

**REGULAR MEETING  
OF  
CACHUMA OPERATION AND MAINTENANCE BOARD**  
*held at*  
**3301 Laurel Canyon Road  
Santa Barbara, CA 93105**

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**Monday, February 24, 2020**

**1:00 PM**

**AGENDA**

1. **CALL TO ORDER, ROLL CALL**
2. **PUBLIC COMMENT** (*Public may address the Board on any subject matter not on the agenda and within the Board's jurisdiction. See "Notice to the Public" below. Please make your comments from the podium once acknowledged by the President of the Board.*)
3. **CONSENT AGENDA** (*All items on the Consent Agenda are considered to be routine and will be approved or rejected in a single motion. Any item placed on the Consent Agenda may be removed and placed on the Regular Agenda for discussion and possible action upon the request of any Board Member.*)  
Action: Recommend Approval of Consent Agenda by motion and roll call vote of the Board:
  - a. Minutes of January 27, 2020 Regular Board Meeting
  - b. Investment of Funds
    - Financial Reports
    - Investment Reports
  - c. Review of Paid Claims
4. **VERBAL REPORTS FROM BOARD COMMITTEES**  
Receive verbal information regarding the following committee meetings:
  - Operations Committee Meeting – February 10, 2020
  - Administrative Committee Meeting – February 13, 2020
  - Fisheries Committee Meeting – February 19, 2020
5. **UPDATED 2020 PERSONNEL POLICY AND EMPLOYEE HANDBOOK**  
Action: The Board of Directors receive and file the Personnel Policy and Employee Handbook
6. **PURCHASE OF WATER QUALITY MONITORING BUOY**  
Action: Recommend approval by motion and roll call vote of the Board
7. **RESOLUTION NO. 704 – 2021-2025 INFRASTRUCTURE IMPROVEMENT PLAN**  
Action: Recommend approval and adoption by motion and roll call vote of the Board
8. **NATIONAL FISH AND WILDLIFE FOUNDATION GRANT**  
Action: Recommend approval by motion and roll call vote of the Board

**9. GENERAL MANAGER REPORT**

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

- Administration
- Meetings
- U.S. Bureau of Reclamation

**10. ENGINEER / OPERATIONS REPORT**

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

- Climate Conditions
- Annual Permit Reporting
- AWIA Risk and Resilience Assessment
- Infrastructure Improvement Project Updates
- Lake Cachuma Operations
- Operation and Maintenance Activities

**11. FISHERIES DIVISION REPORT**

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

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

**12. PROGRESS REPORT ON LAKE CACHUMA OAK TREE PROGRAM**

Receive information regarding the Lake Cachuma Oak Tree Program including but not limited to the following:

- Maintenance and Monitoring

**13. MONTHLY CACHUMA PROJECT REPORTS**

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

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

**14. DIRECTORS' REQUESTS FOR AGENDA ITEMS FOR FUTURE MEETING**

**15. [CLOSED SESSION]: CONFERENCE WITH LEGAL COUNSEL: EXISTING AND POTENTIAL LITIGATION**

- a. [Government Code Section 54956.9(d)(1)]  
Name of matter: *Cachuma Operation & Maintenance Board v. Santa Ynez River Water Conservation District, Improvement District Number 1*, Case No. 19CV01873 – Breach of Contract and Declaratory Relief

**16. RECONVENE INTO OPEN SESSION**

- [Government Code Section 54957.7]  
Disclosure of actions taken in closed session, as applicable  
[Government Code Section 54957.1]

- 15a. *Cachuma Operation & Maintenance Board v. Santa Ynez River Water Conservation District, Improvement District Number 1*, Case No. 19CV01873 – Breach of Contract and Declaratory Relief

**17. MEETING SCHEDULE**

- **March 23, 2020 at 1:00 PM, COMB Office**
- **Board Packages available on COMB website [www.cachuma-board.org](http://www.cachuma-board.org)**

**18. COMB ADJOURNMENT**

**NOTICE TO PUBLIC**

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

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

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

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

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

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**MINUTES OF A REGULAR MEETING  
OF  
CACHUMA OPERATION AND MAINTENANCE BOARD**

**held at**  
3301 Laurel Canyon Road, Santa Barbara, CA 93105

**Monday, January 27, 2020  
1:00 PM**

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**1. CALL TO ORDER, ROLL CALL**

In the absence of President Holcombe, the meeting was called to order by Vice President Sneddon at 1:00 PM.

**Directors Present:**

Kristen Sneddon, City of Santa Barbara  
Lauren Hanson, Goleta Water District  
Cori Hayman, Montecito Water District

**General Counsel Present:**

William Carter, Musick, Peeler & Garrett, LLP

**Staff Present:**

Janet Gingras, General Manager	Elijah Papen, Program Analyst
Edward Lyons, Administrative Manager/CFO	Tim Robinson, Fisheries Division Manager
Joel Degner, Water Resources Engineer	Dorothy Turner, Administrative Assistant II
Scott Engblom, Project Biologist	Scott Volan, Project Biologist

**Others Present:**

Peter Cantle, CCRB Executive Director	Duane Stroup, Reclamation Deputy Area Manager
Dan Cavanaugh, Reclamation Project Manager	Cathy Taylor, City of Santa Barbara

**2. PUBLIC COMMENT**

Mr. Duane Stroup introduced himself and Mr. Dan Cavanaugh, to the Board of Directors.

**3. CONSENT AGENDA**

- a. Minutes of December 16, 2019 Regular Board Meeting
- b. Investment of Funds
  - Financial Reports
  - Investment Reports
- c. Review of Paid Claims

Ms. Gingras presented the Consent Agenda as contained in the Board packet. She reviewed revenues, noting receipt of grant funds and highlighted various expenditures. Additionally she reported that the return of unexpended member agency funds for fiscal year 2018-19 would appear on the February Paid Claims report.

A motion to approve the Consent Agenda as presented was put forth by Director Hanson and seconded by Director Hayman. The motion carried with a vote of five in favor.

**Ayes:** Hayman, Hanson, Sneddon  
**Nays:**  
**Absent:** Holcombe  
**Abstain:**

#### **4. VERBAL REPORTS FROM BOARD COMMITTEES**

- *Administrative Committee Meeting – January 16, 2020* – Ms. Gingras reported on behalf of the Administrative Committee, advising that all but item number six would be covered in this Board meeting
- *Operations Committee Meeting – January 17, 2020* – Director Sneddon reported on behalf of the Operations committee, noting that item number three would come before the Board at a later time and that updates on the remaining items would be covered in staff memos.
- *Fisheries Committee Meeting – January 21, 2020* – Director Hayman reported on behalf of the Fisheries Committee, stating that all items would be covered in this Board meeting.

#### **5. CONTRACTS EXECUTED BY THE GENERAL MANAGER – 2<sup>ND</sup> QUARTER FISCAL YEAR 2019-20**

Ms. Gingras presented the staff memo listing the contracts executed by the General Manager for the 2<sup>nd</sup> quarter. She noted that all contracts of \$25,000 or more had been approved previously by the Board.

#### **6. FINANCIAL REVIEW – 2<sup>ND</sup> QUARTER FISCAL YEAR 2019-20**

Mr. Lyons reviewed COMB's quarterly financial position in comparison to the budget, providing detail regarding revenues and expenditures by division. He highlighted various line items out of alignment with the budget and provided explanations for the variances. In summary, Mr. Lyons stated that the overall financial position is consistent with the budget for the period reviewed.

#### **7. GENERAL MANAGER REPORT**

- Administration
- Meetings
- U. S. Bureau of Reclamation
- COMB 2019 Activities and Accomplishments per Division

Ms. Gingras presented the General Manager report as contained in the Board packet. She highlighted efforts under way to improve server efficiency and security and Reclamation's request for technical support in implementing Term 24 of the State Water Board Order for the Cachuma Project. She fielded questions from the Board. Finally, Ms. Gingras reviewed the 2019 accomplishments of each division which was received by the Board with congratulations to staff.

#### **8. ENGINEER / OPERATIONS REPORT**

- Climate Conditions
- Lake Cachuma Water Quality and Sediment Management Study
- Infrastructure Improvement Project Updates
- Lake Cachuma Operations
- Operation and Maintenance Activities

Mr. Degner presented the Engineer and Operations report and provided the Board with updates on climate conditions and a comparison of inflows to Lake Cachuma and Gibraltar Dam. He noted the unique opportunity to sample water quality following the Cave Fire and reviewed the work accomplished during the South Coast Conduit Schedule D shutdowns. Additionally, Mr. Degner reported the status of the draft Infrastructure Improvement Plan and the AWIA Risk and Resiliency Assessment. He stated that the Operations Division continues with routine maintenance tasks. Mr. Degner fielded questions from the Board.

#### **9. QUIOTA CREEK CROSSING 8 FISH PASSAGE IMPROVEMENT PROJECT UPDATE**

Mr. Robinson presented a comprehensive update on the Quiota Creek Crossing 8 project which completed on January 8, 2020. He reviewed the financial status of the project and summarized the final tasks necessary to wrap up the project and finalize the addendum for Santa Barbara County.

#### **10. PRESENTATION ON HABITAT IMPROVEMENT PROJECTS**

Mr. Robinson narrated the presentation of the Habitat Improvement Projects completed over the last twenty years. He provided in-depth history of all the projects and fielded questions from the Board. The Board complimented the work that the Fisheries Division has undertaken for the betterment of O. mykiss habitats.

#### **11. FISHERIES DIVISION REPORT**

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

Mr. Robinson presented the Fisheries Division report, noting that water deliveries to Hilton Creek were sustaining the O. mykiss population. He reported that all compliance monitoring, including soon to be initiated migrant trapping, was moving forward. Mr. Robinson noted that the Annual Monitoring Reports and Annual Monitoring Summaries were complete and up to date and, with incorporation of any final Reclamation input, should be submitted back to Reclamation this week.

#### **12. PROGRESS REPORT ON LAKE CACHUMA OAK TREE PROGRAM**

- Maintenance and Monitoring

Mr. Robinson presented the report on the status of the Oak Tree program, reporting that all three hundred trees had been planted. The remaining work of GPS tagging, mulching and inventorying is under way.

#### **13. MONTHLY CACHUMA PROJECT REPORTS**

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

Ms. Gingras presented the Cachuma Project reports, noting they covered the first quarter of the water year. She added that the reporting model has been improved, resulting in more accurate control of water loss reporting. Ms. Gingras fielded questions from the Board.

**14. DIRECTORS' REQUESTS FOR AGENDA ITEMS FOR FUTURE MEETING**

There were no director requests for future agenda items.

**15. [CLOSED SESSION]: CONFERENCE WITH LEGAL COUNSEL: EXISTING AND POTENTIAL LITIGATION**

- a. [Government Code Section 54956.9(d)(1)]  
Name of matter: *Cachuma Operation & Maintenance Board v. Santa Ynez River Water Conservation District, Improvement District Number 1*, Case No. 19CV01873 – Breach of Contract and Declaratory Relief

The Board entered into Closed Session at 3:00 PM.

**16. RECONVENE INTO OPEN SESSION**

[Government Code Section 54957.7]  
Disclosure of actions taken in closed session, as applicable  
[Government Code Section 54957.1]

- 15a. *Cachuma Operation & Maintenance Board v. Santa Ynez River Water Conservation District, Improvement District Number 1*, Case No. 19CV01873 – Breach of Contract and Declaratory Relief

The Board came out of Closed Session at 3:41 PM. There was no reportable action.

**17. MEETING SCHEDULE**

- **February 24, 2020 at 1:00 PM, COMB Office**
- **Board Packages available on COMB website [www.cachuma-board.org](http://www.cachuma-board.org)**

**18. COMB ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:42 PM.

Respectfully submitted,

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Janet Gingras, Secretary of the Board

	<i>Approved</i>
√	<i>Unapproved</i>

**APPROVED:**

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Kristen Sneddon, Vice President of the Board

**Cachuma Operation & Maintenance Board  
Statement of Net Position**

As of January 31, 2020  
UNAUDITED FINANCIALS

	<b>Jan 31, 20</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Trust Funds</b>	
1210 · Warren Act Trust Fund	\$ 398,004.70
1220 · Renewal Fund	10,215.61
<b>Total Trust Funds</b>	\$ 408,220.31
1050 · General Fund	421,393.66
1100 · Revolving Fund	332,227.41
<b>Total Checking/Savings</b>	1,161,841.38
<b>Accounts Receivable</b>	
1301 · Accounts Receivable	126,570.53
<b>Total Accounts Receivable</b>	126,570.53
<b>Other Current Assets</b>	
1010 · Petty Cash	500.00
1200 · LAIF	1,280,526.12
1303 · Bradbury SOD Act Assessments Receivable	201,351.00
1304 · Lauro Dam SOD Assessment Receivable	31,080.14
1400 · Prepaid Insurance	14,764.72
<b>Total Other Current Assets</b>	1,528,221.98
<b>Total Current Assets</b>	2,816,633.89
<b>Fixed Assets</b>	
1500 · Vehicles	475,733.27
1505 · Office Furniture & Equipment	355,185.56
1510 · Mobile Offices	97,803.34
1515 · Field Equipment	537,803.92
1525 · Paving	38,351.00
1550 · Accumulated Depreciation	(1,341,093.60)
<b>Total Fixed Assets</b>	163,783.49
<b>Other Assets</b>	
1923 · Deferred Outflow (GASB 75)	214,063.00
1910 · Long Term Bradbury SOD Act Assessment Receivable	4,478,803.07
1920 · Long Term Lauro SOD Act Assessment Receivable	804,089.14
1922 · Deferred Outflow of Resources (GASB 68)	497,820.00
<b>Total Other Assets</b>	5,994,775.21
<b>TOTAL ASSETS</b>	<b>\$ 8,975,192.59</b>

**Cachuma Operation & Maintenance Board  
Statement of Net Position**

As of January 31, 2020  
UNAUDITED FINANCIALS

	<b>Jan 31, 20</b>
<b>LIABILITIES &amp; NET POSITION</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2200 · Accounts Payable	\$ 307,677.94
<b>Total Accounts Payable</b>	307,677.94
<b>Other Current Liabilities</b>	
2550 · Vacation/Sick	182,133.24
2561 · Bradbury Dam SOD Act	201,351.00
2563 · Lauro Dam SOD Act	31,080.14
2565 · Accrued Interest SOD Act	57,465.00
2567 · Loan Payable Current EPFP	434,126.11
2590 · Deferred Revenue	408,220.31
<b>Total Other Current Liabilities</b>	1,314,375.80
<b>Total Current Liabilities</b>	1,622,053.74
<b>Long Term Liabilities</b>	
2602 · Long Term SOD Act Liability-Bradbury	4,478,793.07
2603 · Long Term SOD Act Liability - Lauro	804,089.14
2604 · OPEB Long Term Liability	5,384,212.00
2605 · Loan Payable Principal - EPFP	236,371.13
2610 · Net Pension Liability (GASB 68)	1,732,868.00
2611 · Deferred Inflow of Resources (GASB 68)	141,294.00
<b>Total Long Term Liabilities</b>	12,777,627.34
<b>Total Liabilities</b>	14,399,681.06
<b>Net Position</b>	
3000 · Opening Bal Ned Position	(5,296,580.05)
3901 · Retained Net Assets	(880,829.03)
<b>Net Income</b>	752,920.59
<b>Total Net Position</b>	(5,424,488.49)
<b>TOTAL LIABILITIES &amp; NET POSITION</b>	<b>\$ 8,975,192.59</b>

**Cachuma Operation & Maintenance Board**  
**Statement of Revenues and Expenditures**  
 Budget vs. Actuals July 2019 - June 2020

	Fisheries				Operations				TOTAL			
	Jul '19 - Jan 20	Budget	\$ Over / (Under) Budget	% of Budget	Jul '19 - Jan 20	Budget	\$ Over / (Under) Budget	% of Budget	Jul '19 - Jan 20	Budget	\$ Over / (Under) Budget	% of Budget
<b>Income</b>												
<b>3000 REVENUE</b>												
3001 - O&M Budget (Qtrly Assessments)	\$ 702,477.00	\$ 936,631.00	\$ (234,154.00)	75.0%	\$ 2,765,526.00	\$ 3,687,371.00	\$ (921,845.00)	75.0%	\$ 3,468,003.00	\$ 4,624,002.00	\$ (1,155,999.00)	75.0%
3006 - Warren Act	293,613.02	591,523.00	-297,909.98	49.64%	0.00				293,613.02	591,523.00	-297,909.98	49.64%
3009 - EPFP Loan (Qtrly Assessments)	0.00				231,725.08				231,725.08	0.00	231,725.08	100.0%
3010 - Interest Revenue	0.00				13,276.09				13,276.09	0.00	13,276.09	100.0%
3020 - Misc Revenue	0.00				750.00				750.00	0.00	750.00	100.0%
3021 - Grant Revenue	0.00				448.00				448.00	0.00	448.00	100.0%
3035 - Cachuma Project Betterment Fund	0.00	90,000.00	-90,000.00	0.0%	0.00				0.00	90,000.00	-90,000.00	0.0%
3042 - Sycamore Cnyn Slope Stabln Reim	0.00				381,270.00	450,752.00	-69,482.00	84.59%	381,270.00	450,752.00	-69,482.00	84.59%
3043 - Grant-QC Crossing #8	654,003.86	1,010,700.00	-356,696.14	64.71%	0.00				654,003.86	1,010,700.00	-356,696.14	64.71%
<b>Total 3000 REVENUE</b>	<b>1,650,093.88</b>	<b>2,628,854.00</b>	<b>-978,760.12</b>	<b>62.77%</b>	<b>3,392,995.17</b>	<b>4,138,123.00</b>	<b>-745,127.83</b>	<b>81.99%</b>	<b>5,043,089.05</b>	<b>6,766,977.00</b>	<b>-1,723,887.95</b>	<b>74.53%</b>
<b>Total Revenue</b>	<b>\$ 1,650,093.88</b>	<b>\$ 2,628,854.00</b>	<b>\$ (978,760.12)</b>	<b>62.77%</b>	<b>\$ 3,392,995.17</b>	<b>\$ 4,138,123.00</b>	<b>\$ (745,127.83)</b>	<b>81.99%</b>	<b>\$ 5,043,089.05</b>	<b>\$ 6,766,977.00</b>	<b>\$ (1,723,887.95)</b>	<b>74.53%</b>
<b>Gross Profit</b>	<b>\$ 1,650,093.88</b>	<b>\$ 2,628,854.00</b>	<b>\$ (978,760.12)</b>	<b>62.77%</b>	<b>\$ 3,392,995.17</b>	<b>\$ 4,138,123.00</b>	<b>\$ (745,127.83)</b>	<b>81.99%</b>	<b>\$ 5,043,089.05</b>	<b>\$ 6,766,977.00</b>	<b>\$ (1,723,887.95)</b>	<b>74.53%</b>
<b>Expense</b>												
Payroll Clearing Account	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	0.0%
<b>3100 - LABOR - OPERATIONS</b>	0.00				536,954.20	952,164.00	-415,209.80	56.39%	536,954.20	952,164.00	-415,209.80	56.39%
<b>3200 VEH &amp; EQUIPMENT</b>												
3201 - Vehicle/Equip Mtce	0.00				18,311.64	30,000.00	-11,688.36	61.04%	18,311.64	30,000.00	-11,688.36	61.04%
3202 - Fixed Capital	0.00				0.00	15,000.00	-15,000.00	0.0%	0.00	15,000.00	-15,000.00	0.0%
3203 - Equipment Rental	0.00				520.36	5,000.00	-4,479.64	10.41%	520.36	5,000.00	-4,479.64	10.41%
3204 - Miscellaneous	0.00				1,600.49	5,000.00	-3,399.51	32.01%	1,600.49	5,000.00	-3,399.51	32.01%
<b>Total 3200 VEH &amp; EQUIPMENT</b>	0.00				20,432.49	55,000.00	-34,567.51	37.15%	20,432.49	55,000.00	-34,567.51	37.15%
<b>3300 - CONTRACT LABOR</b>												
3301 - Conduit, Meter, Valve & Misc	0.00				9,579.67	20,000.00	-10,420.33	47.9%	9,579.67	20,000.00	-10,420.33	47.9%
3302 - Buildings & Roads	0.00				2,984.96	20,000.00	-17,015.04	14.93%	2,984.96	20,000.00	-17,015.04	14.93%
3303 - Reservoirs	0.00				1,935.69	30,000.00	-28,064.31	6.45%	1,935.69	30,000.00	-28,064.31	6.45%
3304 - Engineering, Misc Services	0.00				10,763.68	25,000.00	-14,236.32	43.06%	10,763.68	25,000.00	-14,236.32	43.06%
<b>Total 3300 - CONTRACT LABOR</b>	0.00				25,264.00	95,000.00	-69,736.00	26.59%	25,264.00	95,000.00	-69,736.00	26.59%
<b>3400 - MATERIALS &amp; SUPPLIES</b>												
3401 - Conduit, Meter, Valve & Misc	0.00				58,449.52	65,000.00	-6,550.48	89.92%	58,449.52	65,000.00	-6,550.48	89.92%
3402 - Buildings & Roads	0.00				1,630.35	8,000.00	-6,369.65	20.38%	1,630.35	8,000.00	-6,369.65	20.38%
3403 - Reservoirs	0.00				1,270.58	5,000.00	-3,729.42	25.41%	1,270.58	5,000.00	-3,729.42	25.41%
<b>Total 3400 - MATERIALS &amp; SUPPLIES</b>	0.00				61,350.45	78,000.00	-16,649.55	78.65%	61,350.45	78,000.00	-16,649.55	78.65%
<b>3500 - OTHER EXPENSES</b>												
3501 - Utilities	0.00				3,634.55	7,000.00	-3,365.45	51.92%	3,634.55	7,000.00	-3,365.45	51.92%
3502 - Uniforms	0.00				1,914.67	5,000.00	-3,085.33	38.29%	1,914.67	5,000.00	-3,085.33	38.29%
3503 - Communications	0.00				8,384.44	20,500.00	-12,115.56	40.9%	8,384.44	20,500.00	-12,115.56	40.9%
3504 - USA & Other Services	0.00				1,474.05	4,000.00	-2,525.95	36.85%	1,474.05	4,000.00	-2,525.95	36.85%
3505 - Miscellaneous	0.00				5,855.52	8,000.00	-2,144.48	73.19%	5,855.52	8,000.00	-2,144.48	73.19%
3506 - Training	0.00				538.53	3,000.00	-2,461.47	17.95%	538.53	3,000.00	-2,461.47	17.95%
<b>Total 3500 - OTHER EXPENSES</b>	0.00				21,801.76	47,500.00	-25,698.24	45.9%	21,801.76	47,500.00	-25,698.24	45.9%

**Cachuma Operation & Maintenance Board**  
**Statement of Revenues and Expenditures**  
 Budget vs. Actuals July 2019 - June 2020

	Fisheries				Operations				TOTAL			
	Jul '19 - Jan 20	Budget	\$ Over / (Under) Budget	% of Budget	Jul '19 - Jan 20	Budget	\$ Over / (Under) Budget	% of Budget	Jul '19 - Jan 20	Budget	\$ Over / (Under) Budget	% of Budget
4100 · LABOR - FISHERIES	401,734.07	704,515.00	-302,780.93	57.02%	0.00				401,734.07	704,515.00	-302,780.93	57.02%
4200 · VEHICLES & EQUIP - FISHERIES												
4270 · Vehicle/Equip Mtce	28,084.94	20,000.00	8,084.94	140.43%	0.00				28,084.94	20,000.00	8,084.94	140.43%
4280 · Fixed Capital	28,941.74	35,000.00	-6,058.26	82.69%	0.00				28,941.74	35,000.00	-6,058.26	82.69%
4290 · Miscellaneous	132.84	2,500.00	-2,367.16	5.31%	0.00				132.84	2,500.00	-2,367.16	5.31%
Total 4200 · VEHICLES & EQUIP - FISHERIES	57,159.52	57,500.00	-340.48	99.41%	0.00				57,159.52	57,500.00	-340.48	99.41%
4220 · CONTRACT LABOR - FISHERIES												
4221 · Meters & Valves	0.00	3,000.00	-3,000.00	0.0%	0.00				0.00	3,000.00	-3,000.00	0.0%
4222 · Fish Projects Maintenance	588.80	25,000.00	-24,411.20	2.36%	0.00				588.80	25,000.00	-24,411.20	2.36%
Total 4220 · CONTRACT LABOR - FISHERIES	588.80	28,000.00	-27,411.20	2.1%	0.00				588.80	28,000.00	-27,411.20	2.1%
4300 · MATERIALS/SUPPLIES - FISHERIES												
4390 · Miscellaneous	3,841.83	7,000.00	-3,158.17	54.88%	0.00				3,841.83	7,000.00	-3,158.17	54.88%
Total 4300 · MATERIALS/SUPPLIES - FISHERIES	3,841.83	7,000.00	-3,158.17	54.88%	0.00				3,841.83	7,000.00	-3,158.17	54.88%
4500 · OTHER EXPENSES - FISHERIES												
4502 · Uniforms	782.21	3,500.00	-2,717.79	22.35%	0.00				782.21	3,500.00	-2,717.79	22.35%
Total 4500 · OTHER EXPENSES - FISHERIES	782.21	3,500.00	-2,717.79	22.35%	0.00				782.21	3,500.00	-2,717.79	22.35%
4999 · GENERAL & ADMINISTRATIVE												
5000 · Director Fees	0.00				5,690.10	12,500.00	-6,809.90	45.52%	5,690.10	12,500.00	-6,809.90	45.52%
5001 · Director Mileage	0.00				388.56	500.00	-111.44	77.71%	388.56	500.00	-111.44	77.71%
5100 · Legal	0.00				15,694.53	75,000.00	-59,305.47	20.93%	15,694.53	75,000.00	-59,305.47	20.93%
5101 · Audit	0.00				8,281.32	22,750.00	-14,468.68	36.4%	8,281.32	22,750.00	-14,468.68	36.4%
5150 · Unemployment Tax	0.00				4,949.89	5,000.00	-50.11	99.0%	4,949.89	5,000.00	-50.11	99.0%
5200 · Liability Insurance	0.00				29,024.00	50,551.00	-21,527.00	57.42%	29,024.00	50,551.00	-21,527.00	57.42%
5310 · Postage/Office Exp	0.00				3,969.05	5,000.00	-1,030.95	79.38%	3,969.05	5,000.00	-1,030.95	79.38%
5311 · Office Equip/Leases	0.00				4,898.85	9,200.00	-4,301.15	53.25%	4,898.85	9,200.00	-4,301.15	53.25%
5312 · Misc Admin Expenses	0.00				7,053.47	14,000.00	-6,946.53	50.38%	7,053.47	14,000.00	-6,946.53	50.38%
5313 · Communications	0.00				4,181.50	8,500.00	-4,318.50	49.19%	4,181.50	8,500.00	-4,318.50	49.19%
5314 · Utilities	0.00				4,709.13	9,737.00	-5,027.87	48.36%	4,709.13	9,737.00	-5,027.87	48.36%
5315 · Membership Dues	0.00				9,613.25	9,410.00	203.25	102.16%	9,613.25	9,410.00	203.25	102.16%
5316 · Admin Fixed Assets	0.00				1,127.52	3,000.00	-1,872.48	37.58%	1,127.52	3,000.00	-1,872.48	37.58%
5318 · Computer Consultant	0.00				12,321.38	16,500.00	-4,178.62	74.68%	12,321.38	16,500.00	-4,178.62	74.68%
5325 · Emp Training/Subscriptions	0.00				1,545.30	2,000.00	-454.70	77.27%	1,545.30	2,000.00	-454.70	77.27%
5330 · Admin Travel/Conferences	0.00				1,042.95	2,000.00	-957.05	52.15%	1,042.95	2,000.00	-957.05	52.15%
5331 · Public Information	0.00				1,365.00	3,500.00	-2,135.00	39.0%	1,365.00	3,500.00	-2,135.00	39.0%
Total 4999 · GENERAL & ADMINISTRATIVE	0.00				115,855.80	249,148.00	-133,292.20	46.5%	115,855.80	249,148.00	-133,292.20	46.5%
5299 · ADMIN LABOR	0.00				314,077.29	610,984.00	-296,906.71	51.41%	314,077.29	610,984.00	-296,906.71	51.41%
5400 · GENERAL & ADMIN - FISHERIES												
5407 · Legal - FD	17,215.50	100,000.00	-82,784.50	17.22%	0.00				17,215.50	100,000.00	-82,784.50	17.22%
5410 · Postage / Office Supplies	1,532.68	4,000.00	-2,467.32	38.32%	0.00				1,532.68	4,000.00	-2,467.32	38.32%
5411 · Office Equipment / Leases	2,606.81	6,518.00	-3,911.19	39.99%	0.00				2,606.81	6,518.00	-3,911.19	39.99%
5412 · Misc. Admin Expense	2,288.73	7,500.00	-5,211.27	30.52%	0.00				2,288.73	7,500.00	-5,211.27	30.52%
5413 · Communications	2,352.00	5,805.00	-3,453.00	40.52%	0.00				2,352.00	5,805.00	-3,453.00	40.52%
5414 · Utilities	2,534.14	5,243.00	-2,708.86	48.33%	0.00				2,534.14	5,243.00	-2,708.86	48.33%
5415 · Membership Dues	5,041.75	5,955.00	-913.25	84.66%	0.00				5,041.75	5,955.00	-913.25	84.66%
5416 · Admin Fixed Assets	245.67	3,000.00	-2,754.33	8.19%	0.00				245.67	3,000.00	-2,754.33	8.19%

