manager for more information on this program.

### REIMBURSABLE ITEMS

- A. Reimbursement for Certification, Registration or Licensing Examinations – Certain employees are required to be formally certified, registered or licensed to perform their job; e.g., certification for water treatment or registration for civil engineers. The District will reimburse an employee for the cost of the successfully completed examination and the related renewal costs. The District will also pay for physical examinations required by law for the job-required certification, registration, or licensing of employees. The reimbursement provided for in this section does not include reimbursement for any costs associated with obtaining or maintaining a Class C driver's license.

If the certification, registration or licensing is not job-required but only job-related, the renewal costs will be paid by the District upon recommendation of the employee's superintendent/manager and approval of the General Manager.

If the employee does not pass the class or examination, the employee must reimburse the District for any fees and materials paid. Employees desiring reimbursement must submit their request in writing through their supervisor to the General Manager prior to registration for the class.

- B. Certification/Registration Leave – Those classifications which are required to obtain or maintain a California Driver's License will be granted up to two (2) hours with pay once every four years for renewing such license.

Those classifications which are required to obtain or maintain a Class A commercial driver's license will be granted time with pay to take the required physical examination.

Those classifications which are required to obtain or maintain a Water Distribution and Treatment Operator's Certificate, an American Water Works Association Laboratory

Technician Certificate, or a Notary Public Commission as a condition of employment shall be granted up to eight (8) hours of leave with pay, with prior written approval of their superintendent/manager, for each required certificate to travel to and sit for the required examination testing procedure.

- C. Textbook and Tuition Payment – The District will pay for all State job-required courses as well as approved job-related courses provided that the employee satisfactorily completes the course(s). The District will pay for all District job-required courses. Such payment may include tuition, books and other course-related expenses as approved in advance by the General Manager. Such approval by the General Manager should be obtained in writing prior to the employee incurring any costs or expenses. If prior approval is not obtained, the employee risks the costs or expenses not being approved and not being subject to reimbursement by the District. If the employee does not submit evidence of completion, the District will not reimburse the employee for the course costs. If the District has prepaid the course costs, but the employee fails to complete the course, the employee will reimburse the District unless otherwise agreed to by the General Manager for good cause. An employee must obtain written approval for payment before registering for a course if reimbursement is expected. If it is not feasible for the employee to go home for meals, the District will reimburse the employee for reasonable meal expenses.

The District defines job-required courses as those which are made mandatory by District rules or by regulatory agencies or legal authorities having jurisdiction over any of the District's activities. The term job-related implies that there is no legal necessity to take the course, nor have the District rules made the course mandatory, but the skills learned are applicable to the job being performed. A course that is related generally to the field of work, but not directly related to the present job, does not qualify for reimbursement.

- D. Travel Expense - District Approved – 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 advance payment when necessary or reimbursement of expenses paid for by the employee upon submission of receipts or other proof of expense satisfactory to the District.

The General Manager is the final authority in determining the reasonableness and validity of any travel reimbursement request. The Department Managers/Superintendents may recommend to the General Manager travel by employees for District-related purposes.

Whenever possible, the District should make direct payment for such expenses, particularly for travel fares (airfare). Any requests for reimbursement of expenses shall be submitted to the General Manager or his designee upon such forms and with receipts or other evidence as may be reasonably required by the General Manager or his designee. An advance payment may be made to the employee when the General Manager determines that such request is reasonable.

Travel will be by District vehicle, if possible. If a District vehicle is not available, the use of a private vehicle will be authorized and the owner compensated at the mileage rate allowed by the Internal Revenue Service (IRS).

- E. Uniforms & Steel-Toed Boots – Distribution and Water Treatment and Production employees are furnished uniforms for identification and safety purposes and are expected to wear their uniforms when at work.

The District provides an annual allowance of up to \$300 to each employee of the Distribution and the Water Treatment and Production Departments sufficient to allow the employee to purchase ~~of~~ steel-toed boots each calendar year. Steel-toed boots must be worn under certain specified working conditions for the safety of the employee. Engineering employees may also qualify for the annual purchase of steel-toed boots subject to the employee's designated duties. The General Manager will determine and approve the purchase of steel-toed boots for engineering department employees. Employees required to purchase steel-toed boots will be reimbursed up to the amount of the allowance upon presentation of a receipt. ~~See the Business Manager for the Board-approved allowance amount.~~

#### CREDIT UNION

Membership in the Santa Barbara County Employees Federal Credit Union is available to all District employees. Payroll deduction is available; see the Business Department for the necessary forms.

### **V. LEAVES OF ABSENCE**

#### SICK LEAVE

The District has established paid sick leave so that an employee will not suffer financial hardship if he/she takes time off work 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, or sibling. Employees who are victims of domestic violence, sexual assault, or stalking may also use sick leave to seek medical attention, obtain services from a shelter or crisis center, obtain counseling, or go to court. Use of paid sick leave under this provision shall not be considered in determining excessive absenteeism under Section VI(F).~~

- A. Full Time Employees – Effective Hiring Date before July 1, 2013: Sick leave is available to all full-time employees immediately upon employment. A full time employee is eligible to earn eight (8) hours (one day per month) of sick leave for each full month of regular employment and may accrue up to 120 days (960 hours) of sick time.
- B. Full-time Employees – Effective Hiring Date on or after July 1, 2013: Sick leave is available to all full-time employees immediately upon employment. A full time employee is eligible to earn eight (8) hours (one day per month) of sick leave for each full month of regular employment and may accrue up to 60 days (480 hours) of sick time.

C. Part Time Employees: Sick leave is available to part-time employees immediately upon employment on a pro-rata basis. Part-time employees may accrue sick leave at a corresponding rate, pro rata, based upon the number of hours worked, and may accrue up to a number of hours corresponding to five times their annual accrual amount.

D. Temporary Employees: Beginning July 1, 2015 or their first day of employment, whichever is later, qualified Temporary employees accrue sick leave at the rate of one hour for every 30 hours worked. To qualify for sick leave, Temporary employees complete 30 days of employment. While qualified Temporary employees cannot use accrued sick leave until their 90th day of employment, they are eligible to accrue sick leave beginning with their first day of employment or July 1, 2015, whichever is later. Qualified Temporary employees may use accrued paid sick leave up to a maximum of 3 days or 24 hours of paid sick leave per year, whichever is greater. Unused accrued paid sick leave will carry over to the following year up to a maximum of 4 days or 48 hours, whichever is greater. For purposes of this policy, the “year” for employees employed by the Company District as of July 1, 2015 is July 1 through June 30; the “year” for other employees begins on their first day of employment.

An employee unable to report to work who wish to use sick leave is required to contact his/her superintendent/manager prior to the start of his/her scheduled start time. If the employee is not able to reach his/her superintendent/manager, the employee must leave a message at the District’s general phone number, at 805-969-2271, prior to the start of his/her scheduled start time.

When circumstances reasonably prevent notice prior to the start of the shift, such as due to an accident or emergency or when the need to use sick leave is not foreseeable, the employee is required to notify his/her superintendent/manager as soon as practicable after the start of his/her shift.

When an employee has a scheduled medical procedure or appointment for himself/herself or for a qualified family member, the employee should provide advance notice to his/her superintendent/manager of the resulting time the employee will be off work.

In the event that an employee has no sick leave remaining for an absence covered under this section, the employee may use vacation leave. If no vacation leave is remaining, the employee may be placed on an unpaid leave of absence as allowed under this Handbook.

If an employee leaves the District after six (6) years of continuous service, he/she will be compensated for accrued, unused sick leave benefits at the following levels:

<b>YEARS OF CONTINUOUS SERVICE</b>	<b>% OF COMPENSATION</b>
6 TO 20	50%
OVER 20	100%

In the event that an employee resigns or retires from the District and then is rehired after one year, that employee is considered the same as a new employee for purposes of sick leave compensation. In other words, no credit will be given for past years' experience. In the event the employee is rehired within one year, his/her accrued unpaid sick leave balance at the end of his/her employee will be restored. Sick leave benefits shall accrue during any authorized paid leave of absence but not during an unpaid leave of absence.

### MEDICAL DISABILITY LEAVE (MDL)

Since the District does not employ at least 50 employees within a 75-mile radius, District employees are not eligible for leave under the federal Family and Medical Leave Act or California Moore-Brown-Roberti Family Rights Act. However, the District does provide Medical Disability Leave as provided in this Section and the following Section.

Any employee who is temporarily disabled and unable to work due to a medical condition will, upon request, be granted a medical leave of absence without pay. An MDL period extends for the duration of the disability, up to a maximum of 90 calendar days. The term "medical condition" as used here encompasses all temporary medical disabilities except disabilities due to pregnancy, childbirth or related medical condition which are covered in the following Section.

Before being granted an MDL, an employee must first utilize any accrued sick leave benefits. During the period of the MDL, the employee may utilize any accrued vacation and compensatory time benefits. Any portion of leave that occurs after sick and/or vacation or compensatory time benefits have been exhausted shall be without pay. The total period of all absences related to the same medical condition shall be considered part of the same leave and may not exceed 90 calendar days. For purposes of this 90 calendar day limitation, all paid and unpaid portions of the leave shall be added together.

Health, dental and vision insurance benefits ordinarily provided by the District, and for which the employee is otherwise eligible, will remain in effect until the end of the month during which the unpaid portion of the MDL commences. Employees wishing to maintain their insurance benefits during the unpaid portion of MDL are required to pay the full costs of this coverage thereafter. Employees are requested to make arrangements with the Business Manager to pay for the costs of such coverage before the leave begins.

Neither sick leave nor vacation will accrue during any unpaid period of MDL. Employees on unpaid MDL also do not receive holiday pay.

An employee who requires a MDL must notify the General Manager in writing as soon as the employee learns that he/she is, or will become, temporarily disabled and thus unable to work. This written notice should specify the reason for the leave, the commencement date of the leave, and the expected duration of the leave. A signed physician's statement confirming the existence of the disability and the physician's expected period of time the employee will be unable to work due to the disability are required to accompany the employee's written notice for the MDL.

When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a medical leave, the employee must notify the District within three (3) working days of an absence. If an employee is absent more than three (3) working days without notifying the District, the employee may, at the manager/superintendent's discretion, be considered to have voluntarily resigned.

An MDL will end when:

- A. The employee receives medical verification that he/she is able to return to work;
- B. A signed medical opinion is rendered that the disability is permanent;
- C. The employee fails to return to work on the next regularly scheduled work day after the last day of the approved MDL; or
- D. The 90 calendar day maximum period of a MDL has been reached.

Prior to being allowed to return to work at the end of an MDL, the employee must provide the District with written verification from the employee's treating health care professional that the employee is able to return to work and perform the essential function of his/her job, with or without accommodation. The District reserves the right to request, at any time, that an employee on MDL confirms the existence of his/her disability with a written verification from a licensed physician. The District further reserves the right to require an employee on any MDL to be examined at the District's expense by a District selected physician prior to his/her return to work to the extent allowed by law. Unless otherwise required by law, an employee will not be allowed to return to work, and, may be terminated, upon a medical determination that the disability is permanent, or upon utilization of the maximum 90 calendar day period of MDL, and the employee is unable to return to work and perform the essential function of the employees job, with or without accommodation, or is unable to return to work without imminent and substantial risk of injury, or further injury to himself/herself or significantly greater risk of injury or harm to others.

Although the District is unable to guarantee reinstatement in all cases, an employee who returns to work at the end of his/her MDL will be returned to his/her former position, if available, or will be offered the first available opening in a comparable position for which he/she is qualified. Such an employee will be credited with all service prior to the commencement of his/her disability, but not for the period of his/her disability.

If conditions require a reduction in force, employees on an approved MDL will be considered for layoff and treated as active employees for purposes of the selection process.

#### FAMILY MEDICAL LEAVE ACT LEAVE

Employees who have worked for the District for at least a year, and who have worked at least 1,250 hours during the year previous to taking this leave, are entitled to take up to 12 weeks of unpaid leave to recuperate from a serious health condition, care for a family member with a serious health condition, handle exigencies arising out of a family member's military service, or to care for a family member who suffered a serious injury during active duty in the military.

Employees may take up to 12 weeks this leave in a 12 month period. Employees who need military caregiver leave may take up to 26 weeks of leave in a single 12 month period on a per-injury, per-service member entitlement. Employees are entitled to continue their health insurance while on this leave.

### MILITARY FAMILY LEAVE

Employees are allowed to take up to ten days of unpaid leave while a spouse is on leave from deployment during a period of military conflict. At the employee's discretion, some or all of the Military Family Leave may be unpaid or the employee may use accrued vacation, sick or other accrued paid time off.

### DOMESTIC VIOLENCE LEAVE

Employees are allowed to take unpaid leave to obtain a restraining order or seek other judicial relief from domestic violence for the employee or the employee's child. Additionally, employees who are victims of domestic violence, sexual assault, or stalking may take time off to seek medical treatment, obtain services of a rape crisis center or domestic violence shelter or program, get counseling, or engage in safety planning and/or relocate.

### PREGNANCY-RELATED DISABILITY LEAVE

Upon request, MDL will be granted to female employees for actual disability caused by the employee's pregnancy, childbirth, or related medical condition as set forth below.

If you are disabled by pregnancy, childbirth or related medical conditions, you are eligible to take an unpaid pregnancy-related disability leave (PDL). This includes time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth, and any related medical condition. PDL may be taken intermittently, or on a reduced-hours schedule, as medically necessary.

The District will attempt to reasonable accommodate employees when requested related to the employee's pregnancy, childbirth or related medical condition. If an employee wishes to request such an accommodation, she will need to provide an appropriate medical certification from her health care provider. In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less strenuous or hazardous duties, if she so requests, the transfer request if supported by appropriate medical certification, and the transfer can be reasonably accommodated.

Amount of PDL Available: 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. The PDL will run concurrent with leave granted under the FLMA as described in the preceding section.

**Intermittent Leave or Reduced Work Schedule Based on Planned Medical Treatment:** Employees may be entitled to take intermittent leave or a reduced work schedule if medically advisable and foreseeable based on planned medical treatment. The District may then require the employee to transfer to an alternate position for which she is qualified, with equivalent compensation and benefits, which better accommodates recurring periods of leave than her regular job.

**Substitution of Paid Leave:** Employees are required to use their unused, accrued sick leave during the otherwise unpaid portion of any PDL. Employees may elect to use their unused, accrued vacation during a PDL. The use of paid leave during the period of PDL does not extend the total duration of the PDL to which employees are entitled. Except to the extent that sick leave or vacation is used during the PDL, the PDL is unpaid.

**PDL's Effect on Benefits:** During an approved PDL, the District shall continue to pay for the employee's participation in the District's group health insurance, medical, dental and vision, to the same extent and under the same terms and conditions as would apply had she not taken leave, for up to four months. Employees will be required to continue to make any payments they normally made towards healthcare coverage premiums while on PDL. While on PDL, in the event employees fail to make timely payment for their portion of healthcare coverage premiums, the District will notify the employees 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 on an employee's behalf during any unpaid period of the PDL if she fails to return from the PDL except due to circumstances beyond your control as provided by law.

**Procedure for Requesting PDL:** Employees should notify the General Manager of any request for PDL or a pregnancy-related transfer as soon as they are aware of the need for such leave or transfer. For foreseeable events, if possible, employees shall provide thirty (30) calendar days' advance written notice to the General Manager of the need for PDL. The notice should include the date the leave will commence and the estimated duration of the leave. If thirty (30) days advance notice is not possible due to lack of knowledge of when the leave or transfer will begin, because of a change in circumstance or because of a medical emergency, notice must be given as soon as practical. If the leave is requested in connection with a planned, non-emergency medical treatment, employees may be requested to reschedule the treatment so as to minimize disruption of the District's business.

Any request for PDL must be supported by proper certification by the employee's health care provider of the need for the PDL, the anticipated date(s) and estimated duration of the leave, and in the case of intermittent leave or revised schedule leave where medically necessary, the probably duration of such a schedule any other information necessary to consider the request for PDL or transfer.

If employees fail 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.

The terms of the leave may be modified as the employee's changing medical condition dictates. Any requests for extensions of a PDL must be received at least five (5) working days before the date on which employees were originally scheduled to return to work and must include the revised anticipated date(s) and duration of the PDL.

Returning to Work at End of PDL: When returning from a PDL, employees shall be required to provide a physician's certification that indicates that the employee is fit to return to work. When returning to work at the end of a PDL, employees will be returned to their former position, if possible, or will be offered the first available opening in a comparable position for which they are qualified. If employees fail to report for work at the end of an approved PDL, they will be deemed to have voluntarily resigned their employment with the District. If at the end of an approved PDL an employee is unable to return to work and perform the essential functions of the employee's position, with or without accommodation, due to a continuing disability, the employee may be terminated if the District is unable to otherwise accommodate the employee without undue hardship as required by law.

### PERSONAL LEAVE OF ABSENCE

An unpaid personal leave of absence of up to 30 days may be requested by any regular full- or part-time employee. All personal leave of absence requests must be submitted in writing to the General Manager as far in advance as possible. The beginning and ending dates of the personal leave of absence must be clearly identified. Each case will be decided on its own merits, and will require the approval of the General Manager. However, an employee must first exhaust his/her vacation and compensatory balances, and where applicable sick leave balance, before being eligible for a personal leave of absence.

A request for an extension to a personal leave of absence of up to an additional 30 days will be submitted in writing to the General Manager. All personal leave of absence extensions require approval by the General Manager.

District contributions to health, dental and vision insurance benefits will cease during personal leaves of absence. Employees wishing to maintain their insurance benefits are required to pay the full costs of this coverage. Employees are requested to make arrangements with the Business Manager to pay for the costs of such coverage before the leave begins.

Neither sick leave nor vacation will accrue during any personal leave of absence. Employees on a personal leave of absence also do not receive holiday pay.

An employee who returns to work at the end of a personal leave of absence will be returned to his/her former position, if possible. However, the District is unable to guarantee reinstatement to employees seeking to return to work after taking a personal leave of absence.

### NEW PARENT LEAVE

Employees who become new parents are entitled up to 12 weeks leave to bond with a new child within one year of the child's birth, adoption, or foster care placement. At the employee's discretion, some or all of the New Parent Leave may be unpaid or the employee may use accrued vacation, sick or other accrued paid time off.

## BEREAVEMENT LEAVE

Bereavement leave will be provided in case of the death of a full-time employee's spouse, children, mother, father, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents or grandchildren either by blood or marriage. Said employee shall be granted three working days of leave at regular pay. If additional travel time is needed the General Manager may grant up to two additional paid days.

Authorized absences beyond the provided bereavement leave shall be charged to accumulated vacation leave, and cannot be charged to accumulated sick leave.

Regular full- and part-time employees wishing to attend local services for other relatives and friends may be excused for two hours without loss of pay.

## JURY/WITNESS DUTY

An employee must inform his/her department manager or superintendent immediately upon receipt of a jury summons or subpoena or other court order to appear as a witness in a judicial proceeding. A copy of the jury summons, subpoena or court order must be promptly provided to the department manager or superintendent. An employee who is called to report for jury or witness duty (which includes serving as a witness in District-related business) and is excused during his/her normal work schedule must report for work for the remainder of the work day. Upon return to work, the employee is required to present to the department manager or superintendent proof of dates and times of appearance in court. Regular compensation will be paid to employees for the duration of time they are required to appear for jury/witness duty. ~~up to a maximum of five days. For the remaining period of time an employee is off work due to jury/witness duty the employee may use personal leave/vacation time. If the employee does not have any accrued personal leave or vacation time, the remaining days will be unpaid.~~

## RELIGIOUS OBSERVANCE LEAVE

Employees wishing to observe a religious service or holiday which occurs during regular working hours will be permitted to take time off of work for this purpose, and charge the time to personal leave or vacation time. If the employee does not have any accrued personal leave or vacation, then the time off work will be unpaid. Adequate written notification must be given to the department manager or superintendent.

## TIME TO VOTE

In accordance with California State law, if your work hours do not allow sufficient time off to vote in California general, direct or presidential elections, the District will offer two (2) hours paid time off for you to vote. To receive time off for voting, you must notify your department manager or superintendent and present a valid voters' registration card. When you return from voting, it will be necessary to present the voters' receipt to your manager. Time taken for the purposes of voting must be either at the beginning or end of the normal workday.

## MILITARY LEAVE

An employee who enters the Armed Forces of the United States will be placed on an extended leave without pay in accordance with applicable federal laws. Upon completion of military service, the employee will be reinstated with full seniority to his former position or to a comparable position if application for reemployment is made within 90 calendar days of release from the service or hospitalization following such service.

An employee who is a member of the National Guard or of a reserve component of the Armed Forces shall, upon furnishing a copy of the official orders or instructions, be granted a military training leave. Training leaves will not, except in an emergency or in the event of extenuating circumstances, exceed two weeks a year, plus reasonable travel time. Upon presentation of a military pay voucher, employees will be reimbursed for the differences between their normal compensation and the pay they receive while on military training leave.

All leave of absence requests must be presented in writing on the appropriate form to the employee's department supervisor or manager as far in advance as possible. They should then be forwarded promptly to the General Manager for review and approval.

Vacation days, holidays, and sick benefits do not accrue during any period of a leave of absence in excess of 30 calendar days. The date an employee is considered for an annual wage increase will be adjusted accordingly if the leave is for more than 30 calendar days. However, regardless of the length of a leave of absence, an employee's group life and employee health plan coverage will remain in effect. Employees are expected to make arrangements to pay the monthly contribution for dependent coverage under the employer's health plan while they are on a leave of absence. Failure to do so may result in the lapse of such coverage. Other Legally Required Leaves Of Absence

In addition to the leaves of absences discussed in this section, the District will provide employees a leave of absence when otherwise required by law, including appearance by a parent at school when requested as provided for in the Education Code, performance of emergency duty by a volunteer firefighter, reserve peace officer or emergency rescue personnel, military spouse/domestic partner leave, time off relating to victims of domestic violence or sexual assault, and alcohol and drug rehabilitation leave. Whenever possible, employees shall provide reasonable advance notice of the need for a legally required leave of absence. This leave will be unpaid for nonexempt employees. For exempt employees, this leave will be unpaid only as allowed by law. Employees may use accrued vacation time and, where appropriate, accrued sick leave while on leave.

Nonexempt employees may request time off to vote in a statewide election when sufficient time to vote is not available outside of regular working hours. Whenever possible, request for up to two hours of paid time off to vote shall be made at least two days in advance of the election. This paid time off to vote will be provided at the beginning or the end of the employees regular working hours, whichever will provide the freest time for voting and the least time off work.

## GENERAL STATUS DURING UNPAID LEAVE OF ABSENCE

Except where expressly provided otherwise in this Handbook, the District will cease contributing to the employee's insurance coverage, including life, medical, dental, vision and disability insurance, during an unpaid leave of absence. The employee will receive notice of the right to continue such coverage at the employee's expense as provided for under the COBRA regulations. Employees on an unpaid personal leave of absence will not accrue vacation or sick leave benefits.

If an employee takes on other employment during a MDL or personal leave of absence, that employee, at the District's discretion, will be considered to have resigned his/her employment with the District.

### EARLY RETURN TO WORK

The District has developed a program designed to assist workers who are temporarily disabled due to a work-related illness or injury. This includes a team effort, including the temporarily disabled worker, his/her attending physician or other treating health care professional, the insurance carrier, and District management. In an effort to minimize serious disability due to on-the-job and off-the-job injuries and illnesses and to reduce workers' compensation costs (if applicable), the District has adopted a Return-to-Work policy. This policy is consistent with the District's responsibilities to provide reasonable accommodations to persons with disabilities.

When employees report a work-related illness or injury, they will be given certain forms to complete and may be sent to a doctor for examination and/or treatment. If the doctor determines that the employee qualifies for an "Early Return to Work Program" (ERTWP), the doctor will complete the appropriate forms indicating the restrictions and conditions for temporary transitional work. The District will then attempt to provide a modified work position until the employee is able to resume regular duties. These limited duties are temporary in nature for the time they are medically allowable, do not redefine the requirements of any District position, and are only designed to facilitate a return to regular duties as soon as possible. Positions may be offered at any location or on any shift. However, ERTW positions may not be available in every situation, and whether to offer an employee an ERTW position is at the sole discretion of the District, and the District reserves the right to modify, change or discontinue ERTW positions or the conditions of this policy at any time.

Failure to report for ERTWP positions at the designated time and place may disqualify the employee from receiving certain benefits under the worker's compensation laws.

### FITNESS-FOR-DUTY EXAMINATION

Whenever the General Manager or his designee believes that an employee is unable to perform the essential function of his/her job due to illness or injury, whether physical or mental, or is unable to perform the essential functions of his/her job safely or without posing a danger to himself/herself or others, the District may require the employee to submit to an independent medical examination at the District's expense. Such medical examination will be limited to the issues or areas of concern regarding the employee's ability to perform the essential functions of his/her job. If, after the independent medical examination, the District determines that the employee cannot perform the

essential functions of his/her job, or cannot perform such essential functions safely or without posing a danger to himself/herself or others, the employee will be given the opportunity to provide the results of a separate medical evaluation by a qualified health care provider selected by the employee, within fifteen (15) days of the employee's receipt of medical evaluation from the District. In the event of a dispute between the District's and the employee's health care providers, District may require a third opinion, at District's expense, performed by a mutually agreeable health care provider who will make a final determination.

## **VI. RULES OF CONDUCT**

The District requires employees to demonstrate proper conduct in connection with the performance of their job duties at all time. 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. Improper conduct may be cause for disciplinary action.