**Cachuma Operation & Maintenance Board**  
**Statement of Revenues and Expenditures**  
 Budget vs. Actuals July 2019 - June 2020

	Fisheries				Operations				TOTAL			
	Jul '19 - Jan 20	Budget	\$ Over / (Under) Budget	% of Budget	Jul '19 - Jan 20	Budget	\$ Over / (Under) Budget	% of Budget	Jul '19 - Jan 20	Budget	\$ Over / (Under) Budget	% of Budget
5418 · Computer Consultant	6,634.58	9,000.00	-2,365.42	73.72%	0.00				6,634.58	9,000.00	-2,365.42	73.72%
5425 · Employee Education/Subscription	350.70	2,500.00	-2,149.30	14.03%	0.00				350.70	2,500.00	-2,149.30	14.03%
5426 · Director Fees	3,363.90	6,700.00	-3,336.10	50.21%	0.00				3,363.90	6,700.00	-3,336.10	50.21%
5427 · Director Mileage	209.20	300.00	-90.80	69.73%	0.00				209.20	300.00	-90.80	69.73%
5430 · Travel	197.89	2,500.00	-2,302.11	7.92%	0.00				197.89	2,500.00	-2,302.11	7.92%
5431 · Public Information	1,735.00	1,500.00	235.00	115.67%	0.00				1,735.00	1,500.00	235.00	115.67%
5441 · Audit	7,884.18	12,250.00	-4,365.82	64.36%	0.00				7,884.18	12,250.00	-4,365.82	64.36%
5443 · Liab & Property Ins	15,628.30	24,745.00	-9,116.70	63.16%	0.00				15,628.30	24,745.00	-9,116.70	63.16%
<b>Total 5400 · GENERAL &amp; ADMIN - FISHERIES</b>	<b>69,821.03</b>	<b>197,516.00</b>	<b>-127,694.97</b>	<b>35.35%</b>	<b>0.00</b>				<b>69,821.03</b>	<b>197,516.00</b>	<b>-127,694.97</b>	<b>35.35%</b>
5499 · ADMIN LABOR-FISHERIES	113,903.32	240,823.00	-126,919.68	47.3%	0.00				113,903.32	240,823.00	-126,919.68	47.3%
5510 · Integrated Reg. Water Mgt Plan	0.00				1,886.90	5,000.00	-3,113.10	37.74%	1,886.90	5,000.00	-3,113.10	37.74%
<b>6000 · SPECIAL PROJECTS</b>												
6062 · SCADA	0.00				9,622.02	35,000.00	-25,377.98	27.49%	9,622.02	35,000.00	-25,377.98	27.49%
6090 · COMB Office Building	0.00				4,336.40	25,000.00	-20,663.60	17.35%	4,336.40	25,000.00	-20,663.60	17.35%
6096 · SCC Structure Rehabilitation	0.00				290,403.59	400,000.00	-109,596.41	72.6%	290,403.59	400,000.00	-109,596.41	72.6%
6097 · GIS and Mapping	0.00				4,650.00	10,000.00	-5,350.00	46.5%	4,650.00	10,000.00	-5,350.00	46.5%
6105 · ROW Management Program	0.00				0.00	20,000.00	-20,000.00	0.0%	0.00	20,000.00	-20,000.00	0.0%
6120 · Emergency Pumping Fac Project	0.00				24,615.00	225,000.00	-200,385.00	10.94%	24,615.00	225,000.00	-200,385.00	10.94%
6132 · Sycamore Canyon Slope Stabiliz	0.00				574,173.50	605,242.00	-31,068.50	94.87%	574,173.50	605,242.00	-31,068.50	94.87%
6135 · SCC San Jose Creek Pipe Stabili	0.00				181,234.08	150,000.00	31,234.08	120.82%	181,234.08	150,000.00	31,234.08	120.82%
6136 · SCC Isolation Valve Evaluation	0.00				25,149.52	150,000.00	-124,850.48	16.77%	25,149.52	150,000.00	-124,850.48	16.77%
6137 · SCC Lower Reach Lateral Structu	0.00				12,491.00	150,000.00	-137,509.00	8.33%	12,491.00	150,000.00	-137,509.00	8.33%
6138 · Cachuma Watershed Mgmt Study	0.00				137,948.03	275,085.00	-137,136.97	50.15%	137,948.03	275,085.00	-137,136.97	50.15%
<b>Total 6000 · SPECIAL PROJECTS</b>	<b>0.00</b>				<b>1,264,623.14</b>	<b>2,045,327.00</b>	<b>-780,703.86</b>	<b>61.83%</b>	<b>1,264,623.14</b>	<b>2,045,327.00</b>	<b>-780,703.86</b>	<b>61.83%</b>
<b>6200 · FISHERIES ACTIVITIES</b>												
6201 · FMP Implementation	9,232.72	33,000.00	-23,767.28	27.98%	0.00				9,232.72	33,000.00	-23,767.28	27.98%
6202 · GIS and Mapping	2,800.00	10,000.00	-7,200.00	28.0%	0.00				2,800.00	10,000.00	-7,200.00	28.0%
6203 · Grants Technical Support	0.00	10,000.00	-10,000.00	0.0%	0.00				0.00	10,000.00	-10,000.00	0.0%
6204 · SYR Hydrology Technical Support	0.00	6,000.00	-6,000.00	0.0%	0.00				0.00	6,000.00	-6,000.00	0.0%
6205 · USGS Stream Gauge Program	56,236.65	100,000.00	-43,763.35	56.24%	0.00				56,236.65	100,000.00	-43,763.35	56.24%
6206 · Tri County Fish Team Funding	0.00	5,000.00	-5,000.00	0.0%	0.00				0.00	5,000.00	-5,000.00	0.0%
6207 · Oak Tree Restoration Program	13,415.54	30,000.00	-16,584.46	44.72%	0.00				13,415.54	30,000.00	-16,584.46	44.72%
<b>Total 6200 · FISHERIES ACTIVITIES</b>	<b>81,684.91</b>	<b>194,000.00</b>	<b>-112,315.09</b>	<b>42.11%</b>	<b>0.00</b>				<b>81,684.91</b>	<b>194,000.00</b>	<b>-112,315.09</b>	<b>42.11%</b>
<b>6300 · HABITAT ENHANCEMENT</b>												
6303 · Tributary Projects Support	0.00	20,000.00	-20,000.00	0.0%	0.00				0.00	20,000.00	-20,000.00	0.0%
6315 · Quiota Creek Crossing 8	1,180,246.99	1,176,000.00	4,246.99	100.36%	0.00				1,180,246.99	1,176,000.00	4,246.99	100.36%
<b>Total 6300 · HABITAT ENHANCEMENT</b>	<b>1,180,246.99</b>	<b>1,196,000.00</b>	<b>-15,753.01</b>	<b>98.68%</b>	<b>0.00</b>				<b>1,180,246.99</b>	<b>1,196,000.00</b>	<b>-15,753.01</b>	<b>98.68%</b>
<b>7007 · INTEREST EXPENSE-EPPF</b>	<b>0.00</b>				<b>18,159.75</b>				<b>18,159.75</b>	<b>0.00</b>	<b>18,159.75</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>\$ 1,909,762.68</b>	<b>\$ 2,628,854.00</b>	<b>\$ (719,091.32)</b>	<b>72.65%</b>	<b>\$ 2,380,405.78</b>	<b>\$ 4,138,123.00</b>	<b>\$ (1,757,717.22)</b>	<b>57.52%</b>	<b>\$ 4,290,168.46</b>	<b>\$ 6,766,977.00</b>	<b>\$ (2,476,808.54)</b>	<b>63.4%</b>
<b>Net Surplus / Deficit</b>	<b>\$ (259,668.80)</b>	<b>\$ -</b>	<b>\$ (259,668.80)</b>	<b>100.0%</b>	<b>\$ 1,012,589.39</b>	<b>\$ -</b>	<b>\$ 1,012,589.39</b>	<b>100.0%</b>	<b>\$ 752,920.59</b>	<b>\$ -</b>	<b>\$ 752,920.59</b>	<b>100.0%</b>

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# CACHUMA OPERATION & MAINTENANCE BOARD

## BOARD MEMORANDUM

Date:	February 24, 2020
Submitted by:	Janet Gingras

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**SUBJECT:** Investment Report – January 31, 2020

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### **RECOMMENDATION**

The Board of Directors receive and file the Cachuma Operation and Maintenance Board Investment Report as of January 31, 2020.

### **DISCUSSION**

Cash and investment programs are maintained in accordance with California Government Code Section 53600 et seq. and COMB's adopted investment policy. These policies ensure proper control and safeguards are maintained throughout the financial transaction process. Pursuant to State law, the COMB Board adopts a detailed investment policy through a Board resolution on an annual basis.

Reports on COMB's investment portfolio and cash position are developed and presented to the COMB Board on a monthly basis, in conformity with the California Government Code.

#### Unrestricted Cash

Unrestricted cash exceeding current operating needs is invested in LAIF to generate interest income. The average monthly effective yield rate, as of January 2020, is reported at 1.967%.

See Table 1 below for a summary of balances held in unrestricted accounts.

TABLE 1			
Unrestricted Reserve Funds		Date	Principal
Local Agency Investment Fund (LAIF)			
Previous Balance		12/31/2019	\$ 775,613.72
(+) Deposits/Credits			504,912.40
(-) Checks/Withdrawals			-
Statement Balance		01/31/2020	\$ 1,280,526.12

#### Restricted Cash

The Cachuma Project Warren Act Trust Fund (Trust Fund) and Cachuma Project Master Contract Renewal Fund (Renewal Fund) are two separate funds that have been established through contracts with the U.S. Bureau of Reclamation (Reclamation). The Trust Fund and the Renewal Fund require annual and five-year plans which are used to inform the Funds Committee in making decisions on expenditures for betterment of the Cachuma Project.

See Table 2 below for a summary of balances held in restricted accounts.

TABLE 2			
Restricted Reserve Funds		Date	Principal
American Riviera Bank Renewal Account			
	Previous Balance	12/31/2019	\$ 10,215.61
	(+) Deposits/Credits		-
	(-) Checks/Withdrawals		-
	Statement Balance	01/31/2020	\$ 10,215.61
American Riviera Bank Warren Acct Trust Fund			
	Previous Balance	12/31/2019	\$ 398,004.70
	(+) Deposits/Credits		-
	(-) Checks/Withdrawals		-
	Statement Balance	01/31/2020	\$ 398,004.70

**STATEMENT**

The above statement of investment activity for the month of January, 2020, complies with legal requirements for investment policy of government agencies, AB 1073. I hereby certify that it constitutes a complete and accurate summary of all American Riviera Bank and LAIF investments of this agency for the period indicated.

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Secretary

## Cachuma Operation &amp; Maintenance Board

## Paid Claims

As of January 31, 2020

Date	Num	Name	Memo	Amount
<b>1050 - General Fund</b>				
01/13/2020	27382	Agri-Turf Supplies, Inc.	Oak Tree Program - Supplies	-317.41
01/13/2020	27383	Aspect Engineering Group	SCADA Upgrade - Lauro Reservoir PLC	-5,402.50
01/13/2020	27384	Association of Ca Water Agencies/JPIA	February Health Benefits Premium	-32,928.50
01/13/2020	27385	AT&T	Long Distance Services 11/28/19-12/27/19	-50.23
01/13/2020	27386	Boyd & Associates	Alarm Monitoring 1/1/20-3/31/20	-82.50
01/13/2020	27387	Caltrol, Inc.	Corona del Mar Slide Gate Repair	-3,802.78
01/13/2020	27388	Carpinteria Valley Water Dist.	FY 2018-19 Return of Unexpended Funds	-54,131.79
01/13/2020	27389	City of Santa-Barbara	Trash / Recycling December 2019	-285.46
01/13/2020	27390	City of Santa Barbara-Finance Dept.	FY 2018-19 Return of Unexpended Funds	-159,200.72
01/13/2020	27391	Coastal Copy, LP	Copier Maintenance Agreement - Taskalfas 3051ci & 6052ci	-606.90
01/13/2020	27392	Culligan of Sylmar	RO Rental January 2020	-29.95
01/13/2020	27393	Cushman Contracting Corp.	South Coast Conduit Rehabilitation Schedule D - Construction Services	-30,619.68
01/13/2020	27394	ECHO Communications	Message Service January 2020	-72.85
01/13/2020	27395	Eurofins Eaton Analytical, LLC	Lake Cachuma Water Quality Study - Sampling	-1,270.00
01/13/2020	27396	Frontier Communications	Phone Service - Alarm/Fax/Modem/Board Room	-203.65
01/13/2020	27397	Frontier Communications	Phone Service - North Portal	-63.02
01/13/2020	27398	Goleta Water Distr.	FY 2018-19 Return of Unexpended Funds	-179,344.84
01/13/2020	27399	Harrison Hardware	Supplies (Fisheries)	-552.71
01/13/2020	27400	HDR Engineering, Inc.	San Jose Creek Pipe Stabilization - Engineering Services	-2,173.11
01/13/2020	27401	Home Depot Credit Services	Supplies (Ops)	-72.94
01/13/2020	27402	Manzanita Nursery	Oak Tree Program - Seedlings	-2,586.00
01/13/2020	27403	Montecito Water Dist.	FY 2018-19 Return of Unexpended Funds	-51,025.87
01/13/2020	27404	Musick, Peeler & Garrett LLP	General Counsel November 2019	-9,129.80
01/13/2020	27405	Nestle Pure Life Direct	Operations Safety	-98.14
01/13/2020	27406	Nutrien Ag Solutions, Inc.	Weed Abatement (Ops)	-66.45
01/13/2020	27407	Peter Lapidus Construction, Inc.	Quiota Creek Crossing 8 - Construction Services	-404,748.00
01/13/2020	27408	Smart Sheet Inc	Smartsheet 4 User License Renewal 2020	-996.00
01/13/2020	27409	Southern California Edison	Electricity - Main & Outlying Stations	-1,019.93
01/13/2020	27410	Staples Credit Plan	Office Supplies (Ops & Fisheries)	-607.39
01/13/2020	27411	Underground Service Alert of So. Calif.	Ticket Charges & Database Fee	-171.70
01/13/2020	27412	Valley Compost & Topsoil, Inc.	Oak Tree Program - Supplies	-431.01
01/13/2020	27413	Wells Fargo Vendor Fin Serv	Copier Leases - Kyocera Taskalfas 3051ci & 6052ci	-519.58
01/13/2020	27414	Woodard & Curran	Lake Cachuma Water Quality Study - Professional Services	-47,345.53
01/13/2020	27415	Wright Express Fleet Services	Fleet Fuel December 2019	-2,207.92
01/13/2020	27416	Zac Gonzalez Landscaping & Tree Care	Grounds Maintenance December 2019	-480.00
01/17/2020	27417	Aspect Engineering Group	SCADA Upgrade - Lauro Reservoir PLC	-3,130.66
01/17/2020	27418	Cox Communications Santa Barbara	Business Internet January 2020	-140.00
01/17/2020	27419	Eurofins Eaton Analytical, LLC	Lake Cachuma Water Quality Study - Sampling	-700.00
01/17/2020	27420	Famcon Pipe & Supply	South Coast Conduit Rehabilitation Schedule D - Materials	-6,694.11
01/17/2020	27421	Flowers & Associates, Inc.	Sycamore Canyon Slope Stabilization - Engineering Services	-814.01
01/17/2020	27422	Impulse Advanced Communications	Phone Service - Main Office	-446.21
01/17/2020	27423	Santa Ynez Valley Cottage Hospital	First Aid Services	-537.05
01/17/2020	27424	Southern California Edison	Electricity - Outlying Stations	-32.22
01/17/2020	27425	The Gas Company	Gas - Main Office	-54.24
01/17/2020	27426	Turenchalk Network Services, Inc.	Network Support	-2,987.94
01/27/2020	ACH012720A	American Riviera Bank (ARB)	EPFP Loan Payment 1 of 2	-28,123.75
01/27/2020	ACH012720B	American Riviera Bank (ARB)	EPFP Loan Payment 2 of 2	-10,354.21
01/29/2020	27427	ACWA-Joint Powers Insurance Authority	Workers' Compensation Program 10/1/19-12/31/19	-13,090.12
01/29/2020	27428	American Water Works Association	AWWA Member Dues 4/1/20-3/31/21	-445.00
01/29/2020	27429	Business Card	Website Hosting, Conference, Membership, Supplies (Ops & Fisheries)	-3,025.28
01/29/2020	27430	CIO Solutions, LP	Annual Mitel Support Agreement 2020-2021	-1,405.00
01/29/2020	27431	County of Santa Barbara Water Agency Dept	IRWM Share of Cost 1/1/19-6/30/19	-1,886.90
01/29/2020	27432	Cushman Contracting Corp.	EPFP Pumping System - Pay Req #69	-3,500.00
01/29/2020	27433	Eagar, Inc.	Trapping Supplies (Fisheries)	-341.84
01/29/2020	27434	Famcon Pipe & Supply	South Coast Conduit Rehabilitation Schedule D - Materials	-2,392.50
01/29/2020	27435	Farm Supply Company	Oak Tree Program - Supplies	-664.99
01/29/2020	27436	Farm Supply Company	Oak Tree Program - Planting Supplies	-776.01
01/29/2020	27437	Federal Express	Shipping (Ops & Fisheries)	-427.05
01/29/2020	27438	Filipin Engineering, Inc.	Quiota Creek Crossing 8 - Engineering Services	-2,340.00
01/29/2020	27439	HDR Engineering, Inc.	South Coast Conduit Structure Rehabilitation - Engineering	-863.59
01/29/2020	27440	Instrument & Valve Services Company	Calibration of Equipment	-1,918.36
01/29/2020	27441	Integra Chemical Company	South Coast Conduit Rehabilitation Schedule D - Supplies	-3,325.19
01/29/2020	27442	Manzanita Nursery	Oak Tree Program - Seedlings	-2,792.90
01/29/2020	27443	MarBorg Industries	Trash / Recycling December 2019	-387.92
01/29/2020	27444	Musick, Peeler & Garrett LLP	General Counsel December 2019	-6,276.36
01/29/2020	27445	PG&E	Electricity - North Portal & Tecolote Tunnel	-377.22

**Cachuma Operation & Maintenance Board**

**Paid Claims**

As of January 31, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
01/29/2020	27446	Premiere Global Services	Conference Calls December 2019	-68.46
01/29/2020	27447	Sparkletts	Operations Safety	-34.99
01/29/2020	27448	United States Geological Survey	USGS Quarterly Joint Funding Agreement 11/1/19-1/31/20	-23,912.50
01/29/2020	27449	Valley Compost & Topsoil, Inc.	Oak Tree Program - Compost	-161.62
01/29/2020	27450	Verizon Wireless	Operations Cell Phones, iPads & Modems	-792.79
Total 1050 - General Fund				<u>-1,117,865.85</u>
<b>TOTAL</b>				<b><u>-1,117,865.85</u></b>

**Approved for Payment**

**Director** \_\_\_\_\_

**Director** \_\_\_\_\_

**Director** \_\_\_\_\_

# CACHUMA OPERATION & MAINTENANCE BOARD

## Operations Committee Meeting

3301 Laurel Canyon Road  
Santa Barbara, CA 93105

**Monday, February 10, 2020**  
**3:30 PM**

### AGENDA

*Chair: Director Sneddon*  
*Member: Director Holcombe*

1. Call to Order
2. Public Comment (*Public may address the Committee on any subject matter not on the agenda and within the Committee's jurisdiction*)
3. Draft 2021-2025 Infrastructure Improvement Plan (*for information and possible recommendation*)
4. Engineering / Operations Projects Update (*for information and/or possible recommendation*)
  - Water Quality and Sediment Management Study
  - AWIA Risk and Resiliency Assessment
  - AVAR/BO Rehabilitation Project
  - Secured Pipeline Project Engineering Designs
  - Draft Ops Division Internal Work Plan Progress
5. USBR Recommendations (*for information*)
6. Construction Projects within USBR Right-of-Way (*for information*)
7. Adjournment

#### NOTICE TO THE PUBLIC

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

**Americans with Disabilities Act:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Cachuma Operation & Maintenance Board (COMB) at 687-4011 at least 48 hours prior to the meeting to enable staff to make reasonable arrangements.

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

# CACHUMA OPERATION & MAINTENANCE BOARD

## Administrative Committee Meeting

3301 Laurel Canyon Road  
Santa Barbara, CA 93105

**Thursday, February 13, 2020**  
**10:00 a.m.**

### AGENDA

*Chair: Director Holcombe*

*Member: Director Hanson*

1. Call to Order
2. Public Comment (*Public may address the Committee on any subject matter not on the agenda and within the Committee's jurisdiction*)
3. Long-Term Strategic Planning Process Discussion (*for information and possible recommendation*)
4. Draft Personnel Policy and Employee Handbook (*for information and possible recommendation*)
5. Adjournment

#### NOTICE TO THE PUBLIC

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

**Americans with Disabilities Act:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Cachuma Operation & Maintenance Board (COMB) at 687-4011 at least 48 hours prior to the meeting to enable staff to make reasonable arrangements.

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

# CACHUMA OPERATION & MAINTENANCE BOARD

## Fisheries Committee Meeting

3301 Laurel Canyon Road  
Santa Barbara, CA 93105

Wednesday, February 19, 2020  
1:00 PM

### AGENDA

Chair: Director Hanson  
Member: Director Hayman

1. Call to Order
2. Public Comment (*Public may address the Committee on any subject matter not on the agenda and within the Committee's jurisdiction*)
3. Quiota Creek Crossing No. 8 Fish Passage Improvement Project Update (*for information*)
4. National Fish and Wildlife Foundation Grant (*for information and possible recommendation*)
5. Annual Monitoring Reports (AMR) / Annual Monitoring Summary (AMS) Updates (*for information*)
6. Update on Recent Fisheries Division Activities (*for information*)
7. Adjournment

#### NOTICE TO THE PUBLIC

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

**Americans with Disabilities Act:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Cachuma Operation & Maintenance Board (COMB) at 569-1391 at least 48 hours prior to the meeting to enable staff to make reasonable arrangements.

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

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# CACHUMA OPERATION & MAINTENANCE BOARD

## BOARD MEMORANDUM

Date:	February 24, 2020
Submitted by:	Edward Lyons
Approved by:	Janet Gingras

---

**SUBJECT:** Updated 2020 Personnel Policy and Employee Handbook

---

**RECOMMENDATION:**

The Board of Directors receive and file the updated 2020 COMB Personnel Policy and Employee Handbook.

**SUMMARY:**

As new employees join COMB, it is essential they become familiar with the organization, actively engage in their role and responsibilities and become acquainted with COMB's policies and procedures. The attached Personnel Policy and Employee Handbook serves as a reference manual for new and current employees and contains useful information concerning responsibilities and expectations, employee benefits as well as state and federal policies.

The COMB Personnel Policy and Employee Handbook will be provided to all current COMB employees as well as new employees during their new hire orientation. Going forward, staff will update the handbook on an annual basis in order to ensure compliance with new employment laws and changes.

**BACKGROUND:**

The COMB Personnel Policy and Employee Handbook was last updated in 2013. Through its professional membership with the Society of Human Resource Management (SHRM), staff utilized SHRM's Employee Handbook software to create a new Employee Handbook customized to COMB's operations and in compliance with current labor laws. Additionally, staff made minor revisions to existing policies to provide additional clarification where needed. To assist with the review of policy updates and changes since the last Personnel Policy and Employee Handbook, staff has prepared a recap of new and revised policies which is attached to this memorandum.

**COMMITTEE STATUS:**

The Administrative Committee reviewed the updated Personnel Policy and Employee Handbook and forwards to the Board of Directors with a recommendation to receive and file

**LEGAL CONCURRENCE:**

The updated Personnel Policy and Employee Handbook has been reviewed by COMB legal counsel.

**LIST OF EXHIBITS:**

1. Personnel Policy and Employee Handbook
2. Recap of Changes and Updates



# CACHUMA OPERATION AND MAINTENANCE BOARD PERSONNEL POLICY AND EMPLOYEE HANDBOOK

EFFECTIVE DATE: FEBRUARY 24, 2020



## *Our Mission*

*“To provide a reliable source of water to our member agencies  
in an efficient and cost effective manner for the betterment of our community.”*

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## INTRODUCTION

The Cachuma Operation and Maintenance Board (COMB) is a California Joint Powers Authority (JPA) formed in 1956 by the Cachuma Member Units <sup>(1)</sup> pursuant to an agreement with the U.S. Bureau of Reclamation. The agreement transferred to COMB the responsibility to repair, replace, operate and maintain all Cachuma Project facilities exclusive of Bradbury Dam.

On behalf of the U. S. Bureau of Reclamation, COMB is also responsible for implementation of the 2000 Biological Opinion and Fish Management Plan related to the Cachuma Project on the Santa Ynez River in Santa Barbara, California. These activities include ongoing scientific studies along the river, monitoring and recording changing conditions, and implementation of fish passage improvements as outlined in the 2000 Biological Opinion.

The current COMB Member Agencies consist of Goleta Water District, City of Santa Barbara, Montecito Water District and Carpinteria Valley Water District. The Board is composed of one publicly-elected representative member from each of the governing bodies and is appointed by appropriate action of each governing board to serve on the COMB Board.

Day-to-day operations are executed by the General Manager who serves at the pleasure of the Board. The General Manager oversees the COMB Operations, Engineering, Fisheries, and Administrative Divisions.

For employees who are commencing employment with COMB, on behalf of COMB, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at COMB. We understand that it is our employees who provide the services that our Member Agencies rely upon, and who will enable us to create new opportunities in the years to come.

*Janet Gingras.*

General Manager

<sup>(1)</sup> Carpinteria Valley Water District, Goleta Water District, Montecito Water District, City of Santa Barbara, and Santa Ynez River Water Conservation District, ID#1

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## DISCLAIMER

### **At-Will Disclaimer: Standard Provision**

No policy or provision in this Handbook is intended to create a contract binding the employee or the employer to an agreement of employment for a specific period of time. A worker's employment can be terminated by either the employee or the employer at any time, for any reason, with or without notice. No representative or agent of the employer, other than the General Manager, can authorize or sign an employment agreement contrary to the above terms or otherwise make any binding offer of employment for a specific term.

### **General Contract Disclaimer: Standard Provision**

The policies and procedures in this Handbook are designed to serve as guidelines for management action. They are not intended to create a contract or binding agreement between COMB and any employee. All policies and procedures outlined in the Handbook are subject to change or modification at COMB's discretion at any time that particular circumstances warrant.

This Handbook is provided for informational purposes only. No provision or portion of the Handbook constitutes an implied or expressed contract, guarantee, or assurance of employment or any right to an employment-related benefit or procedure. COMB reserves the right to change, modify, eliminate, or deviate from any policy or procedure in this handbook at any time and to hire, transfer, promote, discipline, terminate, and otherwise manage its employees as it deems appropriate. If you have any questions concerning these guidelines, please consult with the General Manager or Administrative Manager/CFO.

This handbook supersedes all prior handbooks.

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## MISSION STATEMENT

As an employee of COMB, it is important that you familiarize yourself with COMB's mission statement and work diligently to assist COMB in achieving its objectives.

COMB's Mission:

*“To provide a reliable source of water to our Member Agencies  
in an efficient and cost effective manner  
for the betterment of our community.”*



Cachuma Lake – North Portal Intake Tower  
Photo Credit: D. Flora

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# **SECTION I: EMPLOYMENT POLICIES**

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## 1.1 AUTHORITY

The General Manager shall be responsible for all personnel matters. The General Manager may delegate as many of the day-to-day personnel functions to such other employees as the General Manager deems appropriate.

## 1.2 EQUAL EMPLOYMENT OPPORTUNITY

It is the established policy of COMB as an Equal Opportunity Employer to provide an employment environment that does not discriminate on the basis of actual or perceived race, including hair texture and protective hairstyles associated with race, color, national origin, ancestry, sex, gender, gender identity, gender expression, pregnancy, childbirth or related medical condition, religious creed, physical disability, mental disability, age for individuals over forty years of age, medical condition, marital status, veteran status, sexual orientation, genetic information, or a perception that anyone has any protected characteristics, or is associated with a person who has or is perceived as having any of those characteristics, or any other characteristic protected by federal, state or local law. COMB is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general employment practices.

COMB will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please speak to the General Manager or the Administrative Manager/CFO.

COMB will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on COMB's operations. If you wish to request such an accommodation, please speak to the General Manager or the Administrative Manager/CFO.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the General Manager or the Administrative Manager/CFO. COMB will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he/she has been subjected to any such retaliation, he/she should bring it to the attention of the General Manager or the Administrative Manager/CFO.

To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including immediate termination. All employees must cooperate with all investigations.

### **1.3 DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION**

COMB prohibits and will not tolerate discrimination, harassment or retaliation of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, Manager, vendor, customer or any third party on the basis of race, including hair texture and protective hairstyles associated with race, religious creed, color, age for individuals over forty years of age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition as defined by state law (cancer or genetic characteristics), or a perception that anyone has any protected characteristics, or is associated with a person who has or is perceived as having any of those characteristics, disability, military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state or local laws and ordinances. COMB is committed to a workplace free of discrimination, harassment and retaliation.

#### **1.3.1 Discrimination**

Discrimination under this policy means treating, or proposing to treat, someone unfavorably or denying or granting a benefit to an individual because of a personal characteristic protected by law.

#### **1.3.2 Harassment**

Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile work environment that interferes with work performance.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays or emails) or physical conduct (including physically threatening another, blocking a person's passageway, etc.) that denigrates or shows hostility or aversion towards an individual because of any personal characteristic protected by law. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

#### **1.3.3 Sexual Harassment**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature. Examples of conduct that violates this policy include:

1. Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement;
2. Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. Obscene or vulgar gestures, posters or comments;
4. Sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. Propositions or suggestive or insulting comments of a sexual nature;
6. Derogatory cartoons, posters and drawings;
7. Sexually-explicit e-mails or voicemails;

### 1.3 DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION (CONTINUED)

#### 1.3.3 Sexual Harassment (Continued)

8. Uninvited touching of a sexual nature;
9. Unwelcome sexually-related comments;
10. Conversation about one's own or someone else's sex life;
11. Conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. Teasing or other conduct directed toward a person because of the person's gender.

#### 1.3.4 Retaliation

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

1. Shunning and avoiding an individual who reports harassment, discrimination or retaliation;
2. Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and
3. Denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

**All discrimination, harassment and retaliation is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a Division Manager, Board of Director, Member Unit employee, co-worker, client, customer, vendor or other third party.**

#### 1.3.5 Reporting Procedures

The following steps have been put into place to ensure the work environment is respectful, professional, and free of discrimination, harassment and retaliation. If an employee believes someone has violated this policy or the Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of his/her Division Manager or Human Resources. It is not necessary to first go to the supervisor. (Phone numbers are available through the COMB directory.) If this individual is the person toward whom the complaint is directed, the employee should contact any higher level manager in the reporting chain, including the General Manager. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, he/she should contact the Administrative Manager/CFO immediately. Employees may also report a complaint of harassment, discrimination, or retaliation to the Department of Fair Employment and Housing or to the Equal Employment Opportunity Commission. Their websites are [www.dfeh.gov](http://www.dfeh.gov) or [www.eeoc.gov](http://www.eeoc.gov).

A Division Manager, who learns of **ANY** employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issue to the General Manager or the Administrative Manager/CFO.



### 1.3 DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION (CONTINUED)

#### 1.3.6 Investigation Procedures

Upon receiving a complaint, the Administrative Manager or General Manager will promptly conduct a prompt, fair and thorough investigation into the facts and circumstances of any claim of a violation of our Equal Employment Opportunity policy and/or this policy. To the extent possible, COMB will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances.

During the investigation, COMB will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, COMB shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. COMB will inform the complainant and the accused of the results of the investigation.

COMB will take appropriate corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if COMB determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension or immediate termination. Anyone, regardless of position or title, who COMB determines has engaged in conduct that violates this policy will be subject to discipline, up to and including immediate termination.

Remember, COMB cannot remedy claimed discrimination, harassment or retaliation unless employees bring these claims to the attention of management. Employees should not hesitate to report any conduct which they believe violates this policy.

#### 1.4 IMMIGRATION LAW COMPLIANCE

The Immigration Reform and Control Act of 1986 requires COMB to verify all employees' identity and their right to employment in the United States. This is an obligation with respect to all employee classifications. In keeping with this obligation, documentation showing a person's identity and legal right to work must be inspected. This verification must be completed with the Administrative Manager/CFO within three (3) business days after the hire date.

All offers of employment and continued employment for positions in the United States are contingent upon furnishing satisfactory evidence within the designated time requirements.

The Administrative Manager/CFO will monitor the expiration dates of identity and legal authorizations to work in the United States. If an employee's right to work expires, the employee will be put on an inactive status, and will have five (5) business days to submit a renewed documentation of his/her right to work or the employment will be terminated. Any employee who is affected by immigration laws is expected to notify the Administrative Manager/CFO at the time of any change in status.

**SECTION II: EMPLOYMENT STATUS**

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## 2.1 AT-WILL EMPLOYMENT

All employees are hired on an "at will" basis, unless you are employed under a written contract stating otherwise. This means that you may resign at any time and that COMB may terminate you at any time, with or without cause. At the end of this Handbook you will find a copy of an "at will" employment acknowledgement. Please read this carefully, sign and return to the Administrative Manager / CFO.



## 2.2 INTRODUCTORY PERIOD

The first six (6) months of employment for each new employee or a former employee who is re-hired is considered an introductory period.

Employees will be closely observed by their supervisor, who will discuss the employees' duties and expectations with them during this time. This period is also intended to give employees an opportunity to study COMB and its expectations, work activities, methods, etc., to determine if they have made a proper choice. During such introductory period employees may be terminated at any time without notice and without cause.

COMB will conduct a formal performance review at the end of the introductory period. At that time, it is at the discretion of the General Manager if the introductory period will be extended or if the employee has successfully completed the introductory period.

### 2.3 SUBSEQUENT TRIAL PERIOD

For any regular employee who accepts reassignment and/or promotion to a new position that was not previously held by that employee or, if the employee previously held the position but was not performing satisfactorily in it, the employee will be assigned a trial period status for the first six (6) months in the new position.

A written review of the employee's performance during the initial introductory or subsequent trial period will be provided by the Division Manager at the conclusion of such period. The introductory period may be extended at the discretion of the employee's Division Manager and the General Manager if the employee's performance warrants such an extension. Where such an extension is not warranted, employees who have failed their introductory period are subject to reassignment, demotion and/or termination as determined by the staffing needs of COMB.

Upon satisfactory completion of the introductory period, employees shall attain regular employment status. Completion of the introductory period does not change or alter the at-will employment relationship. You continue to have the right to terminate your employment at any time, with or without cause and notice, and COMB retains a similar right.

## **2.4 EMPLOYEE CLASSIFICATIONS**

For purposes of this handbook, all employees fall within one of the classifications below.

### **2.4.1 Introductory Employee**

An employee in their first six months of employment, re-employment or in a new position with COMB is defined as an introductory employee.

### **2.4.2 Regular Full-Time Employee**

An employee who is scheduled to work forty (40) hours per week who was not hired on a short-term basis is classified as a regular full-time employee. A regular full-time employee is either a non-exempt or an exempt employee and is entitled to all COMB benefits described in this handbook.

#### **2.4.2.1 Exempt Employee**

An exempt employee is one who, by virtue of his/her duties and responsibilities, does not fall under certain wage and time requirements of federal and state regulations. An exempt employee does not receive overtime or compensatory time off nor does he/she follow the time card procedures for non-exempt employees.

There may be occasions when an exempt employee must record time spent on a particular project. COMB management will inform all exempt employees in writing of their status and responsibilities at the time of hire, rehire, promotion or project assignment.

#### **2.4.2.2 Non-Exempt Employee**

A non-exempt employee is one who is paid on the basis of hours worked per pay period and who receives compensation for overtime. Non-exempt employees are required to record their hours worked on a time card. All employees, unless notified otherwise by their Division Manager, are non-exempt.

### **2.4.3 Regular Part-Time Employee**

A regular part-time employee is one who is scheduled to work less than forty (40) hours per week who was not hired on a short-term basis.

Regular part-time employees who are regularly scheduled to work at least thirty (30) hours per week will be eligible for some employment benefits as described in this handbook.

### **2.4.4 Seasonal Employee**

COMB hires employees who work on an as needed or seasonal basis not to exceed one-thousand (1,000) hours in a fiscal year. Seasonal employees will be advised of their status and responsibilities in writing.



## 2.4 EMPLOYEE CLASSIFICATIONS (CONTINUED)

### 2.4.5 Temporary Employee

A temporary employee is defined as an employee who is hired for a specific short-term project, a short-term freelance, per diem or temporary basis not to exceed ninety (90) days.

Temporary employees may be full-time or part-time and are not eligible for COMB benefits, but are eligible to receive statutory benefits. Should a temporary employee be transferred to a regular position, retirement benefits under CALPERS shall be based on the employee's initial hire date as a temporary employee. All other benefits and terms of employment shall be based on the date the employee becomes a regular employee.

## 2.5 ANNIVERSARY DATES

Anniversary dates are defined and applied as follows:

### 2.5.1 Annual Performance Review Date

The anniversary date for a new employee is the starting date of the introductory period. If, at the end of the introductory period, the employee is certified for regular employment, the effective date of such regular employment becomes the anniversary date for annual performance review purposes.

### 2.5.2 Promotional Reclassification Anniversary Date

When an employee receives a promotional reclassification, provided that the introductory period is successful, the effective date of the reclassification becomes the anniversary date for 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 the original date.



## 2.6 EMPLOYEE LENGTH OF SERVICE CREDIT

"Length of service" refers to the length of time that employees spend as active full-time or part-time employees with COMB. Service begins on the day you become a full-time or part-time employee.

Length of service may be used in determining certain employee benefits, such as accrued vacation time benefits. Employees will not lose credit for service with COMB if they are laid off provided their last day of service was within sixty (60) days of being re-hired. Any employee who is rehired or reinstated from layoff within sixty (60) days from the date of termination shall receive credit for previous service and shall not be placed in an introductory status, unless he/she is assigned to a position which is different than the one he/she was in when placed on layoff.

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## **SECTION III: CONDITIONS OF EMPLOYMENT**

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**3.1 HOURS OF OPERATION**

Regular hours of operation are Monday through Thursday, 7:00 AM to 4:30 PM and Friday, 7:00 AM to 3:30 PM. An employee will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the operational needs of our agency, COMB may need to change individual work schedules on either a short-term or long-term basis.



## **3.2 MEDICAL EXAMINATIONS / BACKGROUND CHECK**

An offer of employment is conditioned on the prospective candidate passing a medical examination that includes a drug and alcohol test. All costs associated with such an examination will be paid by COMB.

COMB will also check all prospective candidates' references, education and work history (through a background check) once the candidate has provided a signed consent form. Based on the information received, the offer will be withdrawn if the applicant is not qualified to work for COMB. If it is subsequently discovered that an employee has submitted false information to COMB, he/she will be immediately terminated.

### **3.3 JOB DUTIES AND RESPONSIBILITIES**

During your introductory period, your Division Manager will explain your job description duties and work responsibilities, your work schedule, work location(s), and performance standards expected of you. Be aware that your job responsibilities and/or work schedule may change at any time during your employment with COMB.

From time-to-time, you may be asked to work on special projects or to assist with other work assignments necessary or important to the operation of your department or COMB. Your cooperation and assistance in performing such additional work is expected and required.

COMB reserves the right, at any time, with or without notice, to alter or change job duties, responsibilities, work locations, titles, reassign or transfer job positions, assign additional job duties, responsibilities, make changes to hours of work, change workday schedules in order to meet its obligations, create a more efficient operation or meet a change in economic or other conditions. Refusal to accept the changes in job duties is deemed insubordination and may result in disciplinary action, up to and including immediate termination.

Completion of the introductory period does not entitle you to remain employed by COMB for any definite period of time. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or COMB.

The duration of your introductory period is specified in your offer letter. During this time, you will learn your responsibilities, get acquainted with fellow employees and determine whether or not you are happy with your job. Your Division Manager will closely monitor your performance.

If you have questions regarding your introductory period, contact your Division Manager or the Administrative Manager/CFO.



**3.4 LICENSING AND CERTIFICATIONS**

It is the responsibility of each employee to maintain licenses required to perform his/her duties. COMB will take every opportunity to assist the employee to obtain the training and education necessary to maintain and improve licenses. Ultimately it is the employee's sole responsibility to insure they possess the correct and appropriate license(s) to fulfill their responsibilities as stated in their job description.

It is the employee's responsibility to pay their own license renewal fees when due, and submit for reimbursement receipts showing payment in full for renewal of the license(s). COMB will not pay, nor reimburse, an employee for any fees incurred by an employee as a result of late, overdue or expired renewal of an employee's license or certification. COMB will not pay any fees for an employee to "re-test" for an expired license or "re-test" for a failed test.

1. License application fees and exam fees will be reimbursed to the employee upon submission of receipt showing payment in full from the licensing agency and proof of a passing grade, so long as the employee is fit-for-duty and currently employed by COMB. License issuance fees will be reimbursed upon proof of, and posting in COMB's office, the newly obtained license.
2. Fees for college courses will be reimbursed upon pre-approval of the course by the employee's Division Manager and the General Manager. The employee must provide proof of a passing grade prior to reimbursement.
3. All materials paid for by COMB such as books, manuals, CDs, DVDs, etc. become the property of COMB and will be kept in the COMB library for use by all employees.
4. Employees attending classes or training on subjects which could benefit other staff who did not attend, may be required to prepare a short written synopsis and make a presentation at a subsequent staff meeting.

### 3.5 HIRING RELATIVES / EMPLOYEE RELATIONSHIPS

Because of the potential for conflicts of interest and employee morale problems, COMB will not employ relatives, spouses, domestic partners or employees who share a significant relationship, (1) with a member of the Board of Directors, (2) where one employee will be supervised by another, or (3) where a conflict of interest arises.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of COMB. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two (2) employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. COMB generally will attempt to identify other available positions, but if no alternate position is available, COMB retains the right to decide which employee will remain with COMB.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.



**3.6 REST AND MEAL PERIODS**

**3.6.1 General Requirements**

Employees will be provided rest and meal periods as required by law. The Division Managers are responsible for scheduling rest and meal periods according to work schedules and within provisions required by law.

All rest breaks and meal periods must be taken outside the work area. Employees should not visit or socialize with employees who are working while they are taking a rest break or meal period. Employees may leave the premises during meal periods.

Employees are required to immediately notify their Division Manager or the Administrative Manager/CFO if they believe they are being pressured or coerced by any employee or Division Manager to not take any portion of a provided rest break or meal period.

The use of COMB vehicles as transportation during lunch (or breaks) other than in the normal course of occupational travel is not authorized.

**3.6.2 Rest Periods**

Non-exempt employees are provided with a 10-minute rest break for every 4 hours worked as allowed by law. These breaks are to be taken approximately two hours after the start of the work day and approximately two hours after the lunch period. Breaks should be scheduled by your immediate supervisor.

Rest breaks should be taken as close to the middle of each work period as is practical. Division Managers may schedule rest breaks to ensure the smooth operation of their departments. Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Non-exempt employees are paid for all rest break periods.

**3.6.3 Meal Periods**

Non-exempt employees who work more than five (5) hours in a day are entitled to take one unpaid meal period of at least 30 minutes as scheduled by the Division Manager. The meal break should be taken around the middle of the employee’s shift. Non-exempt employees who work more than ten (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 Division 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.

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



**3.7 ALTERNATIVE WORKWEEK SCHEDULE**

COMB has implemented an alternative workweek schedule for staff. This policy is established in order to gain the maximum efficiency for COMB and allow the employee additional opportunities to enjoy their non-work hours. COMB retains the right to modify work schedules if warranted by business necessity.

**3.7.1 Work-week Schedule**

COMB has a normal work week consisting of five (5) eight (8) hour days (forty [40] hours per week), Monday through Friday. COMB has established a 9/80 work schedule for regular, full-time staff. Participants will work eighty (80) hours during a two-week period; eight (8) nine (9) hour workdays, one (1) eight (8) hour workday, and one (1) eight (8) hour day off (Friday). Employees participating in the 9/80 program must record their workweek beginning on Friday 12:01 PM. to Friday 12:00 Noon and must remain on the selected schedule.

**3.7.2 Participation Criteria**

Eligibility to participate in the alternative workweek schedule program is subject at all times to the needs of COMB and may be modified as those needs change. Certain positions may be ineligible for participation due to necessary business activities.

Timeliness, quality and quantity of work must be maintained. Priority work must be accomplished in a timely manner. A satisfactory attendance record and continued satisfactory work performance must be maintained.

All participants must agree to abide by the guidelines. A signed acknowledgment of these guidelines will be retained in the participant’s personnel file.

In order for this program to be successful, it is important that employees communicate with their co-workers and managers regarding any critical issues that may arise on their scheduled 9/80 day off.

Either you are on the 9/80 schedule or you are not. It is your choice; however, you will need to abide by the specifications outlined in this policy.

**3.7.3 Procedures**

Pay periods will cover a bi-weekly work schedule, which equates to twenty-six (26) pay periods per year.

Timecards will record hours for a two-week/eighty (80) hour period. Each Division Manager will manage their work schedule. All staff is expected to work on Mondays, unless granted approval by the General Manager in advance.

Once participants are committed to an alternative workweek schedule, it is expected to be followed. Keep in mind that a scheduled day off will be treated just like any other non-work day (ex: Saturday or Sunday).

Holidays that fall on a regularly scheduled 9/80 day off will be taken the preceding work day.

Absences occurring on scheduled workdays are charged at a rate of nine (9) hours on the nine (9) hour workday and at a rate of eight (8) hours on the eight (8) hour workday (for non-exempt and exempt).



**3.7 ALTERNATIVE WORKWEEK SCHEDULE (CONTINUED)**

**3.7.3 Procedures (Continued)**

If an employee’s availability is needed to assure adequate business needs coverage or any time COMB requires, the employee may be required to revert back to a five (5) day/forty (40) hour work week on a temporary or regular basis.

Any participant in the alternative program who takes extended leaves for any reason will be removed from the program for the duration of the leave.

This program may be discontinued at any time for business operational needs at the discretion of the General Manager.

**3.7.4 Non-Exempt Staff**

The normal work week will begin on Friday 12:01 PM and end on the following Friday at 12:00 Noon.

Per the Fair Labor Standards Act, employees will be paid overtime (time and a half) for hours worked in excess of forty (40) hours in any work week.

It is required that employees record forty (40) hours in each work week to equal eighty (80) hours for the two (2) week pay period.

Absences occurring on scheduled workdays are charged at a rate not to exceed nine (9) hours.

**3.7.5 Exempt Staff**

Exempt staff members on a 9/80 work schedule are expected to maintain a work schedule averaging eighty (80) hours per pay period. Staff working basic work schedules (not out of town) are expected to follow the guidelines for the non-exempt staff by working eight (8) nine (9) hour workdays, one (1) eight (8) hour workday, and one day off during a two (2) week pay period. Non-working time out of the office does not count towards the eighty (80) hours. If traveling in the field, it is understood that schedules will vary and it is expected you will adjust your schedule accordingly.

If you work a 9/80 schedule and are unable to take your flex-day off due to work activities or responsibilities, you will not be entitled to carry that day over. It is recommended that you adjust your workweek accordingly and/or revert back to the non-alternative schedule.



**3.8 OPERATIONS DIVISION ON-CALL DUTY**

**3.8.1 Requirements**

Operations Division field staff may be assigned by their Division Manager to a rotating schedule for On-Call duty to respond to operational or emergency callouts. The assigned employee will be the contact person for responding to operational and emergency calls for one (1) week (7 days) starting at 7:00 AM each Monday. During evening hours while performing on-call assignment, the employee is not required to stay at the COMB office and can engage in personal activity, provided only that he/she can be reached by COMB cell-phone and be able to travel to the site of the problem within forty-five (45) minutes.

On-Call duty will be in accordance with procedures defined by the Division Manager and the General Manager including, but not limited, to the following:

COMB maintains a calendar of employees who are on-call to facilitate planning of personal events and vacations. If employees wish to trade on-call shifts, they must notify their Division Manager in advance and in writing for authorization.

Refusing to be assigned on-call duty, failure to answer phone calls, failure to communicate with other on-call employees, failure to respond to an emergency while being designated on-call, being unable to respond, or abusing or falsifying information while on-call duty is deemed insubordination, may result in disciplinary action, up to and including immediate termination.

The assigned employee(s) must ensure that they remain within cell phone range at all times while on-call in order to quickly respond to any alarm conditions and/or coordinate emergency response efforts, and be readily available to assist as needed; including during business hours.

While on-call, the assigned employee is required to maintain himself/herself in the mental and physical condition to safely respond to any and all emergencies. On-call employees shall refrain from recreational use of alcohol, marijuana or drugs, legal or illegal, during any period they are assigned on-call duty. If an employee exhibits the inability to perform on-call duties due to the use of alcohol, marijuana or drug consumption while on-call and it is deemed excessive in the sole opinion of COMB, disciplinary action, up to and including immediate termination may result. See COMB Employee Handbook Policy (section) 9.14 – Drug and Alcohol Policy for further information.

If you are scheduled to be on-call during a paid holiday, you are still required to perform your on-call duties. If you are leaving for the paid holiday and have received an approved Time Off Request Form from your Division Manager, it is your responsibility to have your on-call shift(s) covered and approved by your Division Manager in advance.

If an employee calls in sick, or leaves work early due to illness, on a day he or she is scheduled for on-call duty, the employee will be removed from on-call status until the employee returns to normal working duties.

Should the assigned employee be unable to fulfill their on-call duties for any reason, the employee is required to notify their Division Manager immediately and will receive a pro-ration of standby pay.



**3.8 OPERATIONS DIVISION ON-CALL DUTY (CONTINUED)**

**3.8.2 Responding to Call-Outs**

If you are on-call and receive a call/alarm notification(s) from the alarm company, SCADA, a COMB Member Agency or a member of the public, you are required to send an e-mail to your Division Manager and/or designated staff members to ensure others are aware of alarm notification and responses. Once the situation has been resolved, you are required to send another e-mail to ensure others are aware of the completed status and result of actions.

If you are on-call and receive a call from the alarm company, SCADA, a COMB Member Agency and/or a member of the public that is not serviced by your assigned division, you are to notify the appropriate Division Manager or designee first before responding. If there is not a need for two (2) people to respond to the call-out, you are to remain on standby for the other employee, in order to respond if assistance is needed. You are both required to stay in communication with each other throughout the call-out.

If you are on-call and live out of cell phone range, you are to have and maintain a working landline at your home to ensure that COMB's answering service can reach you. You are free to engage in your own personal activities while you are on-call.

**3.8.3 Compensation**

An employee who performs on-call duty will be paid in the following manner:

The employee will receive one hour of straight time pay per day for on-call duty. Working time spent on actual call out duties will be paid based on actual time spent and paid at time and a half.



**3.9 PROMOTIONS, INTERNAL JOBS OPENINGS AND TRANSFERS**

COMB is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. Whenever a job opening arises in an established position, or a new position is created, current employees will be given first consideration.

To be eligible to apply for an open position, employees must meet the requirements listed below.

1. Have served in your current position for at least six (6) months
2. Maintained a performance rating of satisfactory or above
3. Must not have any employee conduct/performance-related memorandums issued
4. Must meet the job qualifications listed on the job posting
5. Required to provide your Division Manager with notice prior to applying for the position

If the employee finds a position of interest on the job posting website and meets the eligibility requirements, an application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. COMB reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

COMB retains the right to demote, transfer, change job duties and change compensation at any time with or without notice in its sole discretion.

See COMB Employee Handbook Policy (section) 2.3 - Subsequent Trial Period for further information regarding a trial period status following a promotion or transfer.

For more specific information about the program, please contact the Administrative Manager/CFO.

### **3.10 PERFORMANCE EVALUATIONS**

Each employee will receive periodic performance reviews conducted by his/her Division Manager. Your first performance evaluation will take place after completion of your introductory period. Subsequent performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude and your attitude toward others and your contribution toward your department goals. The performance evaluations are intended to make you aware of your progress, showcase areas for improvement and define objectives or goals for future work performance.

Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of COMB and depend upon many factors in addition to performance. After the review, you will be required to sign the Employee Evaluation Form simply to acknowledge that it has been presented to you, that you have discussed it with your Division Manager, and that you are aware of its contents.

During the performance evaluation a new work schedule, job duties or Job Description may be presented with a Change of Status Form. Failure to sign, accept or abide by the new work schedule, job duties or Job Description on the Change of Status Form may result in disciplinary action, up to and including immediate termination.

### 3.11 FITNESS FOR DUTY

Whenever the General Manager or his or her designee believes that an employee is unable to perform the essential function of the job due to illness or injury, whether physical or mental, or is unable to perform the essential functions of their job safely or without posing a danger to themselves or others, COMB may require the employee to submit to an independent medical examination at COMB'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 the job. If, after the independent medical examination, COMB determines that the employee cannot perform the essential functions of the job, or cannot perform such essential functions safely or without posing a danger to him/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 COMB.

In the event of a dispute between COMB and the employee's health care providers, COMB may require a third opinion, at COMB's expense, performed by a health care provider agreed to by the employer's and employee's health care provider, who will make a final determination.

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## **SECTION IV: COMPENSATION**

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## **4.1 PAYCHECKS AND PAY PERIODS**

### **4.1.1 Pay Period**

Pay periods are recorded bi-weekly and paychecks are issued on alternate Fridays. A regular workweek is from Saturday 12:01 AM through Friday 12:00 AM (midnight) and usually consists of forty (40) hours based on a five (5) day workweek. For employees who are on the Alternative Workweek Schedule, the workweek is from Friday 12:01 PM through Friday 12:00 Noon.