The General Manager will, in his/her sole discretion, utilize whatever form of discipline he/she deems appropriate under the circumstances, up to and including termination of employment. (*See Section IX, Disciplinary Guidelines and Termination*) The following are some examples of improper employee conduct:

- A. Willful or negligent violation of the provisions of this Handbook, or other applicable written rules, regulations and policies which do not conflict with this Handbook.
- B. Manufacturing, distributing, dispensing, possessing, ingesting or using for any purpose controlled substances, including narcotics or illegal drugs, and/or alcohol in the workplace, or being under the influence of drugs and/or alcohol while on duty either on District premises, while performing District business, and/or while responding to work assignments.
- C. Insubordination, including failure or refusal to comply with a lawful order or to accept a reasonable and proper assignment from a supervisor.
- D. Failure to follow established safety regulations.
- E. Inefficiency, unsatisfactory work quality or quantity, incompetence, carelessness, or negligence in the performance of duties.
- F. Excessive absenteeism or tardiness.
- G. Damage to or negligence in the care and handling of District property.
- H. Improper or unauthorized use of District vehicles or equipment, or misappropriation of supplies.

- I. Claim of sick leave or Workers' Compensation under false pretenses or misuse of sick leave.
- J. Furnishing false information to secure appointment or promotion.
- K. Absence from duty without leave, failure to report after leave of absence has expired or after such leave of absence has been disapproved, revoked, or canceled.
- L. Acceptance by an employee of any bribe, gratuity, or kick-back, or acceptance of any other item of value when given in the hope or expectation of receiving preferential treatment.
- M. Any action which reflects discredit on the District or is a direct hindrance to the effective performance of the functions and business of the District.
- N. Failure to obtain and maintain a current license or certificate when required as a condition of employment.
- O. Falsifying or altering District records, including the application for employment and time records.
- P. Interfering with the work performance of other employees.
- Q. Failure to maintain satisfactory and harmonious working relations with the public, clients, or other employees.
- R. Conviction of a crime which relates to the qualifications, functions, or duties of the employee's position.
- S. Harassing, including sexually harassing, employees, vendors or clients.
- T. Physical attack, fighting, or verbal altercations toward fellow employees, clients or the public.
- U. Leaving the job without authorization.
- V. Possessing a firearm or other dangerous weapon on District property or while conducting District business.
- W. Unprofessional or inappropriate dress or appearance while working.

### PERSONAL BUSINESS CONDUCT

An employee is to conduct only District business during working hours. Working hours do not include rest breaks and meal periods. An employee may not conduct personal business or business

for another employer during working hours. Employees should attempt to limit personal phone call and visitations (friends, family) to non-working hours. It is expected that employees will use their personal cell phones or telephone calling cards for personal calls that may be necessary. However, employees are to notify the Senior Office Technician of any personal long distance calls on District telephones so that charges can be collected.

### DISTRICT PROPERTY

Desks, file cabinets, computers, tools and other equipment are property of the District, and must be maintained in good condition and in accordance with the District's rules and regulations. They must be kept clean and are to be used only for work-related purposes. If an employee loses breaks or damages any property of the District, it should be reported to the employee's supervisor at once. No property may be removed from the premises without the prior authorization of the employee's supervisor.

In order to ensure compliance with this provision and with the District's rules and regulations, the District reserves the right to inspect all District property, without notice to the employee and/or in the employee's absence.

For security reasons, personal belongings of value should not be left in the workplace. Personal items brought to the workplace may be subject to inspection and search, with or without notice, and with or without the employee's prior consent.

While personal locks are permitted on lockers assigned to individuals in the District locker room, the combination or an extra key must be provided to the Distribution Superintendent or Treatment and Production Superintendent and the District reserves the right to access and inspect employee lockers at any time, without notice to the employee and/or in the employee's absence.

Immediately upon termination of employment, all property of the District (keys, tools, manuals, files, etc.) must be returned to the District. All personal items should be removed at the time terminated employees leave the premises of the District. Unless otherwise agreed to in writing, if a terminated employee leaves personal items at the workplace, these items are subject to disposal if not removed within five (5) days of the date of the employee's termination.

### WORKPLACE VIOLENCE

The District recognizes that workplace violence is a growing concern among employers and employees across the country. The District is committed to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, consultants, customers, visitors, or anyone else on District property or engaging in a District-related activity from behaving in a violent or threatening manner. Moreover, as part of this policy, the District seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

Workplace violence includes, but is not limited to, the following:

- A. Threats of any kind;

- B. Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- C. Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of District property, or a demonstrated pattern of refusal to follow District policies and procedures;
- D. Defacing District property or causing physical damage to District facilities; or
- E. With the exception of security personnel, bringing weapons or firearms of any kind on District premises, in District parking lots, or while conducting District business.

If any employee observes or becomes aware of any of the above-listed actions or behavior by another employee, customer, consultant, visitor, or anyone else, he or she should notify his or her department superintendent or manager. Likewise, the employee should notify the department superintendent/manager if he/she is aware of any restraining order in effect, or if a potentially violent non work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports workplace violence.

If the District determines that workplace violence has occurred, the District will take appropriate disciplinary action, up to and including termination and/or legal action.

### PERSONAL APPEARANCE

Personal cleanliness and a neat appearance are fundamental courtesies to fellow employees and the public the District serves. Because each employee is a representative of the District in the eyes of the public it is important that each employee report to work appropriately groomed and wearing appropriate attire consistent with the nature of the work performed. Treatment and Distribution personnel are furnished uniforms for identification purposes and for their benefit; it is required that these employees wear the uniforms provided.

### HARASSMENT, DISCRIMINATION AND RETALIATION PREVENTION POLICY

The District is committed to providing a workplace free of sexual harassment and discrimination (which includes harassment or discrimination based on pregnancy, childbirth, and related medical conditions) as well as unlawful harassment and discrimination based on such factors as race, color, religious creed, national origin, ancestry, age for individuals over forty years of age, 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, 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 through 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 the General Manager, Engineering Manager, Business Manager, Water Distribution Superintendent, or Water Treatment Superintendent, 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 District's General Manager or Business 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 reach reasonable conclusions based on the evidence collected, as well as recommend 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 General Manager or Business Manager.

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.

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 Department of Fair Employment and Housing (DFEH), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one (1) year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Council (FEHC) or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. You can contact the nearest DFEH office or the FEHC at the locations listed in the District's DFEH poster or by checking the state government listings on line or in the local telephone directory.

### GRIEVANCE PROCEDURE

A definition of a grievance is when the employee believes that there is a violation, misinterpretation or misapplication of District written policy or this Handbook which adversely affects his/her conditions of employment, such as promotions, longevity increases, pay raises or duties assigned. Grievances must be submitted within 30 days of the date the employee knew or should have known of the violation, misinterpretation or misapplication which is the subject of the grievance.

The employee should attempt to work out any grievance first with his/her Department Manager. If the employee is not satisfied, he/she should put his/her complaint and requested remedy in writing and give it to the Business Manager. Grievance must be submitted to the Business Manager within 30 days of the date the employee knew or should have known of the violation, misinterpretation or misapplication which is the subject of the grievance unless the Business Manager agrees in writing to extend this deadline. The Business Manager will provide a written response to the employee.

If the grievance is still unresolved, within 5 days of receiving the written response of the Business Manager, the employee should put in writing why he/she disagrees with the response of the Business Manager and submit that statement to the General Manager. The General Manager will arrange for a committee meeting of two uninvolved Department Managers or Superintendents, or combination thereof, who investigate the grievance as they deem appropriate. This committee will then make a recommendation to the General Manager for final resolution of the grievance. The decision of the General Manager shall be final and not subject to further appeal.

If the violation, misinterpretation or misapplication of District written policy or this Handbook is alleged by the General Manager by a direct report to the General Manager, the grievance shall be lodged with the District's General Counsel. The General Counsel shall investigate the grievance as expeditiously as reasonably practicable and issue a written response to the direct report.

Nothing in this section 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 notice.

### PERSONNEL RECORDS

As provided by law, an employee has the right to review documents in his or her personnel file while in the presence of a District representative. To accomplish this, an employee must submit their request to the Business Manager who will arrange a mutually convenient time in which to review the file. At no time may an employee remove or alter an original personnel record, but may receive a copy of his or her personnel file upon request as allowed by law.

An employee is free submit a written response to any disputed item to his or her file within 10 days of the employee receiving a copy of or otherwise becoming aware of any such disputed items. Any written response will become part of the employee's personnel file.

The District restricts the release of any personnel information to outside sources; however, where legally required, the District will cooperate with authorized local, state or federal agencies that request information.

### SAFETY PROGRAMS

A safety program can only be successful if everyone cooperates. Merely listing do's and don'ts has never prevented accidents. Each employee's assistance in eliminating hazards and unsafe conditions and attention to good housekeeping will do much to make the District a safe place to work.

The District instituted an Injury and Illness Prevention Program. On a periodic basis, District employees are educated on preventing injuries and illnesses in the workplace. Formal safety meetings are held on a regular basis and are documented by an employee sign in and attendance acknowledgement form. MWD water treatment and distribution employees are also scheduled for safety program attendance as provided by our joint powers insurance agency (JPIA) with these programs documented by the contact hours received for attendance. Formal inspections of District facilities are scheduled periodically with JPIA to help ensure the safe workplace conditions and practices. Employees are required to report any unsafe working conditions to their superintendent/manager or the Engineering Manager. It is the responsibility of every employee to report or eliminate hazards and unsafe conditions in the workplace. For further detail, please refer to the Injury and Illness Prevention Program Handbook, a copy of which may be obtained from the Business Manager.

Safety devices and equipment are provided to all employees by the District. This equipment must be used according to the District's and OSHA's rules and regulations. Failure to do so can result in disciplinary action up to and including termination of employment.

### INJURY AT WORK

An employee is required to report all injuries at work, or other work-related injuries to the employee's immediate superintendent/manager. Superintendents/managers are responsible for obtaining first aid and proper medical care, and promptly reporting the injury to the Business Manager or his/her designee, who will fill out all appropriate forms and reports. For insurance purposes, exact details of the accident or injury must be provided to the Business Manager or

his/her designee. The location of the nearest doctor and/or medical facility is posted on the bulletin board(s).

### EMERGENCY PREPAREDNESS

In the event that a disaster or emergency situation occurs during normal working hours, employees should follow the emergency response procedure for their location. If a disaster or emergency situation occurs during District off-hours, employees are to keep lines of communication open and be prepared to report to the District office as soon as they have ensured the safety of their family and home. The first employee to arrive at the District is to immediately communicate with the District Engineering Manager, General Manager, or department superintendent for further direction.

### SAFE DRIVING PROGRAM

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

- A. Drive defensively - always expect the worst of the other driver, cyclist, and pedestrian.
- B. Take a defensive driver training course every two years.
- C. Not exceed all posted speed limits, follow and adhere to all traffic control signage, and drive safely at all times, including during inclement weather conditions.

The driving record of each employee who drives on behalf of the District will be checked at the time of employment and annually thereafter. If an applicant, or an employee within 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, the applicant will not be eligible for hire and the employee will be terminated.

If an employee who drives on behalf of the District has his/her license suspended, becomes uninsurable under the District's insurance policy or causes an increase to the District's insurance rates, that employee may be subject to discipline, up to and including termination.

Should an accident involving a District vehicle, or a personal vehicle be used in connection with District business, occur, the following actions should be taken:

- A. The driver shall complete the accident report form carried in every District vehicle and submit it to his/her superintendent/manager as soon as possible. If possible, the driver shall take a photo of the vehicle and accident scene with the camera provided in each District vehicle.
- B. The accident shall be investigated by the superintendent/manager of the employee involved and a written report prepared giving recommendations regarding prevention of similar accidents, the need for additional driver training, and/or disciplinary action to be taken.

- C. The accident investigation report will be reviewed by a committee of all superintendents/managers for possible action to improve District driving practices.
- D. The Business Manager will immediately report accidents and subsequent results of investigation to the appropriate insurance agency as required.

### USE OF DISTRICT VEHICLES

Use of a District vehicle must be authorized by the employee's superintendent/manager or the General Manager or his/her designee. Unauthorized use of any District vehicle or transporting of passengers other than District personnel, consultants, or contractors, without prior authorization, may result in discipline up to and including dismissal of the employee. Employees are required to operate the vehicle in compliance with all applicable laws and in a safe manner, and to have their valid California Driver's license in their possession at all times while operating District vehicles. Vehicles should be locked when not in use to prevent theft. Damage to District vehicles that is determined to be due to the negligence of the employee may result in discipline up to and including dismissal of the employee.

District motor vehicle equipment is clearly identified and operators must be ever-conscious of safety, as well as the impression they create with the general public while operating District equipment. Respect for traffic laws, use of fastened seat belts, and attention to the common courtesies of the road is required by the District and violations of these are considered grounds for disciplinary actions or dismissal. Any reports of traffic violations will be dealt with accordingly and any resulting fines will be the responsibility of the operator. Proof of insurance and a copy of the vehicle registration should be maintained in the District vehicle's glove compartment at all times. In consideration of other employees, smoking is not permitted in District vehicles.

Due to the limitations of the current District insurance coverage, use of private vehicles for District business is discouraged, and must be approved in advance by the General Manager or his/her designee.

### RESIDENCY

Employees who are assigned on-call duty to respond to customer or system problems are required to reside within a 35-mile radius from the office located at 583 San Ysidro Road while on on-call duty and must take action in response to all customer reported or system problems within 35 minutes once called.

Employees who are assigned to on-call duty to respond to treatment and production problems are required to reside within a 35-mile radius from the Bella Vista Treatment Plant located at 2750 Bella Vista Drive while on on-call duty and must respond within 35 minutes once called.

### SMOKE FREE ENVIRONMENT

Smoking is prohibited in any enclosed areas within the office and maintenance building and District vehicles. The designated smoking area for the District is outside the District buildings and, as required by State law, at a distance of at least 20 feet from the buildings.

### VOICE MAIL, E-MAIL AND TECHNOLOGY POLICY

The District maintains and utilizes as part of its operations a computer system, including e-mail, and a voice-mail system. These systems are provided to assist employees in the conduct of the District's business. All computers and the data stored on them, including e-mail, as well as all voice-mail and the data stored on it, are and remain at all times the property of the District. As such, all voice-mail and e-mail messages composed, created, sent, and received and all data stored on computers are and remain the property of the District. Employees are prohibited from installing or downloading software onto the District's computer system except with the prior written authorization of the Business Manager.

Employees should attempt to limit voice-mail and e-mail messages to the conduct of the District's business. Use of the voice-mail and e-mail systems for the conduct of personal business is discouraged although the District allows limited, reasonable personal use of email and voice mail similar to the limited, reasonable personal use of District telephones. —The District reserves the right to prohibit the use of voice-mail and e-mail for the conduct of personal business when deemed appropriate. Other use of computer systems, including use of the Internet and other telecommunicating capabilities, should be limited to the conduct of the District's business unless prior written approval is received from the employee's supervisor.

Except for the right of the District to access data stored on the computer system, including e-mail messages, and to access voice-mail messages as described in this policy, all data stored on the computer system and all messages sent by voice-mail and e-mail are considered to be confidential, and as such are to be accessed only by the employee storing the data, the addressed recipient or at the direction of the addressed recipient. Any exception to this policy must be approved in writing by the Business Manager.

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 data, at any time, with or without advance notice to the employee. Although the computer system, including e-mail, and the voice-mail system may accommodate the use of passwords for security, the reliability of passwords for maintaining confidentiality cannot be guaranteed. All passwords must be made known to the District, and passwords not known to the District may not be used. This is due to the need to access employees' computer systems, including e-mail, and voice-mail systems in the event that an employee is absent or when otherwise deemed appropriate by the District. Employees must therefore assume that any and all voice-mail and e-mail messages and all data stored on the computer system may be read by someone other than the employee storing the data or the intended or designated recipient, and understand the ultimate privacy of data stored on the computer system, including e-mail, and voice-mail messages, cannot be guaranteed to anyone.

The District's policy against unlawful harassment, including sexual harassment, and the District's anti-discrimination policy apply to employee use of voice-mail, e-mail messages and screen savers as well as any other information transmitted over the District's computer system. Employees should not use any means of electronic communications in a manner that would violate those policies. For example, employees may not communicate messages by computer, voice-mail or other electronic means that would constitute sexual harassment, may not use sexually suggestive screen savers, and may not receive or transmit pornographic, obscene or sexually offensive material or information. As a further example, employees may not use electronic communications to transmit comments or images which are reasonably likely to offend someone on account of his/her age, sex, sexual orientation, race, religious beliefs, national origin, disability, or any of the other factors included in the Equal Employment Opportunity section of this Handbook. Any employee who uses any electronic communications device in a manner which violates this policy will be subject to disciplinary action, up to and including termination of employment.

Employees may choose to use their personal computer, laptops, tablets, smart phones, or similar devices to perform work for the District. The provisions of this section apply to the District-related use of such devices. Upon request, or upon separation of employment, employees may be required to bring such devices to the District office, and allow the District to inspect, copy, and/or delete the District-related materials on any such device.

Employees learning of any misuse of the voice-mail, e-mail or other computer systems or violations of this policy shall immediately notify the General Manager or his designee.

#### CELL PHONE, PDA, RADIO POLICY

While operating a District vehicle, or a personal vehicle while engaged in District business, employees are prohibited from using cell phones (including personal digital assistants, iPhone, BlackBerrys and similar devices) except to call a public safety agency or except as expressly provided in this section. 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. Employees are also prohibited from using District-issued radios while driving, and should safely pull off the road in the event an employee finds it necessary to communicate on a District-issued radio.

#### MERCHANDISING OR SOLICITING ON DISTRICT PREMISES

Soliciting or selling merchandise for organizations such as scouts, youth sports, school-related activities and others of that type is only permitted when an employee is off-duty and when it does not interfere with another employee's job performance.

#### BULLETIN BOARD

Bulletin boards are located in the office and shop areas to help keep employees informed on matters pertaining to the District. Only notices pertaining to the business and operations of the District will be placed on these boards. As such, all postings are to be authorized by the Department Manager/ Superintendent prior to posting.

### PARKING FACILITIES

A parking area is provided by the District for all employees.

### LOANS, ADVANCES, PERSONAL CHECKS

Loans or advances against wages will not be approved by the District. Personal checks will not be cashed by the District.

### LUNCH ROOM

The office and shop lunchrooms are provided for employee use. Employees should be respectful of their co-workers and leave the lunchrooms in a clean condition after being used.

## **VII. SUBSTANCE ABUSE**

### PURPOSE OF POLICY

It is the District's intent 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. Employees who are under influence of drugs 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 interests 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 policy concerning the use of alcohol and drugs. As a condition of continued employment with the District, all employees must abide by this policy.

### DEFINITIONS

For the purposes of this policy:

- A. "Illegal drugs" means any drug or controlled substance that is not legally obtainable or is legally obtainable but has not been legally obtained.
- B. "Legal drugs" means any drug, including prescription drugs and over-the-counter drugs, but not including marijuana, that has been legally obtained and that is not unlawfully sold or distributed.

## EMPLOYEE ASSISTANCE

Employees who suspect that they may have alcohol or drug problems, even in the early stages, are encouraged to voluntarily seek diagnosis and to follow through with the treatment as prescribed by qualified professionals. Employees who wish to voluntarily enter and participate in an alcohol or drug rehabilitation program are encouraged to contact the General Manager, who will determine whether the District can accommodate the employee by providing unpaid leave for the time necessary for the employee to complete participation in the program. Disclosures made by an employee to the General Manager concerning the employee's use of drugs will be treated confidentially and will not be revealed to supervisors unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. Disclosures made by employees to the General Manager concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

Employees should be aware, however, that participation in a rehabilitation program will not necessarily shield them from the imposition of disciplinary action for a violation of this policy, particularly if discipline is imposed for a violation occurring before the employee seeks assistance.

Nothing in this policy is intended to diminish the District's commitment to employ qualified disabled individuals or to provide accommodation to such individuals as required under state and federal law.

## USE OF LEGAL DRUGS

The District recognizes that it may be necessary for employees to use legal drugs from time-to-time. The District also recognizes that an employee who is using legal drugs might become impaired by the drug such that the employee's ability to perform or to perform safely would be compromised. Employees who are involved with maintenance, treatment or distribution functions, excluding administrative personnel, who know or should know that their use of legal drugs might endanger their own safety or the safety of some other person, pose a risk of significant damage to District property or the property of others, or materially compromise their ability to perform their work, are obligated to report such use of legal drugs to the General Manager. The District reserves the right to have a District physician or the employee's own physician determine whether it is advisable for the employee to continue working while taking such drugs. The District further reserves the right to have the employee's physician certify that when returning from a leave of absence, the employee will not be using any legal drugs which might impair the employee's ability to perform the employee's job duties for the District.

If appropriate, the District may restrict the work activities of an employee who is using legal drugs or require that the employee take a leave of absence while taking such drugs. If the District permits an employee to work while using legal drugs, the employee still cannot report to work in any case if impaired by the use of the drugs if the impairment might endanger the employee's own safety or the safety of anyone else, pose a risk of significant damage to the District property or substantially interfere with the employee's job performance or the efficient operation of the

District's business. The District may require a medical certificate as a precondition to return to work.

## PROHIBITED CONDUCT

- A. On-Duty Prohibition on Illegal Drugs and Alcohol – An employee shall not use, possess, purchase, sell, manufacture, distribute, transport, dispense, or be under the influence of any illegal drug, marijuana or alcohol during working hours, while on District premises, while conducting or performing District business, regardless of location, or while operating or responsible for the operation, custody, or care of District equipment or other property.
- B. Off-Duty Conduct – In addition to the restrictions imposed under subsection A above, the use, possession, purchase, sale, manufacture, distribution, transportation, dispensation, or be under the influence of any illegal drug, marijuana or alcohol while off duty may result in disciplinary action, up to and including termination, dependent upon whether such off-duty conduct negatively affects employees' ability to perform their job duties, undermines the public's confidence in the District or otherwise poses the risk of bringing the District into disrepute. Such off-duty conduct will be reviewed on a case-by-case basis.
- C. Legal Drugs – Employees are prohibited from working while impaired by the use of a legal drug whenever such impairment might endanger the safety of the employee or some other person, pose a risk of significant damage to District property or equipment, or materially interfere with the employee's job performance or the efficient operation of the District's business or equipment.

## **VIII. TESTING FOR ILLEGAL DRUGS AND ALCOHOL**

### JOB APPLICANTS

Applicants receiving a conditional offer of employment for a safety-sensitive position who are required to submit to a pre-employment physical examination shall be subject to a urine and/or blood test for the presence of illegal drugs, marijuana or alcohol. Designated safety sensitive positions at the District include all personnel in the Distribution and the Water Treatment and Production Departments and the Engineering Manager. The District may refuse to employ an applicant whose test results show the presence of illegal drugs, marijuana or alcohol. Applicants who are under a physician's care and/or are required to take legal drugs must notify the General Manager or his designee of that fact in writing before the date of the pre-employment examination.

### TESTING OF EMPLOYEES

- A. Any employee suspected of being under the influence of illegal drugs, marijuana or alcohol will be suspended from work and required to submit to a urine or blood test to determine the presence of illegal drugs or alcohol. Such testing may be ordered only by the General Manager based upon a reasonable suspicion that an employee is under the influence of any illegal drug or alcohol in violation of this policy. Refusal to undergo a urine or blood test

when required pursuant to this policy constitutes insubordination and will result in disciplinary action, up to and including termination.

- B. Reasonable suspicion means a belief based on specific facts and reasonable inferences drawn from those facts that an employee is under the influence of illegal drugs or alcohol. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:
  - 1. A pattern of abnormal conduct or erratic behavior;
  - 2. Observable phenomena, such as direct observation of drug or alcohol or possession and/or the physical symptoms of being under the influence of illegal drugs or alcohol (e.g., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
  - 3. Conviction for a drug-related offense;
  - 4. Information provided by a reliable and credible source which is independently corroborated; or
  - 5. Newly discovered evidence that the employee has tampered with a previous drug test.
- C. The General Manager, department manager or supervisor shall document in writing the facts, symptoms, or observations which form the basis for the determination that reasonable suspicion existed to warrant the testing of an employee.
- D. Whether the testing is conducted by urine or blood sample shall be at the discretion of the District and/or the physician performing the test.
- E. The urine or blood sample will be given and the testing will take place at an approved testing facility, and will be done in a manner so as to provide the employee with appropriate rights of privacy. Positive results will be reviewed by a licensed physician who will discuss all positive results with the employee to determine if the positive result could have resulted from the use of legal drugs or other causes.
- F. Any urine or blood sample showing positive test results will be retested. The physician and/or testing facility will report the test results to the District only if the “retesting” of the sample shows positive results for illegal drugs or alcohol. The positive test results will be made available to the employee.
- G. A portion of each sample taken will be properly preserved, and the employee will be allowed to have the sample tested by his or her own physician.
- H. The District shall observe all laws and regulations protecting the confidentiality of medical information.
- I. Any employee testing positive for illegal drugs or alcohol, or otherwise found to be in violation of this policy will be immediately relieved of duty, without pay or benefits, pending further disciplinary action.

- J. Any employee who refuses to comply with a request for testing will be considered to be insubordinate and to have a positive (failed) test. Any employee who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution, shall be removed from duty immediately, and will be terminated. Refusal to submit to a test can include an inability to provide a urine specimen or breathe sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.
- K. Any employee may identify someone suspected of being under the influence of drugs and/or alcohol to any supervisory or management personnel. Employees should realize, however, that it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action being taken against the offending employee. However, the supervisor/manager must witness firsthand the employee's signs and symptoms.