If a regular payday falls on a holiday, paychecks will be issued or directly deposited on the previous business day.

### **4.1.2 Payroll Deductions**

Payroll deductions will be made as required by state and federal law, which currently include: Social Security (FICA) taxes; State Disability Insurance (SDI); Paid Family Leave Insurance (PFL); state and federal income tax; and CalPERS retirement contribution.

Other deductions, such as employee health insurance contributions, may also be deducted if authorized in writing by the employee.

Deductions such as wage garnishments will be made according to the applicable law.

### **4.1.3 Payroll Errors**

Any questions regarding errors, mistakes, inclusions or omissions on your paycheck must be reported to the Administrative Manager/CFO within seventy-two (72) hours after receipt of the paycheck. Corrections will be made on the next paycheck.

### **4.1.4 Direct Deposit**

COMB uses direct deposit to pay all employees. Direct Deposit Forms are available from the Administrative Manager/CFO.

## 4.2 TIME RECORDS AND TIMEKEEPING PROCEDURES

Employees must record their actual time worked for payroll and benefit purposes. All non-exempt employees must record their total hours worked each day. All time cards are collected and replaced by new ones at the end of every pay period and must be signed by each employee no later than the end of the last work day in the pay period. Non-exempt employees may not start work until their scheduled starting time without advance approval from a Division Manager.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Employees will be paid only for time recorded and for authorized paid time off. Therefore, it is extremely important that the employee understand and comply with COMB's timekeeping procedures. If an employee has any questions, they should discuss them immediately with their Division Manager or the Administrative Manager/CFO.

Employees are not allowed to work "off the clock." Any work performed before or after a regularly scheduled shift must be approved in advance by your Division Manager.

The unauthorized use of or tampering with the time cards, filling in another employee's time card, allowing another employee to fill in your time card, or writing on your or another employee's time card is prohibited. Doing so may result in immediate termination. In emergencies, an employee may phone in their time to their supervisor or the Administrative Manager who will prepare a temporary time card which the employee will sign upon his/her return.

Exempt employees must fill out a time sheet to show vacation and sick leave used.

It is the employee's responsibility to sign their timecards to certify the accuracy of all time recorded. Any errors on the timecard should be reported immediately to the Division Manager, who will attempt to correct legitimate errors.

A Division Manager may make any handwritten marks or changes, or electronic marks and changes, relating to job code numbers, service descriptions and labor class on the timecard after submittal by the employee to ensure accuracy.

### 4.3 WAGE RATES

Each position in COMB is periodically analyzed to determine the nature and scope of its particular requirements. On the basis of this analysis, a Job Description is prepared/updated listing all of the requirements, functions and responsibilities connected thereto. Each job is then evaluated to determine its worth relative to other jobs and to establish equitable differentials between job base pay rates. From time to time, each position is compared with similar jobs in other utilities and governmental agencies and the information gathered serves as a basis for considering adjustments in the wage structure and/or in the appropriate requirements and responsibilities.

Employees are expected to perform the duties outlined in their individual Job Description, and if and as necessary, work with others to perform all necessary tasks.

#### 4.4 OVERTIME

At times, it is necessary to have employees work overtime. When called upon, you are expected to work reasonable and necessary overtime. Repeated refusal or unavailability to work overtime is deemed insubordination and may result in disciplinary action, up to and including termination.

Employees will receive overtime pay for actual hours worked over 40 in a workweek at a rate of time and one half of the regular rate of pay only. There is no double time. A workweek is a fixed and regular recurring period of 168 hours-seven consecutive 24-hour periods. Different workweeks may be established for different employees or group of employees.

All overtime must be authorized by your supervisor in advance and must be initialed by your supervisor on your time sheet. Emergency, SCADA and/or alarm company callouts are typically exempt from the pre-approval requirement. Working unauthorized overtime shall result in disciplinary action, up to and including termination.

Overtime pay shall be paid to non-exempt employees in accordance with applicable law.

#### 4.5 COST OF LIVING ADJUSTMENT (COLA)

Cost of Living Adjustments (COLAs) to wages and salaries are at the discretion of the COMB Board of Directors and are generally considered with each new fiscal year.

The General Manager's salary is set by the Board of Directors and is excluded from the COLA calculation.



**4.6 LONGEVITY PAY**

Longevity pay may be earned by COMB employees who have ten or more years of dedicated service and have reached the top step (Step 10) of the salary range for their position. Such employees may receive additional pay related to their longevity with COMB, based on the following schedule of continuous service:

<b>YEARS OF SERVICE</b>	<b>LONGEVITY PAY</b>
10 - 14	Step 10 + 2.5%
15 - 19	Step 10 + 5.0%
20 +	Step 10 + 7.5%

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.

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

Eligibility for longevity pay is not a guarantee of continuing employment and does not change your at-will employment status.

#### 4.7 UNCLAIMED / LOST PAYCHECKS

COMB normally issues payroll through a direct deposit system. In the event a manual paycheck is warranted, and a paycheck is not picked up by the employee within seven (7) days of the date of issuance, a letter will be sent to the employee's last known address stating that the employee should pick up the paycheck or give written instructions to COMB to mail it to an address designated by the employee.

Checks lost or otherwise missing should be reported immediately to the Administrative Manager/CFO so that a stop payment order may be initiated. COMB will determine when, and if, a new check should be issued to replace a lost or missing check.

#### 4.8 LOANS, ADVANCES AND PERSONAL CHECKS

COMB does not permit loans or advances on paychecks or against accrued paid time off, nor is it possible for COMB to accept and cash a personal check from an employee in exchange for cash.

#### **4.9 TRAVEL TIME FOR NON-EXEMPT EMPLOYEES**

Non-exempt employees are paid for travel time in accordance with the Portal-to-Portal Act, an amendment to the Fair Labor Standards Act (FLSA). Generally, time spent traveling is compensable, unless it is normal home-to-work commute time, or when travel requires an overnight stay and the time spent traveling falls outside of the employee normal work hours. Time spent traveling to and from different worksites is compensable.

If compensable travel time results in more than forty (40) hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

#### **4.10 REIMBURSABLE EXPENSES**

COMB will reimburse employees for travel and business expenditures related to conferences, education and/or training seminars. Employees are expected to exercise restraint and good judgment when incurring business related, reimbursable expenses. Employees are required to receive approval from their Division Manager or the Administrative Manager/CFO in advance regarding authorized expense reimbursements.

##### **4.10.1 Conference or Training Seminars**

All conferences and training seminars will be approved in advance by the Division Manager and General Manager or Designee. Conference or training registration and overnight lodging, if necessary, are scheduled by the Administrative Assistant II / Board Secretary.

COMB will reimburse reasonable meal expenses, for each full day for an out of town conference or seminar and during travel days, except in cases where meals are included in the registration cost. Alcoholic beverages are exempt from reimbursement.

##### **4.10.2 Materials, Service, Supplies**

COMB staff will submit an expense reimbursement form for the actual cost of miscellaneous out-of-pocket expenditures not directly attributable to conferences or training, such as miscellaneous supplies or personal property equipment (PPE). The reimbursement request will include a receipt or proper documentation to substantiate the expense. All reimbursement requests must be approved by the appropriate Division Manager and General Manager or Designee.

COMB will make every effort to reimburse the employee within seven (7) business days of the submission to the Accounting Department of an approved reimbursement.

##### **4.10.3 Mileage**

The mileage reimbursement rate to operate privately-owned vehicles will be the allowable IRS rate in effect at the time the expense is incurred. The mileage distance should be calculated from destination to destination. To receive mileage reimbursement, an employee must log their mileage and submit a Reimbursement Form to their Division Manager.

COMB employees are required to maintain an insurable driving record at all times during their employment with COMB. Employees will be enrolled in the state of California PULL program that monitors driving records for public employees. COMB will also regularly schedule a formal defensive driving class through ACWA JPIA. Attendance at these trainings is mandatory.

##### **4.10.4 Employee Incurred Expenses**

Expenses under the amount of \$50, which are incurred by employees for COMB purposes, will be reimbursed through COMB's petty cash account. Expenses over that amount will be reimbursed through normal accounting procedures after an expense report has been completed and submitted. All expenses must be approved in advance by the Division Manager and General Manager or Administrative Manager/CFO before submitting for reimbursement.

##### **4.10.5 Out of Area Travel and Expenses**

Air travel, auto rental and lodging shall be arranged in advance by the Administrative Assistant / Board Secretary.

#### **4.11 SAFE HARBOR POLICY FOR FAIR LABOR STANDARDS ACT**

It is COMB's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors.

##### **4.11.1 Review Your Pay Stub**

COMB makes every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes may happen. When mistakes are called to our attention, COMB will promptly make any correction that is necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

##### **4.11.2 Non-Exempt Employees**

It is your responsibility to maintain a record of total hours you work each day including overtime. These hours must be accurately recorded daily on a time card that will be provided to you. Each employee must sign his or her time card and verify that the reported hours worked are complete and accurate (and that there is no unrecorded or "off-the-clock" work). Your time card must accurately reflect all regular and overtime hours worked and any absences. At the end of each pay period, you are required to submit your completed time card to your supervisor for verification and approval. When you receive each pay check stub, please verify that you were paid correctly for all regular and overtime hours worked each workweek.

##### **4.11.3 Exempt Employees**

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for COMB. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

You will receive your full salary for any workweek in which work is performed. However, under federal law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons in a workweek in which work was performed:

1. Full day absences for personal reasons, including vacation.
2. Full day absences for sickness or disability, since we have a sick day pay plan and short-term disability insurance plan.
3. Full day disciplinary suspensions for major infractions of safety rules (including those that could cause serious harm to others).
4. Family and Medical Leave absences (FMLA/CFRA) (either full or partial day absences).
5. To offset amounts received as payment for jury and witness fees or military pay.
6. Unpaid disciplinary suspensions of one or more full days for significant infractions of workplace conduct rules set forth in written policies.
7. The first or last week of employment in the event you work less than a full week.

#### 4.11 SAFE HARBOR POLICY FOR FAIR LABOR STANDARDS ACT (CONTINUED)

##### 4.11.3 Exempt Employees (Continued)

Your salary also may be reduced for certain types of deductions, such as: your portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a 457 plan or pension plan. In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

1. Partial day absences for personal reasons, sickness or disability.
2. Your absence because the facility is closed on a scheduled work day.
3. Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
4. Any other deductions prohibited by state or federal law.

Please note: You will be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. However, your salary will not be reduced for partial day absences if you do not have accrued paid time off.

##### 4.11.4 Reporting Violations

It is a violation of COMB's policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of COMB policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under-report or over-report hour's worked. If any manager or employee instructs you to (1) incorrectly or falsely under-report or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not comply. Instead, report it immediately to the Administrative Manager/CFO.

You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

If employees believe they have been subject to improper deductions, they should immediately report the matter to their Division Manager. If the Division Manager is unavailable or if employees believe it would be inappropriate to contact that person (or if they have not received a prompt and fully acceptable reply), they should immediately contact the Administrative Manager/CFO. If employees are unsure of whom to contact if they have not received a satisfactory response within five (5) business days after reporting the incident, they should immediately contact the General Manager.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including immediate termination for any employee who violates this policy. In addition, COMB will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including immediate termination.

## **SECTION V: BENEFITS**

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## 5.1 BENEFITS OVERVIEW / DISCLAIMER

In addition to good working conditions and competitive pay, it is COMB's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include vacation time off, holidays, retirement plan, a health insurance program and other plan benefits. We are constantly evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs COMB provides employees and their families. Of course, the information presented here is intended to serve only as a guideline and does not guarantee continuation of benefits in the future.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Administrative Manager/CFO. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, COMB retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While COMB intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Administrative Manager/CFO.

## 5.2 HOLIDAYS

### 5.2.1 COMB Holidays

Full-time employees will be paid for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

COMB publishes a Holiday Calendar to be observed for each up-coming calendar year.

When holidays fall or are celebrated on a regular work day, regular full-time employees will receive one (1) day's pay at their regular straight-time rate. Regular part-time employees will be paid for the holiday on a pro-rata basis. For purpose of the pro-rata adjustment, COMB will calculate a normal averaged workday based on the prior four (4) weeks actual hours worked.

Eligible employees who are called in to work on a holiday will receive an additional payment of time and one-half (1-1/2) for each hour of actual work.

For employees on an alternative work schedule, holidays that fall on a regularly scheduled work day off will be taken the preceding work day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of using vacation time.

Observed holidays falling on Saturday will be celebrated on Friday; those falling on Sunday will be celebrated on Monday. To be eligible for holiday pay, an employee must work the work-day before and the work-day after the holiday unless on approved paid leave or vacation.

If you are scheduled to be on-call while there is a paid holiday, you are still required to perform your on-call duties. See COMB Employee Handbook Policy (section) 3.8 – On-Call Duty for further information.

### 5.2.1 Floating Holiday

COMB offers one (1) Floating Holiday per calendar year for each employee to take upon approval of their Division Manager. The floating holiday may be taken on the employee's birthday or another day of the employee's choice. The Floating Holiday must be taken in the same calendar year earned and does not rollover to the following year.

An employee must be employed on the first pay period in January to be eligible for a Floating Holiday during that calendar year.

Any unused Floating Holiday will be considered forfeited upon termination and will not be included in the calculation of final wages.



5.3 VACATION

5.3.1 **Accrual Schedule**

COMB appreciates the work of all employees and recognizes the importance of providing time for rest and relaxation. COMB offers accrued vacation time as a benefit and fully encourages employees to use their vacation time. All regular full-time employees earn paid vacation, based on the following accrual schedule:

<u>YEARS OF SERVICE</u>	<u>VACATION DAYS EARNED</u>
1 - 4	10
5 - 9	15
10 - 14	18
15 - 19	20
20 +	22

Regular part-time employees will accrue vacation based on their normal work schedule prorated against full-time (40 hours per week) employment. The maximum vacation entitlement for regular part-time employees is pro-rated based on hours worked.

Seasonal employees do not accrue vacation hours.

Accrued vacation may be carried over from year to year. However, once you have accumulated twice as many days as your current annual benefit, you will stop accruing vacation days and will earn no more vacation days until you have taken enough vacation days to bring your balance below the maximum allowable accrual. For example: you are currently earning ten (10) vacation days per year. By December 31, 2019, you have earned all 10 days and you have carried over ten (10) vacation days from 2018 for a total of 20 days. As of January 1, 2020, you will earn no more vacation days until you have taken at least one (1) vacation day to reduce your total accrued vacation to nineteen (19) days. If your total accrual again reaches twenty (20) vacation days during 2020, you will stop accruing any further vacation days until you again take additional vacation to reduce your total accrual below twenty (20) days.

5.3.2 **Usage**

Every effort will be made to grant the employee's vacation preference, consistent with our operating schedule. However, if multiple people within the same department or with overlapping responsibilities request the same period of time off, COMB reserves the right to choose who may take vacation during that period. Employees with the longest length of service generally will be given preference.

Vacation requests must be submitted to your Division Manager at least two (2) weeks in advance of requested vacation dates except in extenuating circumstances.

You will receive vacation pay based on your current straight-time hourly rate at the time the vacation is taken. Vacation cannot be taken in advance of it having been accrued. You will not accrue vacation benefits while on any unpaid leave of absence. If a designated holiday is observed during your vacation, you will not be charged for a vacation day.

If you are scheduled to be on-call while on vacation, it is your responsibility to have your on-call shift(s) covered. See COMB Employee Handbook Policy (section) 3.8 – On-Call Duty for further information.

### 5.3 VACATION (CONTINUED)

#### 5.3.2 Usage (Continued)

If an employee is absent due to illness at the time of their scheduled vacation, the employee will be permitted to change their vacation to a subsequent date which will not conflict with another employee's vacation. Such illness absence substituting vacation leave must be verified by a doctor's certificate. If an employee becomes sick after their vacation time becomes effective, they may, upon notifying their Division Manager and with a doctor's certificate, take the balance of their vacation at a subsequent date so long as it does not conflict with another employee's vacation period.

In some cases, it may be difficult for COMB to accommodate vacation requests. COMB strongly recommends that you do not make any non-refundable expenditure in connection with your time off prior to receiving written approval from your Division Manager. COMB will not be responsible for any financial loss that you may incur as a result of making any vacation expenditures prior to receiving written approval of your vacation request.

In the event an employee has to cancel an approved vacation at the request of COMB due to work-related reasons, COMB will reimburse the employee for verifiable costs incurred to reschedule prepaid travel and accommodations. In the event the employee is unable to reschedule, COMB will reimburse verifiable non-refundable cancellation expenses.

#### 5.3.3 Payout

All accrued but unused vacation is paid out upon separation / termination.

## 5.4 SICK LEAVE

### 5.4.1 Accrual Schedule

All regular full-time employees are entitled to twelve (12) days of sick leave during the calendar year. This benefit is granted on a monthly basis of one (1) day per month for full-time employees, and prorated per hours worked for regular part-time employees. Sick leave may be cumulative to one hundred twenty (120) working days.

You will not accrue sick leave benefits while on any unpaid leave of absence.

### 5.4.2 Usage

Paid sick leave may be used for the following reasons:

1. For diagnosis, care or treatment of an existing health condition of or preventive care for, an employee or an employee's family member (meaning a child, including biological, adopted or foster child, stepchild, legal ward or a child to whom the employee stands in loco parentis, all regardless of age or dependency status); spouse; registered domestic partner; parent (including biological, adoptive or foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor child); grandparent; grandchild; or a sibling; or
2. For an employee who is a victim of domestic violence, sexual assault or stalking:
  - a) To obtain or attempt to obtain a temporary restraining order, restraining order or other injunctive relief;
  - b) To help ensure the health, safety or welfare of the victim or the victim's child;
  - c) To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
  - d) To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
  - e) To obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
  - f) To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

An employee who is unable to work due to illness is required to notify their Division Manager personally and the Administrative Manager/CFO, as promptly as possible. Notification should be made personally by telephone call and within thirty (30) minutes after the scheduled start of your shift work time. Notifying the answering service is not acceptable, and unless approved in advance, on the proper form, by the General Manager, notice must be given on a daily basis.

Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

## 5.4 SICK LEAVE (CONTINUED)

### 5.4.3 Temporary and Seasonal Employees

Pursuant to the (California) Healthy Workplaces, Healthy Families Act, COMB provides paid sick leave to employees who, on or after July 1, 2015, work for COMB for thirty (30) or more days within a year. For employees who are eligible for sick time under the general Sick Leave policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Sick Time policy and/or any other applicable sick time/leave law or ordinance.

Employees begin accruing paid sick leave on July 1, 2015 or at the start of employment, whichever is later. Paid sick leave will accumulate at the rate of one (1) hour for every thirty (30) hours worked, up to a total maximum accrual of six (6) days or forty-eight (48) hours.

Employees can use accrued paid sick leave beginning on the 90th day of employment. Paid sick leave may be used in minimum increments of two (2) hours.

### 5.4.4 Payout

If an employee retires under COMB's retirement program, or resigns with twenty (20) years or more of continuous service, he/she will receive full payment for any unused portion of sick leave allowance.

If an employee resigns or leaves COMB for any reason, with six to twenty (6-20) years of continuous service, he/she shall receive one-half pay for any unused portion of sick leave balance.

There will be no sick leave payout for an employee leaving COMB with less than six (6) full years of continuous service.

## 5.5 MEDICAL INSURANCE

COMB provides group major medical insurance to eligible employees and eligible dependents. Employees will receive summary plan descriptions during new employee orientation and annually thereafter during open enrollment.

Eligible employees are defined as regular full-time employees. Please see the COMB Employee Handbook (section) 2.4 – Employee Classification for more information.

Eligible dependent is defined as the following:

- Spouse;
- Children to their 26th birthday including children placed in the home for adoption;
- Unmarried children who were enrolled before age 26 and are incapable of self-sustaining employment due to physical or mental condition. A physician must certify in writing within 60 days this condition and it is subject to carrier approval.
- Children eligible for coverage as a result of a valid qualified medical child support order.
- Grandchildren if claimed as deduction on employee's IRS tax return.
- Domestic partner as defined by the State of California for state registration requirements.
- Those designated according to the law.
- For an eligible dependent to be eligible for coverages, a copy of a marriage license, State of California Declaration of Domestic Partnership form (NP/SFDP-1), birth certificate, or other identifying paperwork is required.

It is the employee's responsibility to notify COMB in writing upon divorce, termination of domestic partnership, over-age dependent, or any event that changes the status of dependency.

Pursuant to eligibility requirements, COMB will maintain your health insurance coverage during an approved unpaid leave of absence. The employee is responsible for their applicable premium amount during this period. Please see the COMB Employee Handbook (section) 6 - Leave of Absence for more information.

The following is a brief description of the plans available and is not meant to replace the actual wording of the policy, which makes the final determination of the benefits to be provided.

- A. Persons Eligible: Regular full-time employees and their eligible dependents as defined in the previous section.
- B. Waiting Period: An employee is eligible the first day of the month following one month of continuous employment.
- C. Provider: Anthem Blue Cross, [www.anthem/ca](http://www.anthem/ca), Kaiser HMO (in select zip codes – See the Administrative Manager / CFO for coverage areas), [www.kp.org](http://www.kp.org)
- D. Employer / Employee Premium Contribution: A two (2) tier Health Benefits Policy has been established for employees hired after February 1, 2014. The benefits are categorized into two classifications depending on employee hire date.

## 5.5 MEDICAL INSURANCE (CONTINUED)

### **Tier 1: Active Employees Hired prior to February 1, 2014**

Employer Premium Contribution: COMB pays up to the family Anthem Blue Cross Classic PPO plan. For regular active employees working a full forty (40) hour week that require less than full family health, dental and vision care coverage, the difference between the family coverage premium and the utilized coverage premium will be deposited each payday into a deferred compensation plan account on the employee's behalf.

Employee Premium Contribution: Employee will be charged \$5.00 per month (\$2.31 per pay period) for dependent (Employee + 1; Family) coverage. This cost is processed through a bi-weekly, pre-tax payroll deduction. The employee contribution may be adjusted by COMB anytime in the future.

### **Tier 2: Active Employees Hired after February 1, 2014**

Employer Premium Contribution: COMB pays up to the family Anthem Blue Cross Value HMO plan.

Employee Premium Contribution: Employees who wish to upgrade to a richer benefit plan are responsible for the premium difference, if any, for the plan selected as compared to the Anthem Blue Cross Value HMO plan. This cost is processed through a bi-weekly, pre-tax payroll deduction.

Employees regardless of upgrade option will be charged \$5.00 per month (\$2.31 per pay period) for dependent (Employee + 1; Family) coverage. This cost is processed through a bi-weekly, pre-tax payroll deduction. The employee contribution may be adjusted by COMB anytime in the future.

- E. Benefits Provided: See Summary Plan Description for details.
- F. Where to file claims: As provided by the carrier.

## 5.6 DENTAL INSURANCE

COMB offers Delta Dental PPO, at no cost to eligible employees and eligible dependents, to cover many expenses related to dental needs

- A. Persons Eligible: Regular full-time employees and their eligible dependents.
- B. Waiting Period: An employee is eligible the first day of the month following one month of continuous employment.
- C. Provider: Delta Dental PPO, [www.deltadentalins.com/welcome](http://www.deltadentalins.com/welcome)
- D. Employer Premium Contribution: COMB pays up to the total premium cost of employee and eligible family members.
- E. Employee Premium Contribution: None. The employee contribution may be adjusted by COMB anytime in the future.
- F. Benefits Provided: See information provided by carrier detail.
- G. Where to file claims: As provided by the carrier.

## 5.7 VISION PLAN

COMB offers VSP, at no cost eligible to employees and eligible dependents, to cover many expenses related to vision needs

- A. Persons Eligible: Regular full-time employees and their eligible dependents.
- B. Waiting Period: An employee is eligible the first day of the month following one month of continuous employment.
- C. Provider: VSP Vision Plan, [www.vsp.com](http://www.vsp.com)
- D. Employer Premium Contribution: Total premium cost of employee and eligible family members.
- E. Employee Premium Contribution: None. The employee contribution may be adjusted by COMB anytime in the future.
- F. Benefits Provided: VSP provides access to care from qualified eye doctors, offers quality eyewear, and affordability, usually at the lowest out-of-pocket costs to the employee. See the VSP Benefits Summary for details.
- G. Where to file claims: As provided by the carrier.

## 5.8 LIFE INSURANCE

A twenty thousand dollar (\$20,000) life insurance policy will be furnished for each full-time employee effective thirty (30) days after the first of the month following the date of hire, for the duration of his/her employment.

- A. Persons Eligible: Regular full-time employees.
- B. Waiting Period: An employee is eligible the first day of the month following one month of continuous employment.
- C. Provider: Standard Insurance Company, [www.standard.com](http://www.standard.com)
- D. Employer Premium Contribution: COMB pays for the total premium cost of employee.
- E. Employee Premium Contribution: None. Additional coverage up to an additional twenty thousand dollar (\$20,000) may be purchased by the employee subject to acceptance by the insurance company. Dependent coverage is not available.
- F. Benefits Provided: A twenty thousand dollar (\$20,000) life insurance policy will be furnished for each full-time employee effective thirty (30) days after the first of the month following the date of hire, for the duration of his/her employment
- G. Where to file claims: As provided by the carrier.

## 5.9 EMPLOYEE ASSISTANCE PROGRAM

COMB provides an Employee Assistance Program (EAP) for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained from the Administrative Manager/CFO.

- A. Persons Eligible: Regular full-time employees and their eligible dependents.
- B. Waiting Period: An employee is eligible the first day of the month following one month of continuous employment.
- C. Provider: MHN, a Health Net Company, [www.members.mhn.com](http://www.members.mhn.com)
- D. Employer Premium Contribution: COMB pays for the total premium cost of employee.
- E. Employee Premium Contribution: None.
- F. Benefits Provided: The Employee Assistance Program (EAP) provides confidential, professional assistance when personal problems affect an employee's life and work. The program provides information, consultation and counseling for employees and their family members, as well as offering training and consultation to management.

The EAP encourages employees to use services early in the progression of a problem before situations significantly impact work. This is accomplished by promoting service for "normal problems in living" such as relationships, stress, legal and financial problems, career concerns, anxiety, and depression. The EAP also services more serious concerns such as alcohol, marijuana and drug problems, family violence, and threats of suicide. Numerous additional resources are available.

- A. Who to Contact: COMB Administrative Manager / CFO

### 5.10 DEFERRED COMPENSATION PLAN

COMB offers a Deferred Compensation Plan (governmental 457 Plan) which permits employees to defer a portion of their income until retirement and thus defer Federal and State Income Taxes on that portion of their income. All contributions to this plan are made by the employee on a voluntary basis. All plan funds, plus accrued interest, are refundable according to the plan's provisions should an employee leave COMB prior to retirement.

- A. Persons Eligible: Regular full-time employees.
- B. Waiting Period: An employee is eligible the first day of the month following one month of continuous employment.
- C. Provider: Lincoln Financial, <https://www.lfg.com>
- D. Employer Contribution: None
- E. Employee Contribution: Contributions are made on a voluntary basis up to IRS limits.
- F. Benefits Provided: Access to a dedicated Lincoln Financial advisor to discuss personal investment strategies and options. On-line access to account balances and the ability to make transfers or allocation changes.
- G. How to enroll: Please see the Administrative Manager / CFO

### 5.11 SOCIAL SECURITY

COMB participates in the Social Security program. Full-time and part-time employees are required by law to contribute to the program. These contributions are deducted from the employee's earnings and matched by equal payments from COMB.

Social Security benefits are paid in addition to, and integrated with, COMB's retirement program for qualifying employees. 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.

## 5.12 CALPERS RETIREMENT PLAN

All regular full-time and regular part-time employees (working twenty [20] hours or more per week, after completion of one-thousand [1000] hours) are required to participate in the California Public Employees Retirement System (CalPERS), [www.calpers.ca.gov](http://www.calpers.ca.gov).

COMB employees are classified under the CalPERS retirement category “Local Miscellaneous.” Local Miscellaneous members are defined as those employed by a public agency or special district that has contracted with CalPERS who are not involved in law enforcement, fire suppression, the protection of public safety or in a position designated by law as safety.

### 5.12.1 Classic Members

#### **Employees hired prior to January 1, 2013 (Classic Members)**

COMB provides retirement benefits by contracting with the California Public Employees Retirement System (CalPERS) using the Local Miscellaneous, 2% at 55 formula.

The Board of Directors of COMB has had a written policy since July 20, 1981 which specifically provides for the normal CalPERS member contribution to be paid by the Employer.

Under Resolution No. 316 which was adopted on May 22, 2000, the Board approved that the normal Employer Paid Member Contribution (EPMC) rate to be set at 100%.

Under Resolution No. 631 which was adopted in May 22, 2017, the Board approved the following changes to the CalPERS Employer Paid Member Contributions.

1. All employees hired before July 1, 2017 (and who are “Classic” employees as defined by CalPERS) will begin contributing towards their employee member contribution under a phased-in method over the next five years (1.4% annual incremental increase each July 1st) not to exceed 7%.
2. Create a Tier 2 Miscellaneous Plan for any employee hired after July 1, 2017. All employees hired after this date (and who are “Classic” employees as defined by CalPERS) shall directly pay the full 7% employee member contribution toward their retirement plan.

### 5.12.2 PEPRAs Members

#### **Employees hired on or after January 1, 2013 (PEPRA Members)**

Effective January 2013, per AB 340, the 2% at 62 Local Miscellaneous Formula automatically applies to all *new members* hired after January 2013.

The California Public Employees’ Pension Reform Act (PEPRA), which took effect in January 2013, changed the way CalPERS retirement and health benefits are applied and places compensation limits on members. PEPRA members of COMB are responsible for fifty percent of the normal cost rate for the defined benefit plan. This amount is deducted through a bi-weekly payroll deduction.

## 5.12 CALPERS RETIREMENT PLAN (CONTINUED)

### 5.12.2 PEPRA Members (Continued)

As defined by PEPRA, a new member includes:

1. A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six (6) months.
2. A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and **who has no prior membership** in any California public retirement system.
3. A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and **who is not eligible for reciprocity** with another California public retirement system.

Members that do not fall into the definitions above are considered classic members. Classic members will retain the existing benefit levels for future service with the same employer.

### 5.12.3 Vesting Provisions

An individual is vested in CalPERS after completion of five years of public service, be it with COMB or another public employer which is a member of the CalPERS system.

### 5.12.4 Benefits Provided

An individual is eligible to retire when he/she has five years of service credit and has attained age 50 (Classic Members) or age 52 (PEPRA members). An individual can choose any date for the retirement date; however, the amount of the monthly allowance can be affected. The retiree age determines the benefit factor used in the retirement formula. CalPERS will calculate the retirement benefits based on three factors: (1) years of service, (2) a percentage factor determined by an individual's age at retirement, and (3) the final average monthly pay rate for the highest 12 consecutive months of work (Classic Members); the final average monthly pay rate for the highest 36 consecutive months (PEPRA members). There is no mandatory retirement age.

### 5.12.5 Termination of Employment

Employees who terminate their employment with COMB have the following options available:

1. **An employee with less than 5 years of service credit:** The employee has not met the vesting requirements under the CalPERS program. An individual may elect to withdraw their employee contribution (only) plus accrued interest, subject to federal and state income tax, or rollover into a qualified retirement plan. If an individual decides to leave their contributions on deposit with CalPERS, he/she will continue to earn interest at the current rate of 6% APR and their membership will continue. No additional service credit will be earned unless the individual again becomes employed by a CalPERS-covered employer or acquires reciprocal rights with another California public retirement system. An individual must be vested (more than 5 years of service credit) in order to be eligible for future retirement benefits.

## 5.12 CALPERS RETIREMENT PLAN (CONTINUED)

### 5.12.5 Termination of Employment (Continued)

2. **An employee with at least 5 years of service credit and who is younger than age 50 (Classic Members) or age 52 (PEPRA members):** The employee has met the vesting requirements under the CalPERS program. An individual may elect to withdraw their vested balance plus accrued interest, subject to federal and state income tax, or rollover into a qualified retirement plan. An individual may also leave their contributions on deposit with CalPERS, earning interest at the current rate of 6%. Then, when individual reaches age 50 (age 52 for PEPRA members), the minimum age to qualify for service retirement, the individual can apply for retirement and receive a monthly allowance based on the service credit earned before the individual separated from employment.
3. **An employee with at least 5 years of service credit and who is age 50 or older (age 52 for PEPRA members):** The employee has met the vesting requirements under the CalPERS program and qualifies for service retirement.

Please contact CalPERS or the Administrative Manager / CFO for more information.

### 5.13 OTHER POST EMPLOYMENT BENEFITS (OPEB)

COMB provides post-retirement health care benefits (Medical, Dental and Vision benefits) to eligible “retired employees”.

#### 5.13.1 Eligibility

Under the Plan, a “retired employee” is a former employee of COMB who (i) performed a minimum of twelve (12) years of continuous service for COMB; (ii) is receiving or is eligible to receive a monthly retirement benefit from the Public Employees Retirement System (PERS); and (iii) was employed by COMB immediately prior to becoming eligible to receive benefits under PERS.

For purposes of calculating the twelve (12) years of continuous service requirement, effective, July 1, 2013, an employee of COMB shall be credited with all of his/her years of service performed for PERS-covered employers other than COMB, regardless of whether such employment was continuous, provided the most recent such employment did not end more than six (6) months prior to the employee’s commencement of final employment with COMB.

#### 5.13.2 Benefits

As part of the benefits package offered to new employees, COMB provides post-retirement health insurance benefits for retired employees. COMB has established a two tier system as outlined below:

##### Active Employees Hired prior to February 1, 2014 who become eligible to retire

COMB provides post-retirement health care benefits to eligible retirees and their spouses/registered domestic partners. Eligible retired employees include those who have twelve years of service with COMB or twelve years of credited service with previous PERS covered employment.

After the death of the retired employee, COMB will continue to pay the full cost of the insurance premiums for the surviving spouse or registered domestic partner, until such time as the surviving spouse or domestic partner dies, remarries or re-registers with another registered domestic partner or becomes covered under another group health plan.

The Public Employees’ Pension Reform Act (PEPRA) became law in January 2013. Since that time, all retirees reaching Medicare eligible age must enroll in Medicare whereby Medicare becomes primary and their current health insurance coverage through ACWA/JPIA becomes secondary.

Our group insurance benefits may change from time to time and while we will make every effort to maintain group insurance at its current level, we cannot guarantee it because of changes that might take place in the insurance market.

##### Active Employees Hired after February 1, 2014 who become eligible to retire

COMB provides post-retirement health care benefits to eligible retirees only. Eligible retired employees include those who have twelve years of service with COMB or twelve years of credited service with previous PERS covered employment. The eligibility criteria for qualifying for post-retirement benefits for active employees hired after February 1, 2014, are as follows:

## 5.13 OTHER POST EMPLOYMENT BENEFITS (OPEB) (CONTINUED)

### 5.13.2 Benefits (Continued)

#### 50% premium coverage

- Twelve years of continuous service with COMB (or PERS covered service)
- Are receiving a monthly retirement benefit from Cal PERS and whose final employment immediately prior to receiving the PERS monthly benefit was with COMB
- COMB will provide health insurance coverage for eligible retiree only - dependent coverage must be purchased separately
- Upon retiree reaching Medicare eligible age, COMB will provide supplemental health insurance coverage for retiree only
- A monthly retiree contribution premium may be established by the Board at any time
  - An additional 6.25% per year pro-rated agency contribution will apply from years thirteen through twenty.

#### 100% premium coverage

- Twenty years of continuous service with COMB (or PERS covered service)
- Are receiving a monthly retirement benefit from Cal PERS and whose final employment immediately prior to receiving the PERS monthly benefit was with COMB
- COMB will provide health insurance coverage for eligible retiree only - dependent coverage must be purchased separately
- Upon retiree reaching Medicare eligible age, COMB will provide supplemental health insurance coverage for retiree only
- A monthly retiree contribution premium may be established by the Board at any time

Our group insurance benefits may change from time to time and, while we will make every effort to maintain group insurance at its current level, we cannot guarantee it because of changes that might take place in the insurance market.

#### 5.14 TRAINING AND TUITION REIMBURSEMENT

Regular, full-time employees who have completed their introductory periods will receive training benefits. To ensure COMB's personnel are in compliance with State of California Continuing Education Unit (CEU) requirements necessary to maintain existing licenses, and as a means to provide training for new and existing employees, COMB provides the following training policy to assist employees in off-setting the costs to obtain training:

Employees may, at the discretion of their Division Manager, General Manager or the Administrative Manager/CFO, be required to attend certain classes or seminars for the benefit of COMB. These costs/hours will be considered outside of this policy and will be paid in their entirety by COMB.

Every effort should be made to locate and attend training as close to COMB as possible. Should a COMB employee be required to attend training in a location which requires extensive travel, overnight accommodations or meals, COMB will bear the cost of those expenditures. Please see the COMB Employee Handbook (section) 4.10 – Reimbursable Expenses for more information.

The process for receiving training benefits under this policy is as follows:

The employee will be responsible for ensuring the training time is on the work schedule, and his/her duties are delegated to other qualified individuals.

If an employee is scheduled to be on-call while at training the employee shall make arrangements to have their on-call shift covered.

COMB will pay the fees of course enrollment after proof of successful completion or a passing grade is submitted and if the course book is returned (if applicable). COMB may choose to pay for course materials needed for training if COMB does not currently have the book or other course materials in its library and said materials are returned in good condition to COMB upon completion of the course.

All COMB employees are required to submit a Training Request Form a minimum of two (2) weeks prior to the desired training event. COMB will attempt to accommodate employee requests for training, but it is not guaranteed. In the case of two (2) employees who request time off in the same period, preference will be given to the employee who first submits their request. In the case of a tie, preference will be given to the employee with longer seniority.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While COMB generally encourages all employees to improve their knowledge, job skills and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior, written approval is obtained as described previously.

## **5.14 TRAINING AND TUITION REIMBURSEMENT (CONTINUED)**

### **5.14.1 Mandatory Meetings / Training**

COMB will pay non-exempt employees for their attendance at meetings, lectures and training programs under the following conditions:

1. Attendance is mandatory;
2. The meeting, course or lecture is directly related to the employee's job;
3. The employee who is required to attend such meetings, lectures, or training programs has been notified of the necessity for such attendance by his/her Division Manager;

Employees will be compensated at their regular rate of pay; and

Any hours in excess of forty (40) in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

### **5.14.2 Tuition Reimbursement**

To encourage training and professional career advancement by regular full-time employees, COMB will reimburse the costs of tuition, registration fees, books and laboratory fees providing certain conditions are met:

1. Course work must be related to the employees' present position with COMB or provide COMB with future benefit and is limited to twelve (12) units per semester
2. An employee must successfully complete course work with a grade of C or better or a passing grade if students are graded only on a pass or fail basis
3. COMB will comply with applicable prevailing tax law as to the inclusion or exclusion of tuition reimbursement from a recipients' taxable wages
4. Prior to enrollment, an employee must submit a course of study to be approved by their Division Manager and the General Manager in order for the tuition fees to be eligible for reimbursement

### 5.15 TIME OFF FOR VOTING

In the event an employee does not have sufficient time outside of working hours to vote in a general or special election, the employee may take off sufficient working time to vote with prior, written authorization from their Division Manager. This time should be taken at the beginning or end of the regular work schedule, whichever allows the most free time for voting and the least time off from work.

An employee will be allowed a maximum of two (2) hours of voting leave on Election Day without loss of pay. Where possible, the Division Manager should be notified of the need for leave at least two (2) working days prior to the Election Day.

## **SECTION VI: LEAVE OF ABSENCE**

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## 6.1 FAMILY AND MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT LEAVE

The Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) provides “**eligible employees**” the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave employees may use under this policy is 12 weeks within a 12-month period.

FMLA/CFRA applies to all public agencies. As such, COMB is considered a “covered employer” under FMLA/CFRA. Therefore, COMB is required to comply with all requirements for recordkeeping, reporting, providing notice, and posting of the FMLA/CFRA policy. However, since COMB does not currently employ at least 50 employees within a 75-mile radius, COMB employees are not considered “eligible employees” for leave under FMLA/CFRA. Nevertheless, COMB does provide other types of leave benefits as described in this section including Unpaid Personal Leave as described under COMB Employee Handbook Policy (section) 6.11 – Unpaid Personal Leave.

### 6.1.1 Eligibility

To be eligible for FMLA/CFRA leave under this policy, employees must:

1. Be a full-time or part-time employee working in the state of California.
2. Have been employed with COMB for at least 12 months (52 weeks). This time does not have to be consecutive.
3. Have worked at least 1,250 hours in the 12-month period immediately before leave is to begin.
4. Currently work at a location where there are at least 50 employees within 75 miles.

### 6.1.2 Calculating the 12 Month Period

The 12-month period is measured forward from the date the leave begins. Successive 12-month periods commence on the date of an employee’s first use of such leave after the preceding 12-month period has ended. In addition, FMLA/CFRA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the child’s birth or placement.

### 6.1.3 Conditions Triggering Leave

FMLA/CFRA leave may be taken for any of the following reasons:

1. To care or bond with a newborn child.
2. Placement of a child with the employee and/or the employee’s registered domestic partner for adoption or foster care to care or bond with the child.
3. To care for an immediate family member (employee’s spouse, parent, registered domestic partner, child or registered domestic partner’s child) with a serious health condition.
4. Because of the employee’s serious health condition that makes the employee unable to perform his or her job.
5. For any “qualifying military exigency” (as defined by federal law) arising out of the fact that the employee’s spouse, registered domestic partner, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces with the United States in support of a contingency operation (FMLA only); or

## **6.1 FAMILY AND MEDICAL LEAVE ACT / CALIFORNIA FAMILY RIGHTS ACT LEAVE (CONTINUED)**

### **6.1.3 Conditions Triggering Leave (Continued)**

6. To care for a “covered service member” (i) who is recovering from a serious illness or injury sustained in the line of duty while on active duty or a preexisting condition that was aggravated in the line of duty, and (ii) who is a spouse, registered domestic partner, child, parent, or next of kin of the employee (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of FMLA only, or 26 weeks of FMLA only if leave is not CFRA covered leave or FMLA only if leave is not CFRA covered leave).
7. Incapacity due to pregnancy, prenatal medical care or childbirth does not count toward CFRA leave. See COMB Employee Handbook Policy (section) 6.2 – Pregnancy Disability Leave for further information.

### **6.1.4 Procedures**

When seeking leave under this policy, employees must provide to the Administrative Manager / CFO the following:

1. Thirty (30) days’ advance notice of the need to take a FMLA/CFRA leave if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave and in compliance with COMB’s normal call-in procedures, absent unusual circumstances.
2. Medical certification supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate family member within ten (10) calendar days of COMB’s request for the certification (additional time may be permitted in some circumstances). Failure to do so may result in delay of the commencement of leave or denial of a leave request. Second or third medical opinions and periodic recertification may also be required.
3. Periodic reports as deemed appropriate during the leave regarding the employee’s status and intent to return to work.
4. Medical certification of fitness for duty before returning to work if the leave was due to the employee’s serious health condition. COMB will require this certification to address whether employees can perform the essential functions of their position.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

### **6.1.5 Employer Responsibilities**

To the extent required by law, COMB will inform employees whether they are eligible for leave under the FMLA/CFRA. Should employees be eligible for FMLA/CFRA leave, COMB will provide them with a notice that specifies any additional information required, as well their rights and responsibilities. COMB will also inform employees if leave will be designated as FMLA/CFRA-protected and, to the extent possible, note the amount of leave counted against employees’ leave entitlement. If employees are not eligible for FMLA/CFRA leave, COMB will provide a reason for the ineligibility.

For more information regarding leave under this policy, employees should contact the Administrative Manager / CFO.

## 6.2 PREGNANCY DISABILITY LEAVE

If employees are disabled by pregnancy, childbirth or related medical conditions, they are eligible to take a pregnancy disability leave (PDL). If affected by pregnancy or a related medical condition, employees also are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodations where doing so is medically necessary. In addition, if it is medically advisable for employees to take intermittent leave or work a reduced schedule, COMB may require them to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

The PDL is for any period(s) of actual disability caused by pregnancy, childbirth or related medical condition up to four (4) months per pregnancy. For purposes of this policy, "four months" means time off for the number of days the employee would normally work within the four calendar months (one-third of a year or 17 1/3 weeks) following the commencement date of taking a pregnancy disability leave. For a full time employee who works forty (40) hours per week, "four (4) months" means six hundred ninety-three (693) hours of leave entitlement, based on forty (40) hours per week times 17 1/3 weeks. Employees working a part-time schedule will have their PDL calculated on a pro-rata basis.

The PDL does not need to be taken in one continuous period of time, but can be taken on an intermittent basis pursuant to the law.

Time off needed for prenatal or postnatal care, severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, doctor-ordered bed rest, postpartum depression, loss or end of pregnancy, and recovery from childbirth or loss or end of pregnancy are all covered by PDL.

To receive reasonable accommodation, obtain a transfer or take a PDL, employees must provide sufficient notice so COMB can make appropriate plans. Thirty (30) days' advance notice is required if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.

Employees are required to obtain a certification from their health care provider of the need for pregnancy disability leave or the medical advisability of an accommodation or for a transfer. The certification is sufficient if it contains:

1. A description of the requested reasonable accommodation or transfer;
2. A statement describing the medical advisability of the reasonable accommodation or transfer because of pregnancy; and
3. The date on which the need for reasonable accommodation or transfer became or will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

A medical certification indicating disability necessitating a leave is sufficient if it contains:

1. A statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or a related medical condition;
2. The date on which the employee became disabled because of pregnancy; and
3. The estimated duration of the leave.

## 6.2 PREGNANCY DISABILITY LEAVE (CONTINUED)

Upon request, the employee will be provided with a medical certification form that the employee can take to her doctor.

As a condition of returning from PDL or transfer, COMB requires the employee to obtain a release from a health care provider stating that she is able to resume the original job duties with or without reasonable accommodation.

PDL is unpaid. At the employee's option, she can use any accrued vacation time or other accrued paid time off as part of the PDL before taking the remainder of leave on an unpaid basis. COMB requires, however, that the employee use any available sick time during the PDL. The substitution of any paid leave will not extend the duration of the PDL. Employees who participate in COMB's group health insurance plan will continue to participate in the plan while on PDL under the same terms and conditions as if they were working. Benefit continuation under PDL is distinct from benefit continuation for employees who also take birth bonding leave under the Family and Medical Leave Act/California Family Rights Act. Employees should make arrangements for payment of their share of the insurance premiums.

We encourage employees to contact the California Employment Development Department regarding eligibility for state disability insurance for the unpaid portion of the leave.

If employees do not return to work on the originally scheduled return date, nor request in advance an extension of the agreed upon leave with appropriate medical documentation, they may be deemed to have voluntarily terminated their employment with COMB to the extent permissible by law. Failure to notify COMB of their ability to return to work when it occurs or continued absence from work because the leave must extend beyond the maximum time allowed, may be deemed a voluntary termination of employment with COMB, unless employees are entitled to further leave pursuant to applicable law.

Upon return from a covered PDL, the employee, in most instances, will be reinstated to the same position.

Any request for leave after the disability has ended will be treated as a request for family care leave under the FMLA/CFRA, if the employee is eligible for that type of leave. PDL runs consecutively with CFRA. See COMB Employee Handbook Policy (section) 6.1 – Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) Leave for further information.

Employees who are not eligible for leave under the FMLA/CFRA will have a request for additional leave treated as a request for disability accommodation.

### 6.2.1 Coordinating Pregnancy Disability Leave

Under the FMLA, if you have more than twelve (12) months of service with COMB and have worked at least one thousand, two hundred fifty (1,250) hours in the (12) month period before the date you want to begin your leave, you may have a right to FMLA leave. This leave may be up to twelve (12) workweeks in a twelve (12) month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse.

Even if you are not eligible for FMLA leave, if you are disabled by pregnancy, childbirth or a related medical condition, you are entitled to take a pregnancy disability leave of up to four (4) months, depending on your period(s) of actual disability.

## 6.2 PREGNANCY DISABILITY LEAVE (CONTINUED)

### 6.2.1 Coordinating Pregnancy Disability Leave (Continued)

If possible, you must provide at least thirty (30) days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy disability or for your own serious health condition. We also may require certification from the health care provider of your child, parent or spouse, who has a serious health condition, before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If you are taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of the leave is two (2) weeks, and you must conclude the leave within one (1) year of the birth or placement for adoption or foster care.

### 6.3 LACTATION ACCOMMODATION

To assist the transition of women from maternity leave back to work following the birth of a child, COMB provides lactation accommodation. This accommodation allows a nursing mother to express milk periodically during the workday. An employee has a right to request lactation accommodation. To do so, please contact the Administrative Manager/CFO to request accommodations. COMB will respond to the request and grant it to the extent required by law.

The lactation room will not be a bathroom and it will be in close proximity to the employee's work area, shielded from view and free from intrusion while the employee is expressing milk. The lactation room shall be safe, clean and free of hazardous materials. It will contain a surface to place the breast pump and the employee's personal items and it will provide a place to sit. The lactation area will also have access to electricity or alternative devices such as extension cords or charging stations. COMB shall provide access to a sink with running water and a refrigerator that is suitable for storing milk which is in close proximity to the employee's work space. COMB will not discriminate or retaliate against an employee for exercising or attempting to exercise her right to lactation accommodation. The employee has a right to file a complaint with the Labor Commissioner for any violation of her rights for a lactation accommodation.

## 6.4 PAID FAMILY LEAVE

An employee who is off work to care for a child, spouse, parent, grandparent, grandchild, sibling, parent-in-law or registered domestic partner, with a serious health condition, or to bond with a new child, may be eligible to receive benefits through the California "Paid Family Leave" (PFL) program, which is administered by the Employment Development Department (EDD).

These benefits are financed solely through employee contributions to the PFL program. That program is solely responsible for determining if an employee is eligible for such benefits. Generally there is a waiting period during which no PFL benefits are available. The EDD can provide additional information about any applicable waiting period.

If an employee needs to take time off work to care for a child, spouse, parent, grandparent, grandchild, sibling, parent-in-law, or registered domestic partner with a serious health condition or to bond with a new child, he/she must advise COMB and the employee will be given information about the EDD's PFL program and how to apply for benefits. Employees also may contact their local EDD Office for further information. The employee should maintain regular contact with COMB during the time off work so we may monitor the employee's return-to-work status. In addition, the employee should contact COMB when he/she is ready to return to work so we may determine what positions, if any, are open.

### 6.4.1 California State Disability Insurance Benefits

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for seven (7) calendar days. If you have accrued sick leave, sick leave will be used for the first seven (7) days before SDI payments begin, unless you are receiving wage replacement through an employer-provided benefit. If you do not have accrued sick leave, but do have accrued vacation, vacation will be used to cover the unpaid absence.

SDI benefits do not replace all of your usual wages. Your SDI benefits will be supplemented with any accrued and unused sick leave, unless you are receiving wage replacement through an employer-provided benefit. If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your SDI benefits.

If an employee is out of vacation time and sick time, COMB may deny an employee's request for time off without pay. Please see the Unpaid Leave Policy for more information.



## 6.5 BEREAVEMENT LEAVE

COMB will pay employees while on leave resulting from deaths in their immediate family for a period of up to three (3) days and, with the General Manager's approval, may be extended up to a limit of five (5) days where out-of-state travel to the services is involved. The term "immediate family" includes: spouse, registered domestic partner, child, grandparent, grandchild, brother, sister, father, mother, brother-in-law, sister-in-law, father-in-law, mother-in-law, or other relations as approved by the General Manager.

Employees wishing to attend local services for other relatives and friends may be excused for a period of two (2) hours without the loss of pay. Absences beyond the authorized bereavement leave shall be charged to accumulated vacation.

## 6.6 MILITARY AND CIVIL SERVICE LEAVE

Any employee, who is a member of any branch of the reserve corps of the United States Armed Forces, is entitled to a temporary military leave of absence as provided by federal law while engaged in military duty for purposes of active military training, inactive duty training, encampment, naval cruises, special exercises or other similar activities.

An employee who is on a temporary military leave of absence for a period that does not exceed 180 calendar days, including the time involved in going to and returning from that duty, and who has been in service with COMB no less than one year immediately prior to the day in which the absence begins, is entitled to receive compensation for the first 30 calendar days of the military leave of absence. Pay for this purpose may not exceed 30 days in any one fiscal year. In determining the one year of service with COMB, all service of the employee in a recognized military service shall be counted as public agency service.

The employee has a right to be restored to his or her former position and status formerly had by the employee in the same location and the same office of COMB upon the termination of temporary military duty. If the position has been abolished or has otherwise ceased to exist while the employee is on military duty, the employee will be reinstated to a position of like seniority, status and pay if a position exists. If no position exists, the employee will have the same rights and privileges that he or she would have had if he or she had occupied the position when it ceased to exist and had not taken temporary military leave of absence.

If the employee has been employed with COMB for a period of not less than one year immediately before the date upon which the temporary military leave of absence begins, the employee will receive the same vacation, sick leave, and holiday privileges and the same rights and privileges to promotion, employment, or reemployment that the employee would have enjoyed had he or she not been absent, except that an uncompleted probationary period in COMB must be completed upon reinstatement as provided by the rules of COMB. In determining the one year of service with COMB, all service of the employee in a recognized military service shall be counted as service with COMB.

To be eligible for military leave, employees must provide their Division Manager with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask the Administrative Manager/CFO for further information about eligibility for Military Leave.

The employee must submit written documentation to COMB certifying that during his/her requested time off, the employee's spouse will be on leave from deployment during a period of military conflict.

## 6.7 JURY DUTY AND WITNESS LEAVE

COMB realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Subject to applicable law, COMB will grant employees time off for jury duty. If you are summoned for jury duty, you should present the summons to the Administrative Manager/CFO and arrange for time off. While on jury duty, you must submit to COMB a jury attendance report, signed by a court official at the end of each week of jury duty. COMB will pay employees for the first ten (10) workdays on jury duty, but employees are required to turn in to COMB any compensation received from the court for such jury duty during said ten (10) days. Beyond the ten (10) work days, employees can use accrued vacation days.

Employees also are expected to keep their Division Manager informed of the expected length of jury duty service. On any day when you are not required to report to the court for a full day, or are excused early, you are required to report to work, provided there is sufficient time remaining before you must report to the jury or before the end of your regular shift to work at least two (2) full hours. If the required absence presents a serious conflict for COMB, employees may be asked to try to postpone jury duty.

Employees who are subpoenaed as a witness shall be given unpaid time off as needed. You will need to submit a copy of the subpoena to the Administrative Manager/CFO.

## 6.8 VICTIMS OF CRIME LEAVE

Employees who have been victims of serious or violent felonies as specified under California law, or felonies relating to theft or embezzlement, may take time off work to attend judicial proceedings related to the crime. Employees also may take time off if an immediate family member has been a victim of such crimes and the employee needs to attend judicial proceedings related to the crime. "Immediate family member" is defined as spouse, registered domestic partner, child, child of registered domestic partner, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

Employees must give their Division Manager a copy of the court notice given to the victim of each scheduled proceeding before taking time off, unless advance notice to COMB of the need for time off is not feasible. When advance notice is not feasible, the employee must provide COMB with documentation evidencing the judicial proceeding, within a reasonable time after the absence. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

Employees may elect to use accrued paid vacation time, paid sick leave time, or other paid time off for the absence. If the employee does not elect to use paid time off, the absence will be unpaid. However, exempt employees will be paid their full salary for any workweek interrupted by the need for time off under this policy.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact the Administrative Manager/CFO.