## **IX. DISCIPLINARY GUIDELINES**

### **CAUSES FOR IMMEDIATE TERMINATION**

The first violation of sections VII through VIII of this handbook may result in immediate termination, particularly whenever the prohibited conduct:

- A. Involved the sale, manufacture, possession, distribution, or dispensation of illegal drugs in violation of this policy;
- B. Caused injury to the employee or any other person, or, in the sole opinion of the District, endangered the safety of the employee or any other person;
- C. Resulted in significant damage to District property or equipment or, in the sole opinion of the District, posed a risk of significant damage; or
- D. Involved fraudulent/illegal activity
- E. Involved an employee who had not completed the introductory period or was a temporary employee.
- F. Need to invoke the At Will provision/policy of employment

### **DISCRETION NOT TO TERMINATE**

The District, in its sole discretion, may choose not to discharge an employee for a first violation of sections VII through VIII of this handbook. However, all violations will result in disciplinary action. The nature of such disciplinary action will depend of the circumstances of each case, including a consideration of the following factors:

- A. The circumstances under which the violation of the policy occurred;

- B. The employee's participation in and satisfactory completion of a drug or alcohol abuse assistance or rehabilitation program;
- C. Length of District service; and
- D. History of job performance with the District.

#### EFFECT OF CRIMINAL DRUG CONVICTION

An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any District-related activity or event will be deemed to have violated District's Substance Abuse policy and may result in discharge.

#### EFFECT OF SECOND DRUG VIOLATION

A second violation of this policy by an employee at any time will result in immediate Discharge.

### **X. SOCIAL MEDIA POLICY**

The District understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, the District has established these guidelines for appropriate use of social media.

This policy applies to all employees who work for the District.

#### **Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to the employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication.

The same principles and guidelines found in the District policies apply to employee activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that conduct that adversely affects employee job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, people who work on behalf of the District or the District's legitimate interests may result in disciplinary action up to and including termination.

## **Know and follow the rules**

Employees should carefully read these guidelines as well as the other provisions of this Handbook, including the District's policies prohibiting unlawful discrimination and harassment, and ensure their postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination.

## **Be respectful**

Always be fair and courteous to fellow employees, customers, suppliers or people who work on behalf of the District. Also, keep in mind that employees are more likely to resolved work-related complaints by speaking directly with their co-workers or by bringing your concerns to the attention of supervisors or managers rather than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, other employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or District policy.

## **Be honest and accurate**

Employees should make sure they are always honest and accurate when posting information or news, and if they make a mistake, correcting it quickly. Employees should be open about any previous posts they have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know to be false about the District, fellow employees, customers, suppliers, or people working on behalf of the District.

## **Post only appropriate and respectful content**

- Employees should maintain the confidentiality of the District's confidential information and information about District customers. Do not post internal reports, policies, procedures or other internal business-related confidential communications that are not publicly available.
- An employee should not create a link from a personal blog, website or other social networking site to a District website without identifying himself or herself as a District employee.
- Employees should express only their personal opinions. Employees should never represent themselves as a spokesperson for the District. If the District is a subject of the content the employee is creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the District, fellow employees, customers, suppliers or people working on behalf of the District. If an employee does publish a blog or post online related to the work he or she does for the District or regarding subjects associated with the District, make it clear that you are not speaking on behalf of the District. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the District."

**Using social media at work**

Refrain from using social media while on work time or on District provided equipment unless it is work-related as authorized by the employee’s manager. Do not use District email addresses to register on social networks, blogs or other online tools utilized for personal use.

**Retaliation is prohibited**

The District prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

**Media contacts**

Associates should not speak to the media on the District’s behalf without contacting the General Manager. All media inquiries should be directed to them.

**For more information**

If you have questions or need further guidance, please contact the General Manager.

**XI. CONCLUSION AND ACKNOWLEDGMENT FORM**

I acknowledge that I have received, and am obligated to read and abide by the policies and procedures set forth in the Montecito Water District Employee Handbook.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



**MONTECITO WATER DISTRICT  
MEMORANDUM**

**SECTION: 3-C**  
**DATE: MAY 14, 2018**  
**TO: OPERATIONS COMMITTEE**  
**FROM: GENERAL MANAGER**  
**SUBJECT: JAMESON LAKE WATER QUALITY UPDATE**

---

**RECOMMENDATION:**

For information only.

**DISCUSSION:**

Whenever a wildfire burns the vegetation in a watershed, the subsequent runoff from storms washes with it a high amount of dead plant material that dissolves into the water, resulting in a large increase in the natural organic matter levels in the water. The presence of natural organic matter in drinking water is not a health concern. However, with the addition of chlorine at the treatment plant to meet the necessary disinfection requirements set by the US EPA and the State of California, the presence of an elevated level of natural organic matter in the water becomes a problem. The chlorine reacts with the organic matter to form trace levels of organic chemicals commonly referred to as disinfection by-products (DBPs). The higher the concentration of the natural organic matter, the higher the levels of DBPs formed.

DBPs are health concern and are strictly regulated in drinking water. The primary DBPs of concern are trihalomethanes, or THMs, which have a drinking water limit of 80 parts per billion (ppb). Natural organic matter is quantified by measuring the concentration of Total Organic Carbon (TOC) in the water. Over the previous three years, the TOC concentration in Jameson Lake water was around 7 or 8 parts per million (ppm). In February of 2018, it was measured at 22 ppm, and then at 16 ppm in March. With this sharp increase in the TOC concentration, there is a high likelihood that the District may not be able to meet the THM limit of 80 ppb in the upcoming quarters (compliance is evaluated quarterly). It is critical that measures be implemented at the Bella Vista Treatment Plant (BVTP) to address this issue.

There are technical options for lowering DBP levels. However, many of them cannot be implemented at BVTP under its current configuration without major modifications that would require more than two years to implement. Working with technical consultants, District staff have identified two mitigation measures that could be implemented in the coming weeks and months:

### **Measure 1 – Install Granular Activated Carbon (GAC) in the filters at BVTP**

GAC is an approved material for drinking water treatment. GAC has the capacity to adsorb natural organic matter and remove it from the water. This will help reduce the TOC concentration in the water and reduce the formation of DBPs. Unfortunately, the GAC material has a limited capacity, and after a few weeks or months of operation, its effectiveness will decrease dramatically. At that time, it will need to be replaced with a fresh batch of GAC. Each replacement may cost between \$25,000 and \$40,000.

### **Measure 2 – Install a spray aeration system in Bella Vista Reservoir**

By installing spray nozzles within the reservoir, some of the THMs present in the water will be stripped out of the water and into the air before the water leaves the reservoir and goes into the distribution system. This will require the installation of a network of spray nozzles inside the reservoir, and the purchase and installation of an air blower that will be used to constantly blow air into the reservoir to displace any removed THMs so they don't dissolve back into the water. The installation of the nozzles and blower would be completed by District staff.

### **CONCLUSION:**

While these two measures will help reduce DBP levels in the system, there is no way to gauge if they will be sufficient to maintain the DBPs below the regulatory standards. District staff will continue to work with our technical advisors and the State's Division of Drinking Water (DDW) to identify and implement additional remedies that could contribute to the reduction in DBP formation.

District staff have invited the technical consultant to the Operations Committee meeting to facilitate discussion of water quality.

**MONTECITO WATER DISTRICT  
MEMORANDUM**

**SECTION: 3-D**

**DATE: MAY 14, 2018**

**TO: OPERATIONS COMMITTEE**

**FROM: ENGINEERING MANAGER**

**SUBJECT: JUNCAL DAM INUNDATION MAPPING TECHNICAL REPORT**

---

**RECOMMENDATION:**

For information only.

**DISCUSSION:**

Senate Bill 92 added Sections 6160 and 6161 to the Water Code, effective June 27, 2017, requiring owners of State-regulated dams, except those classified as low hazard, to prepare emergency action plans (EAPs) containing inundation map(s) for emergency preparedness. On October 19, 2017, emergency regulations were adopted to provide standards for preparing and submitting maps to the Division of Safety of Dams (DSOD) for review and approval. The District's Juncal Dam is classified as "high" hazard according to DSOD. This "high" hazard classification for Juncal dam is not an indication of the condition of the dam but rather of the possibility of loss of life downstream of the dam if it were to fail.

Because of the "high" hazard classification, the District must develop and submit an EAP to the Governor's Office of Emergency Services (Cal OES) for approval by January 1, 2019. The EAP documentation submitted to DSOD must include Inundation Mapping, a Technical Report to describe the methodology of inundation mapping, and an EAP emergency response document.

A draft inundation maps was prepared by MNS Engineers. Per regulatory guidelines, the draft documents were submitted to DSOD for review on April 19, 2018. DSOD will provide feedback on the draft inundation mapping and technical study. Any comments from DSOD must then be incorporated into the final Technical Study, Inundation Mapping, and EAP. The draft Technical Study and Inundation Mapping has been provided as an attachment. The MNS engineer will attend the Operations Committee meeting to explain the technical approach and results and answer any questions.

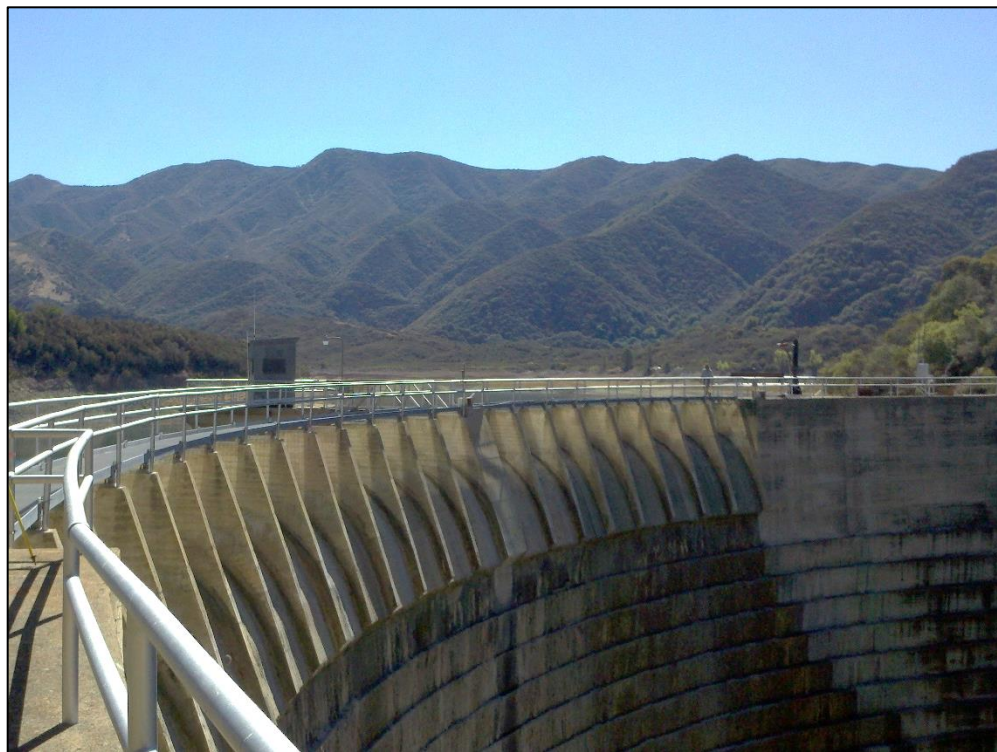
**ATTACHMENTS:**

1. Juncal Dam Inundation Mapping Technical Report



*Montecito Water District*

# Technical Report, Juncal Dam Inundation Mapping Update Dam No. 34-2



MONTE.170663



PREPARED FOR  
**Montecito Water District**  
April, 2018

**MNS Engineers, Inc.**  
201 N. Calle Cesar Chavez, Ste. 300  
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**LIST OF ABBREVIATIONS AND ACRONYMS**

1D	One dimensional
2D	Two dimensional
CCR	California Code of Regulations
DSOD	Division of Safety of Dams
DWR	California Department of Water Resources
HMR	Hydrometeorological Report
FEMA	Federal Emergency Management Agency
NAVD 88	North American Vertical Datum of 1988
NAD 83	North American Datum of 1983
NGVD 29	National Geodetic Vertical Datum of 1929
PMF	Probable Maximum Flood
PMP	Probable Maximum Precipitation
USGS	United States Geological Survey



## Section 1. Background Information

This document summarizes the technical study performed to develop inundation maps for Juncal Dam, Dam No. 34-2, in compliance with in accordance with California Code of Regulations (CCR) Title 23, Division 2, Chapter 1, Article 6.

### 1.1. Dam Information

Juncal Dam is located approximately seven miles northeast of the City of Montecito in the headwaters of the Santa Ynez River. Juncal Dam was built in 1930 and is comprised of a main dam and two auxiliary dams, collectively forming Jameson Lake. Table 1 provides a summary of key attributes for the three dams. Jameson Lake is used as a water supply reservoir by the Montecito Water District (the District). The lake has a surface area of approximately 138 acres with a maximum capacity of 6,140 acre-feet. Juncal Dam is listed as a High Hazard Potential dam by the California Division of Safety of Dams (DSOD).

*Table 1: Dam Attribute Summary*

Name	Main Dam / Dam I	Auxiliary Dam II	Auxiliary Dam III
Type	Concrete Variable Radius Arch	Concrete Gravity	Concrete Variable Radius Arch
Outlet works	198 foot long spillway 36" Gates (x2) 18" Valve	None	None
Crest Elevation (NGVD 29)	2,230.0	2,230.0	2,230.0
Dam Height (ft)	160.0	37.5	50.0
Downstream Toe Elevation (NGVD 29)	2,070.0	2,192.5	2,180.0
Upstream Toe Elevation (NGVD 29)	2,145.0	2,192.5	2,193.0
Dam Width (ft)	6.0	2.0	0.5
Dam Length (ft)	430.0	420.0	519.0

### 1.2. Surrounding Area

Juncal Dam is located in Los Padres National Forest. No major population centers are located immediately downstream of the dam. The nearest features to the dam are the Caretakers Lodge immediately downstream of the dam, the Middle Santa Ynez Campground approximately 6.5 miles downstream of the dam, and the P-Bar Flats Campground located approximately 7.5 miles downstream of the dam on the Santa Ynez River. The Santa Ynez River continues 13.5 miles downstream of the dam to Gibraltar Reservoir.

### 1.3. Hydrologic, Meteorologic, and Topographic Features

An approximately 13.8 square mile watershed drains to Juncal Dam. The watershed located entirely in Los Padres National Forest. The land use is entirely undeveloped and characterized by sparse trees and brush with the potential



for wild fires to increase sediment and runoff from the watershed. The topography of the watershed includes steep canyon slopes with barrancas and ravines. The average slope of the watershed is approximately 40 percent. Watershed elevations range from 2,160 to 5,976 feet NAVD 88 with a mean elevation of 3,639 feet NAVD 88 (USGS, 2017).

The climate is normally warm and dry in the summer, and cool and wet in the winter months. The wet winter months generally range from October through April, with January and February typically bringing the largest amount of precipitation. The average annual rainfall in the watershed is about 30 inches (Santa Barbara County, 2016).

#### 1.4. Engineered Dam Features

An illustration of the Main Dam/ Dam I, Auxiliary Dam II, and Auxiliary Dam III features is provided as Figure 1-1. The Main Dam/ Dam I is a concrete arch dam and is 430 feet long along the arch. The crest elevation of the dam is 2,230 feet NGVD 29. The top width of the dam six feet at its narrowest point. The dam outlet features include a spillway, two 36 inch gates, and an 18 inch valve.

Auxiliary Dam II is a concrete gravity dam designed with 27 monolith sections. Facing the dam from the downstream side, the dam joins to a natural abutment on the left side, and joins to Auxiliary Dam III at the right. The length of each monolith varies, with the typical monolith being 35 feet long. The top width of the dam is narrow, documented at two feet at its narrowest point. The top of the dam is at a consistent elevation of 2,230 feet NGVD 29. No outlet works are present at Auxiliary Dam II.

Auxiliary Dam III is a concrete-arch type dam, comprised of twelve concrete arch monoliths. Facing the dam from the downstream side, the dam joins to Auxiliary Dam II on the left side and joins to a natural abutment on the right. The length of each monolith varies, with the typical arch having an approximately 50 foot long cord length end to end. The top width of the dam is narrow, documented at 0.5 feet at its narrowest point. The top of the dam is at a consistent elevation of 2,230 feet NGVD 29. No outlet works are present at Auxiliary Dam III.

#### 1.5. Prior Studies

The following studies were provided by the District in support of this study:

**Flood Estimate and Spillway Analysis (1983):** Dam summary sheet and hydrologic analysis of Juncal Dam including HEC-1 model input data and results (Wong, 1983).

**Hydrologic Analyses for Spillway Adequacy of Juncal Dam (1987):** District report on spillway adequacy based on the DSOD Safety Evaluation Flood and Inflow Design Flood (Cecilio, 1987).

**Memorandum of Hydrologic Review Juncal Dam No. 34-2 (1987):** DSOD review memorandum of the 1987 Hydrologic Analyses by C.B. Cecilio, dated March 10, 1987.

**An Evaluation of Juncal Dam for the Flood Criteria of the Division of Safety of Dams (1990):** The District initiated report includes a hydrologic and hydraulic analysis of the Juncal Dams for the DSOD design flood and structural review of the dam. Included in this report is an updated spillway performance curve for the dam (Cecilio, 1990).

**Evaluation of the DSOD Design Flood at Juncal Auxiliary Dams (1991):** Report includes a hydrologic and hydraulic analysis of Auxiliary Dam II and Auxiliary Dam III for the DSOD design flood and structural review of the dam. Included in this report is an updated spillway performance curve for the dam (Cecilio, 1991).



### 1.6. Reservoir Storage Capacity

A maximum storage capacity of 6,140 acre-feet was estimated for Jameson Lake at an elevation of 2,230 feet NGVD 29 with a capacity of 5,144 acre-feet at the spillway elevation of 2,224 feet NGVD 29. Elevation-storage data below an elevation of 2,225 feet NGVD 29 was obtained from a 2013 volumes study of Jameson Lake (MNS Engineers, 2013). Elevation-storage data utilized in the development of inundation mapping is included in Appendix A.

### 1.7. Spillway Rating Curve

A spillway performance curve was developed for the outlet works of the Main Dam / Dam I including the principal spillway, two 36 inch gate valves, and one 18 inch valve by the United States Geological Survey (USGS) in the March 17, 1990 flood criteria evaluation of Juncal Dam (Cecilio, 1990). The District confirmed the riser outlet structure for the dam has not been modified since the 1990 flood evaluation. Elevation-discharge for the Main Dam / Dam I is presented in Appendix A.



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**JAMESON LAKE OVERVIEW**

**FIGURE 1-1**

## Section 2. Modeling

The following section summarizes the methodology used to support the development of dam failure inundation maps. This process included the establishment of dam failure scenarios, the creation of hydrologic and hydraulic models to simulate the dam failure scenarios, and mapping the results of the dam failure scenarios in accordance with applicable state and federal guidelines.

### 2.1. Modeled Failure Scenarios

Numerous factors influence the amount of water released from a dam failure including but not limited to:

- The amount of water impounded at time of failure
- The mode of failure
- The geometry of the failure
- Formation time of the failure

This study utilizes an Event-Based approach congruent with the methodology outlined in the *Federal Guidelines for Inundation Mapping of Flood Risks Associated with Dam Incidents and Failures* (P-946) (FEMA, 2013). Two types of failure event scenarios were created: Sunny Day and Probable Maximum Flood (PMF). Breach hydrographs for each scenario are included in Appendix B.

#### 2.1.1. Sunny Day Failure Scenarios

Sunny Day failure scenarios were created to simulate a non-rainfall induced failure of the dam. No rainfall runoff is included in these scenarios. Sunny Day failure scenarios were developed for Main Dam / Dam I, Auxiliary Dam II, and Auxiliary Dam III. The initial water level for each Sunny Day failure scenario was assumed to be at the level of the spillway, elevation 2,224 feet NGVD 29. Since water is unlikely to be flowing over the crest of the dam in the absence of significant rainfall, Sunny Day failures were simulated as piping failures, triggered one minute into the simulation.

#### 2.1.2. Probable Maximum Flood Failure Scenarios

A Probable Maximum Flood (PMF) failure scenario was developed to map the likely inundation extents downstream of the dam resulting from a rainfall induced failure. Rainfall depth and durations were developed based on the All-Season Probable Maximum Precipitation (PMP) methodology outlined in Hydrometeorological Report No.58, HMR 58, (NOAA, 1998).

Hydrologic model result indicate runoff from the PMP results in overtopping of the dam. PMF failure scenarios assume an overtopping failure is triggered at the peak overtopping pool elevation.

### 2.2. Modeling Methodology

The following section summarizes the methodology used to develop the hydrologic and hydraulic models created to support the development of dam inundation maps.

#### 2.2.1. Hydrologic Modeling

A hydrologic model was developed to estimate inflows into Jameson Lake for storm induced dam failure scenarios and perform breach flow computations for different failure scenarios. The hydrologic model was developed using the U.S. Army Corps of Engineers (USACE) HEC-HMS, Version 4.2, computer program (USACE, 2016).



### **Hydrologic Parameters utilized from Previous Studies**

A drainage area of 13.8 square miles was used in the 1983 hydrology model for Juncal Dam (Wong, 1983). The tributary area to Juncal Dam was reviewed and the 13.8 square miles was determined to be reasonable. No significant changes were made to the tributary area of the dam since the study was performed.

The Exponential Loss Method was utilized in previous hydrology studies of Jameson Lake to estimate infiltration and runoff from the watershed. No major changes in land use have occurred in the tributary watershed since the prior studies and the parameters previously utilized to estimate infiltration were reviewed and found to be conservative for the undeveloped land use of the tributary watershed.

### **Spillway and Dam Performance**

The spillway performance curve developed for the 1990 flood evaluation was utilized to simulate discharges from dam outlet works in the model. For PMF simulations, the performance of the spillway above the dam crest elevation of 2230 feet NGVD 29 was extrapolated based on the performance of the 1990 curve. Dam overtopping flows were simulated as broad crested weir flow with a weir coefficient of 3.2.

## **2.2.2. Hydraulic Analysis**

A two dimensional (2D), open channel, unsteady flow, hydraulic model was developed to simulate flood inundation downstream of the dam failure. The hydraulic model was developed using the USACE HEC-RAS, Version 5.0.3, computer program (USACE, Sept. 2016). A Finite-Volume solution scheme is utilized by the model to perform 2D hydraulic computations. The program uses a 2D “mesh” to spatially vary geometry and hydraulic parameters.

### **2D Mesh Development**

The mesh is comprised of grid cells, each cell having up to eight faces and center cell point. The 2D mesh was generated with approximately 100' by 100' grid cells. Grid cell elevation data was generated within the program by a spatial overlay of the mesh with a Digital Elevation Model (DEM) developed from the available 5-foot interval contour data. The vertical datum for the DEM Model was NAVD 88.

### **Manning's Roughness “n” Values**

Manning's “n” roughness coefficients are used to compute hydraulic frictional losses between mesh grid cells. Manning's roughness coefficients for overland flow were selected from published values based on orthoimagery obtained for the project. Overland flow Manning's values used for 2D modeling differ from those selected for one-dimensional riverine modeling as the roughness values are assigned to each grid by land cover. Selected Manning's “n” values ranged from 0.4 in heavily wooded areas to 0.1 in main channel areas of the Santa Ynez River. Manning's roughness values were supplied to the program by a spatial overlay of the mesh with a land cover raster developed for the project.

### **Model Boundary Conditions**

Dam failure breach hydrographs generated from the hydrologic model were utilized as the upstream boundary condition for the hydraulic model. A friction slope of 0.01 feet per feet was applied to the upstream boundary of the model, based on the topography of the channel immediately downstream of the dam.

The hydraulic model terminates at the upstream end of Gibraltar Reservoir. Normal depth was utilized as the downstream boundary condition for the model with a minimal slope of 0.001 ft/ft. At the termination point of the model the maximum depth of the Sunny Day breach flood wave is attenuated to twelve percent of its original breach height. Coordination with City of Santa Barbara, the owner and operator of Gibraltar Reservoir, concerning potential impacts on Gibraltar Reservoir is ongoing.



## Model Computational Settings

The 2D hydraulic computational settings can be configured to perform hydraulic computations using full Saint Venant equations or Diffusion Wave equations. The Saint Venant, or “Full Momentum” equations are more accurate but often less stable and require longer run times and shorter computational time steps. The PMF scenario was run using both the Saint Venant equations and the Diffusion Wave equations. The Diffusion wave equations were selected for modeling purposes once the results of both runs were reviewed and it was observed the use of the Saint Venant equations did not result in significant differences in inundation extents, depths, or velocities.

### 2.3. Modeled Calibration / Sensitivity.

Calibration of the hydraulic and hydrologic model to stream flow data was not performed because:

- The nearest available gage data on the Santa Ynez river is downstream of the termination point for the model and downstream of another dam.
- Model calibration to observed flow events would not provide meaningful benefit to the dam breach simulations due to the magnitude of simulated dam breach flows.

A sensitivity analysis was performed to evaluate which hydrologic, hydraulic and dam breach parameters most effect downstream inundation areas and the level of uncertainty in those features. From the sensitivity analysis it was determined the height of failure, total breach width, and failure development time most influence the inundation areas, depths and velocities in the hydraulic model. Changes in Manning’s roughness values, breach side slopes (within the P-946 guideline limits), and hydrologic runoff parameters did not heavily influence downstream inundation extents, depths, and velocities.