## 6.9 VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. Please provide your Division Manager with reasonable advance notice of the need for leave unless advance notice is not feasible.

Employees who are victims of domestic violence, sexual assault or stalking and need a reasonable accommodation for their safety at work should contact the Administrative Manager/CFO and discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, COMB will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above for leave purposes will suffice. COMB may request recertification every six (6) months from the date of the previous certification. You shall notify COMB if an approved accommodation is no longer needed.

COMB will engage in an interactive process with the employee to identify possible accommodations, if any, which are effective and will make reasonable accommodations unless an undue hardship will result.

COMB will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

You may request leave for any of the following purposes:

1. To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
2. To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
3. To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
4. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please provide your Division Manager with reasonable advance notice of the need for leave unless advance notice is not feasible.

While on unpaid Victims of Crime Leave, unpaid Domestic Violence Sexual Assault or Stalking Leave or unpaid Domestic Violence, Sexual Assault or Stalking Leave for Treatment, employees do not accrue vacation time, sick time or receive holiday pay.

### **6.10 ORGAN AND BONE MARROW DONOR LEAVE**

Employees may take a paid leave of absence of up to 30 business days in a calendar year for organ donation and an additional leave of 30 unpaid business days once sick leave is exhausted. An employee may take up to five business days in any one year period for bone marrow donation. The one year period is measured from the date the employee begins and shall consist of 12 consecutive months. COMB may require that the employee take up to five days of earned but unused sick leave or vacation leave for bone marrow donation and up to two weeks of earned but unused sick leave and vacation leave for organ donation.



### 6.11 UNPAID PERSONAL LEAVE

If an employee is ineligible for any other COMB leave of absence, he or she may request an unpaid personal leave of absence for a period not to exceed eight weeks within a twelve-month period. COMB reserves the right to either grant or deny the request depending on the particular circumstances, including, but not limited to, the operational needs of COMB. The request for leave may be extended if, prior to the end of the leave, the employee submits a written request for an extension to the General Manager and the request is granted. For more information regarding leave under this policy, please contact the Administrative Manager/CFO.

If the leave is for the employee's illness, the employee returning to work must provide a medical certificate confirming the ability to perform the employee's essential functions, with or without an accommodation.

## 6.12 DONATED LEAVE PROGRAM

COMB recognizes that employees or their immediate family members may face a serious health condition or a family medical emergency resulting in a need for additional time off in excess of their available accrued sick time. To address this need, all eligible employees will be allowed to donate accrued sick leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is to only be used for extraordinary circumstances, is subject to the General Manager's approval, and is strictly voluntary.

### 6.12.1 Eligibility

Employees who would like to make a hardship request to receive donated sick time from their co-workers must have a situation that meets the following criteria:

A regular full-time employee who has at least one year of continuous service with COMB and is unable to work due to a serious health condition, as defined below, and has or will deplete their accrued sick leave/vacation time balance (the "**Recipient Employee**") may be eligible to receive sick leave donations to that employee's sick leave accrual balance only if all of the conditions in this policy are met (the "Donated Leave Program").

**Serious Health Condition**, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member, under this policy, is defined as a spouse, registered domestic partner, child or parent.

A regular full-time employee who has at least one year of continuous service with COMB is eligible to donate accrued sick time under the Donated Leave Program if, at the time of donation, the employee has an accrued sick time balance of at least 120 hours and will maintain a minimum of 80 hours in your current sick leave balance after donation (the "**Donating Employee**").

### 6.12.1 Guidelines

A Donating Employee who wishes to donate sick time under this Donated Leave Program must submit a signed statement indicating the number of earned sick leave hours the employee wishes to donate (to the Recipient Employee) to the General Manager or Administrative Manager / CFO, acknowledging that the donation of sick time is being made under, and subject to the terms and conditions, of the Donated Leave Program. No fewer than 20 hours or more than 100 hours of sick leave may be donated at any one time by the Donating Employee. A Recipient employee may receive a donation from multiple Donating Employees in a combined amount not to exceed 400 hours.

Sick time donated under the Donated Leave Program will be converted to sick leave hours for the Recipient Employee based on the following procedure. The donated sick time will be converted to a dollar amount based upon the Donating Employee's regular hourly rate of pay at the time of the donation. The resulting dollar amount will be converted to sick leave hours based on the Recipient Employee's regular hourly rate of pay at the time of the donation, and credited to the Recipient Employee's sick leave accrued balance ("Donated Sick Leave Accrued Balance").

Employees may not solicit sick leave donations. Donations under this program are voluntary and anonymous to the Recipient Employee. No employee will be subject to intimidation, harassment or disparate treatment for participating in or declining to participate in the leave donation program.

### **6.12 DONATED LEAVE PROGRAM (CONTINUED)**

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

The use of Donated Sick Leave Time will run concurrently with, and will not extend the total duration of, the leave of absence to which a Recipient Employee is entitled under the approved leave policy. Recipient Employees will not accrue holidays, vacation benefits or sick leave time while off work on Donated Sick Leave Time unless otherwise required by the policies governing the Recipient Employee's leave of absence, the terms of the plan, and any applicable laws.

The donation of sick time under this Donated Leave Program is subject to the approval of COMB. COMB reserves the right to revise or revoke this policy at any time.

## **SECTION VII: GENERAL POLICIES**

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## 7.1 CONFIDENTIAL INFORMATION

During the term of employment with COMB, employees may have access to, and/or become familiar with, information of a confidential or sensitive in nature, which is or may be either applicable or related to the present or future operations of COMB, its research and development or the activities of its member agencies.

Employees shall not disclose any confidential information or use it in any way, either during the term of their employment or at any time thereafter, except as required in the course of employment with COMB.

## 7.2 PERSONNEL AND PAYROLL RECORDS

During the employment process, certain personal information, such as address and telephone number, is obtained from each employee and contained in the employee's personnel file. This information will not be released to anyone outside of COMB without the employee's written permission.

Employees are required to keep their personnel file up to date by informing the Administrative Manager/CFO of any changes within seven (7) days of moving or the change taking place. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

Your personnel file has restricted access. You, the General Manager, the Administrative Manager/CFO or designated agents, may have access. In the event that you wish to review your personnel file, you must do so in the presence of the Administrative Manager/CFO or designee. You may review your personnel file by making a written request to the Administrative Manager/CFO. That written request will become a permanent part of your file.

You may also examine your payroll records in the presence of the Administrative Manager/CFO or designee within 21 calendar days of making an oral or written request to the Administrative Manager/CFO. You may request copies of your payroll records and COMB may charge you its cost for making such copies. In addition, current and former employees, or their representative, have the right to inspect and receive a copy of their personnel records. The request must be made in writing by completing a COMB-provided form. COMB will comply with this request no later than 30 calendar days from receipt of the written request.

You may also designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. COMB may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, COMB will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

### 7.3 SMOKING

Smoking, including the use of e-cigarettes, is prohibited on COMB or its Member Agencies' premises, buildings structures and in all COMB vehicles.

This policy also applies to employees' guests on COMB property. Employees are responsible for educating guests about this policy.

Violation of the Smoking Policy may result in disciplinary action, up to and including immediate termination.

#### 7.4 PARKING

Parking for all employees is provided by COMB at its headquarters.

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of COMB property.

Employees may not use parking areas specifically designated for COMB vehicles or equipment. COMB is not responsible for any loss or damage to employee vehicles or contents while parked on COMB property.

If you have questions regarding parking, please see your Division Manager.

## 7.5 COMB CELL PHONES

As a part of your position with COMB, you may be issued a COMB cell phone.

Each employee who is issued a COMB cell phone is required to maintain possession of this cell phone on his/her person and be reachable via this cell phone during scheduled working hours (including on-call shifts, as applicable). Each employee shall be issued the protective case/cover appropriate for the make/model of issued phone. The employee shall leave in place said protective case/covers at all times.

Each employee who is issued a COMB cell phone is required to establish and maintain a PIN, passcode or password to access the phone to protect confidential COMB and client information in the event the phone is lost, stolen or accessed by anyone other than the employee. The PIN, passcode or password will be accessible by COMB and there is no reasonable expectation of privacy in COMB-issued cell phones.

### 7.5.1 Damage to Cell Phones

It is the employee's responsibility to protect the COMB-issued phone and its ancillary equipment such that damage does not occur. Damage to the phone or equipment resulting from being dropped onto a hard surface will be viewed by COMB as negligence by the employee.

Each employee who is issued a cell phone may receive a replacement phone and/or ancillary equipment at no expense to the employee if the phone becomes obsolete or inoperable through no fault of the employee.

Damaged phones, phone cases and clips not revealing blatant negligence by the employee may be assessed by COMB or a carrier representative to determine if the cause of damage is the result of a manufacturing defect, warrantied issue or employee negligence. Phones that are found to have manufacturer defects or warrantied issues will be replaced at no cost to the employee.

Phones that are found to be damaged as a result of employee negligence may be cause for discipline.

### 7.5.2 Personal Use

COMB understands that employees may need to use their assigned phone for personal use from time-to-time. Employees who are provided a COMB cell phone may use it to send and receive occasional and limited personal communications. Any personal use of a COMB-issued cell phone shall not interfere with the employee's work performance, take away from work time, or violate any COMB policies, including, but not limited to, policies against harassment, discrimination or disclosure of confidential or trade secret information.

Employees may be responsible for paying for additional time or data usage in excess of any rate plan maintained by COMB should it be determined that the overage was caused by usage unrelated to performance of job duties or following COMB directions.

## 7.5 COMB CELL PHONES (CONTINUED)

### 7.5.2 Personal Use (Continued)

The following actions and activities are prohibited on COMB-issued phones: non work related long distance calls, calls to phone numbers that accrue costs, unauthorized downloads or data transfers not related to business including video streaming, and the use of the phone as a wireless internet or Bluetooth Hotspot when not being used for COMB business.

All costs for personal long distance calls shall be the employee's responsibility and due payable immediately. Local personal calls are to be made or received during rest breaks, meal breaks or after-hours only.

911 calls are to be made for emergency purposes only. All costs accrued as a result of any 411 calls deemed unnecessary or excessive by COMB shall be the employee's responsibility and due payable immediately.

Employees are not allowed to download or use offensive and/or profane ringtones, ring back tones, media or text messages on COMB-issued phones, nor on personal phones while on COMB business.

Employees are strictly prohibited from downloading applications without prior approval including, but not limited to, games, ringtones or other forms of media.

### 7.5.3 Prohibited Use of Cell Phones While Driving

In the interest of the safety of our employees and other drivers, COMB employees are prohibited from using COMB or personal cell phones while driving on COMB business and/or COMB time.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device or safely pull off the road and stop before conducting business.

Writing, sending or reading text-based communication – including, but not limited to, text messaging, instant messaging, e-mail, web browsing and use of smart phone applications – on any wireless device or cell phone while driving is also prohibited under this policy unless the device is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen to messages, and it is used in that manner while driving.

## 7.6 COMB COMPUTERS AND ELECTRONIC INFORMATION

This policy is intended to protect COMB's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices, computer software/hardware and servers.

COMB also uses various forms of "electronic communication." "Electronic communication" includes e-mail, text messages, telephones, cell phones and other handheld devices, fax machines and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

1. Computers and all data transmitted through COMB servers are COMB property owned by COMB for the purpose of conducting COMB business. These items are to be maintained according to COMB rules and regulations. Computers are equipped with current anti-virus software by COMB's IT contractor; this anti-virus software is not to be tampered with, disabled, uninstalled or otherwise altered by any COMB employee. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any COMB property may be removed from the premises.
2. Electronic communication and media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose that is illegal, against COMB policy or not in the best interest of COMB.
3. All electronic communications remain the sole property of COMB and are to be used for COMB business. For example, e-mail messages are considered COMB records.
4. Electronic information created by an employee using any computer or any means of electronic communication is also the property of COMB and remains the property of COMB.
5. Vendor Lists, Data Lists, Documents, Worksheets, Spreadsheets, Drawings and Cut Sheets are the property of COMB and may not be distributed outside COMB in any form whatsoever without the written permission of the General Manager.
6. There is no reasonable expectation of privacy in COMB computer and electronic systems.

### 7.6.1 Prohibited Use

It is a violation of COMB policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory, harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against COMB policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any COMB computer is a violation of COMB's policy against sexual harassment. This description of prohibited usage is not exhaustive and it is within the discretion of COMB to determine if there has been a violation of this policy. Employees who engage in prohibited use will be subject to discipline and/or immediate termination.

## 7.6 COMB COMPUTERS AND ELECTRONIC INFORMATION (CONTINUED)

### 7.6.2 Laptops, Netbooks and Tablets

As a part of your position with COMB, you may be issued a COMB laptop, netbook or tablet ("portable device").

It is the employee's responsibility to protect the COMB portable device and its ancillary equipment such that damage does not occur. Damaged portable devices not revealing blatant negligence by the employee shall be assessed by a factory authorized service dealer to determine if the cause of damage is a manufacturing and/or warranty issue or employee negligence.

Portable devices that experience warranted issues or manufacturer defects shall be replaced at no cost to the employee. Any portable device deemed by the manufacturer's representative to be damaged due to negligence may subject the employee to discipline.

The following actions and activities are prohibited on company-issued laptops, netbooks or tablets: excessive e-mail messaging, personal e-mail messaging, text messaging, applications, games, music, pornography, and/or movies not related to business, tampering with, disabling, uninstalling or otherwise altering the installed anti-virus software and the use of the laptop, netbook or tablet as a wireless internet or Bluetooth Hotspot when not being used for COMB business.

### 7.6.3 Monitoring of COMB Property

COMB reserves the right to inspect all COMB property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. COMB computers and all electronic communications and electronic information are subject to monitoring and no one should have a reasonable expectation of privacy regarding such use.

COMB reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software and electronic communications to ensure that no misuse or violation of COMB policy or any law occurs. E-mail may be monitored by COMB and there is no reasonable expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect COMB's ownership of the electronic information or ability to monitor the information. COMB may override an employee's password for any reason. Further, since COMB's communication and computer systems are intended for business use, all employees, upon request, must inform their Division Manager of any private access codes or passwords.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the General Manager or the Administrative Manager/CFO.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the General Manager.

## **7.6 COMB COMPUTERS AND ELECTRONIC INFORMATION (CONTINUED)**

### **7.6.4 Personal Use**

Employees may not use COMB communications system for personal use unless prior permission from their Division Manager has been obtained. Employees may be required to reimburse COMB for such use.

The following, including but not limited to: computer systems, fax, scanning, copying machines and other office equipment are for the use of COMB employees. Guests of COMB employees, including children, may not use the following, but not limited to: computers, televisions, laptops, netbooks, tablets or other electronic devices owned by COMB.

### **7.6.5 Social Media**

COMB uses social media in limited circumstances for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs COMB deems to be social media, consult with the General Manager.

Internet based programs such as Facebook, Linked In, Twitter, Google+, YouTube, Instagram and Pinterest (this is not meant to be an exhaustive list) may be used by COMB in the normal course of business. However, only individuals, authorized by the General Manager, are allowed to speak/write on behalf of COMB using the social media tools of COMB.

Your authorization is limited to business purposes. Personal use of these social media tools or programs is prohibited and can result in disciplinary action, up to and including immediate termination. All policies relating to monitoring usage of COMB property apply.

### **7.6.6 Employee-Owned Devices**

COMB recognizes that occasional use of the employee's own computers (including hand held devices) and electronic communications may occur during working time. COMB allows such occasional personal use as long as the usage does not interfere with the employee's work performance, productivity, take away from work time or violate any COMB policy.

All other COMB policies apply, including but not limited to, COMB's zero tolerance for discrimination, harassment or retaliation in the workplace. COMB reserves the right to adjust this policy on a case by case basis as it deems appropriate.

## 7.7 USE OF VEHICLES ON COMB BUSINESS

### 7.7.1 Personal Automobile Use

You may be required to use your personal automobile on COMB business. However, you may not drive your personal automobile on COMB business unless you have received permission from the General Manager. You must provide a copy of a current valid California driver's license and proof of insurance for at least the statutory minimum coverage. These must be kept current during your employment. At the time of hire, you must present a current Department of Motor Vehicles (DMV) driving record report; thereafter, COMB will receive updates from the DMV on a regular basis.

An employee will be reimbursed for the use of their automobile through mileage reimbursement at the prevailing IRS rate per mile. To receive mileage reimbursement, an employee must log their mileage and submit a Reimbursement Form to their Division Manager. See COMB Employee Handbook Policy (section) 4.10 – Reimbursable Expenses for further information.

COMB will not be responsible for any damages, parking tickets, equipment violation citations, or moving violations incurred while an employee is operating their personal vehicle on COMB business.

### 7.7.2 COMB Vehicles

Only authorized COMB employees are allowed to operate COMB vehicles.

#### 7.7.2.1 Operator Responsibilities

No COMB employee will be permitted to operate a vehicle without a valid driver's license applicable to the class of vehicle to be operated. Employees are required to show proof of current valid driving licenses and proof of insurance under COMB's policy or current effective insurance coverage before the first day of employment.

All applicants and employees are required to have and maintain an acceptable driving record at all times to remain insurable under COMB's insurance policy, as applicable to the duties of the position.

Any operation of a COMB vehicle or a personal vehicle while on COMB business with a suspended or revoked driver's license will subject the operator to disciplinary action, up to and including immediate termination. If an employee is involved in an accident with a COMB vehicle and has a suspended or revoked license, the employee will be subject to immediate termination.

COMB participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees. All operators of COMB vehicles and personal vehicles while on COMB business shall abide by all traffic laws which include the use of seat belts and the hands free law. Additionally, operators of COMB vehicles and personal vehicles while on COMB business shall be courteous to other drivers.

Payment of parking tickets and/or other traffic violations obtained while driving COMB owned vehicles, or personal vehicles while on COMB business is the responsibility of the employee and shall not be reimbursed by COMB.

## 7.7 USE OF VEHICLES ON COMB BUSINESS (CONTINUED)

### 7.7.2 COMB Vehicles (Continued)

#### 7.7.2.1 Operator Responsibilities (Continued)

Drinking alcohol, being under the influence of a substance, having open containers of alcohol, using or possessing controlled substances in COMB vehicles whether on or off duty or in personal vehicles while on COMB business is strictly prohibited and may result in immediate termination of the employee. See COMB Employee Handbook Policy (section) 9.14 – Drug and Alcohol Policy for further information.

Smoking is prohibited in COMB fleet vehicles. Smoking in fleet vehicles can adversely affect both the resale value of the vehicle and the comfort of those who drive the vehicle after it has been used by a smoking operator.

Operators of COMB vehicles and personal vehicles while on COMB business are required to manage their driving environment to minimize distractions that could have an impact on their ability to safely operate the vehicle. Employees are specifically prohibited from talking on COMB-issued or personal cell phones while driving COMB or personal vehicles while on COMB business unless they are using approved "hands-free" technology. See COMB Employee Handbook Policy (section) 7.6.1 – Prohibited Use of Cell Phones While Driving for further information.

When business cargo, materials or tools are being transported, operators are responsible for ensuring that all items are properly secured to prevent spillage or shifting pursuant to law. Employees will be responsible for any damage resulting from improper securing of cargo, materials or tools to trucks and/or trailers, including but not limited to damage to COMB property or other vehicles.

Operators of COMB vehicles are responsible for ensuring that tools are properly locked in the tool boxes or beds with camper shells and that tools and equipment are not left lying unprotected in truck beds. Theft or damage of COMB tools/equipment due to an employee not locking toolboxes or leaving items in truck beds will result in disciplinary action, up to and including immediate termination.

#### 7.7.2.2 Maintenance

Vehicles must be kept clean and presentable. Vehicles are COMB property and must be maintained according to COMB rules and regulations. COMB reserves the right to inspect all property, including vehicles, to ensure compliance with its rules and regulations, without notice to the employee, at any time and not in the employee's presence.

It is the responsibility of COMB employees to maintain adequate tire pressure and monitor the levels of the basic vehicle fluids such as oil, transmission fluid and radiator fluid at each fueling. Any vehicle issues, abnormalities and/or problems shall be immediately brought to the attention of your Division Manager.

All vehicle maintenance is coordinated and directed by Division Managers or designee, under the direction of the General Manager, who will track the maintenance needs and mileage of vehicles. The Division Managers will let employees know when routine maintenance is due on vehicles.

## **7.7 USE OF VEHICLES ON COMB BUSINESS (CONTINUED)**

### **7.7.2 COMB VEHICLES (Continued)**

#### **7.7.2.3 Accidents or Vehicle Breakdown**

In the event of an accident, employees are to contact the General Manager, their Division Manager and the appropriate law enforcement agency as soon as is practical. Accident kits are located in the glove compartment of the vehicle, and contain an insurance identification card, and step-by-step instructions on what to do in the event of an accident. If possible, employees are instructed to take photographs with their cell phone to document the accident scene and forward those to their Division Manager and the Administrative Manager/CFO as soon as possible.

In the event of a vehicle breakdown, employees are to contact their Division Manager. If your Division Manager is unavailable, the employee should contact the General Manager or Administrative Manager/CFO. The employee should ensure the vehicle is properly secured and out of any traffic lanes prior to contacting his/her manager and proceeding with evacuation from the scene.

#### **7.7.2.4 Reporting**

All COMB employees who drive COMB vehicles must enroll in the Department of Motor Vehicles Employer Pull Notice Program (EPN). This program allows COMB to obtain copies of driving records. Refusal to enroll in this program or the discovery of derogatory information on an employee's driving record which results in that employee being uninsurable by COMB's motor vehicle insurance carrier may result suspension of driving privileges and possible disciplinary action, up to and including immediate termination

All accidents and vehicle damage, regardless of fault, must be reported immediately to your Division Manager and the Administrative Manager/CFO.

DUI's and other traffic violations must be reported to your Division Manager and the Administrative Manager/CFO within three (3) days of the incident. Failure to report a DUI within three (3) days will result in disciplinary action, up to and including termination.

In the event that an employee who is required to drive to perform their job duties receives a DUI but is allowed to drive for work purposes only, COMB reserves the right to contact its motor vehicle insurance provider. Should COMB's motor vehicle insurance provider refuse to insure an employee due to a DUI or excessive moving violations, COMB reserves the right to reassign the employee to another position. If no position is available, the employee may be subject to termination.

A suspension or revocation of the employee's driver's license must be reported to the Division Manager and the Administrative Manager/CFO immediately upon notice of such suspension. An inability to drive may result in an employee's inability to complete his/her job duties and may result in job reassignment and/or termination. Failure to report a suspension or revocation to their Division Manager will result in disciplinary action, up to and including immediate termination.

## **7.7 USE OF VEHICLES ON COMB BUSINESS (CONTINUED)**

### **7.7.2 COMB VEHICLES (Continued)**

#### **7.7.2.5 Personal Use Prohibited**

Personal use of COMB vehicles is prohibited unless prior, written approval is received by the General Manager only. Personal use is defined as any use which is for the benefit or enjoyment of the employee not in the pursuit of the business or interests of COMB.

COMB currently gives some employees the privilege of using a COMB vehicle to commute to and from work in the performance of their job responsibilities. Personal use, other than commuting, is restricted to incidental stops falling within minimal deviations of normal commuting routes. COMB reserves the right to suspend that privilege at any time and for any reason.

## 7.8 COMB PROPERTY AND RIGHT TO INSPECTION

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Employees should notify their Division Manager if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Division Manager can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

No supplies or COMB property may be taken home without prior approval of your Division Manager. Unauthorized use or removal of COMB property from the premises, including unauthorized use of COMB vehicles, is prohibited and may lead to disciplinary action, up to and including immediate termination.

COMB's logo and/or the logo(s) of other affiliated agencies, letterhead, internal forms, marketing materials or other identifying materials of COMB or other affiliated agencies are also considered employer property whether trademarked, copyrighted or not. Unauthorized use of, or reproduction, whether electronically or otherwise of those items, including but not limited to the above list, is prohibited and may result in disciplinary action, up to and including immediate termination and/or legal action.

Employees also are prohibited from any unauthorized use of COMB's intellectual property, such as audio and video tapes, print materials, software, electronic files, etc.

Although lockers, storage areas, desks, vehicles and other COMB property are made available to you for your convenience and to help you to do your job, you should remember that these remain the sole property of COMB and there is no reasonable expectation of privacy in these areas. COMB reserves the right to inspect all COMB property, as well as its contents, at any time it is deemed necessary or appropriate by management. Such an inspection may be conducted during, before or after working hours by any Division Manager or COMB representative.

Employees are prohibited from remaining on COMB premises or making use of COMB facilities while not on duty. Employees are expressly prohibited from using COMB facilities, property or equipment for personal use without prior authorization.

## 7.9 EMPLOYEE DRESS, PERSONAL APPEARANCE AND UNIFORMS

### 7.9.1 Employee Dress in General

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Clothing should be neat, clean, in good taste, and shall not constitute a safety hazard. Every effort should be made to maintain a professional appearance. Some employees may be required to wear uniforms or safety equipment/clothing.

Please contact your Division Manager for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately or are dressed or groomed in an unsafe manner, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

Additionally, the following also applies to all COMB employees:

### 7.9.2 Personal Appearance

1. While on duty, or in uniform, COMB employees may not engage in behavior that is loud, rude, or considered crude to a reasonable person. Swearing, foul or offensive language and/or gestures are strictly prohibited.
2. Jewelry may be worn as specified in accordance with the Division requirements applicable to the employee.
3. Facial hair should be kept neat and be presentable while on duty. COMB employees interact with the public and government officials and should appear professional and tidy at all times. In certain circumstances, an employee may not be allowed to have facial hair in order to comply with safety requirements to the extent permitted by law. The COMB employee shall be clean shaven in that event to the extent permitted by law.
4. The COMB insignia should only be applied to work related uniform clothing unless authorized by management. COMB does not authorize the insignia to be used in any way that would portray the agency in a negative light.
5. COMB employees are subject to uniform and personal appearance inspections at any time by a Division Manager, the General Manager or the Administrative Manager/CFO. Inspections may be formal or informal. If it is determined that an employee is out of uniform compliance it is at the discretion of the inspecting Division Manager, the General Manager or the Administrative Manager/CFO to allow the employee to finish their assigned duties, send the employee home and allow them to change and come back in compliance, or send the employee home without pay for the remainder of their shift.
6. Employees may be required to cover all tattoos while on duty.

### 7.9.3 Administrative Staff

COMB is committed to providing a professional work environment. Members of the Administrative Division should consider this goal when making wardrobe selections. Additionally, an employee's clothing should not be a distraction to other employees.

Due to the nature of office work, the Administrative Division is permitted to wear slacks, chinos, dresses and skirts. Clothing should follow professional office attire and acceptable standards. Dressy jeans are permitted (no holes, shreds at the ankle hem line, stains, etc.)

## **7.9 EMPLOYEE DRESS, PERSONAL APPEARANCE AND UNIFORMS (CONTINUED)**

### **7.9.4 Field Staff**

Employees who may be called into the field on an emergency/inspection basis are required to keep a change of field-appropriate clothes and boots in their office and/or vehicle at all times.

#### **SAFETY BOOTS**

Because of the dangers associated with the type of work that some COMB employees engage in, the only approved style of field-work footwear is a brown, black or tan safety toe work boots in compliance with ASTM F2413-18 standards. The boot will be lace up or slip on style. Slip on style boots will be of standard height. No low cut slip on style shoe is permitted. No low cut safety toe shoe is permitted. The boots will be water resistant and have sufficient traction and support for uneven, wet terrain or conditions that could cause ankle or foot injury. Boot soles will be free of cracking or tears. Boot laces shall not hang in a manner that could cause injury. Field staff are required to wear the above boots while working in the field or while working in the Operations yard.