The height of dam failure for Sunny Day breach scenarios was assumed to be at the spillway elevation of elevation 2,224 feet NGVD 29. This is the highest elevation likely during normal operations without additional inflow from a rain event. For the PMF failure scenario, the All Season PMF was utilized because the high volume rainfall event maximizes the height of water behind the dam creating a “lake full” condition for the failure analysis. Seasonal and “local-storm” PMF options outlined in HMR 58 may result in higher peak inflows into the lake, but they do not change the “lake-full” failure assumption driving the inundation extents and depths and velocities mapped downstream of the dam.

Breach width and failure development time parameters were selected based on the guidelines outlined in P-946 and the concrete-arch construction of the dam. For concrete-arch dams, the guidelines included in *Table 9-3* of P-946 recommend a short, six minute or less, breach development time and the assumption the entire width of the dam fails (FEMA, 2013). These values are conservative when compared to estimates derived from the breach parameter equations by Froehlich and Von Thun & Gillette.

### 2.4. Inundation Maps

Inundation maps developed for the project are included in Appendix C and include:

- Sunny Day Failure
  - Inundation Maps
  - Depth Grid Maps



- PMF Failure
  - Inundation Maps
  - Depth Grid Maps

Inundation maps were developed on 11 inch by 17 inch sheets at a standard scale of 1:12000 (1 inch = 1,000 feet) in the North American Datum of 1983 (NAD 83), California State Plane Zone V coordinate system.

#### 2.4.1. Inundation Area Delineation

Inundation areas, depth grids and velocity grids were delineated directly in the HEC-RAS hydraulic model utilizing the same elevation data used for 2D hydraulic modeling. Delineated inundation areas were reviewed concurrent with the hydraulic model to verify appropriate inundation mapping extents and functionality of the 2D model. Sunny Day failure inundation areas for the Main Dam / Dam I, Auxiliary Dam II, and Auxiliary Dam III were overlaid to create a single Sunny Day failure inundation extent. For the PMF failure scenario, depths and velocities were dominated by the failure of the Main Dam / Dam I.

#### 2.4.2. Conformance to State and Federal Guidelines.

Inundation maps were developed in accordance with FEMA's guidelines outlined in P-946, Section 11 (FEMA, 2013). Additional mapping features not included in the P-946 templates were added at the request of DSOD as part of compliance with the CCR regulations. These features include: the date the map was prepared, the signature and seal of the engineer responsible for map development, and the referenced vertical elevation datum.



## Section 3. References

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# APPENDIX A – Dam Storage and Performance



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**JAMESON LAKE AREA AND VOLUME TABLE**

<b>Elevation NGVD 29</b>	<b>Area (Acres)</b>	<b>Cumulative Volume Acre-Feet</b>
2,140	0.00	0
2,141	2.22	1
2,142	8.39	6
2,143	10.80	16
2,144	12.37	28
2,145	14.12	41
2,146	15.87	56
2,147	17.30	72
2,148	18.65	90
2,149	20.39	110
2,150	21.65	131
2,151	22.72	153
2,152	23.82	176
2,153	24.94	201
2,154	26.17	226
2,155	27.34	253
2,156	28.33	281
2,157	29.31	310
2,158	30.33	340
2,159	31.43	370
2,160	32.47	402
2,161	33.38	435
2,162	34.19	469
2,163	34.98	504
2,164	35.99	539
2,165	37.58	576
2,166	38.86	614
2,167	39.84	654
2,168	40.96	694
2,169	42.21	735
2,170	43.36	778
2,171	44.26	822
2,172	45.15	867
2,173	46.09	912
2,174	46.98	959
2,175	47.94	1,006

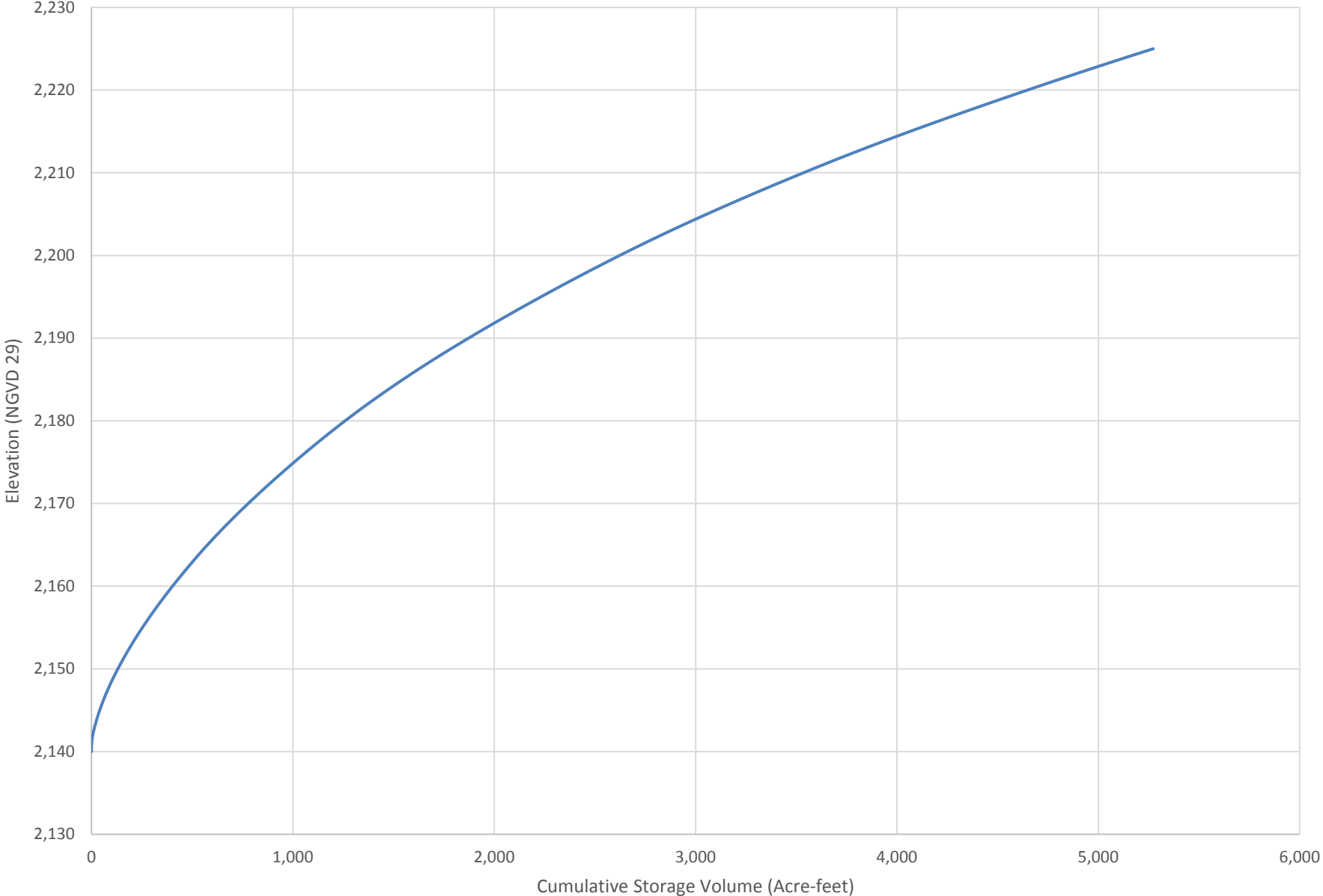
**JAMESON LAKE AREA AND VOLUME TABLE**

<b>Elevation NGVD 29</b>	<b>Area (Acres)</b>	<b>Cumulative Volume Acre-Feet</b>
2,176	48.95	1,055
2,177	49.97	1,104
2,178	50.99	1,155
2,179	52.17	1,206
2,180	53.70	1,259
2,181	55.23	1,314
2,182	56.80	1,370
2,183	58.22	1,427
2,184	59.70	1,486
2,185	61.17	1,547
2,186	62.66	1,609
2,187	64.31	1,672
2,188	66.34	1,737
2,189	67.52	1,804
2,190	68.87	1,873
2,191	70.13	1,942
2,192	71.37	2,013
2,193	72.66	2,085
2,194	73.83	2,158
2,195	74.96	2,232
2,196	76.21	2,308
2,197	77.34	2,385
2,198	78.70	2,463
2,199	80.17	2,542
2,200	81.52	2,623
2,201	83.28	2,705
2,202	85.57	2,790
2,203	87.58	2,876
2,204	89.66	2,965
2,205	91.76	3,056
2,206	93.59	3,148
2,207	95.20	3,243
2,208	96.76	3,339
2,209	98.27	3,436
2,210	99.93	3,535
2,211	101.80	3,636
2,212	104.60	3,740
2,213	107.05	3,845
2,214	109.62	3,954

**JAMESON LAKE AREA AND VOLUME TABLE**

<b>Elevation NGVD 29</b>	<b>Area (Acres)</b>	<b>Cumulative Volume Acre-Feet</b>
2,215	112.17	4,065
2,216	114.29	4,178
2,217	115.96	4,293
2,218	117.63	4,410
2,219	119.08	4,528
2,220	120.56	4,648
2,221	122.17	4,769
2,222	123.86	4,892
2,223	125.72	5,017
2,224	127.78	5,144
2,225	130.03	5,273
2,232	135.00	5,405

Juncal Dam Cumulative Storage Volume in Acre-Feet



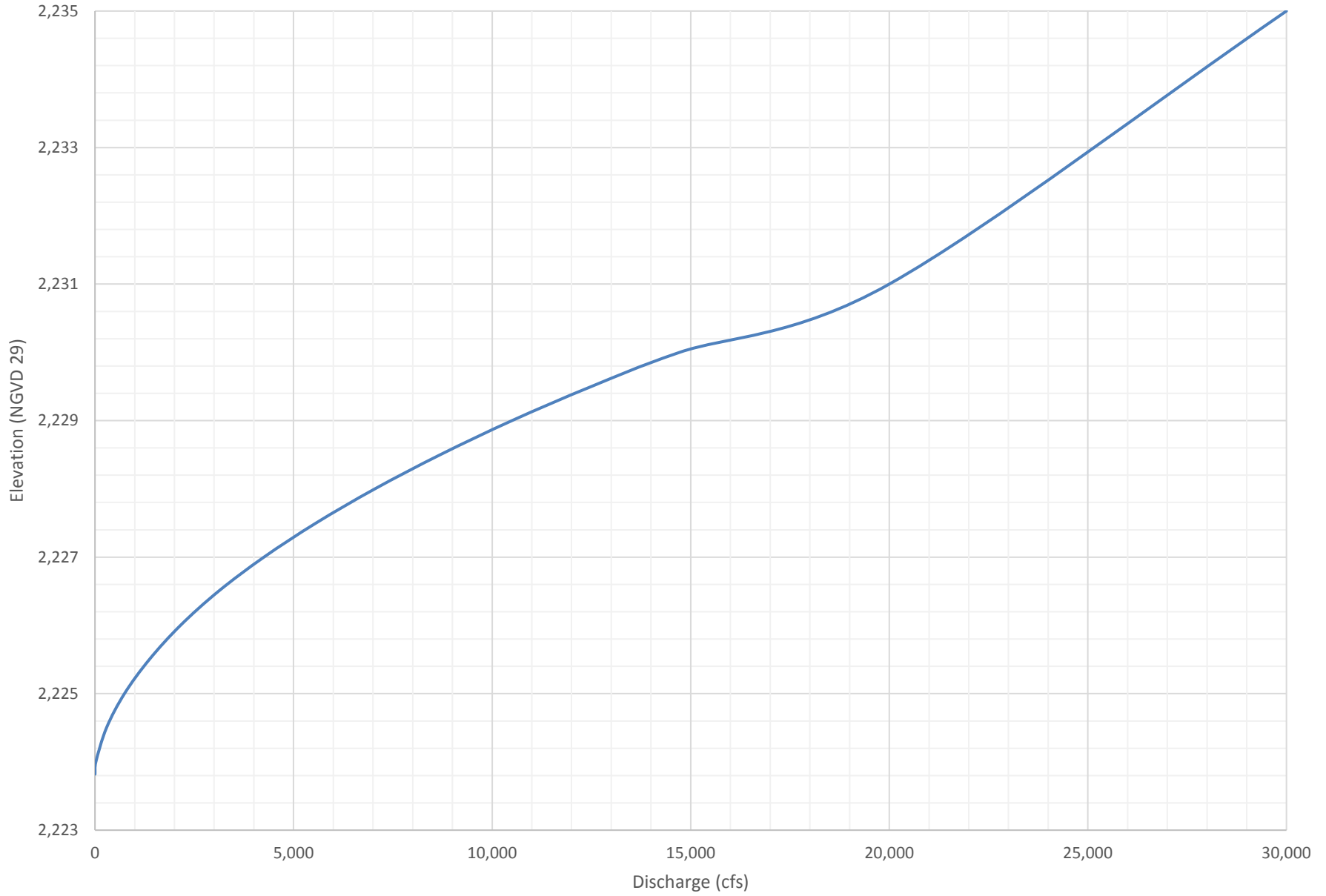
**JUNCAL DAM SPILLWAY DISCHARGE TABLE** <sup>1, 2</sup>

<b>Elevation NGVD 29</b>	<b>Discharge (cfs)</b>
2,223.8	0
2,224.0	22
2,224.5	290
2,225.0	742
2,225.5	1,368
2,226.0	2,152
2,226.5	3,110
2,227.0	4,254
2,227.5	5,567
2,228.0	7,047
2,228.5	8,692
2,229.0	10,500
2,229.5	12,500
2,230.0	14,720
2,231.0	20,000
2,235.0	30,000

Note (1) Performance Curve obtained from prior study (Cecilio, 1990)

Note (2) Value at Elevation 2,235 Extrapolated from curve.

Juncal Dam Spillway Performance Curve



SPILLWAY PERFORMANCE DATA (CECILIO, 1990)

storm is not of the probable maximum precipitation (PMP) magnitude and would also comply with actual operation of the valves by the District.

TABLE 6  
Elevation-Storage-Discharge Table  
Juncal Dam and Spillway  
(Based on Montecito Water District Tables)

Reservoir Elevation (ft)	Reservoir Storage (ac-ft)	Discharge 2-36 Valves (cfs)	Discharge 18" Valve (cfs)	Spillway Discharge (cfs)
2230	6,564	807	43	14,720
2229.5	6,491	805	43	12,500
2229	6,421	803	43	10,500
2228.5	6,349	801	43	8,692
2228	6,279	798	43	7,047
2227.5	6,200	796	43	5,567
2227	6,139	794	43	4,254
2226.5	6,073	792	43	3,110
2226	6,008	789	43	2,152
2225.5	5,943	787	43	1,368
2225	5,878	785	43	742
2224.5	5,814	782	43	290
2224	5,749	780	43	22
2223.82	5,725	779	43	0

Note: Storage and spillway capacity were calculated by USGS.

## APPENDIX B – Breach Parameter Calculations



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### Project Data

**Name of Structure:** Juncal Dam - Main Dam, Dam I

**Failure Scenario:** Sunny Day

**Calculation By:** Michael McFadden, E.I.T.

**Checked By:** Kurt Shellhause, P.E

### Inputs

<b>Dam Type:</b>	Concrete - Arch	
<b>Failure Mode :</b>	Piping	
<b>Erosion Resistant:</b>	Yes	Yes to all but some earthen
<b>Cohesive Core:</b>	No	Earthen Only
<b>Monolith Width:</b>		Concrete - Gravity Only

<b>Dam Width:</b>	430 FT
<b>Crest Elevation:</b>	2230 FT
<b>Min Elevation:</b>	2140 FT
<b>Water Elevation At Failure:</b>	2224 FT
<b>Reservoir Volume at Failure</b>	5144 (Acre-ft)

### Calculation Parameters

<b>Dam Height (H):</b>	90 FT
<b>Height of Water (Hw):</b>	84 FT
<b>Reservoir Volume (Vw):</b>	6.35 (million cubic meters)

### Results

**Table 9-3 of P-946**

Source:	(2013)	Von Thun & Gillette	Froehlich (1995b)	
<b>Top Breach Width:</b>	Entire Dam Width	354	240	FT
<b>Average Breach Width:</b>	---	270	165	FT
<b>Bottom Width:</b>	---	186	89	FT
<b>Side Slopes (Z)</b>	0:1 to Slope of Valley Wall	1	0.9	Vertical:Horizontal
<b>Formation Time (TFH)</b>	0.1 max	0.76	0.55	HR

## Selected Parameters

<b>Top Breach Width:</b>	430 FT
<b>Average Breach Width:</b>	346 FT
<b>Bottom Width:</b>	262 FT
<b>Side Slopes (Z)</b>	1 Vertical:Horizontal
<b>Formation Time (TFH)</b>	0.1 HR

### Selection Notes:

1. Breach guidelines dominate selection of breach width. Breach widths conservative compared to Von Thun & Gillette and Froehlich Eqns.

## HEC-HMS Breach Input

<b>Top Elevation:</b>	2230 FT
<b>Bottom Elevation:</b>	2140 FT
<b>Bottom Width:</b>	262 FT
<b>Left Slope:</b>	1 Vertical:Horizontal
<b>Right Slope:</b>	1 Vertical:Horizontal
<b>Piping Elevation:</b>	2158 FT
<b>Piping Coefficient:</b>	0.8
<b>Development Time:</b>	0.1 HR

### Input Notes:

1. Piping start elevation adjusted up from lake bottom elevation to improve model stability and volume conservation.

### Project Data

**Name of Structure:** Juncal Dam - Auxiliary Dam II

**Failure Scenario:** Sunny Day

**Calculation By:** Michael McFadden, E.I.T.

**Checked By:** Kurt Shellhause, P.E

### Inputs

**Dam Type:** Concrete - Gravity  
**Failure Mode :** Piping  
**Erosion Resistant:** Yes Yes to all but some earthen  
**Cohesive Core:** No Earthen Only  
**Monolith Width:** 50 Concrete - Gravity Only

**Dam Width:** 420 FT  
**Crest Elevation:** 2230 FT  
**Min Elevation:** 2192.5 FT  
**Water Elevation At Failure:** 2224 FT  
**Reservoir Volume at Failure** 5144 (Acre-ft)

### Calculation Parameters

**Dam Height (H):** 37.5 FT  
**Height of Water (Hw):** 31.5 FT  
**Reservoir Volume (Vw):** 6.35 (million cubic meters)

### Results

**Table 9-3 of P-946**

Source:	(2013)	Von Thun & Gillette	Froehlich (1995b)	
<b>Top Breach Width:</b>	Mutiple Monoliths	138.75	137	FT
<b>Average Breach Width:</b>	---	138.75	137	FT
<b>Bottom Width:</b>	---	138.75	137	FT
<b>Side Slopes (Z)</b>	0:1	0	0	Vertical:Horizontal
<b>Formation Time (TFH)</b>	0.1 to 0.5	0.44	1.34	HR

## Selected Parameters

<b>Top Breach Width:</b>	150 FT
<b>Average Breach Width:</b>	150 FT
<b>Bottom Width:</b>	150 FT
<b>Side Slopes (Z)</b>	0 Vertical:Horizontal
<b>Formation Time (TFH)</b>	0.44 HR

### Selection Notes:

1. Von Thun & Gillette and Froehlich equations used to estimate failure of three monoliths.
2. Von Thun & Gillette equation used to estimate failure development time as Froehlich equation results exceed P-946 guidelines for gravity dams

## HEC-HMS Breach Input

<b>Top Elevation:</b>	2230 FT
<b>Bottom Elevation:</b>	2192.5 FT
<b>Bottom Width:</b>	150 FT
<b>Left Slope:</b>	0 Vertical:Horizontal
<b>Right Slope:</b>	0 Vertical:Horizontal
<b>Piping Elevation:</b>	2210 FT
<b>Piping Coefficient:</b>	0.8
<b>Development Time:</b>	0.44 HR

### Input Notes:

1. Piping start elevation adjusted up from lake bottom elevation to improve model stability.

### Project Data

**Name of Structure:** Juncal Dam - Auxiliary Dam III

**Failure Scenario:** Sunny Day

**Calculation By:** Michael McFadden, E.I.T.

**Checked By:** Kurt Shellhause, P.E

### Inputs

<b>Dam Type:</b>	Concrete - Arch	Multi-Monolith Arch Dam
<b>Failure Mode :</b>	Piping	
<b>Erosion Resistant:</b>	Yes	Yes to all but some earthen
<b>Cohesive Core:</b>	No	Earthen Only
<b>Monolith Width:</b>	35	Concrete - Gravity Only

<b>Dam Width:</b>	519 FT
<b>Crest Elevation:</b>	2230 FT
<b>Min Elevation:</b>	2180 FT
<b>Water Elevation At Failure:</b>	2224 FT
<b>Reservoir Volume at Failure</b>	5144 (Acre-ft)

### Calculation Parameters

<b>Dam Height (H):</b>	50 FT
<b>Height of Water (Hw):</b>	44 FT
<b>Reservoir Volume (Vw):</b>	6.35 (million cubic meters)

### Results

**Table 9-3 of P-946**

Source:	(2013)	Von Thun & Gillette	Froehlich (1995b)	
<b>Top Breach Width:</b>	Entire Dam Width	170	146	FT
<b>Average Breach Width:</b>	---	170	146	FT
<b>Bottom Width:</b>	---	170	146	FT
<b>Side Slopes (Z)</b>	0:1 to Slope of Valley Wall	0	0	Vertical:Horizontal
<b>Formation Time (TFH)</b>	0.1 max	0.52	0.99	HR

## Selected Parameters

<b>Top Breach Width:</b>	175 FT
<b>Average Breach Width:</b>	175 FT
<b>Bottom Width:</b>	175 FT
<b>Side Slopes (Z)</b>	0 Vertical:Horizontal
<b>Formation Time (TFH)</b>	0.1 HR

### Selection Notes:

- Aux No.2 Dam is a multiple arch dam. Von Thun & Gillette and Froehlich equations used to estimate failure of five arches
- Selected development time based on P-946 guidelines for Arch Dams.

## HEC-HMS Breach Input

<b>Top Elevation:</b>	2230 FT
<b>Bottom Elevation:</b>	2180 FT
<b>Bottom Width:</b>	175 FT
<b>Left Slope:</b>	0 Vertical:Horizontal
<b>Right Slope:</b>	0 Vertical:Horizontal
<b>Piping Elevation:</b>	2142 FT
<b>Piping Coefficient:</b>	0.8
<b>Development Time:</b>	0.1 HR

### Input Notes:

- Piping start elevation adjusted up from lake bottom elevation to improve model stability.

## Project Data

**Name of Structure:** Juncal Dam - Main Dam, Dam I

**Failure Scenario:** Probable Maximum Precipitation (PMP)

**Calculation By:** Michael McFadden, E.I.T.

**Checked By:** Kurt Shellhause, P.E

## Inputs

**Dam Type:** Concrete - Arch  
**Failure Mode :** Overtopping  
**Erosion Resistant:** Yes Yes to all but some earthen  
**Cohesive Core:** No Earthen Only  
**Monolith Width:** Concrete - Gravity Only

**Dam Width:** 430 FT  
**Crest Elevation:** 2230 FT  
**Min Elevation:** 2140 FT  
**Water Elevation At Failure:** 2224 FT  
**Reservoir Volume at Failure** 5144 (Acre-ft)

## Calculation Parameters

**Dam Height (H):** 90 FT  
**Height of Water (Hw):** 84 FT  
**Reservoir Volume (Vw):** 6.35 (million cubic meters)

## Results

**Table 9-3 of P-946**

Source:	(2013)	Von Thun & Gillette	Froehlich (1995b)	
<b>Top Breach Width:</b>	Entire Dam Width	354	348	FT
<b>Average Breach Width:</b>	---	270	230	FT
<b>Bottom Width:</b>	---	186	113	FT
<b>Side Slopes (Z)</b>	0:1 to Slope of Valley Wall	1	1.4	Vertical:Horizontal
<b>Formation Time (TFH)</b>	0.1 max	0.76	0.55	HR

**Selected Parameters**

<b>Top Breach Width:</b>	430 FT
<b>Average Breach Width:</b>	346 FT
<b>Bottom Width:</b>	262 FT
<b>Side Slopes (Z)</b>	1 Vertical:Horizontal
<b>Formation Time (TFH)</b>	0.1 HR

**Selection Notes:**

1. Breach guidelines dominate selection of breach width. Breach widths conservative compared to Von Thun & Gillette and Froehlich Eqns.

**HEC-HMS Breach Input**

<b>Top Elevation:</b>	2230 FT
<b>Bottom Elevation:</b>	2140 FT
<b>Bottom Width:</b>	262 FT
<b>Left Slope:</b>	1 Vertical:Horizontal
<b>Right Slope:</b>	1 Vertical:Horizontal
<b>Piping Elevation:</b>	2158 FT
<b>Piping Coefficient:</b>	0.8
<b>Development Time:</b>	0.1 HR

**Input Notes:**

1. Piping start elevation adjusted up from lake bottom elevation to improve model stability and volume conservation.

## APPENDIX C – Inundation Maps



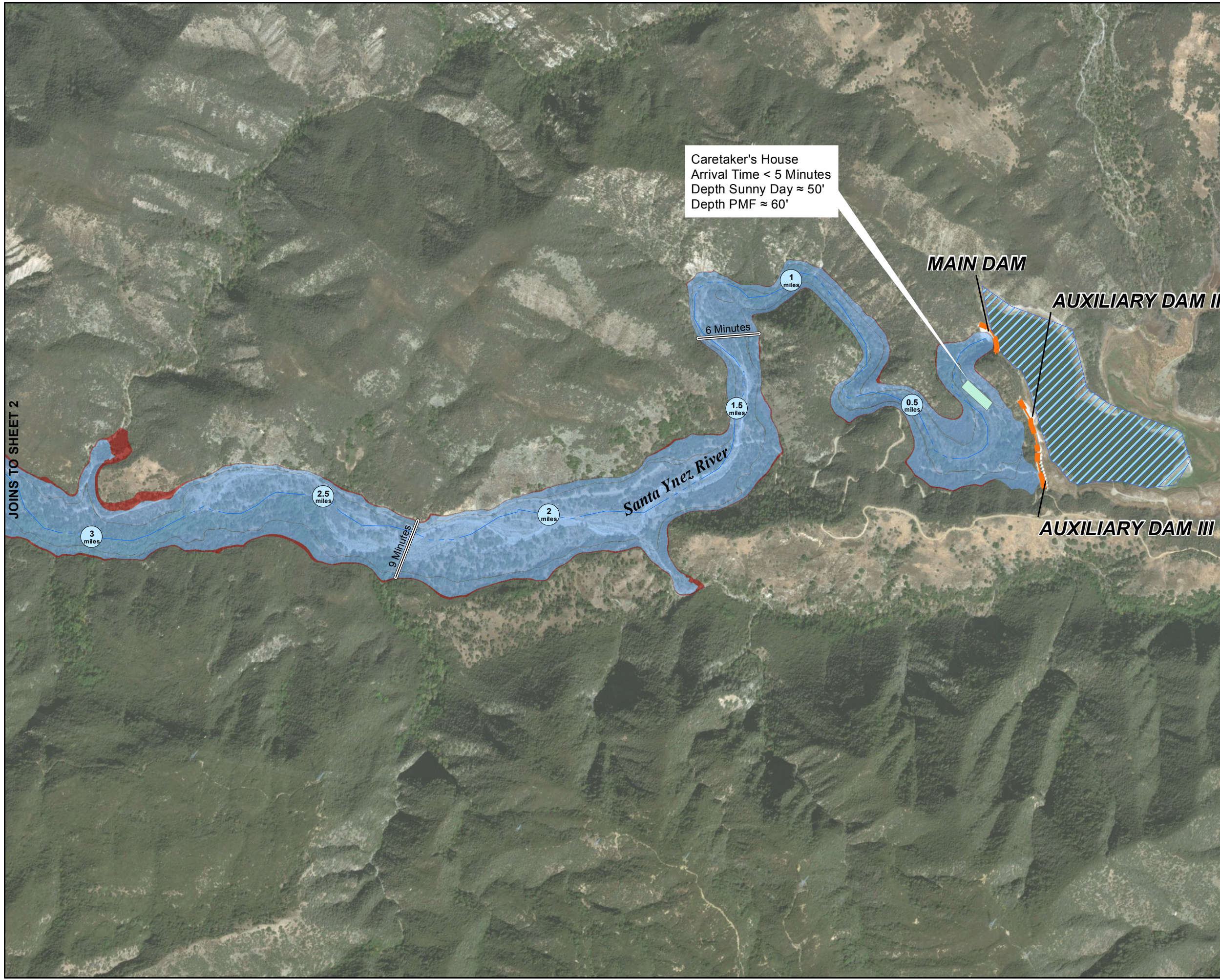
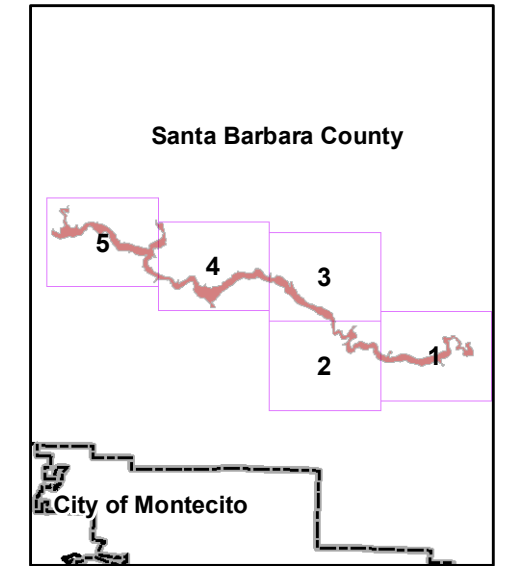
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# JUNCAL DAM INUNDATION MAP

Panel 1 of 5

## PANEL LOCATOR

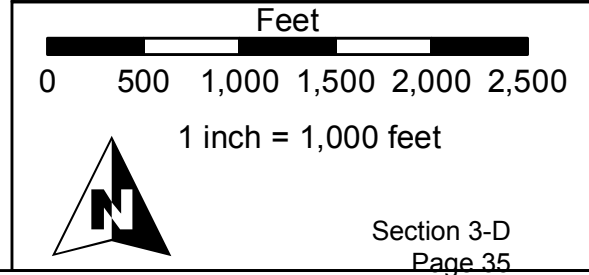


## EXPLANATION

- Sunny Day Breach Inundation
- Probable Maximum Flood Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure

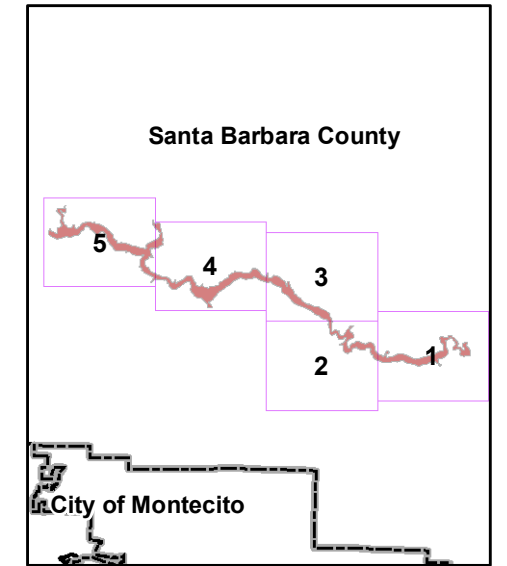




# JUNCAL DAM INUNDATION MAP

Panel 2 of 5

## PANEL LOCATOR

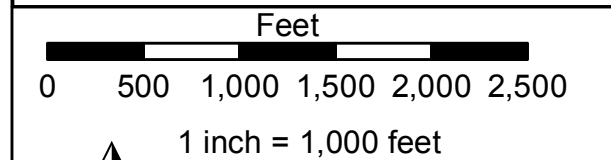


## EXPLANATION

- Sunny Day Breach Inundation
- Probable Maximum Flood Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



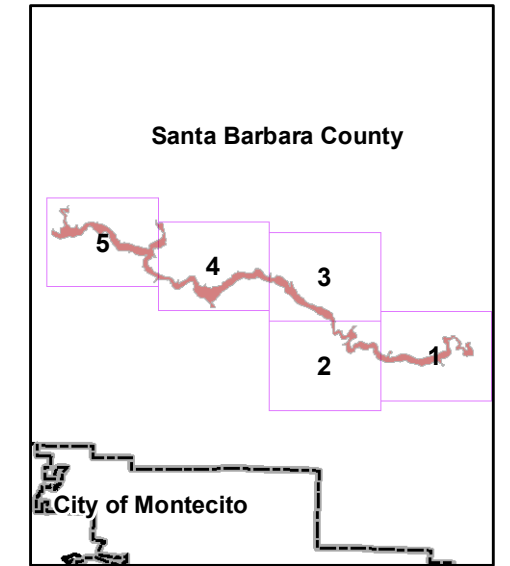
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM INUNDATION MAP

Panel 3 of 5

## PANEL LOCATOR

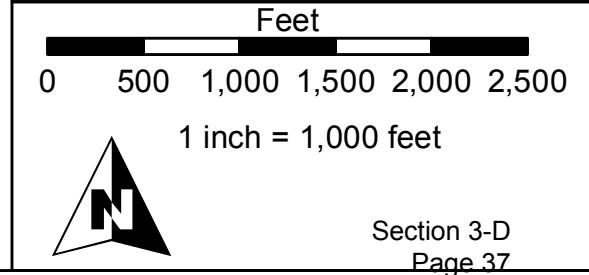


## EXPLANATION

- Sunny Day Breach Inundation
- Probable Maximum Flood Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



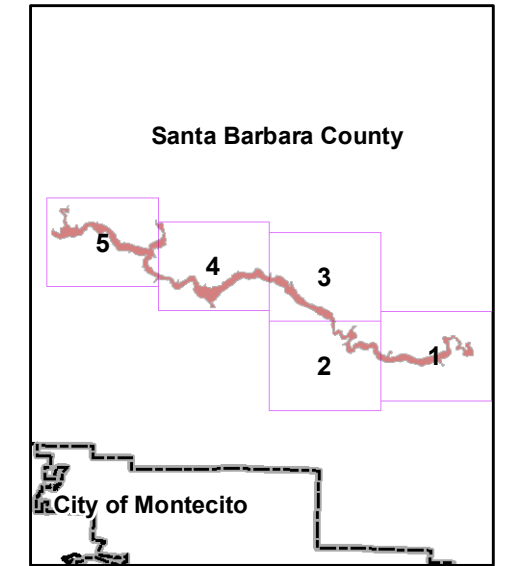
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM INUNDATION MAP

Panel 4 of 5

## PANEL LOCATOR

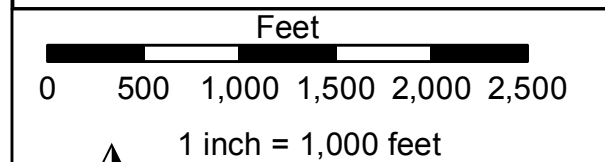


## EXPLANATION

- Sunny Day Breach Inundation
- Probable Maximum Flood Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



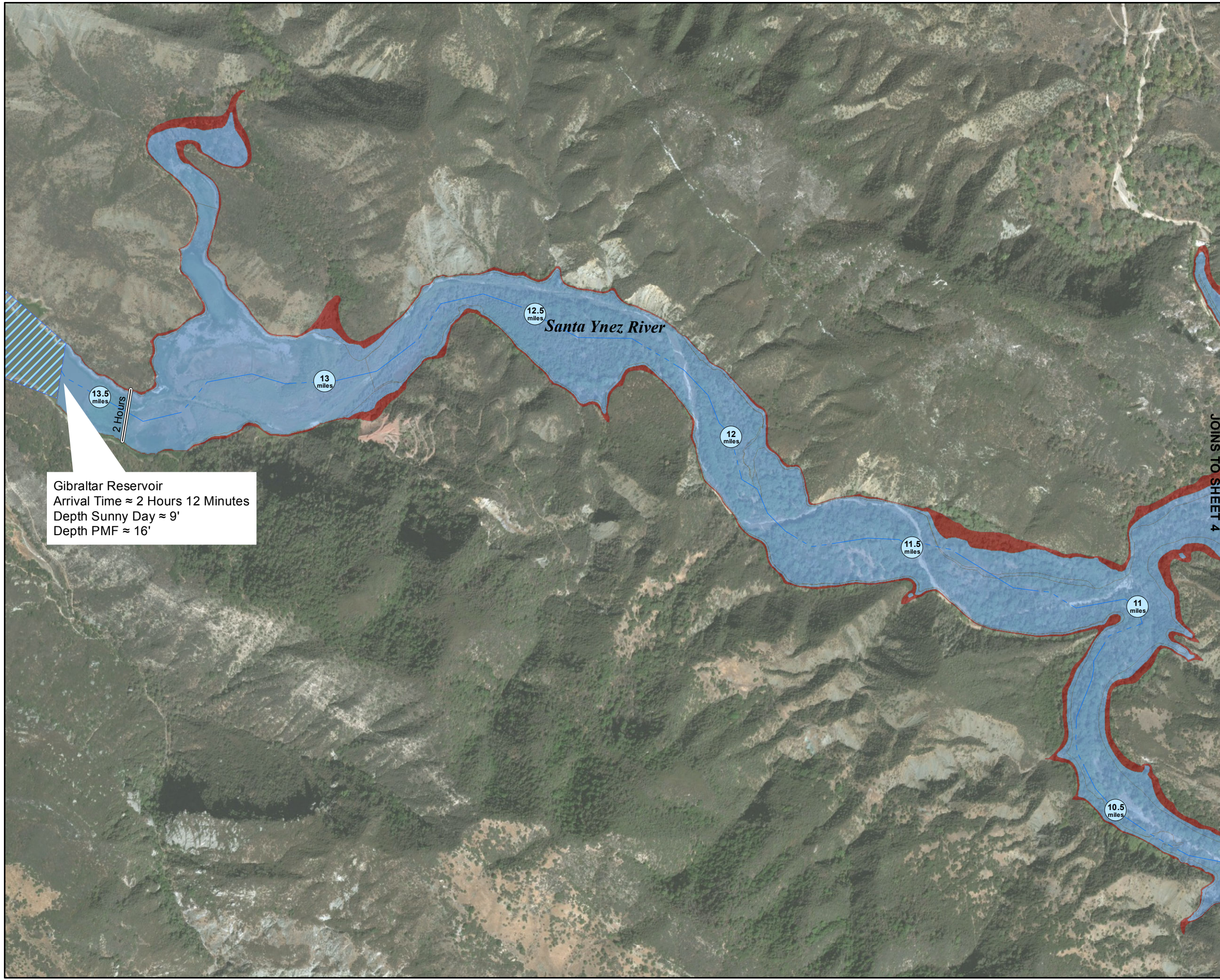
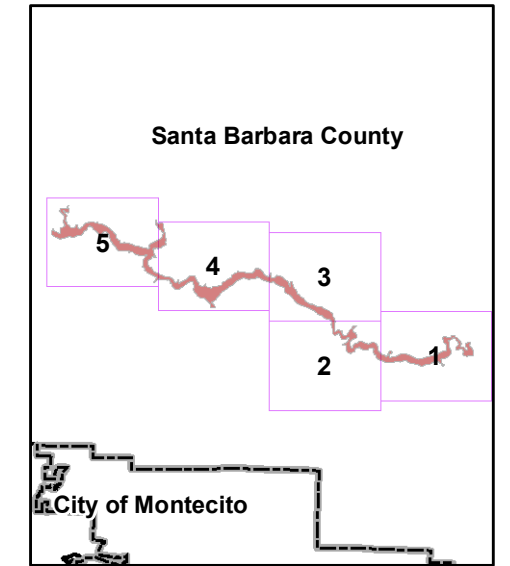
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM INUNDATION MAP

Panel 5 of 5

## PANEL LOCATOR



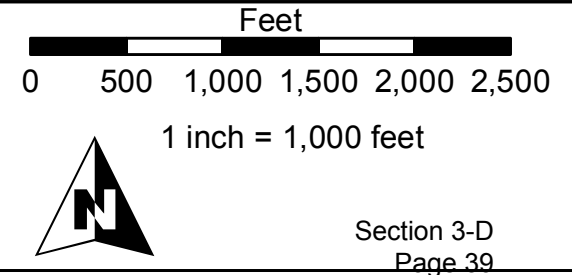
Gibraltar Reservoir  
 Arrival Time ≈ 2 Hours 12 Minutes  
 Depth Sunny Day ≈ 9'  
 Depth PMF ≈ 16'

## EXPLANATION

- Sunny Day Breach Inundation
- Probable Maximum Flood Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



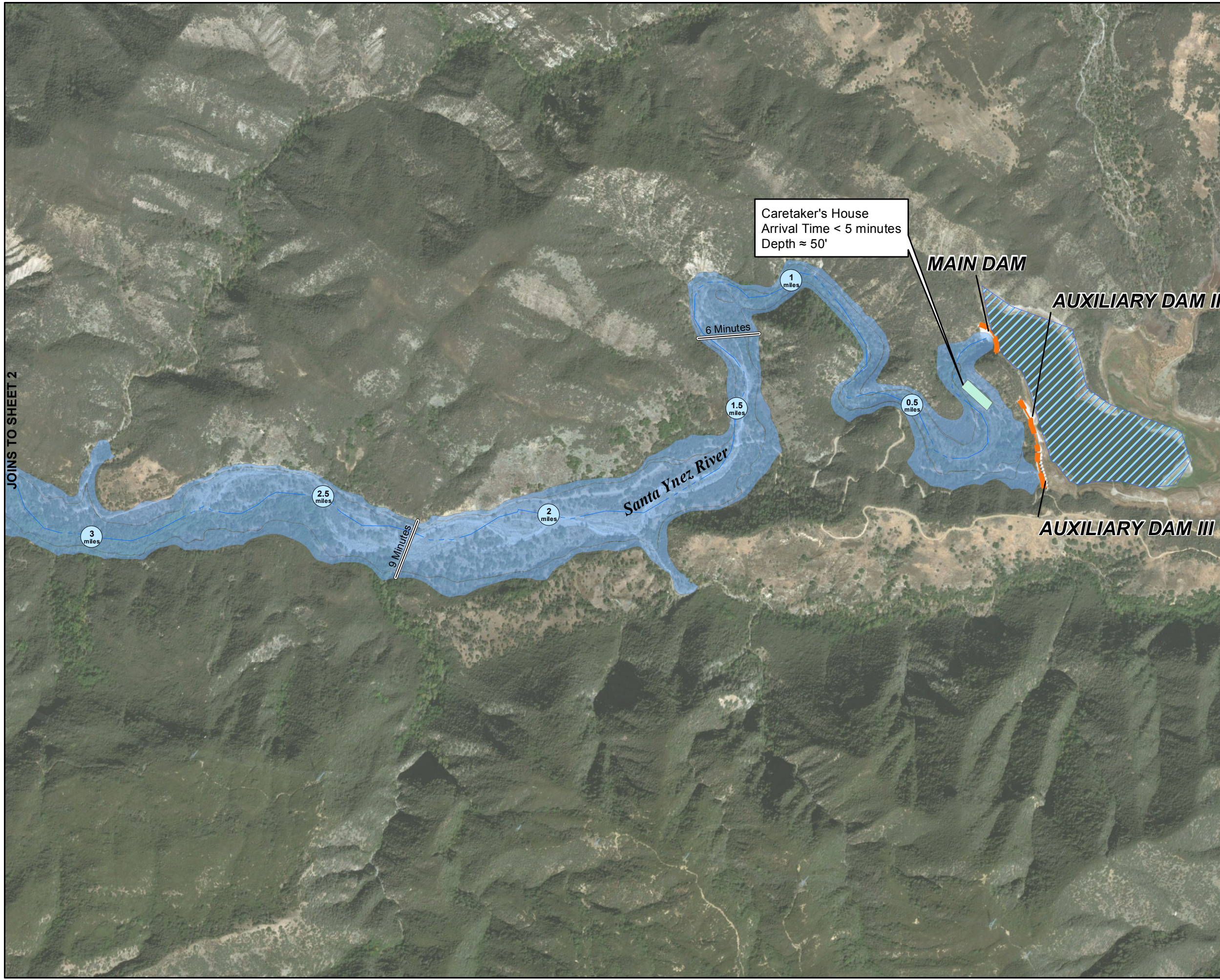
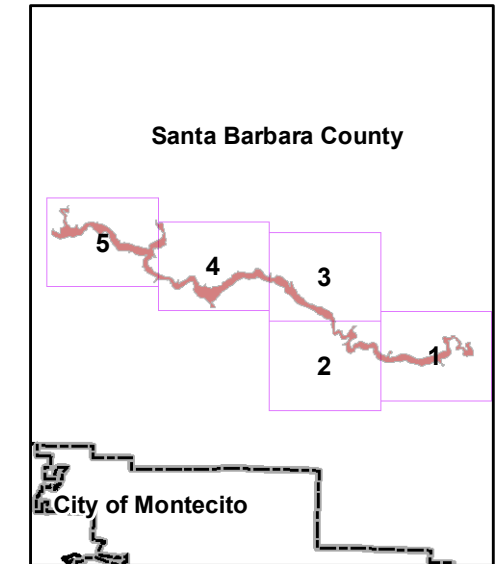
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM SUNNY DAY INUNDATION MAP

Panel 1 of 5

## PANEL LOCATOR

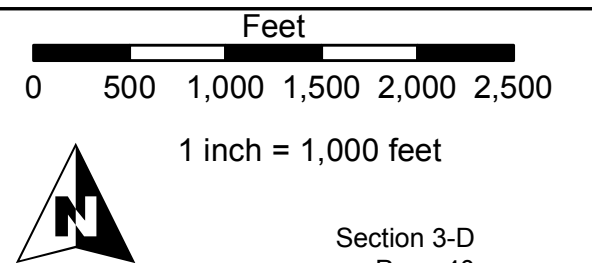


## EXPLANATION

- Sunny Day Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure

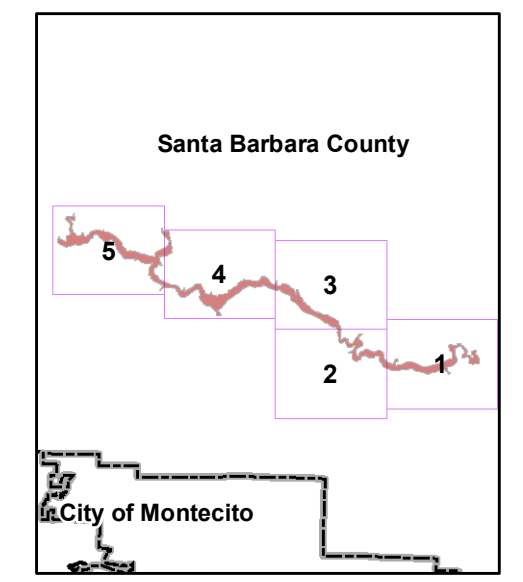




# JUNCAL DAM SUNNY DAY INUNDATION MAP

Panel 2 of 5

## PANEL LOCATOR

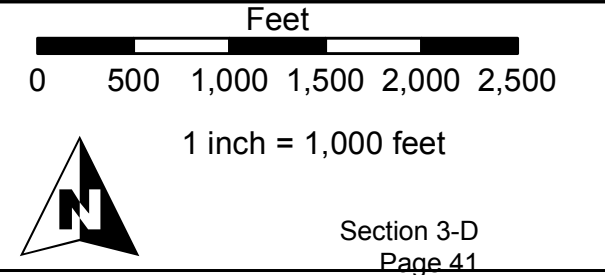


## EXPLANATION

- Sunny Day Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



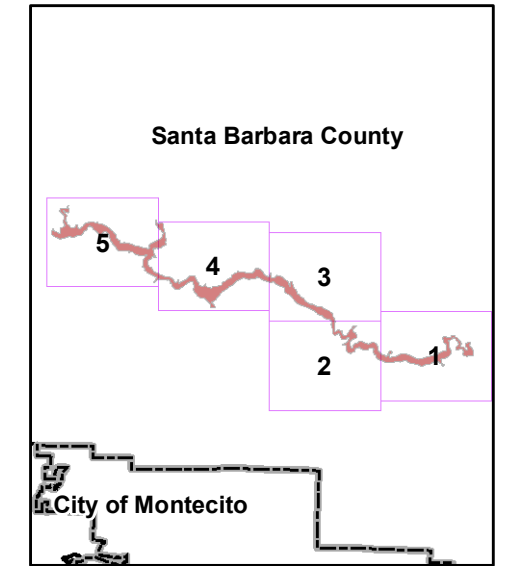
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM SUNNY DAY INUNDATION MAP

Panel 3 of 5

## PANEL LOCATOR

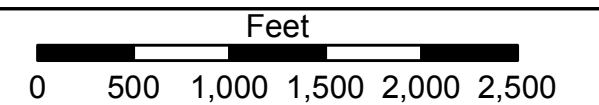


## EXPLANATION

- Sunny Day Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



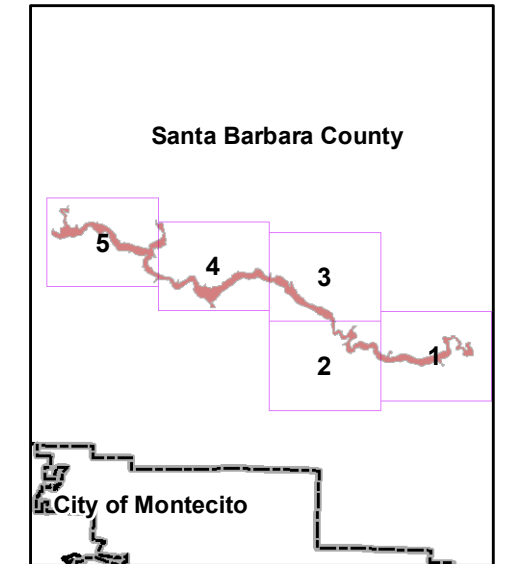
JOINS TO SHEET 4

JOINS TO SHEET 2

# JUNCAL DAM SUNNY DAY INUNDATION MAP

Panel 4 of 5

## PANEL LOCATOR

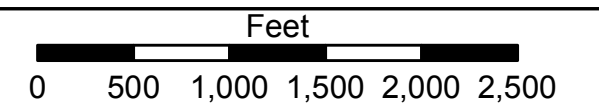


## EXPLANATION

- Sunny Day Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



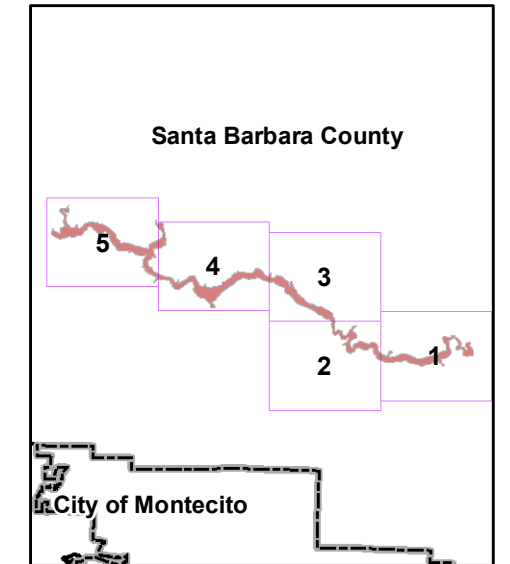
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM SUNNY DAY INUNDATION MAP