COMB provides up to \$175 toward the initial purchase of new steel-toed safety boots and will also contribute a maximum of \$175 (non-accruable) annually toward necessary replacement cost of said boots or the actual cost of their repair if less than \$175. Proof of purchase or repair, in the form of a cash register or credit card receipt or canceled check must be turned in to qualify for reimbursement.

#### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Field staff will be provided with personal protective equipment (PPE) to protect against injury and infection. PPE includes items such as protective clothing (reflective or weather resistant outerwear), hard helmet, eye protection (goggles or shields), hearing protection (ear plugs or ear muffs), hand protection (gloves or barrier creams) and respiratory protection (disposable mask, half or full face respirator). A Job Hazard Analysis form is to be completed prior to the start of a project so that inherent dangers can be assessed and that proper use of protective equipment is addressed.

#### **SHIRTS**

Field Staff shall wear the specified button-down shirt, polo or t-shirt while on duty. COMB will issue an appropriate amount of uniform items with the COMB insignia on them at or near the beginning of an employee's service with COMB and annually thereafter.

#### **PANTS**

Pants will be dark in color (black, gray, navy, etc.) in a plain or painter style with flat fronts. They will be of sufficient quality to be stain resistant and not fade quickly. All trousers will be of a length that allows the cuff to touch the top of the shoe at the laces. Any lesser length will not be permitted. Trousers will be clean and pressed at all times and will not be worn if showing signs of wear (holes, excessive bleach stains, shredding at the ankle hem line). Pants are to be worn at the waist and not below it where undergarments are showing.

#### **OUTERWEAR**

Employees may wear jackets and sweatshirts while on duty providing they are dark in color (black, gray, navy, etc.) and do not contain other companies' logos on them.

## **7.9 EMPLOYEE DRESS, PERSONAL APPEARANCE AND UNIFORMS (CONTINUED)**

### **7.9.4 Field Staff (Continued)**

#### **HEADWEAR**

The uniform cap will be worn at the discretion of the individual employee. The cap will be a baseball type hat or visor issued by COMB with only the COMB insignia. Hats with other companies' logos are not permitted while an employee is wearing the COMB uniform or on duty.

“Jeep Caps” or “Beanie” style caps are allowed during cold periods. This style of headwear will be dark in color (black, gray, navy, etc.) and may be worn with or without the COMB insignia.

#### **SHORTS**

Due to the safety hazards that COMB employees work around, and the contact that they have directly with Member Agencies and the public, shorts shall not be permitted while on duty.

#### **ACCESSORIES**

Belts will be dark in nature (black, brown, gray, etc.). Leather or cloth belts are authorized. The belt buckle will be plain and free of jewelry or extreme design. Any accessory will be free of any extreme design.

#### **JEWELRY**

For safety reasons, Field Staff are not allowed to wear necklaces, earrings or bracelets (exception: Medic-Alert) while on duty. In addition, employees are required to remove all jewelry, including but not limited to rings and wristwatches, while working in or around electrical panels and/or moving machinery. Facial piercings are not allowed.

### **7.9.5 Purchase and Replacement of Uniforms**

1. There is a yearly uniform allowance, outlined above for each division. The employee must have serviceable, clean and neat uniforms for wear on duty. This allowance is in addition to the pair of approved safety toe boots. Nothing in this section mandates the amount of shirts, if applicable, or pants to be purchased by the employee with the uniform allowance. An employee is encouraged to purchase enough uniform articles to have clean, neat and serviceable uniforms available for duty. Unused uniform allowances do not roll over from year to year.
2. Employees may pay for uniforms/boots with their own funds and then complete the Reimbursement Form. (The receipt must accompany the form in order for the employee to be reimbursed.).

Failure to comply with your division's uniform, appearance and conduct or misuse, falsifying or abuse of the uniform or uniform allowance may result in disciplinary action, up to and including immediate termination or may be subject to the uniform budget being taken away.

### **7.9.6 Termination**

Upon termination, whether voluntarily or involuntarily, all uniform items with the COMB insignia shall be returned to COMB.



### 7.10 PERSONAL PROPERTY

COMB is not responsible for any articles that are placed or left in a locker, storage area, desk, vehicle or other COMB property that are lost, damaged, stolen or destroyed.

Terminated employees shall remove any personal items at the office, vehicles and jobsites at the time they leave COMB. Personal items left in the workplace are subject to disposal if not claimed and removed immediately following the time of an employee's termination.

### **7.11 PERSONAL VISITS AND TELEPHONE CALLS DURING WORK TIME**

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time. Personal phone calls that are received on your cell phone shall be taken outside so as to not disturb your fellow co-workers.

Visits from friends and family are to be kept to a minimum as well, in order to preserve a safe and productive work environment. It is extremely important that COMB visitors and clients are treated in a friendly and professional way.

For safety and security reasons, guests and family members of COMB employees are not allowed in the shop or yard areas without first receiving authorization. Employees are responsible for educating their guests that they need to use the front reception door and not enter through the shop area and/or back yard.

COMB reserves the right in its sole discretion to deny any request for a visitor/family member to be on the premises for reasons including, but not limited to: the requested guest or visitor has been disruptive in the past, there is a special event scheduled on the date(s) requested or the work environment is not appropriate for the visitor or guest due to safety or other reasons.



### **7.12 CONDUCTING PERSONAL BUSINESS DURING WORK TIME**

Employees are to conduct only COMB business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours. Employees may not run personal errands on COMB time or while doing COMB errands without prior authorization by their Division Manager.

Personal errands may be carried out on an employee's lunch break. COMB employees, including Division Managers, may not direct another employee to carry out personal business or run personal errands for them while on COMB time.



### 7.13 SOLICITATION AND DISTRIBUTION

Soliciting, collecting money, vending, and posting or distributing bills or pamphlets on COMB property is prohibited. These activities are closely controlled in order to prevent disruption of COMB services and to avoid unauthorized implication of COMB sponsorship or approval. Violation of this policy will result in disciplinary action.

Any person who is not an employee of COMB is prohibited from any and all forms of solicitation, collecting money, vending and posting or distributing bills or pamphlets on COMB property at all times.



#### 7.14 BULLETIN BOARDS

Information regarding working hours, safety, COMB policies, and other matters pertaining to your employment is posted on the COMB office bulletin boards. In addition, notices of available employee discounts, job openings and other items of interest to employees are posted on the bulletin boards.

Personal material, including ads and solicitations, is not allowed.

### 7.15 CALIFORNIA PUBLIC RECORDS ACT REQUEST

COMB strives to comply with all applicable laws and provide the public with information as requested. Therefore, our goal is to respond promptly to any public records request. Any employee receiving a request from the public for documents is to forward that request to the General Manager or designee. The General Manager will work with those necessary to fulfill the request. Employees are NOT to respond to public record requests independently.

COMB acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against COMB and its employees and possible disciplinary action against responsible individuals up to and including immediate termination of the employee.

Each employee has an obligation to contact the General Manager to inform him/her of potential or actual litigation, external audit, investigation or similar proceeding involving COMB that may have an impact on record retention protocols.

### **7.16 CREDIT CARDS AND VENDOR CHARGE ACCOUNTS POLICY**

Your position with COMB may warrant the use of a COMB credit card, vehicle fuel card or vendor charge accounts. Please be advised that these cards and accounts are to be used for authorized business purposes only and no personal charges shall be made at any time. Failure to use these items for authorized purposes or to follow the Credit Cards and Vendor Charge Accounts Policy will result in the card being cancelled and/or your authorization on the account being cancelled. Please note that the use of these items is an accommodation for your existing position and work. A change of assignment in the future may necessitate withdrawing the use of one (1) or more of these items.

Charges made on any credit card or vendor charge account are to be verified by the employee; in doing so, the employee is certifying that these charges are valid. Credit card and vendor charge account receipts shall be submitted to your Division Manager daily. All credit card and vendor charge account receipts are to be submitted to your Division Manager with a clear explanation of the purchase, job name and number, vehicle number, equipment number Purchase Order (PO) number that the purchase was made for.

If the charge cannot be substantiated to be work related, COMB reserves the right to collect the unsubstantiated charges from the employee. Explanation of expenditures must follow IRS guidelines which require documentation as to who, what, where and why the expenditures were made. The employee shall ensure that the receipt contains all of this information.

General office and overhead charges need to be approved by your Division Manager prior to purchase; receipts for general office and overhead charges shall be submitted to your Division Manager per the requirements outlined above.

Individual credit cards or charge accounts may have set limits established. If your credit card is lost or stolen you are to report it immediately to the Administrative Manager/CFO.

Misuse, falsifying or abuse of credit cards and/or vendor charge accounts may result in disciplinary action, up to and including immediate termination.

### 7.17 PURCHASING POLICY

In addition to the Credit Card and Vendor Charge Accounts policy, the following purchasing policy applies to all purchases made with your COMB credit card or charged to COMB vendor charge accounts:

1. Any purchase that will be billed to overhead requires prior Manager approval, regardless of the amount.
2. Any purchase over \$500 requires prior Manager approval along with an approved PO.
3. See COMB Procurement Policy for further requirements and guidelines.

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**SECTION VIII: HEALTH AND SAFETY**

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## 8.1 GENERAL HEALTH AND SAFETY

The health and safety of employees and others on COMB property are of critical concern to COMB. COMB intends to comply with all health and safety laws applicable to our organization. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on COMB's premises, or in a product, facility, piece of equipment, process or business practice for which COMB is responsible should be brought to the attention of management immediately.

All employees of COMB should know that they are required to work in a safety-sensitive environment. A safety-sensitive environment extends from the time when an employee begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibilities for performing work.

Periodically, COMB may issue rules and guidelines governing workplace safety and health. COMB may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Safety devices and equipment are provided as needed to all employees by COMB. This equipment must be used according to COMB's and OSHA's rules, regulations, and training and certifications.

In compliance with Proposition 65, COMB will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Safety procedures as outlined in the United States Bureau of Reclamation's Standing Operating Procedures for the Cachuma Project, Reclamation Safety and Health Standards, ACWA/JPIA Safety and Loss Control Procedures and the Injury and Illness Prevention Program shall be used at all times in conjunction with good judgment to prevent accidents or injury. Your Division Manager will make these manuals available to you and will answer any questions you may have regarding the implementation of these instructions.

Any workplace injury, accident, or illness must be reported to the employee's Division Manager and the Administrative Manager/CFO immediately, regardless of the severity of the injury or accident.

Employees who suspect they may be, or are currently suffering from a contagious illness are required to notify their Division Manager and the Administrative Manager/CFO immediately and not report for work, or return home if already on duty until well; "contagious illness" includes, but is not limited to, the following: the flu, strep, measles and chicken pox.

COMB management may send an employee home if the employee is unable to perform their duties due to illness, or if the illness is suspected to be contagious. COMB reserves the right to require a doctor's release that the employee is fit for duty prior to an employee returning to work. This release must be submitted to the Division Manager and the Administrative Manager/CFO.

In compliance with California law, and to promote the concept of a safe workplace, COMB maintains an Injury and Illness Prevention Program (IIPP), Safety Manual, Heat Illness and Prevention Program (HIPP), Emergency Response Plan (ERP), job specific Health and Safety Plans and posted safety notices. These items are available for review by employees and/or employee representatives.

## 8.2 FIRST AID

All injuries should be reported to your Division Manager and the Administrative Manager/CFO. First aid supplies are available in trucks and the COMB offices and should be used for minor injuries to prevent complications. If emergency first aid is necessary, report to an approved provider (list provided and posted in facilities and vehicles), unless you have a preferred physician statement on file with administration, in which case you may see your own physician if you can be seen immediately.

In case of major injuries, report to a hospital for emergency treatment. If you cannot report the injury immediately to the Administrative Manager/CFO, notify your Division Manager so that the necessary insurance forms, etc. can be completed.

### 8.3 HEAT AND ILLNESS PREVENTION

COMB is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All Division Managers are trained in the recognition and prevention of heat illness. Division Managers monitor weather forecasts when planning work projects.

Employees who work outside are encouraged to drink water frequently. Employees who work outside are also allowed and encouraged to take a cool-down rest in the shade of at least five (5) minutes (in addition to the time needed to access the shade) when needed to protect themselves from overheating. These preventative cool-down rests are paid time. Water will be provided at job sites. If environmental shade is not available or accessible, shade structures will be provided in accordance with mandated temperature thresholds and pursuant to law.

Please refer to COMB's Injury Illness and Prevention Program, Heat Illness Prevention Program or talk to your Division Manager for details on how to ensure you are protected from heat illness dangers.

#### 8.4 WORKERS' COMPENSATION INSURANCE

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Division Manager. Failure to follow COMB procedures may affect your ability to receive Workers' Compensation benefits.

This coverage protects employees who are injured or disabled on the job. It also provides medical, surgical and hospital treatment in addition to payment of lost earnings that result from work-related injuries. Compensation payment is made starting from the first day of an employee's hospitalization or after the third day following the injury if the employee is not hospitalized. The cost of this coverage is completely paid by COMB.

Any leave of absence due to a workplace injury runs concurrently with all other COMB leaves of absence. Reinstatement from leave is guaranteed only if required by law. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

The amount of payment is a percentage of the employee's monthly salary as stipulated by California State law. An employee may use any portion of unused sick leave as necessary so that the sum of Workers' Compensation payments and sickness allowance will equal straight time pay for the scheduled working hours.

All injuries or accidents must be reported immediately to the employee's Division Manager and the Administrative Manager/CFO. Failure to immediately report an injury may be cause for disciplinary action to be taken against the employee. Exact details of the accident or injury must be given to the Administrative Manager/CFO. The Administrative Manager/CFO is responsible for providing applicable information to the employee, arranging for treatment and completing and submitting required reports to the Workers Compensation carrier.

Filing a false or fraudulent claim will be cause for disciplinary action and possible criminal penalties. Should an employees' consumption of alcohol or use of recreational drugs be found to be the cause of an on-the-job injury, the employee may not be eligible for workers compensation benefits.

First aid and medical treatment are provided immediately as required by the nature of the injury. Employees must be treated through a medical provider network, selected by COMB's insurance carrier due to the network's experience in treating work-related injuries. Employees may, upon their request, obtain a waiver from the Administrative Manager/CFO to indicate the name of their personal physician for medical treatment. The waiver must be completed prior to a work-related injury and it will be kept in the employees' personnel file. Although an employee may designate treatment by their personal physician, first aid and medical treatment must be provided on the day of a work-related injury.

COMB's Workers Compensation Insurance carrier is not liable for the payment of workers compensation benefits for an injury which arises out of an employees' voluntary participation in an off-duty recreational, social or athletic activity which is not part of the employees' work-related duties.

COMB recognizes the need to provide temporary modified work to employees who are unable to perform their regular duties due to industrial illness or injury. COMB has implemented an Early Return to Work program designed to return the injured employee to work in a physically appropriate job as soon as the treating physician deems it medically feasible, whenever possible.

#### **8.4 WORKERS' COMPENSATION INSURANCE (CONTINUED)**

This policy applies to all employees. Due to the limited amount of modified/alternative work available, employees will be assigned on a first come, first served basis, to appropriate positions as available. The purpose of this program is

1. To assist employees in the transition from disability to full recovery while continuing to be a productive part of the work force, while minimizing the deterioration of the employees' work skills, health and attitude that may result from prolonged work absence, and
2. To provide management with a constructive program to reduce the cost of Workers Compensation and to minimize the loss of productivity.

The Administrative Manager/CFO will determine the employees' eligibility for the program, placement in modified work, recordkeeping and monitoring the progress and full return of the employee(s) in the Early Return to Work program.

The modified/alternative work will be implemented immediately to avoid lost time and wages. The temporary/modified work assignment is not considered to be part of the regular staffing pattern. The employee must have a medical clearance authorization slip from the attending physician specifying work restrictions and disabilities. As long as work can be provided, the employee must comply with the program. If employee health status changes, it must be reported immediately to their Division Manager and the Administrative Manager/CFO.

Early Return to Work program participants is encouraged to schedule physical therapy and doctor appointments around their work schedule. If this cannot be arranged, appointments are to be scheduled at the beginning or end of the work day. Your accrued sick leave will be used to cover time away from work for appointments.

While on the temporary modified/alternative work program, employees who have experienced an on-the-job injury will be evaluated at thirty (30) days or when medically stationary, whichever occurs first.

If an employees' health status changes, it must be reported immediately to their Division Manager and the Administrative Manager/CFO.

A modified job offer will be made only when the work is available and there is a benefit to COMB. The modified job, if offered, will end with the date the employee receives a regular release and may be ended at any time if there is no longer a need for modified work. Each case will be assessed individually based on need. As long as work can be provided, there is no right of refusal without jeopardizing benefits and entitlements. Wages and hours will not necessarily be the same as that of the regular job.

The law requires COMB to notify the Workers' Compensation Insurance carrier of any concerns of false or fraudulent claims.

##### **8.4.1 Paid Sick Leave and Workers Compensation Benefits**

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by Workers' Compensation Insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

## **8.4 WORKERS' COMPENSATION INSURANCE (CONTINUED)**

### **8.4.1 Paid Sick Leave and Workers Compensation Benefits (Continued)**

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will be covered with the use of sick leave.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from work, related to your illness or injury.

### **8.4.2 Recreational Activities and Programs**

COMB or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Additionally, this policy extends and applies to employees playing on, or participating in, any after-hours COMB-sponsored sporting events, athletic teams, parties or other activities.

## 8.5 SECURITY

The security of COMB facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks and threats. It is very important to notify your Division Manager immediately when unknown persons are acting in a suspicious manner in or around COMB facilities, or when keys, security passes or identification badges are missing.

COMB facilities are equipped with security alarms. If you are the first individual to enter the building in the morning, and the door is unlocked or the alarm system is not armed, you shall inform the General Manager immediately.

If you are the last individual to leave the building at the end of the day, it is your responsibility to search the buildings for anyone else present so that no one gets locked in accidentally. Once you ascertain that you are in fact the last person to leave, you will arm the alarm and lock the door.

Computers and work areas, including desks and filing cabinets are to be secured before leaving for the day. When called away from your work area for an extended length of time, do not leave any confidential or sensitive information accessible for public view.

If you have questions, please ask your Division Manager or the Administrative Manager/CFO.

## 8.6 WORKPLACE VIOLENCE

### 8.6.1 Zero Tolerance Policy

COMB has adopted the following workplace violence policy to ensure a safe working environment for all employees.

COMB has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously and will lead to disciplinary action, up to and including immediate termination.

COMB's prohibition against threats and acts of violence applies to all persons involved in COMB operations, including but not limited to COMB personnel, contract and temporary workers and anyone else on COMB property or at COMB worksites.

A threat includes, but is not limited to, any indication of intent to harm a person or damage COMB property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in COMB policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Division Manager; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Acts or threats of violence include conduct that creates a hostile, abusive or intimidating work environment for one or more COMB employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on COMB premises, regardless of the relationship between COMB and the parties involved in the incident.
2. All threats or acts of violence occurring off COMB premises involving someone who is acting in the capacity of a representative of COMB.

## 8.6 WORKPLACE VIOLENCE (CONTINUED)

### 8.6.1 Zero Tolerance Policy (Continued)

3. All threats or acts of violence occurring off COMB premises involving an employee of COMB if the threats or acts affect the legitimate interests of COMB.
4. Any acts or threats resulting in the conviction of an employee or agent of COMB, or of an individual performing services for COMB on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence, which adversely affect the legitimate interests of COMB.

Specific examples of conduct that may be considered threats or acts of violence include the following:

1. Hitting or shoving an individual
2. Threatening to harm an individual or his or her family, friends, associates or property
3. The intentional destruction or threat of destruction of COMB property
4. Harassing or threatening phone calls, texts, emails or social media postings
5. Harassing surveillance or stalking
6. Unauthorized possession or inappropriate use of firearms or weapons

### 8.6.2 Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable.

Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints and/or to the extent permitted by law. All threats will be investigated promptly. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If COMB determines, after an investigation, that someone has violated this policy, COMB will take swift and appropriate corrective action.

Violations of this policy by any individual on COMB property, by any individual acting as a representative of COMB while off COMB property, or by any individual acting off of COMB property when his/her actions affect COMB's interests will lead to disciplinary action and/or legal action as appropriate and will not be tolerated.

No provision of this policy shall alter the at-will nature of the employment relationship at COMB.

## 8.7 OFFICE SPACE HOUSEKEEPING

Employees are responsible for their immediate work area, which is to be kept neat and with a businesslike appearance. All papers and/or files on desks should be kept in reasonable order. Furthermore, each employee should be aware of the general appearance of the office and should take the necessary steps to see that the office is businesslike at all times.

All employees are responsible for helping to keep the Operations work yard, shop and offices tidy. Employees using common areas such as breakrooms, conference rooms, production rooms and restrooms are expected to clean up after themselves and not leave those areas a mess.

Employees shall not spit anything on the floor including, but not limited to, the following: sunflower seeds, chewing tobacco, spit etc.

Employees shall not leave tools, parts, equipment, trash or debris out at the end of the day. Employees shall also lock up any/all equipment, gates, sea trains, vehicles, offices, doors and windows on any of the facilities that COMB operates, maintains or occupies.

If you are the last one out of the office, turn out all lights and check that all equipment has been turned off, all doors locked and the alarm system activated. If you are the last to leave the yard, lock the gate(s).

All equipment is to be used in accordance with directions and is not to be misused at any time.

Employees shall not store personal belongings in COMB's yard or shop unless prior authorization is granted by the Division Manager and General Manager. COMB is not responsible for damage to, the theft of, or the disappearance of employee's personal belongings left or stored on COMB property.

Division Managers may furnish employees with their home phone numbers if they think they will be needed in an emergency. For emergency fire or police response, dial 9-1-1.



## 8.8 ERGONOMICS

COMB is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. COMB will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. COMB encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

COMB believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Administrative Manager/CFO.

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**SECTION IX: EMPLOYEE PERFORMANCE  
AND CONDUCT**

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## 9.1 EXPECTED CONDUCT

COMB expects its employees to conduct themselves in a manner compliant with all policies addressing employee conduct outlined in this handbook including, but not limited to, the Harassment, Discrimination and Retaliation Prevention Policy, Ethics Policy, Drug and Alcohol Policy, Punctuality and Attendance Policy, Uniforms and Appearance Policy and Prohibited Conduct Policy, etc.

Additionally, COMB employees are expected to uphold and maintain an environment of productivity and professionalism while at work, not only in their interactions with COMB Member Agencies, other government entities and the public, but also in their interactions with their co-workers, management, Division Managers and subordinates.

To this end, employees should be friendly and collaborative; they should not disrupt the workplace or present obstacles to their colleagues' work.

If you have any questions regarding how you are expected to conduct yourself, please ask your Division Manager, the Administrative Manager/CFO or the General Manager.

Failure to comply with this or other policies addressing employee conduct may result in disciplinary action, up to and including immediate termination.

## 9.2 RULES OF CONDUCT

Orderly and efficient operation of COMB requires that employees maintain proper standards of conduct and observe certain rules. Failure to maintain these standards or violations of these rules will result in disciplinary action up to and including termination. This guideline should not be construed as a promise of employment or continuing employment in the absence of one of the infractions listed below.

As explained earlier in this Handbook, all employees of COMB are "at-will" employees, unless notified in writing otherwise. COMB reserves its right to discipline employees, up to and including termination, for any reason COMB deems necessary and appropriate. Causes for disciplinary action include, but are not limited to, the following forms of misconduct:

1. 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.
2. Theft, misappropriation, or unauthorized possession or use of property, vehicle, equipment, materials, documents, or records belonging to COMB, its Member Agencies, a member of the public, or another COMB employee; removal of same from COMB premises without authorization.
3. Damaging the property or materials of COMB, its Member Agencies, a member of the public, or another COMB employee through willful abuse, negligence or carelessness.
4. Willfully or carelessly violating security, safety, or fire prevention rules or regulations, or engaging in any conduct which creates a safety hazard; creating or contributing to unsanitary conditions by poor housekeeping.
5. Failing to respond to emergency callouts or an unwillingness to do so.
6. Failure to report an injury or accident.
7. Smoking in COMB buildings, structures or vehicles or on COMB grounds which is prohibited.
8. Use or possession of alcoholic beverages or illegal narcotics or drugs on COMB premises, in COMB vehicles, or in vehicles being driven on COMB business, or reporting to work under the influence of intoxicants or drugs which may interfere with job performance.
9. Possession of a weapon or explosives on COMB premises or in COMB vehicles.
10. Gambling on COMB premises.
11. Unlawful conduct at any time or place. Unprofessional conduct while on or off COMB premises, which adversely affects COMB's services, property, reputation, or goodwill in the community and/or interferes with job performance.
12. Obtaining, without authorization, confidential information pertaining to COMB, its Member Agencies or employees of COMB.
13. Divulging confidential or proprietary information to any person or entity except in the course of performing duties as an employee of COMB and with the specific direction and consent of COMB.

## 9.2 RULES OF CONDUCT (CONTINUED)

14. Taking or giving bribes of any nature as an inducement to obtain special treatment, to provide confidential information or to obtain a position.
15. Falsification of any reports or records, including but not limited to: job applications; medical or employment history; personnel records; pay records, including time cards; absence or illness reports; accident reports; injury claims.
16. Entering COMB premises after scheduled work hours without authorization.
17. Leaving COMB premises during scheduled work hours without permission; unauthorized absence from assigned work area during regular scheduled work hours; leaving the premises without recording same on time card.
18. Sleeping, malingering, loitering or wasting time during regular work hours.
19. Inefficiency, unsatisfactory work quality or quantity, incompetence, carelessness or negligence in performance of duties.
20. Rude, discourteous, or unprofessional behavior; creating a disturbance on COMB premises or creating discord with COMB Member Agencies, other governmental entities, members of the public, co-workers, or board members; use of abusive language; striking or hitting or threatening another employee.
21. Insubordination or refusal to follow instructions from a supervisor or COMB management; refusal or unwillingness to accept a job assignment or to perform job requirements.
22. Failure to observe scheduled work hours; failure to contact Supervisor in the event of absence within thirty (30) minutes after the scheduled start of work; failure to report to work when scheduled.
23. Unauthorized or excessive absenteeism or tardiness, including excessive use of sick leave or any other leaves of absence.
24. Failure to report to work after leave of absence has expired or after such leave of absence has been disapproved, revoked, or canceled.
25. Failure to obtain and maintain a current license or certificate when required as a condition of employment.
26. Dishonesty or the intentional misrepresentation of COMB documents, reports, and/or work duties.
26. Conduct unbecoming of an employee of COMB.

Engaging in prohibited conduct, whether intentional or not, may result in disciplinary action, up to and including immediate termination, and/or legal action. The General Manager will, in his/her sole discretion, utilize whatever form of discipline he/she deems appropriate under the circumstances.

This statement of prohibited conduct does not alter COMB's policy of at-will employment. Either you or COMB may terminate the employment relationship at any time, with or without reason or advance notice.

### 9.3 PUNCTUALITY AND ATTENDANCE

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized COMB business.

Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided. If, for any reason, you cannot report to work, for all or any part of a work day, you must notify your Division Manager and the Administrative Manager/CFO no later than thirty (30) minutes after your starting time.

If an employee is absent more than one (1) day, they must give the same notice each day of absence, unless a specific date for their return to work has been given. If an employee is absent for three (3) consecutive days and has not provided proper notification, COMB will consider the employee to have abandoned their position and the employee will be terminated to the extent permitted by law. Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with COMB to the extent permitted by law.

Except for emergency situations and unexpected illness, in order for an absence to be approved, it must be requested in advance and approved by the employee's Division Manager. COMB reserves the right to require proof of illness, accident or emergency.