Panel 5 of 5

## PANEL LOCATOR



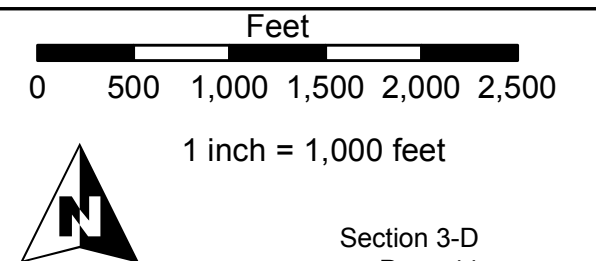
Gibraltar Reservoir  
 Arrival Time ≈ 2 Hours 12 Minutes  
 Depth Sunny Day ≈ 9'

## EXPLANATION

- Sunny Day Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



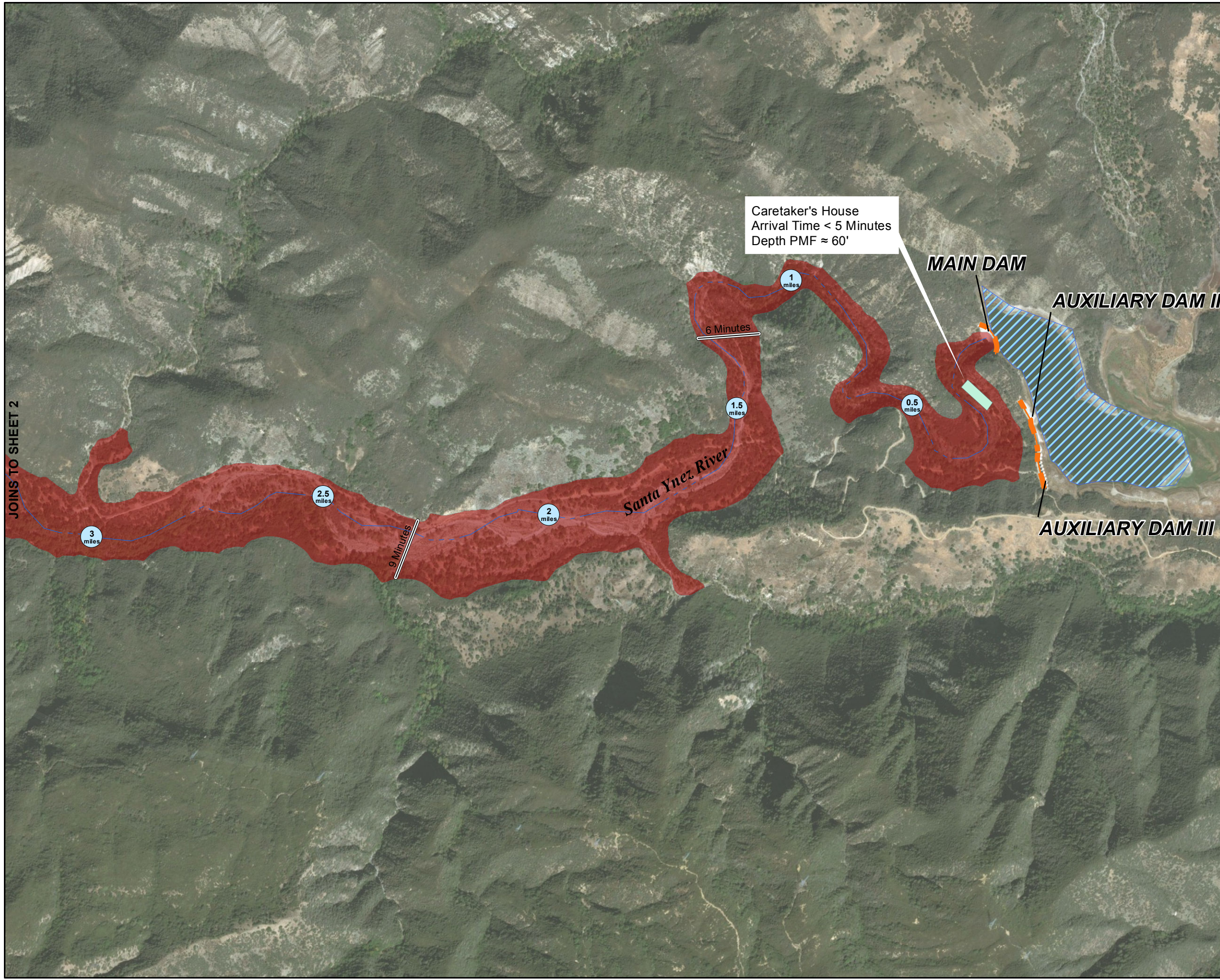
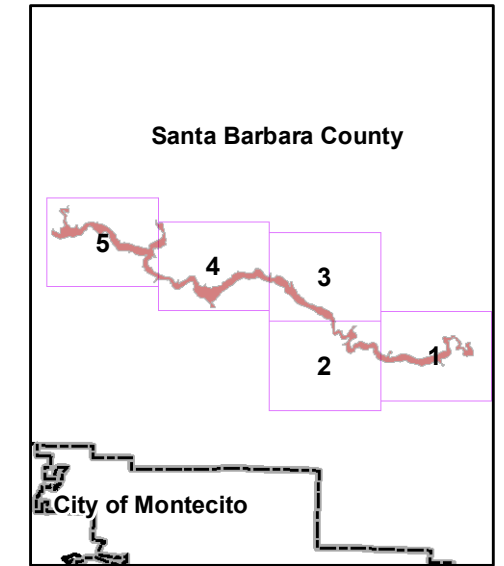
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM PMF INUNDATION MAP

Panel 1 of 5

## PANEL LOCATOR

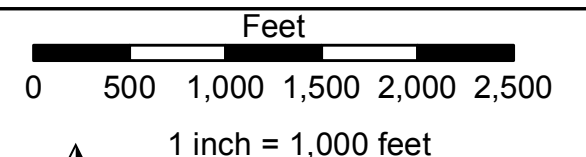


## EXPLANATION

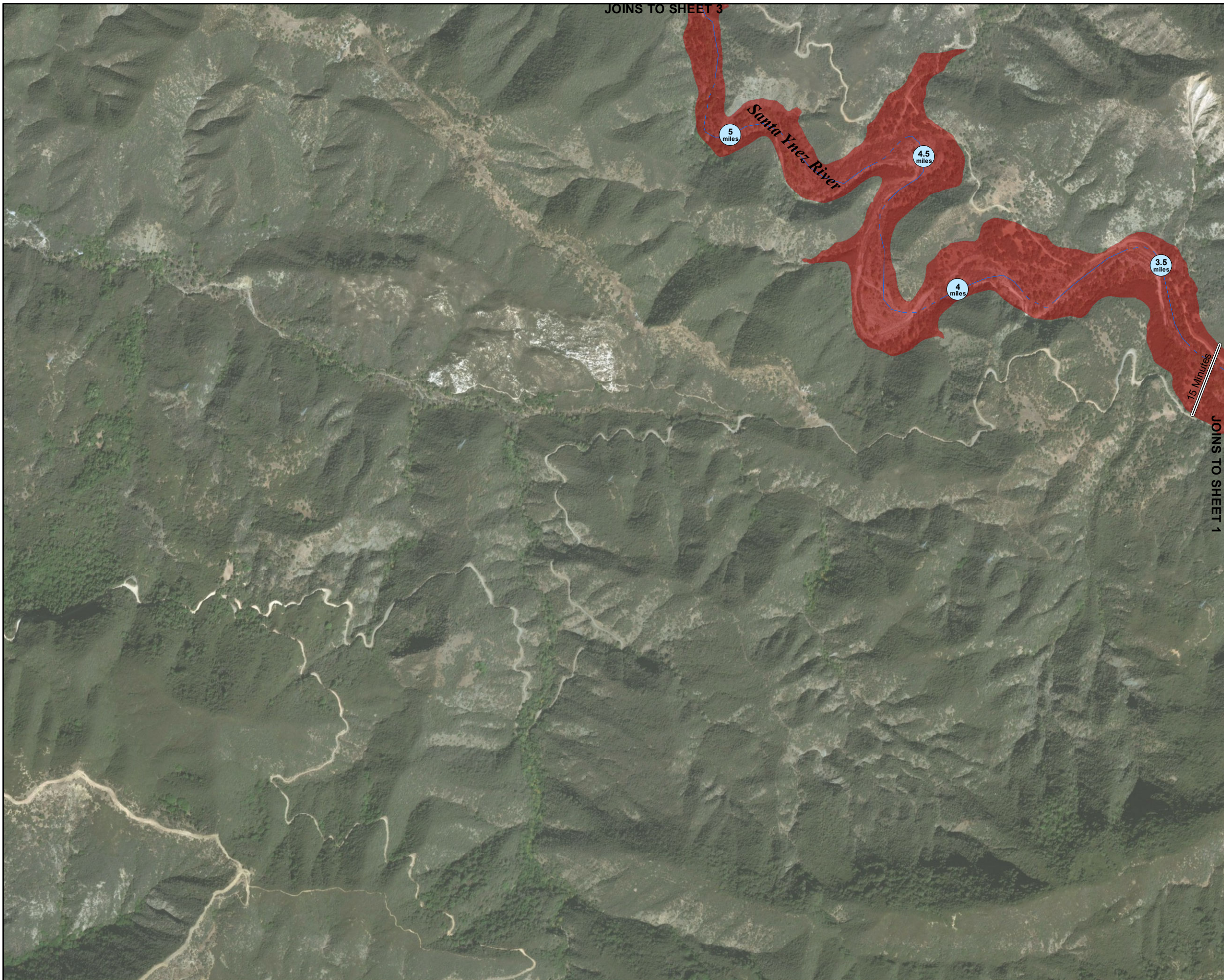
- Probable Maximum Flood Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



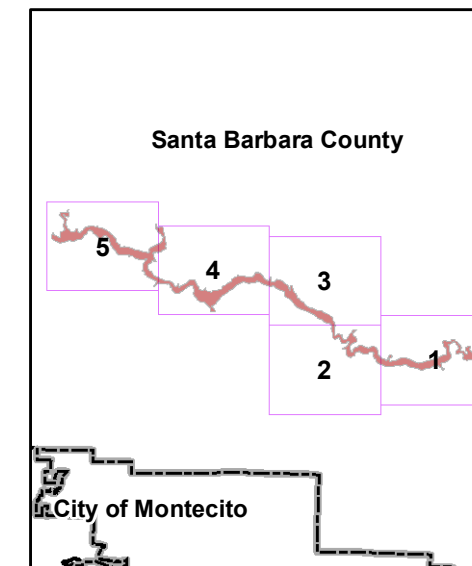
JOINS TO SHEET 3



# JUNCAL DAM PMF INUNDATION MAP

Panel 2 of 5

## PANEL LOCATOR

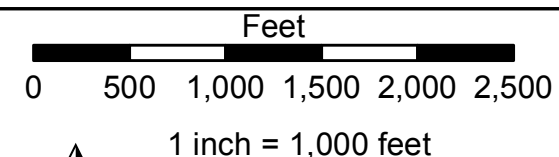


## EXPLANATION

- Probable Maximum Flood Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



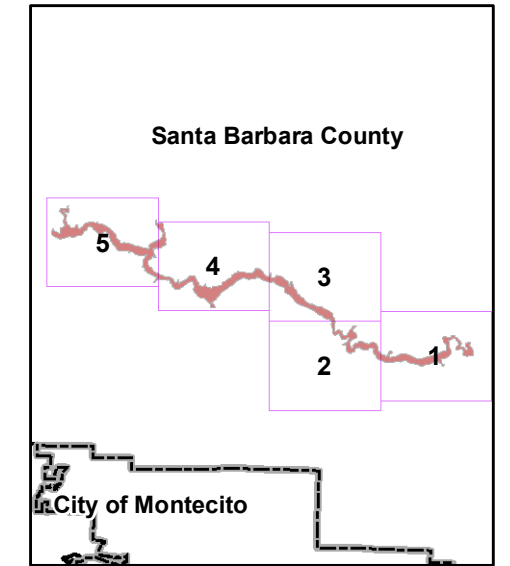
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM PMF INUNDATION MAP

Panel 3 of 5

## PANEL LOCATOR

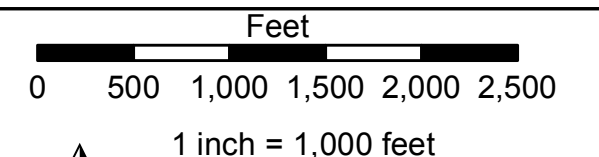


## EXPLANATION

- Probable Maximum Flood Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



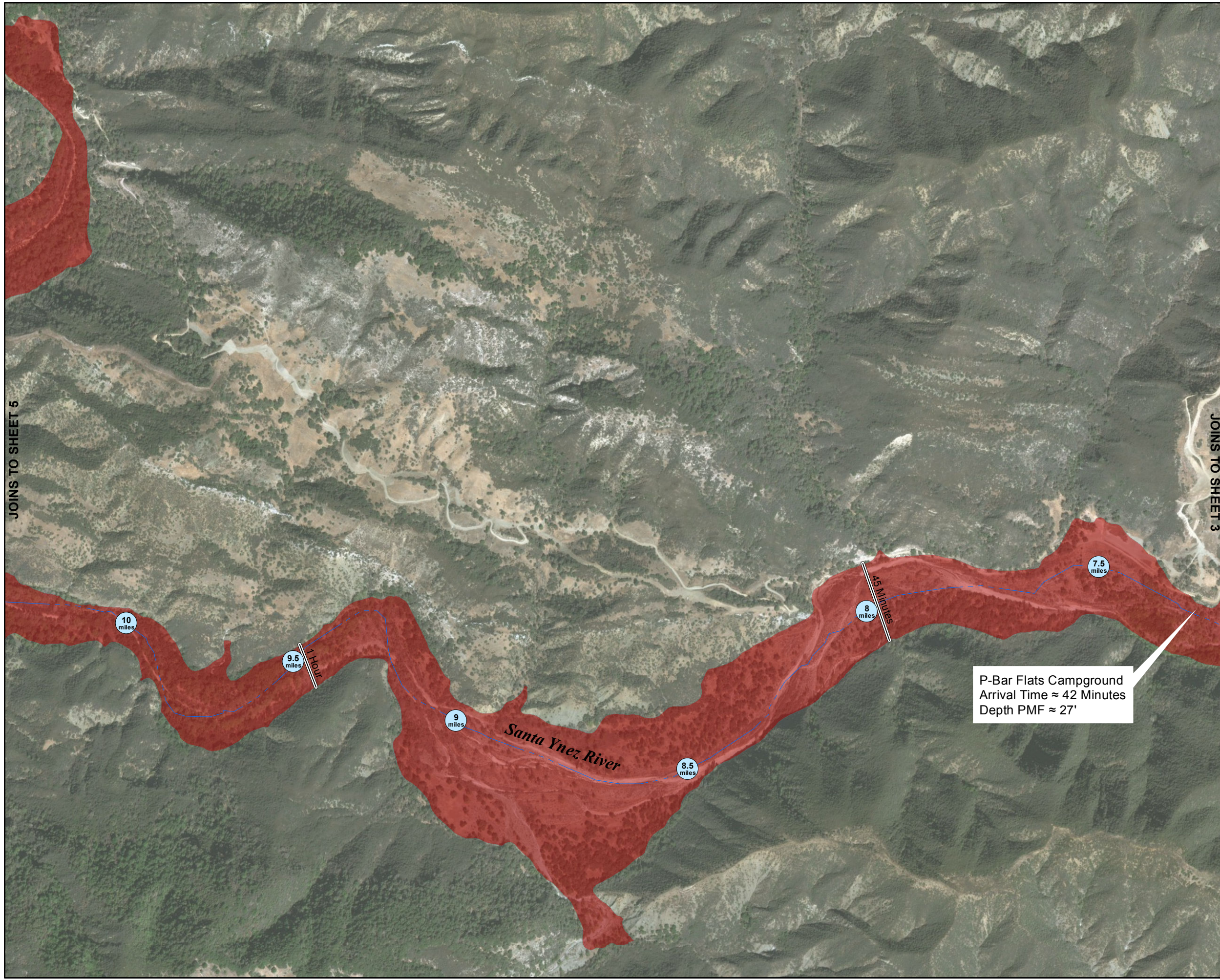
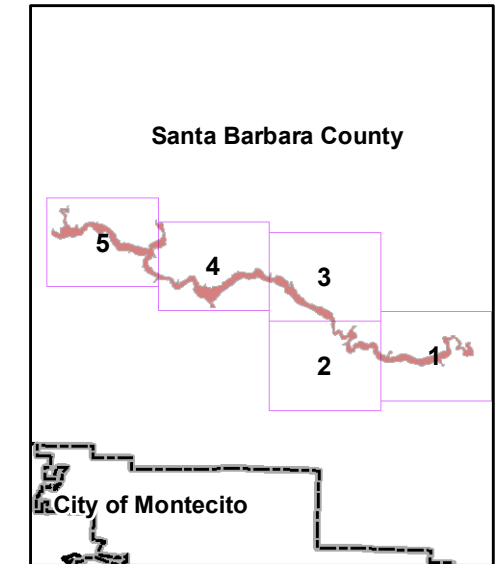
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM PMF INUNDATION MAP

Panel 4 of 5

## PANEL LOCATOR

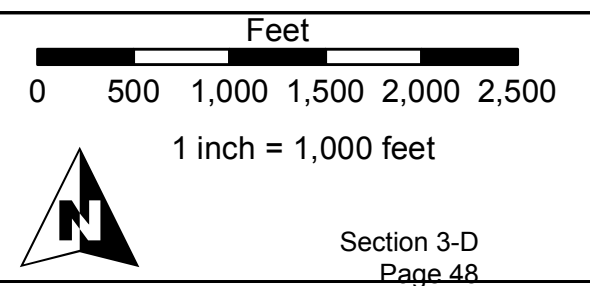


## EXPLANATION

- Probable Maximum Flood Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



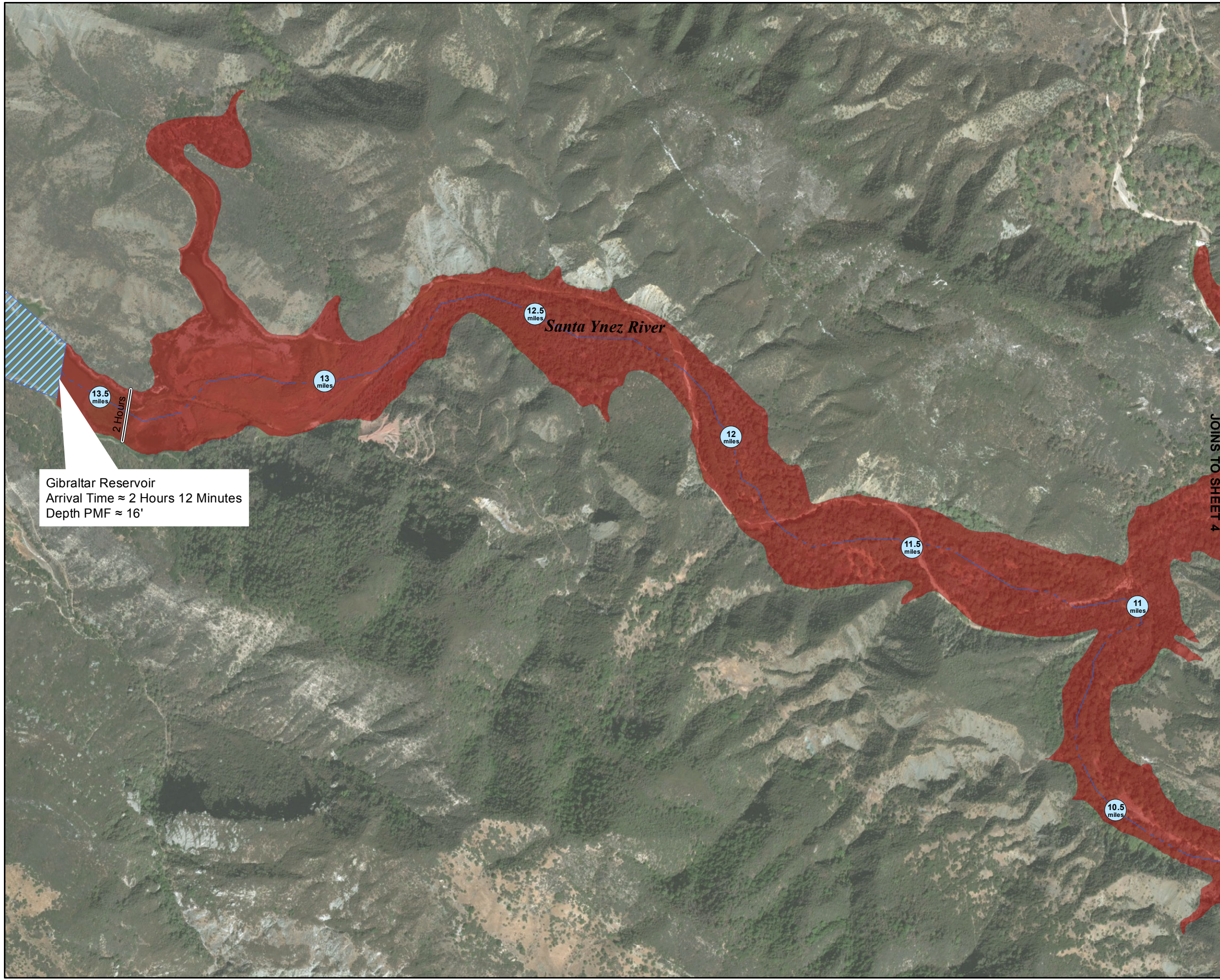
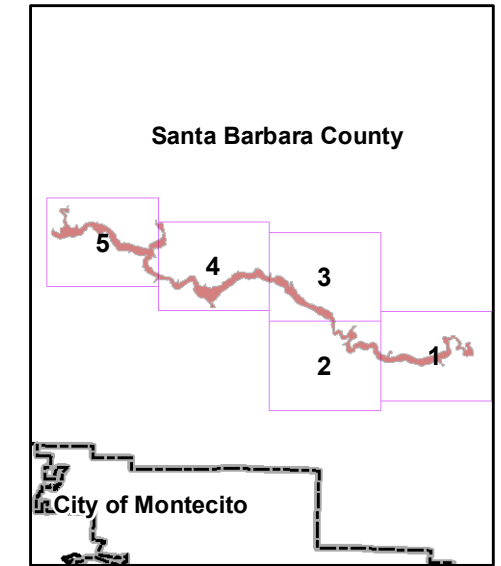
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM PMF INUNDATION MAP

Panel 5 of 5

## PANEL LOCATOR



Gibraltar Reservoir  
 Arrival Time ≈ 2 Hours 12 Minutes  
 Depth PMF ≈ 16'

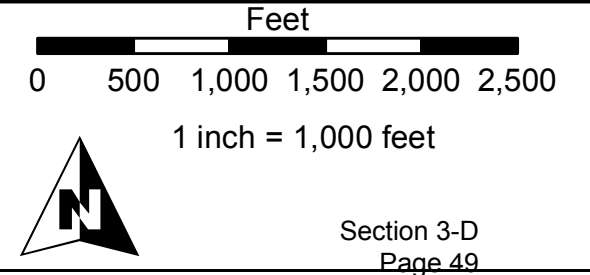
JOINS TO SHEET 4

## EXPLANATION

- Probable Maximum Flood Breach Inundation
- Inundated Structures
- Dam Alignment
- Distance Downstream from Dam (miles)
- Arrival Time
- Stream Centerline
- Reservoir
- County Boundaries
- Corporate Limits



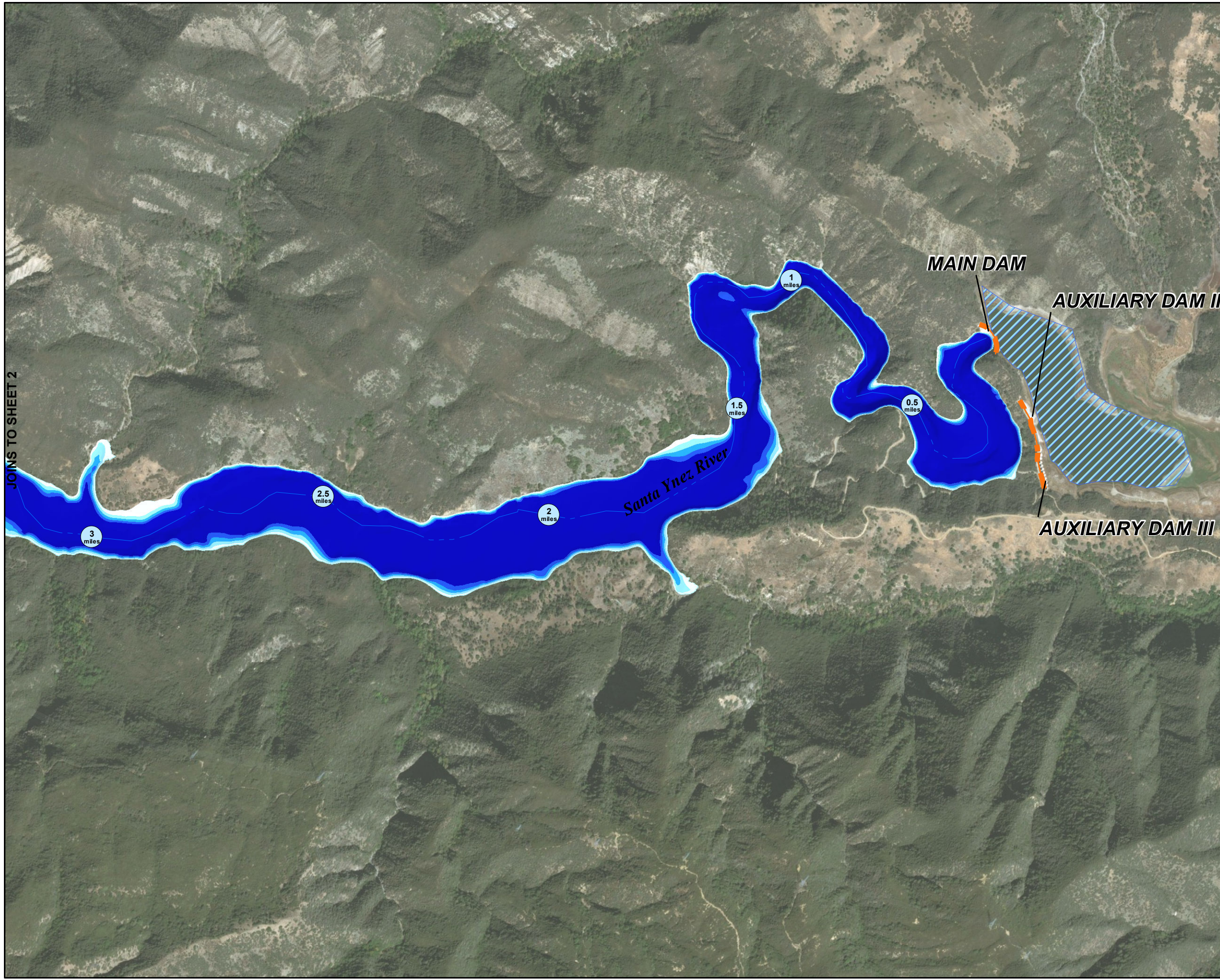
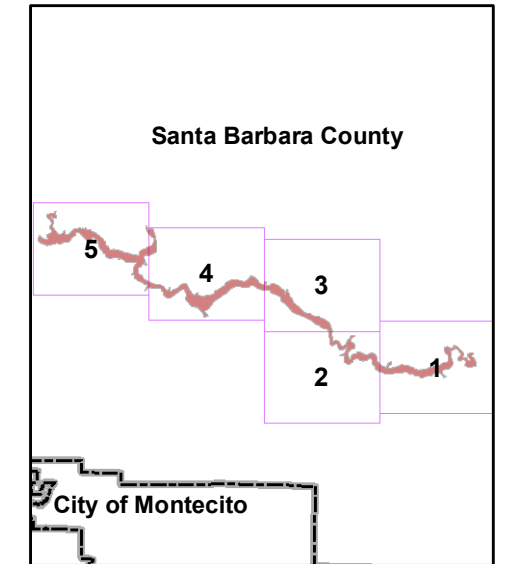
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM SUNNY DAY DEPTH GRID

Panel 1 of 5

## PANEL LOCATOR



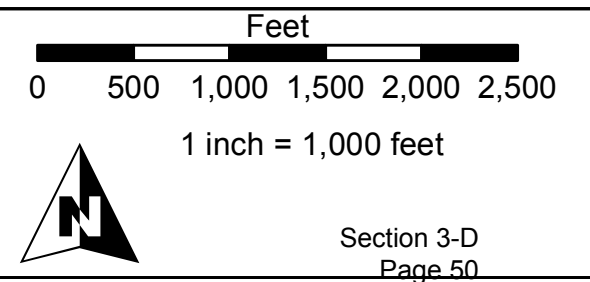
JOINS TO SHEET 2

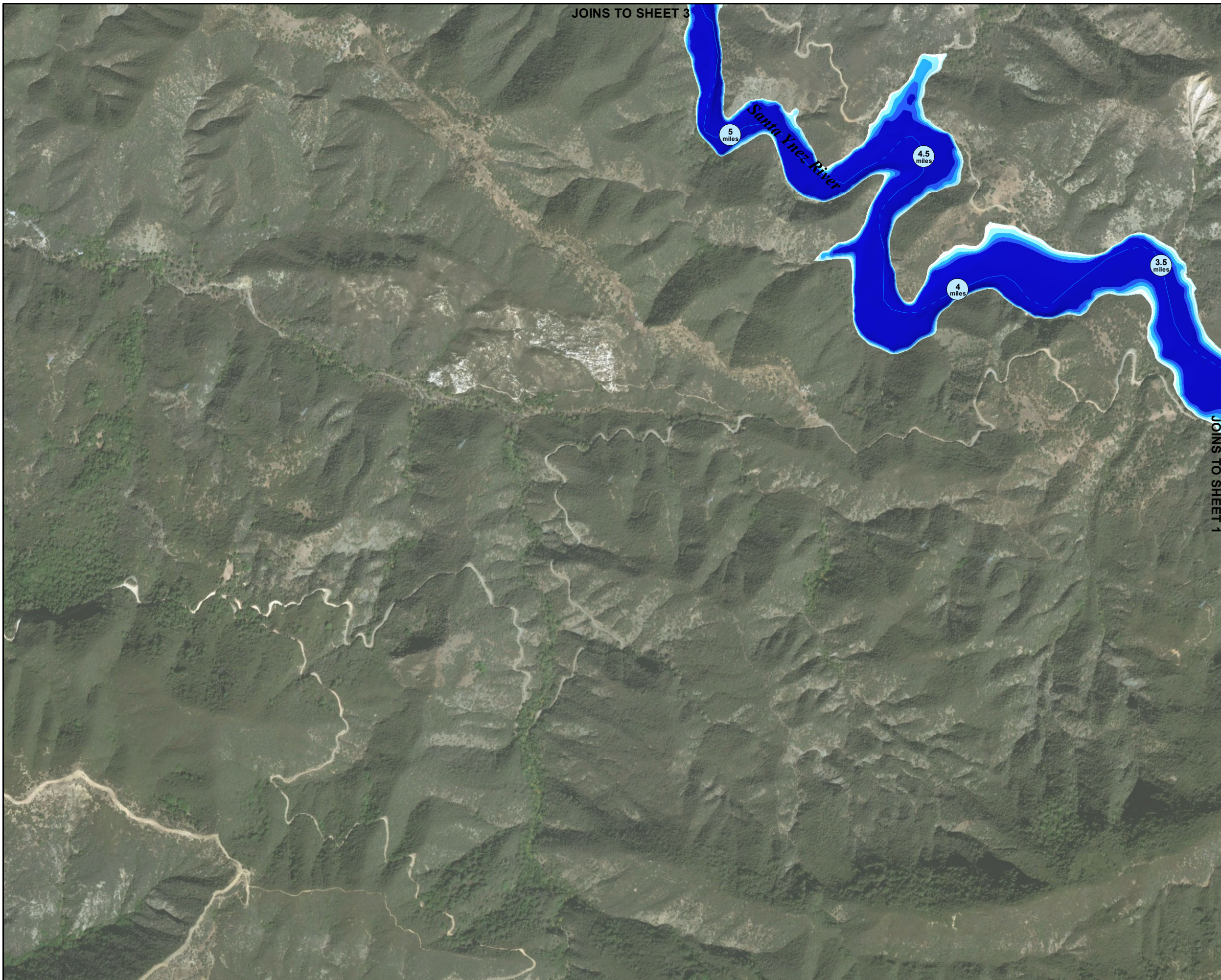
## EXPLANATION

- Dam Alignment
  - Distance Downstream from Dam (miles)
  - Stream Centerline
  - Reservoir
  - County Boundaries
  - Corporate Limits
- Depth**
- < 5'
  - 5' - 10'
  - 10' - 15'
  - 15' - 20'
  - > 20'



The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure

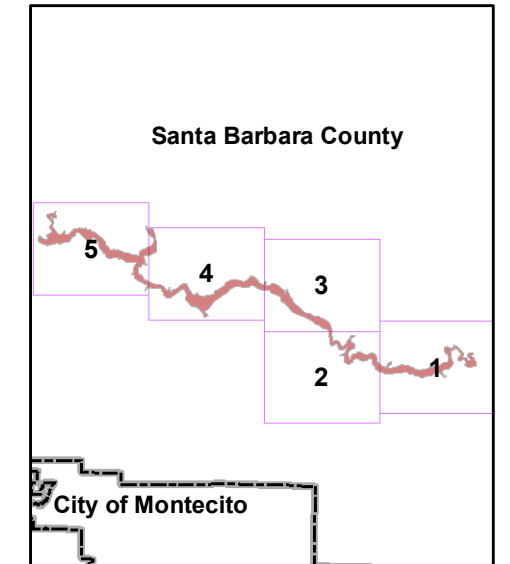




# JUNCAL DAM SUNNY DAY DEPTH GRID

Panel 2 of 5

## PANEL LOCATOR

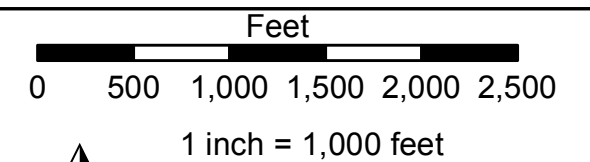


## EXPLANATION

- Dam Alignment
  - Distance Downstream from Dam (miles)
  - Stream Centerline
  - Reservoir
  - County Boundaries
  - Corporate Limits
- Depth**
- < 5'
  - 5' - 10'
  - 10' - 15'
  - 15' - 20'
  - > 20'



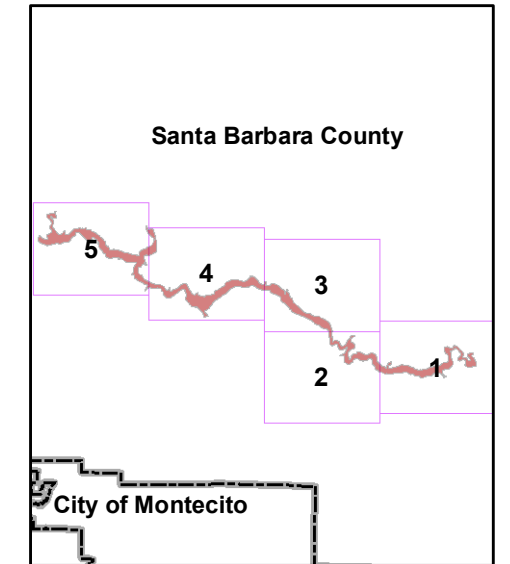
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM SUNNY DAY DEPTH GRID

Panel 3 of 5

## PANEL LOCATOR

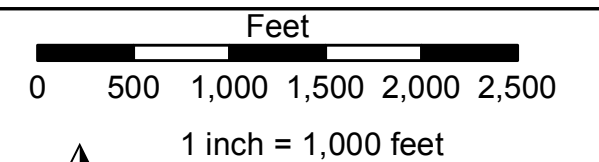


## EXPLANATION

- Dam Alignment
  - Distance Downstream from Dam (miles)
  - Stream Centerline
  - Reservoir
  - County Boundaries
  - Corporate Limits
- Depth**
- < 5'
  - 5' - 10'
  - 10' - 15'
  - 15' - 20'
  - > 20'



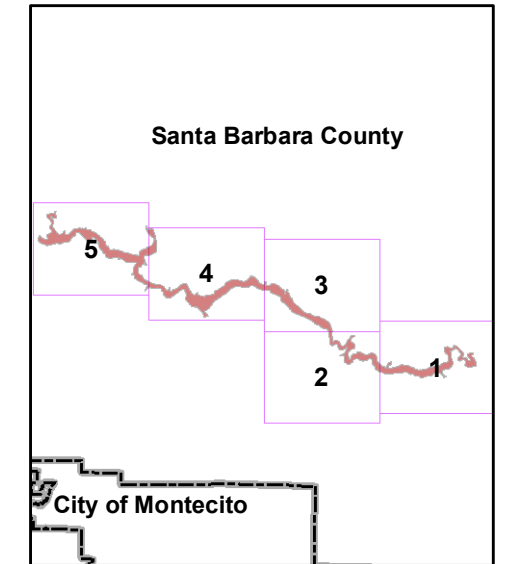
The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



# JUNCAL DAM SUNNY DAY DEPTH GRID

Panel 4 of 5

## PANEL LOCATOR

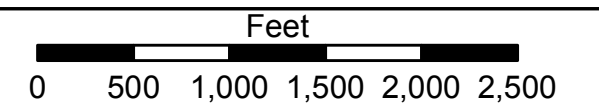


## EXPLANATION

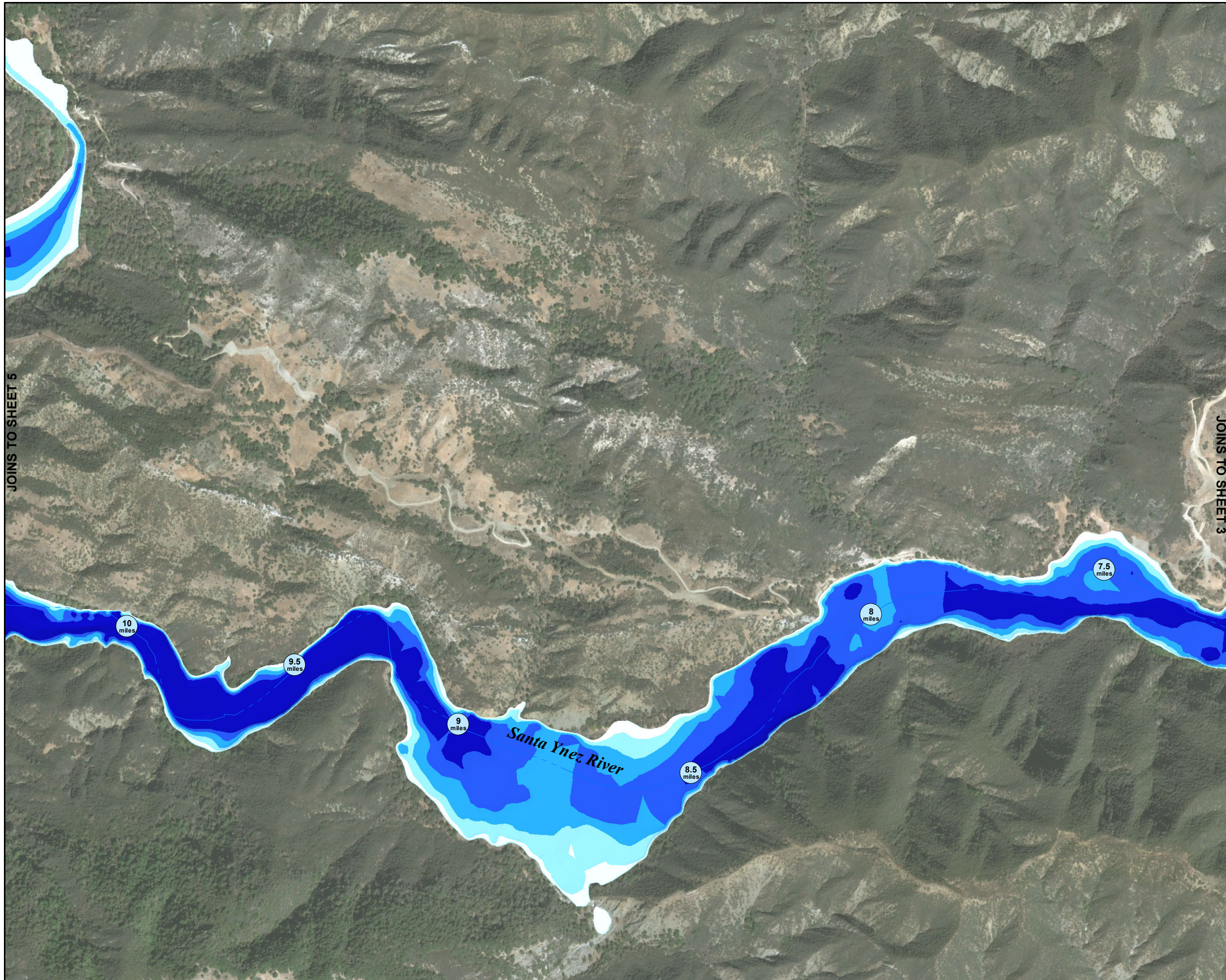
- Dam Alignment
  - Distance Downstream from Dam (miles)
  - Stream Centerline
  - Reservoir
  - County Boundaries
  - Corporate Limits
- Depth**
- < 5'
  - 5' - 10'
  - 10' - 15'
  - 15' - 20'
  - > 20'



The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



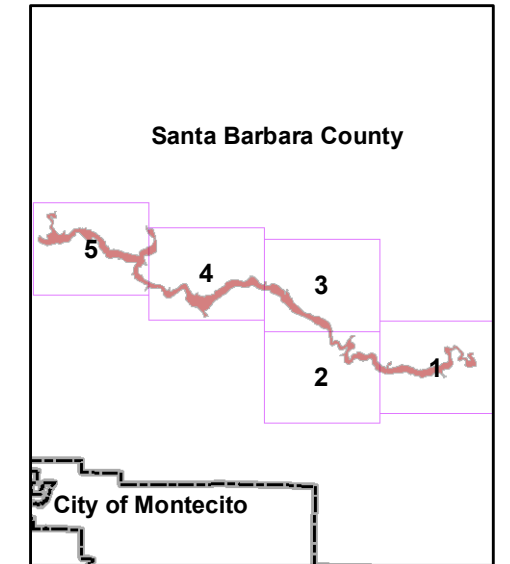
1 inch = 1,000 feet



# JUNCAL DAM SUNNY DAY DEPTH GRID

Panel 5 of 5

## PANEL LOCATOR

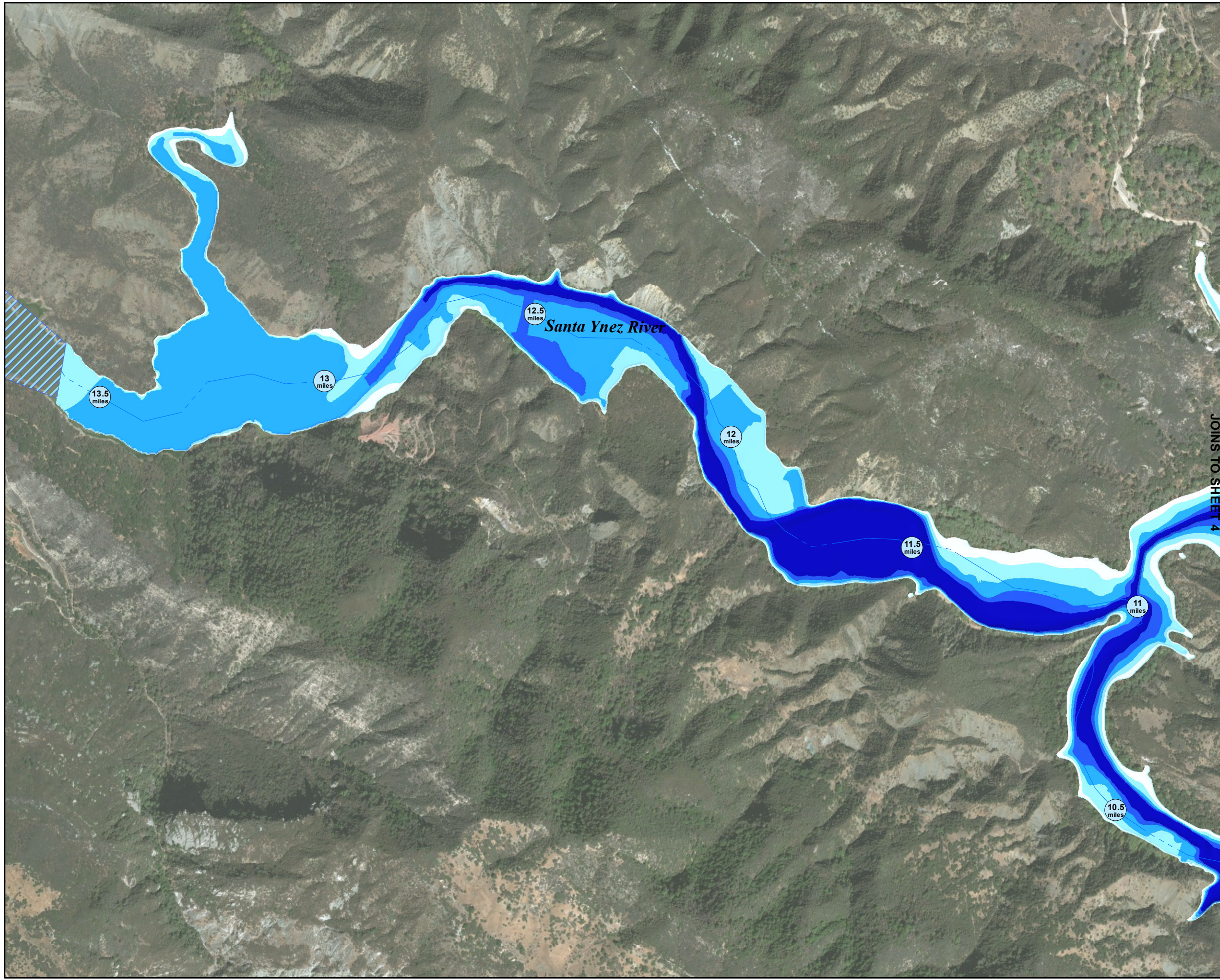
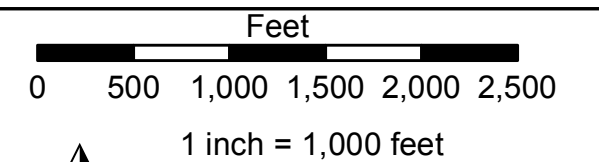


## EXPLANATION

- Dam Alignment
  - Distance Downstream from Dam (miles)
  - Stream Centerline
  - Reservoir
  - County Boundaries
  - Corporate Limits
- Depth**
- < 5'
  - 5' - 10'
  - 10' - 15'
  - 15' - 20'
  - > 20'



The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure

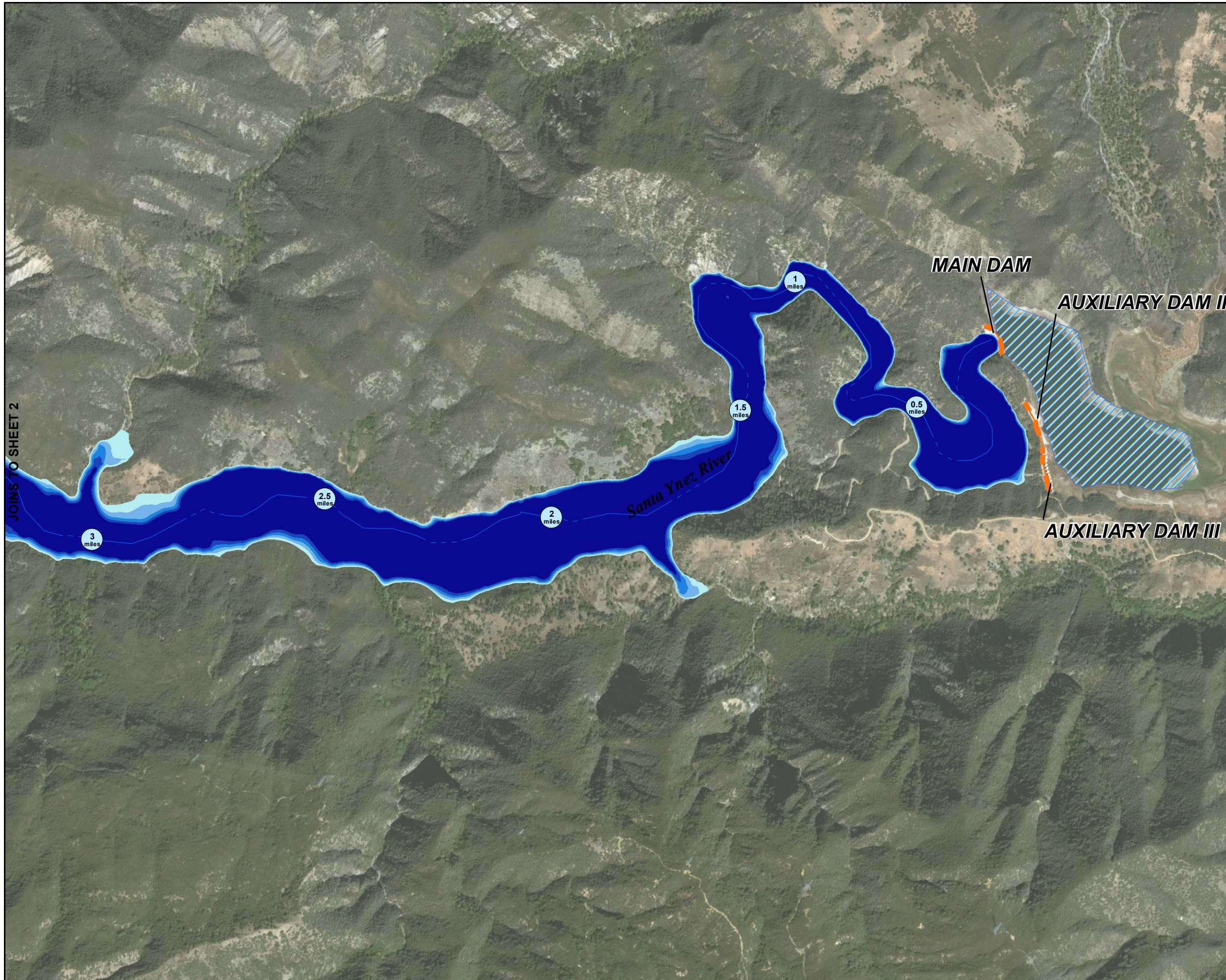
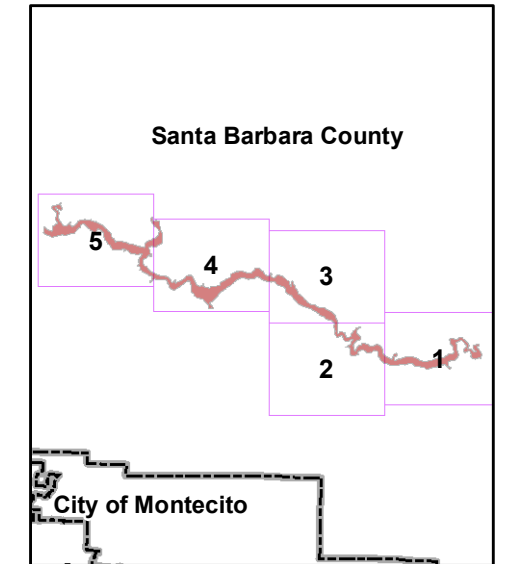


JOINS TO SHEET 4

# JUNCAL DAM PMF DEPTH GRID

Panel 1 of 5

## PANEL LOCATOR



## EXPLANATION

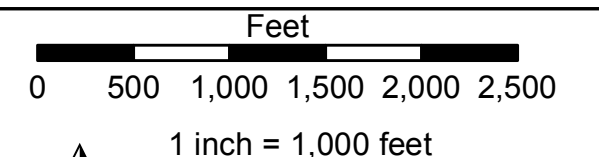
- Dam Alignment
- Distance Downstream from Dam (miles)
- Stream Centerline
- Reservoir
- County Boundaries

### Depth

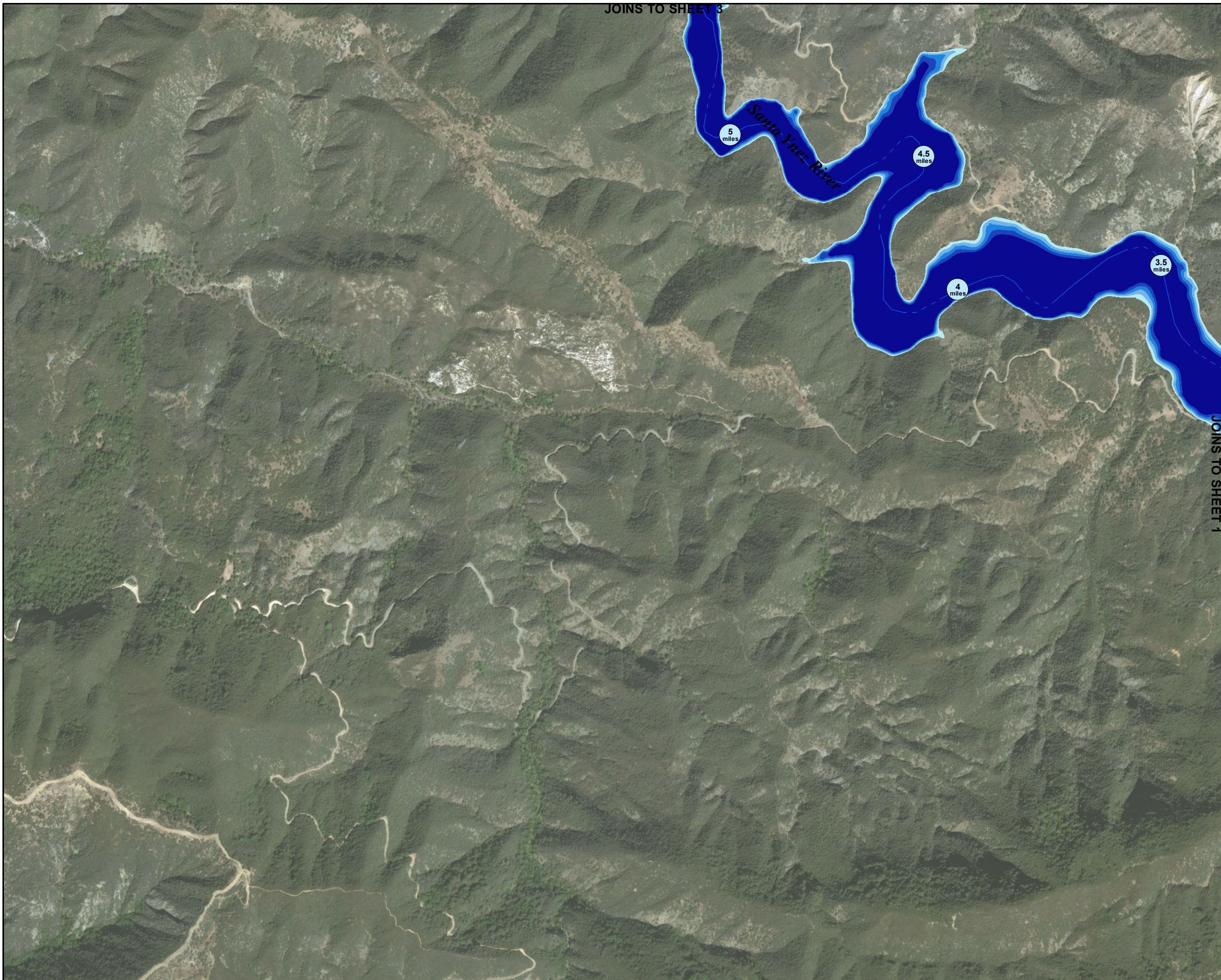
- < 5
- 5 - 10
- 10 - 15
- 15 - 20
- > 20



The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



JOINS TO SHEET 3

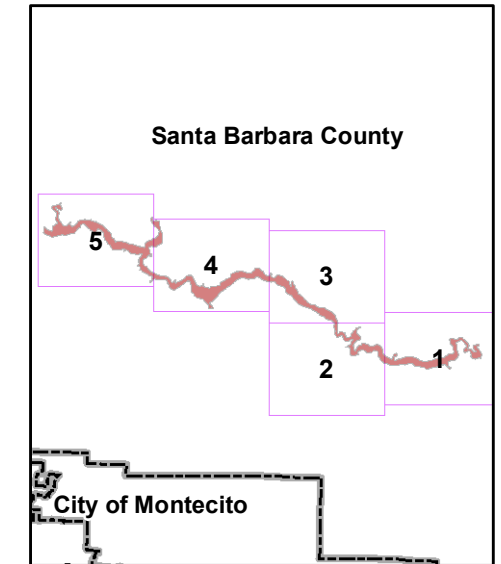


JOINS TO SHEET 1

# JUNCAL DAM PMF DEPTH GRID

Panel 2 of 5

## PANEL LOCATOR



## EXPLANATION

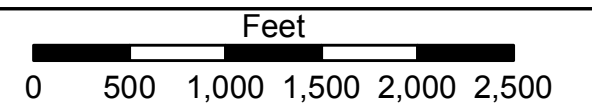
- Dam Alignment
- Distance Downstream from Dam (miles)
- Stream Centerline
- Reservoir
- County Boundaries

### Depth

- < 5
- 5 - 10
- 10 - 15
- 15 - 20
- > 20



The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



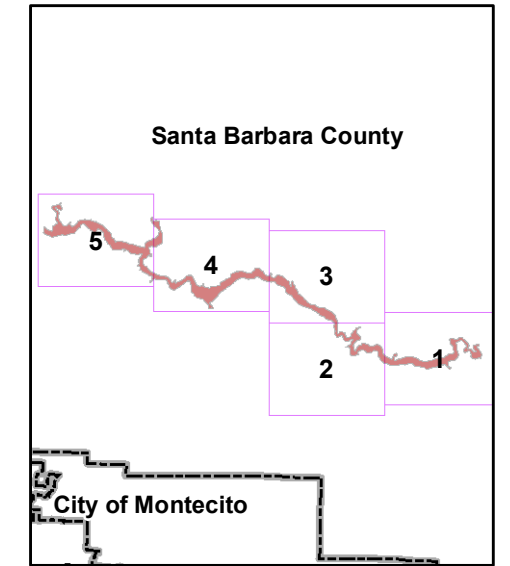
1 inch = 1,000 feet



# JUNCAL DAM PMF DEPTH GRID

Panel 3 of 5

## PANEL LOCATOR



## EXPLANATION

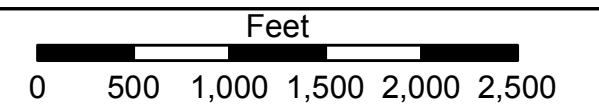
- Dam Alignment
- Distance Downstream from Dam (miles)
- Stream Centerline
- Reservoir
- County Boundaries

### Depth

- < 5
- 5 - 10
- 10 - 15
- 15 - 20
- > 20



The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



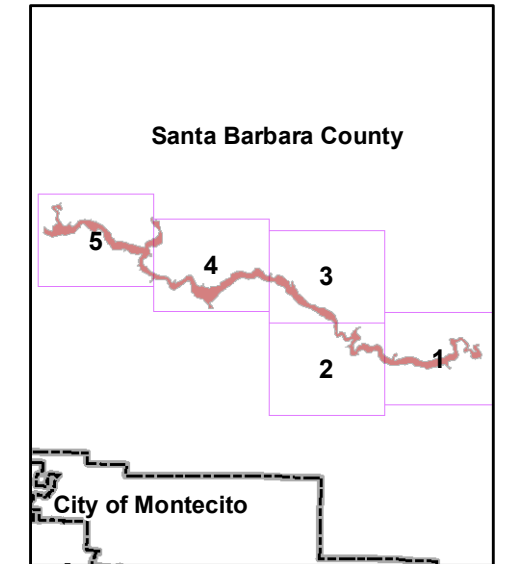
1 inch = 1,000 feet



# JUNCAL DAM PMF DEPTH GRID

Panel 4 of 5

## PANEL LOCATOR



## EXPLANATION

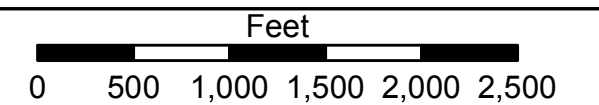
- Dam Alignment
- Distance Downstream from Dam (miles)
- Stream Centerline
- Reservoir
- County Boundaries

### Depth

- < 5
- 5 - 10
- 10 - 15
- 15 - 20
- > 20



The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure



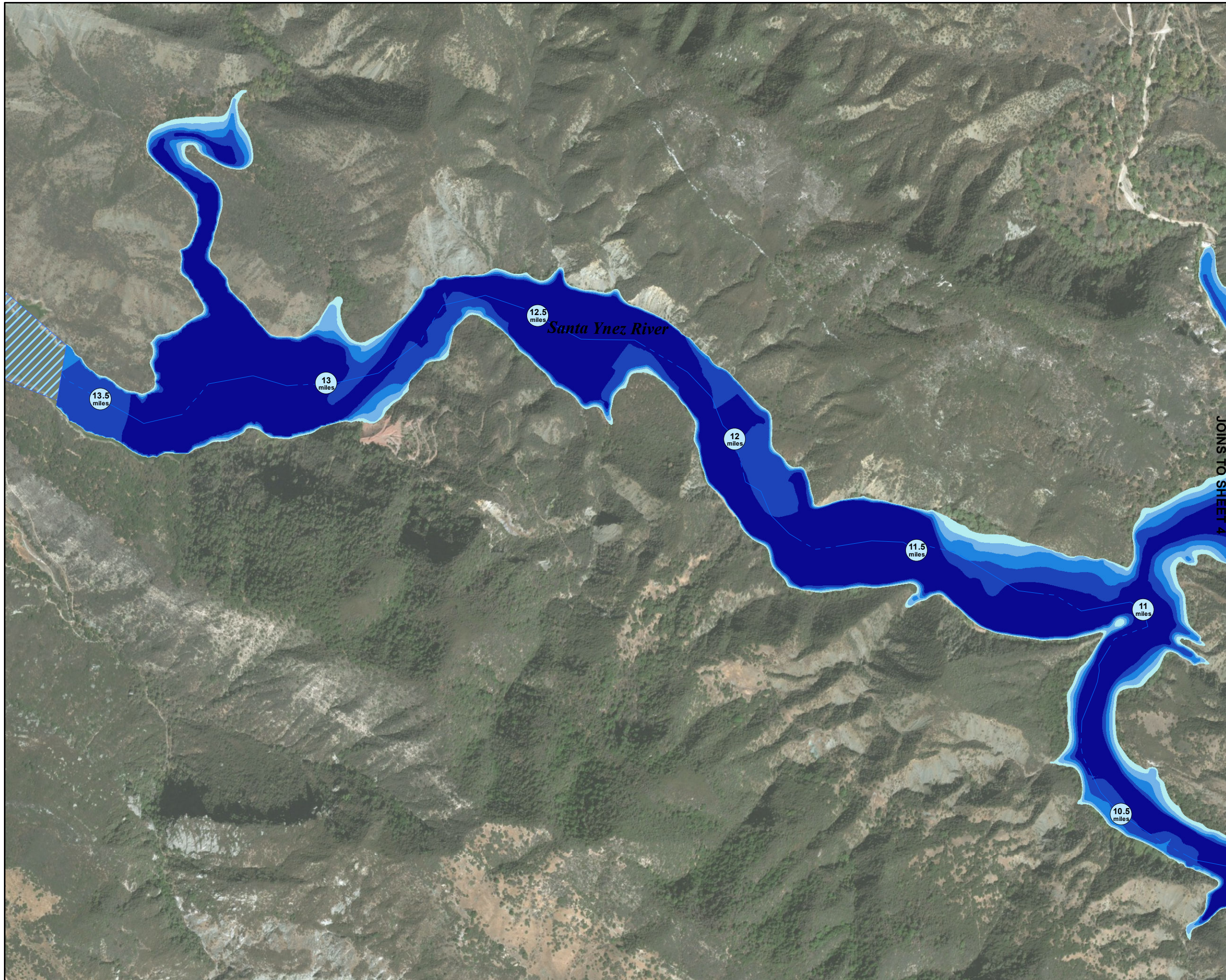
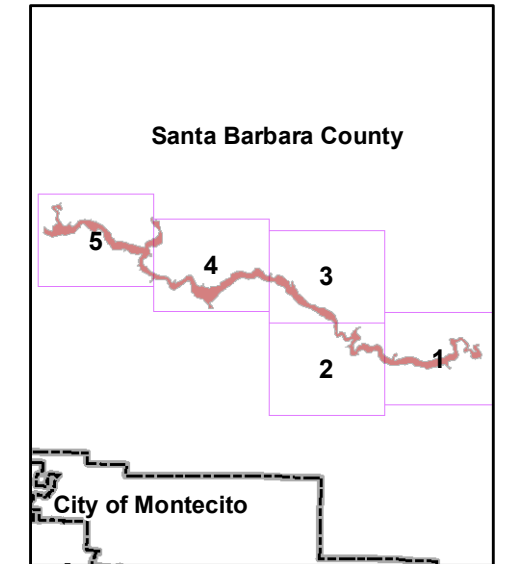
1 inch = 1,000 feet



# JUNCAL DAM PMF DEPTH GRID

Panel 5 of 5

## PANEL LOCATOR



## EXPLANATION

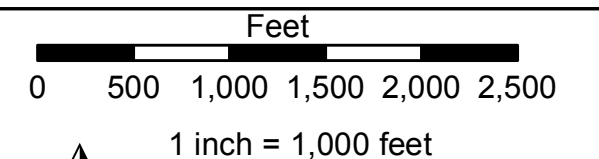
- Dam Alignment
- Distance Downstream from Dam (miles)
- Stream Centerline
- Reservoir
- County Boundaries

### Depth

- < 5
- 5 - 10
- 10 - 15
- 15 - 20
- > 20



The methods used to develop inundation zones and flood wave arrival times are approximate and should only be used as guidance for establishing evacuation zones. Actual areas inundated will depend on actual failure and pre-failure





**MONTECITO WATER DISTRICT  
MEMORANDUM**

**SECTION: 3-E**

**DATE: MAY 14, 2018**

**TO: OPERATIONS COMMITTEE**

**FROM: ENGINEERING MANAGER**

**SUBJECT: FY 2018-19 CAPITAL & EQUIPMENT BUDGET RECOMMENDATION**

**RECOMMENDATION:**

Staff recommends that the Operations Committee consider recommending approval of the proposed Capital & Equipment Budget for the FY18/19 Budget to the Board of Directors.

**DISCUSSION:**

Infrastructure planning and investment is critical to the ongoing reliability of the District's distribution and treatment systems. The proposed capital projects and equipment purchases for inclusion in the FY 2018-19 Budget are critical to improve the financial certainty and predictability of operating and maintaining District facilities.

District facilities include approximately 114 miles of pipelines, two surface water treatment plants, 2,556 valves, 922 fire hydrants, 4,605 meters, 51 pressure regulating stations and 9 pump stations. The ages and materials of District facilities vary greatly and, in turn, the current condition and failure risk associated with these facilities varies as well.

The Capital and Equipment Budget is developed by the General Manager, Engineering Manager, Business Manager, and Treatment and Distribution Supervisors. The managers consider the budget requests from each department with respect to priority and available revenue for the fiscal year. The proposed FY 2018-19 Capital and Equipment Budget includes the following infrastructure improvements and equipment purchases.

It is important to note that some budget items may be covered by Federal and/or State grants aimed at mitigating future impacts from natural disasters. Projects that have been submitted for grant funding have been noted below.

## PIPELINE REPLACEMENT

- **US 101 Crossing at Coast Village Road (\$200,000)** – this project includes the installation of a structural pipe liner through a 140-foot section of 6-inch steel water main inside a 12-inch steel casing underneath the US101 highway. Preliminary investigations could not locate the entire length of the 12-inch casing without opening up lanes of the US 101 highway. To avoid impacting US 101 traffic and lanes, the District will hire a contractor to expose the pipe on either side and hire a pipe lining contractor to complete a structural liner within the existing 6-inch steel pipe. The reduction in pipe interior diameter will have minimal impact on the system hydraulics in this area.
- **Small Main (2-inch) Replacements (\$200,000)** – this project will replace approximately 1,500 linear feet of 2-inch galvanized water mains. Galvanized water mains are very problematic, causing frequent main breaks and temporary water outages in key locations around the District. This project would replace 2-inch galvanized mains with 2-inch copper mains at (1) Hosmer Lane (2) Posilipo Lane (3) San Ysidro Lane and (3) Coast Village Circle.
- **Fernald Point Bridge Water Main Relocation (\$50,000)** – This is a carryover project from FY 2016/17, due to delays from the County of Santa Barbara over the last several years. The County of Santa Barbara Public Works Department is replacing the Fernald Point Bridge. This project will require the District to relocate its existing 6-inch cast iron water main originally installed in 1955. The County's schedule for implementation is anticipated to be in early 2018.

## PUMPING / WELLS / VALVING / TREATMENT

- **Well Pump and Motor Replacement (\$25,000)** – the District operates 12 groundwater wells to meet potable and non-potable demands in the system. This project includes the replacement of the well pump and motor. The exact location of the pump and motor replacement is to be determined.
- **Treatment Enhancements at Bella Vista (\$200,000)** – the Thomas Fire in December 2017 burned the entirety of the Jameson Lake watershed, increasing total organic concentrations in lake water. This project would install granular activated carbon (GAC) inside one of the existing sand filters at Bella Vista Treatment Plant to help reduce the additional organic content and install an aeration unit (blower) in the Bella Vista reservoir to reduce the concentration of Disinfection By-Products (THMs & HAAs) in the treated water. The project would also include THM monitoring equipment installation at Bella Vista to allow operators to real-time monitor THM levels.
- **Doulton & Bella Vista Flow Control Valves (45,350)** – this project is the final phase of a multi-year project to replace the treatment plant flow control valves at

both Bella Vista and Doulton Treatment Plants. The new electric valves will replace existing pneumatic valves. This project includes the replacement of one 3-inch flow control valve at Doulton Treatment Plant and at Bella Vista Treatment Plant, replace two 3-inch filter to waste valves, two 3-inch effluent valves, and two air valves.

- **Automatic Transfer Switch Installations (\$78,880)** – the District backup generators power pump stations, treatment plants, and structures. Several of the backup generators are manually transferred from Edison power to backup generator power. This project would install Automatic Transfer Switches (ATS) at five locations including Bella Vista Treatment Plant, Doulton Treatment Plant, Office Pump Station, Romero Pump Station, and Barker Pass Pump Station.
- **Doulton Treatment Plant Reclaim Tank (\$45,000)** – Doulton Treatment Plant treats water from the south portal and serves a portion of Toro Canyon residents with treated potable water. This treatment plant operates two filters that require backwashing every 2 days to remove solids buildup on the filters. The backwashing process discharges water into a temporary non-potable tank where sludge builds up over time. The current reclaimed water tank is too small to handle the backwash volume and overflows during normal operations, especially once sludge has built up in the bottom of the tank. The new tank will have adequate capacity for the backwash volume and sludge.
- **Buena Vista Reservoir Static Mixer (\$14,840)** – Buena Vista Reservoir is the District's most vulnerable reservoir for water age, making it the most susceptible to creating Disinfection By-Products. Adding the mixer will eliminate flow shortcuts inside the reservoir that create pockets of water that has additional age and risk for meeting State and Federal water quality regulations. Static mixers have proven extremely effective in other District reservoirs. For FY 2018/19, a static mixer will be placed inside the reservoir. The mixer runs using hydraulic energy from the reservoir fill line and will require little to no maintenance and will not need to be monitored during use. It will be maintained and monitored annually to ensure adequate flow.

## **METER ENHANCEMENTS**

- **Production Meter Replacements (\$10,000)** – the District relies on accurate metering of all produced water to properly account for all water entering the system and account for system leaks and losses. Production meters need to be efficiently calibrated/verified on an annual basis. With magnetic flow meters replacing propeller meters, the District will get a long-term investment that meets AWWA standards. This will help minimize errors and repair costs for accurate measurements for production. The District will replace three meters at groundwater well locations in the 2018/19 budget year.

- Advanced Metering Infrastructure Program (\$334,000)** – the average age of the District’s 4,605 customer meters is 14 years, with 730 meters older than 20 years and 2,500 meters older than 16 years which is an industry accepted age to replace meters. Meters lose accuracy over time which results in lost revenue for the District. In FY 2018/19, the District will select, procure, and install “smart” meters on all customer meters and implement Advanced Metering Infrastructure (AMI) including meter radios and radio collection points to automatically collect customer meter data. The capital cost of this program is approximately \$3.0M and will be financed resulting in an annual payment of approximately \$304,000. This cost includes the cost of the meters, meter radios, new composite meter boxes, radio collector equipment, and third-party installation of all meters and AMI equipment. Annual operating costs are approximately \$30,000 and include software and data hosting, customer web portal, and maintenance on radio collectors. The annual cost savings is \$74,000 savings for the current manual meter reading contractor. There will be an annual increase in sales due to improved meter reading accuracy.

## EQUIPMENT

- Truck Replacements & Other Equipment (\$221,000)** – The District’s *Vehicle Replacement Policy* adopted in November 2004, establishes replacement criteria of 8 years or 90,000 miles for all utility truck. The policy also recommends that physical condition, maintenance history, safety and functionality be considered when making a determination whether to replace a District vehicle. For the FY 2018/19 Budget, the District will replace one Distribution Utility truck (Vehicle #155) and one Treatment utility truck (Vehicle #141). The District will also purchase and install emergency generators for three locations; the Distribution “shop”, Barker Pass and Amapola Well to provide backup power at these locations.

## OTHER

- Thomas Fire and Debris Flow Project Match (\$187,500)** – in FY2018/19, the District will continue its recovery efforts from the Thomas Fire and January 9 2018 debris flow events. Project work includes four highline repairs to reinstate the 14-inch transmission pipeline and replacement of water mains at three bridge locations on Highway 192 across Montecito. The expected cost of these projects is \$3.0M including design, surveying, permitting, contracts, and construction. FEMA funding covers 75% of the total cost and CalOES covers 18.75%. The required District match is the remaining 6.25% of \$3.0M, or \$187,500.
- Jameson Lake Communications (\$150,000)** – historically, the District has maintained over 5 miles of utility poles and communications cable between Bella Vista Treatment Plant and Jameson Lake to provide hard wired communications

between Jameson Lake equipment and Dam Caretaker and operations on the south side of the Santa Ynez mountains. The poles and cabling are highly susceptible to damage from weathering and unstable slopes and are at the end of their useful life. The District currently has a temporary satellite internet setup but this solution is not cost effective long term with extremely high data transfer costs for satellite internet. This project would implement a “2-hop” radio communications solution between the lake, East Camino Cielo, and Office allowing faster data transfer and providing long term communications solution. Two radio towers would be installed, one at Jameson Lake and one on East Camino Cielo.