Excessive absenteeism or tardiness, whether excused or not, providing false information or abuse of leave laws will not be tolerated and may result in disciplinary action, up to and including immediate termination.



#### 9.4 DISCIPLINE

It is the policy of COMB to regard discipline as a corrective action and as an instrument for improvement rather than as punishment. Disciplinary action may include oral counseling or reprimand, written reprimand, final written warning, suspension and immediate termination.

COMB retains the right to administer discipline as it deems necessary in each individual case. This policy is not a promise or guarantee that progressive discipline will be administered in every case. The use of any particular form of discipline does not change the employee's at-will relationship with COMB.

## 9.5 GRIEVANCE PROCEDURE

COMB subscribes to the open door policy. That is, the employee may bring a particular complaint or grievance to their Division Manager or management in an attempt to resolve a problem. When matters cannot be handled on such an informal basis, COMB has established a formal procedure whereby an employee may have a fair review of any work-related controversy, dispute or misunderstanding.

This grievance procedure does not constitute an agreement between COMB and any or all of its employees that COMB will, in every instance, handle grievances precisely as set forth in this procedure. There may be situations in which COMB, in its judgment, deems it not in the best interest of COMB or the employee to adhere to the grievance procedure as set forth. It is expected that such instances will be rare. Employees should be familiar with the grievance procedure, so that problems and complaints can be handled promptly and effectively.

### **STEP 1**

An employee may submit a problem, orally or in writing to his or her Division Manager within three (3) working days after the problem becomes known. The Division Manager will attempt to resolve the grievance at the first meeting. If a mutually agreed upon settlement is not reached, the Division Manager will investigate the problem further and will meet with the employee to give him or her a reply within three (3) working days. If the Division Manager cannot resolve the problem to the employee's satisfaction, or if the problem originated from the Division Manager, the employee may proceed to Step 2.

### **STEP 2**

If an employee is not satisfied in Step 1, the grievance must be submitted in writing to the General Manager within three (3) working days after receipt of the Step 1 answer by the grieving employee. A written request for a meeting must be submitted simultaneously. A meeting will be held within three (3) working days of the employee's request. Witnesses will be allowed as necessary. The General Manager will give the employee a written reply within five (5) working days.

## 9.6 STAKEHOLDERS, VENDORS, PUBLIC AND INTERNAL RELATIONS

### 9.6.1 Stakeholders, Vendors and Public Relations

Employees are expected to be polite, courteous, prompt and attentive to COMB's stakeholders, vendors and members of the public while on duty and/or in uniform. When an employee encounters an uncomfortable situation that he/she does not feel capable of handling, the Division Manager, the General Manager or the Administrative Manager/CFO should be contacted immediately.

All correspondence and documents must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business as well as to COMB.

### 9.6.2 Internal Relations

It is the goal of COMB to provide a pleasant and professional work environment and a team atmosphere. Employees are required to treat each other with professionalism, courtesy and helpfulness at all times. COMB recognizes an employee may choose not to associate with other employees outside of the work place, but while on duty, each employee is expected to act professionally and with courtesy at all times. Talking negatively about other employees past or present, managers or owners, gossiping, inquiring about another past or present employee's status or disciplinary actions, or making embarrassing or disparaging remarks about the afore mentioned is prohibited, whether a party is present or not and may result in disciplinary action, up to and including immediate termination.

If an employee has an issue with a co-worker, the following procedure should be followed:

1. The employee should attempt to address the co-worker in a private setting where others are not present and try to reach a solution to the problem.
2. If the problem persists, the employee is expected to follow the procedure outlined in the COMB Employee Handbook (section) 9.5 – Grievance Procedure.

## 9.7 CONFLICT OF INTEREST AND BUSINESS ETHICS POLICY

It is COMB's policy that all employees avoid any conflict between their personal interests and those of COMB. The purpose of this policy is to ensure that COMB's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of COMB.

COMB recognizes the rights of all employees to engage in lawful conduct during non-working hours away from our premises. However, a conflict of interest occurs when the private interests of employees (and their immediate family members) interfere with the employees' responsibilities at COMB. Employees are expected not to place themselves or COMB in a position of conflict and are required to comply with COMB's policies.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with COMB, by any employee who is in a position to directly or indirectly influence either COMB's decision to do business, or the terms upon which business would be done with such organization;
2. Being employed by (including as a consultant), holding interest in, or serving on the board of any organization which does, or is seeking to do, business with COMB; and/or
3. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with COMB.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and COMB.

### 9.7.1 Gifts

An employee may not accept gifts of value, loans, expensive entertainment, or anything else involving personal gain that might be expected to influence his or her conduct within the organization or with our Member Agencies or other public agencies or private entities or other persons providing goods or services to COMB.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

### 9.7.2 Compliance with Applicable Laws

COMB's commitment to integrity and ethical business operations begins with complying with laws, rules and regulations that apply to where and with whom we do business. Every employee is required to comply with any applicable laws, rules and regulations. If you have any questions regarding any COMB policies or applicable laws, rules and regulations, you should immediately contact your Division Manager or the General Manager.

## **9.7 CONFLICT OF INTEREST AND BUSINESS ETHICS POLICY (CONTINUED)**

### **9.7.3 Reporting of Unethical Behavior**

Any employee who believes that this policy has been violated or is otherwise aware of behavior he/she believes to be unethical is required to report the behavior immediately to the General Manager or Administrative Manager/CFO.

Reports may be made anonymously as soon as possible by delivery of an unsigned letter to the Administrative Manager/CFO or the General Manager. COMB will attempt to investigate all such reports confidentially if possible, but cannot guarantee absolute confidentiality.

### **9.7.4 Compliance**

Failure to comply with this policy will result in disciplinary action, up to and including immediate termination, and/or legal action.



### 9.8 MEDIA INQUIRIES / PUBLIC STATEMENTS

All media inquiries regarding the position of COMB as to any issues must be referred to the General Manager. Only the COMB President, the General Manager or their designee are authorized to make or approve public statements on behalf of COMB.

No employees, unless specifically designated by the General Manager, are authorized to make statements on behalf of COMB. Any employee wishing to write and/or publish an article, paper, technical poster or other publication on behalf of COMB must first obtain approval from the General Manager.



### 9.9 OFF-DUTY CONDUCT

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

For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect COMB's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects COMB's legitimate business interests, the employee's ability to perform his/her job or the inability of COMB to insure the employee for vehicle use with its insurance carrier will not be tolerated and may be grounds for immediate termination.

### 9.10 OUTSIDE EMPLOYMENT

COMB employees cannot have outside employment if it creates a conflict of interest or where such outside employment would impair an employee's effectiveness or ability to perform assigned duties at COMB. Prior to accepting outside employment, you must advise the General Manager in writing of the name of the potential employer.

If authorization is given, but a conflict subsequently arises or you are unable to maintain a high work performance standard at COMB as a result of your employment at the outside job, you will be required to resign your position with the outside employer as a condition of continued employment with COMB. Failure to do so will result in immediate termination.

The following types of employment elsewhere are strictly prohibited and may lead to disciplinary action, up to and including immediate termination:

1. Additional employment that conflicts with an employee's work schedule, duties and responsibilities at COMB;
2. Additional employment that creates a conflict of interest or is incompatible with the employee's position with COMB;
3. Additional employment that impairs or has a detrimental effect on the employee's work performance with COMB;
4. Additional employment that requires the employee to conduct work or related activities on COMB property, during COMB's working hours or using COMB facilities and/or equipment.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to COMB's General Manager explaining the details of the additional employment. If the additional employment is authorized, COMB assumes no responsibility for it. COMB shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

### 9.11 FRAGRANCE POLICY

COMB strives to maintain a distraction-free workplace. Employees may not wear or use any of the following in the workplace or when on the job, regardless of location, if it is found that any of the following are disturbing, distracting or otherwise irritating to other individuals in the workplace or during the course of their normal working duties:

1. Cologne
2. After shave lotion
3. Perfume
4. Perfumed hand lotion
5. Fragranced hair products
6. Fragranced deodorants / body spray
7. Scented candles
8. Air Fresheners
9. And/or similar products

### 9.12 PERSONAL USE OF SOCIAL MEDIA

COMB respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook, LinkedIn, Instagram, YouTube, Pinterest, etc. However, to protect COMB's interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a “social networking platform”, such as Twitter, Facebook, LinkedIn, Instagram, YouTube, Pinterest, etc. or similar sites, during work time or at any time with COMB equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his/her own blog, web page, social networking platform, or on someone else's, if the employee mentions COMB and also expresses either a political opinion or an opinion regarding COMB's actions that could pose an actual or potential conflict of interest with COMB, the poster must include a disclaimer that the opinion expressed is his/her personal opinion and not COMB's position. This posting of this disclaimer is necessary to preserve COMB's goodwill in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter, Facebook, LinkedIn, Instagram, Pinterest, etc. or similar sites. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. COMB policies apply equally to employee social media usage as they do to other employee activities.

COMB encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with the Administrative Manager/CFO.

Failure to follow these guidelines may result in disciplinary action, up to and including immediate termination.

### 9.13 POLITICAL ACTIVITY

Many employees participate in political activities on their own time. COMB time, facilities, property or equipment (including all computers, networks and electronic equipment) must not be used for an employee's outside political activities. COMB will not reimburse any employee for political contributions and employees should not attempt to receive or facilitate such reimbursements.

Employees must not, through their own actions, speech, contributions, or written communication, mislead others to believe that COMB officially endorses or opposes any candidates for political office or that the employees are speaking for COMB in expressing their own personal political positions. COMB employees are entitled to their own personal position.

COMB will not discriminate against employees based on their lawful political activity engaged in outside of work.

## 9.14 DRUG AND ALCOHOL POLICY

To help ensure a safe, healthy and productive work environment for our employees and others, to protect COMB property and to ensure efficient operations, COMB has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for COMB.

DEFINITIONS For the purposes of this policy:

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

### 9.14.1 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 COMB can accommodate the employee by providing unpaid leave for the time necessary for the employee to complete participation in the program. Employees may utilize sick leave for this leave. 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 COMB's commitment to employ qualified disabled individuals or to provide accommodation to such individuals as required under state and federal law.

### 9.14.2 Use of Legal Drugs

COMB recognizes that it may be necessary for employees to appropriately use prescription or legal drugs from time to time. COMB also recognizes that an employee who is using such drugs as prescribed might become impaired by the drug such that the employee's ability to perform or to perform safely would be compromised. Employees who know or should know that their use of prescription or legal drugs might endanger their own safety or the safety of some other person, pose a risk of significant damage to COMB 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 their immediate supervisor and the Administrative Manager/CFO.

COMB reserves the right to have an approved physician or the employee's own physician determine whether it is advisable for the employee to continue working while taking such drugs.

## 9.14 DRUG AND ALCOHOL POLICY (CONTINUED)

### 9.14.2 Use of Legal Drugs (Continued)

COMB 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 COMB.

If appropriate, COMB 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 COMB 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 COMB property or substantially interfere with the employee's job performance or the efficient operation of COMB's business. COMB may require a medical certificate as a precondition to return to work.

### 9.14.3 Prohibited Conduct

On-Duty Prohibition on Illegal Drugs, Alcohol, and Marijuana – 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 COMB premises, while conducting or performing COMB business, regardless of location, or while operating or responsible for the operation, custody, or care of COMB equipment or other property.

Off-Duty Conduct – In addition to the restrictions imposed under the preceding section, the use, possession, purchase, sale, manufacture, distribution, transportation, dispensation, or being under the influence of any illegal drug 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 COMB or otherwise poses the risk of bringing COMB into disrepute. Such off-duty conduct will be reviewed on a case-by-case basis.

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 COMB property or equipment, or materially interfere with the employee's job performance or the efficient operation of COMB's business or equipment.

### 9.14.4 Testing for Illegal Drugs and Alcohol

#### Testing of 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. COMB 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.

## 9.14 DRUG AND ALCOHOL POLICY (CONTINUED)

### 9.14.4 Testing for Illegal Drugs and Alcohol (Continued)

#### Testing of Employees

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, marijuana 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, marijuana 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.

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, marijuana 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.

The General Manager, Division 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.

Whether the testing is conducted by urine or blood sample shall be at the discretion of COMB and/or the physician performing the test. 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.

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 General Manager or Administrative Manager/CFO 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.

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.

COMB shall observe all laws and regulations protecting the confidentiality of medical information.

## 9.14 DRUG AND ALCOHOL POLICY (CONTINUED)

### 9.14.4 Testing for Illegal Drugs and Alcohol (Continued)

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.

Any employee who refuses to comply with a request for testing will be considered to be insubordinate. 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 blood sample, 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.

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 COMB 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.

### 9.14.5 Disciplinary Guidelines

The first violation of this Drug and Alcohol Policy may result in immediate termination, particularly whenever the prohibited conduct:

1. Involves the sale, manufacture, possession, distribution, or dispensation of illegal drugs in violation of this policy;
2. Causes injury to the employee or any other person, or, in the sole opinion of COMB, endangered the safety of the employee or any other person;
3. Results in significant damage to COMB property or equipment or, in the sole opinion of COMB, posed a risk of significant damage; or
4. Involves fraudulent/illegal activity;
5. Involves an employee who had not completed the introductory period or was a temporary employee;
6. Triggers a need to invoke the At Will provision/policy of employment.

### 9.14.6 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 COMB-related activity or event will be deemed to have violated COMB's Drug and Alcohol Policy and may be subject to discharge.

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# SECTION X: TERMINATION

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## 10.1 TERMINATION

Termination is the severance of the employee-employer relationship, through resignation, layoff, discharge, retirement or death. COMB's termination policy is one of "at-will" employment. This means that you have the right to terminate your employment at any time and COMB may terminate your employment for any reason at any time.

### 10.1.1 Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his/her employment at COMB, or fails to report to work for three (3) consecutively scheduled workdays without notice to, or approval by, his/her Division Manager (unless the absence is protected by law). All COMB-owned property, including the following, but not limited to: vehicles, keys, uniforms, identification badges, credit cards, laptop computers and Personal Protective Equipment (PPE) must be returned immediately upon termination of employment. Employees also must return all of COMB's Confidential Information upon separation.

All personal belongings must be removed from COMB premises and vehicles prior to the end of the close of business on the day that employment is terminated. COMB may dispose of any personal items not removed after that time.

In the event of voluntary resignation, COMB requests a minimum of two (2) weeks written notice for non-exempt employees and a minimum of four (4) weeks written notice for exempt employees.

### 10.1.2 Reductions in Force

Under some circumstances, COMB may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, COMB will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, COMB will take into account the following: the division(s) affected, future requirements, seniority, the skill, productivity, ability and past performance of those involved, and any other factors, at its sole discretion.

At the time of lay-off all COMB-owned property, including the following but not limited to: vehicles, books, personal protective equipment (PPE), keys, uniforms, identification badges and credit cards must be returned immediately. All personal belongings must be removed from COMB premises and vehicles prior to the end of the close of business on the day that employment is terminated. COMB may dispose of any personal items not removed after that time.

COMB is not required to give an employee notice or severance pay if he or she is being terminated due to reduction in force.

### 10.1.3 Progressive Discipline and Involuntary Termination

Violation of COMB policies and rules may warrant disciplinary action. COMB has a system of progressive discipline that includes verbal warnings, written warnings, suspensions and termination. COMB may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. COMB's policy of progressive discipline in no way limits or alters the at-will employment relationship, and COMB may skip the steps of progressive discipline as COMB deems appropriate.

## **10.1 TERMINATION (CONTINUED)**

### **10.1.3 Progressive Discipline and Involuntary Termination (Continued)**

At the time of termination all COMB-owned property, which may include, but is not limited to: vehicles, keys, uniforms, identification badges, credit cards, laptop computers and Personal Protective Equipment (PPE) must be returned immediately. All personal belongings must be removed from COMB premises and vehicles immediately upon termination. COMB may dispose of any personal items not collected by the terminated employee.

### **10.1.4 Exit Interview**

Employees who resign are requested to participate in an exit interview with the Administrative Manager/CFO, if possible.

## 10.2 COBRA

COMB 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.

If you have questions regarding your COBRA benefits, contact the Administrative Manager/CFO.

### 10.3 REFERENCES

**All requests for references must be directed to the General Manager or the Administrative Manager/CFO. No other Division Manager, supervisor or employee is authorized to release references for current or former employees.**

No COMB letterhead is to be used by any unauthorized employee for the purpose of generating employee references.

By policy, COMB discloses only the dates of employment and the title of the last position held. If you want any additional information released, you must authorize this in writing.

Violation, misuse, abuse or falsifying employee references may result in disciplinary action, up to and including immediate termination.

#### 10.4 CLOSING

This handbook is intended to give employees a broad summary of things they should know about COMB. The information in this handbook is general in nature. Should questions arise, please consult with the General Manager or Administrative Manager / CFO.

COMB, in its sole discretion, may amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about COMB or its personnel policies and practices.

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# **SECTION XI: ACKNOWLEDGEMENT**

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RECEIPT OF COMB PERSONNEL POLICY AND EMPLOYEE HANDBOOK AND AT-WILL ACKNOWLEDGEMENT

CACHUMA OPERATION AND MAINTENANCE BOARD

ACKNOWLEDGEMENT OF RECEIPT

[EMPLOYEE COPY]

I, \_\_\_\_\_, acknowledge that I have received a copy of the COMB Personnel Policy and Employee Handbook, have read the Handbook and am familiar with the contents therein. I agree to follow the guidelines and policies contained in the Handbook and any amendments to the Handbook. It is specifically agreed that the Handbook is for informational purposes only, and that it is not a contract for, or a guarantee of, employment or continuing employment. I further understand that COMB has the right to revise the policies and procedures in this Handbook at any time. Any such revisions must be in writing. No statements, representations or actions of any employee or principal of COMB will modify these policies and procedures unless they are in writing.

**AT-WILL ACKNOWLEDGEMENT:** I also understand and agree that, unless I am advised in writing otherwise, my employment is for no definite period and I am an at-will employee of COMB. This means that I may leave my employment at any time and COMB may terminate my employment at any time, with or without cause, and without any prior notice.

I understand and acknowledge that this constitutes the entire agreement between me and COMB regarding my at-will employment status, and that it supersedes and replaces any prior written, oral or implied agreements concerning this subject. I further agree that this at-will relationship cannot be modified or changed during my employment except by specific written agreement between me and COMB, signed by the General Manager.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
COMB Representative

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

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

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ACKNOWLEDGEMENT OF RECEIPT

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**AT-WILL ACKNOWLEDGEMENT:** I also understand and agree that, unless I am advised in writing otherwise, my employment is for no definite period and I am an at-will employee of COMB. This means that I may leave my employment at any time and COMB may terminate my employment at any time, with or without cause, and without any prior notice.

I understand and acknowledge that this constitutes the entire agreement between me and COMB regarding my at-will employment status, and that it supersedes and replaces any prior written, oral or implied agreements concerning this subject. I further agree that this at-will relationship cannot be modified or changed during my employment except by specific written agreement between me and COMB, signed by the General Manager.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
COMB Representative

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

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

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## RECEIPT OF CALIFORNIA DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY

[EMPLOYEE COPY]

COMB does not tolerate and prohibits discrimination, harassment or retaliation of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of race, religious creed, color, including hair texture and protective hairstyles associated with race, age for individuals over forty years of age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition as defined by state law (cancer or genetic characteristics), disability, military and veteran status, pregnancy, childbirth and related medical conditions, or a perception that anyone has any protected characteristics, or is associated with a person who has or is perceived as having any of those characteristics, or any other characteristic protected by applicable federal, state or local laws and ordinances. COMB is committed to a workplace free of discrimination, harassment and retaliation.

### **DISCRIMINATION DEFINED**

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

### **HARASSMENT DEFINED**

Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

### **SEXUAL HARASSMENT DEFINED**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

1. Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement;
2. Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. Obscene or vulgar gestures, posters or comments;
4. Sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. Propositions or suggestive or insulting comments of a sexual nature;
6. Derogatory cartoons, posters and drawings;
7. Sexually-explicit e-mails or voicemails;
8. Uninvited touching of a sexual nature;



## RECEIPT OF CALIFORNIA DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY (CONTINUED)

9. Unwelcome sexually-related comments;
10. Conversation about one's own or someone else's sex life;
11. Conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. Teasing or other conduct directed toward a person because of the person's gender.

### RETALIATION DEFINED

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

1. Shunning and avoiding an individual who reports harassment, discrimination or retaliation;
2. Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and
3. Denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

**All discrimination, harassment and retaliation is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a Division Manager, co-worker, client, customer, vendor or other third party.**

### REPORTING PROCEDURES

The following steps have been put into place to ensure the work environment is respectful, professional, and free of discrimination, harassment and retaliation. If an employee believes someone has violated this policy or the Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of his/her Division Manager or any manager of COMB. (Phone numbers are available through the COMB directory.) If this individual is the person toward whom the complaint is directed the employee should contact any higher level manager in the reporting chain. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, he/she should contact the Administrative Manager/CFO immediately. (Phone numbers are available through COMB directory.)

Every Division Manager who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally must immediately report the issues raised to the General Manager or the Administrative Manager/CFO.

### INVESTIGATION PROCEDURES

Upon receiving a complaint, COMB will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Employment Opportunity policy. To the extent possible, COMB will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances and confidentiality is not guaranteed.



**RECEIPT OF CALIFORNIA DISCRIMINATION, HARASSMENT AND RETALIATION  
PREVENTION POLICY (CONTINUED)**

During the investigation, COMB generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, COMB shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. COMB will inform the complainant and the accused of the results of the investigation.

COMB will take appropriate corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if COMB determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension or immediate termination. Anyone, regardless of position or title, whom COMB determines has engaged in conduct that violates this policy will be subject to discipline, up to and including immediate termination.

Remember, COMB cannot remedy claimed discrimination, harassment or retaliation unless employees bring these claims to the attention of management. Employees should not hesitate to report any conduct which they believe violates this policy.

I have read and I understand COMB California: Discrimination, Harassment and Retaliation Prevention policy.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

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PREVENTION POLICY (CONTINUED)**

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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

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**Cachuma Operation and Maintenance Board**  
3301 Laurel Canyon Road  
Santa Barbara, CA 93105  
[www.cachuma-board.org](http://www.cachuma-board.org)

**Cachuma Operation and Maintenance Board  
Personnel Policy and Employee Handbook - Recap of Changes and Updates (\*)**

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# CACHUMA OPERATION & MAINTENANCE BOARD

## BOARD MEMORANDUM

Date:	February 24, 2020
Prepared by:	Joel Degner
Approved by:	Janet Gingras

**SUBJECT:** Water Quality and Sediment Management Study (WQSMS) – Purchase of Water Quality Monitoring Buoy

### **RECOMMENDATION:**

The Board of Directors review the proposed purchase of the LimnoTech Water Quality Monitoring Buoy as recommended by our consultants, Woodard & Curran, and forward to the Board with a recommendation to approve:

- 1) A budget adjustment in the amount of \$50,000 from the SCC Isolation Valve Installation account (6136) to the WQSMS account 6138.
- 2) The purchase of the LimnoTech Water Quality Monitoring Buoy as described below in an amount not to exceed \$50,000.



### **SUMMARY:**

COMB staff recommends the purchase of a water quality monitoring buoy (CB-450) and YSI EXO2 sonde with Total Algae sensor plus camera for \$50,000 from LimnoTech to support continuous monitoring of surface water conditions and early warning of potential harmful algal blooms occurring at Lake Cachuma for the Spring/Summer 2020. LimnoTech has helped public and private entities procure, deploy, and maintain environmental data buoys across the Great Lakes to monitor algal bloom conditions.

### **BACKGROUND**

COMB staff has previously investigated the installation of an evaporation monitoring buoy at Lake Cachuma. The evaporation discrepancy observed in 2014-2017 at Lake Cachuma has been corrected through the installation of wildlife protection measures. The present need, as recommended by our consultants, is to better understand the algal growth in the lake. A continuous measurement of temperature, turbidity, chlorophyll-a, and phycocyanin at the surface would provide early warning monitoring for harmful algal blooms and an improved understanding of the seasonal and diurnal fluctuations. The equipment would be portable and could be utilized in other locations as well.

This project addresses a critical deficiency for water quality management, specifically, continuous and more extensive granular water quality data is needed from Lake Cachuma to inform critical decision making at member agency treatment facilities, including early warning toxic algal bloom detection and monitoring for proactive treatment and total organic carbon detection for management of trihalomethane formation. COMB staff has evaluated several water monitoring buoy options with two different vendors. COMB staff recommends the LimnoTech Water Quality Buoy based on the the NexSens CB-450 platform. The CB-450 is light enough to be deployed from most small boats, yet it offers adequate power and charging for rigorous instrument sampling and data transmission. The floating platform supports both topside and subsurface environmental monitoring sensors including weather stations, camera, and multi-parameter sonde (YSI EXO 2). Solar panels, batteries, charge controller, navigation light, datalogger, modem, antenna, cabling, and mooring hardware are all included to provide adequate power, data logging, and navigation lighting. The largest part of the costs is the EXO2 Sonde with a Total Algae sensor. COMB staff requested a comparable buoy quotation from another

vendor and the cost was approximately 40 percent higher. A breakdown of the cost items is provided in Table 1.

**Table 1. Water Quality Monitoring Buoy Cost**

Item	Limnotech Water Quality Monitoring Buoy (2020)
Base Buoy	\$11,539
Sensors	\$20,178
Misc. Hardware, Labor	\$14,274
<b>Total Cost</b>	<b>\$49,991</b>

COMB staff recommends the purchase of the LimnoTech Water Quality Monitoring Buoy for an amount not-to-exceed \$50,000. The expenditure would include the buoy with sensors, a camera, a simple web portal to view data, and an allowance for labor support once it has been installed.

The largest cost associated with this purchase is an EXO2 sonde which could be deployed in alternate locations (North Portal Bypass, Lauro Reservoir, etc.) to better understand the water quality in the system. The buoy system could be constructed and shipped in approximately 4 to 6 weeks and be ready for deployment. Initially, data would be transported to a secured web portal that would be shared with treatment plant operators. COMB plans to investigate integrating the data from the sensor into our SCADA system in the future and then share it directly with Corona del Mar and Cater Water treatment plants through our SCADA system.

**FISCAL IMPACTS:**

The South Coast Conduit (SCC) isolation valve installation project was budgeted in the amount of \$150,000 for the current fiscal year. To date, \$25,000 has been expended for design costs. In fall of 2019, staff submitted a Notice of Interest under the Cal OES Hazard Mitigation Assistance Program and received a notice of eligibility for a pre-disaster mitigation activity for this project. Staff proceeded to apply for grant funding with notifications due in mid-2020 and awards following in late 2020. Therefore, remaining funds (approximately \$125,000) for this project will not be expended during this fiscal year.

To purchase the water quality monitoring buoy, staff is proposing a budget adjustment in the amount of \$50,000 to be transferred from the SCC Isolation Valve line item account (6136) to the water quality and sediment management study line item account (6138). The budget adjustment requires no additional assessments for the current fiscal year. If approved, this project would be removed from the projected IIP projects scheduled budget.

**ENVIRONMENTAL COMPLIANCE:**

Staff is working with Reclamation on environmental compliance requirements.

**COMMITTEE STATUS:**

The Operations Committee reviewed the proposed purchase of a water quality monitoring buoy as recommended by our consultants, Woodard & Curran, and forwards to the Board with a recommendation to approve:

- 3) A budget adjustment in the amount of \$50,000 from the SCC Isolation Installation account (6136) to the WQSMS account (6138).
- 4) The purchase of the LimnoTech Water Quality Monitoring Buoy in an amount not to exceed \$50,000.

# CACHUMA OPERATION & MAINTENANCE BOARD

## BOARD MEMORANDUM

Date:	February 24, 2020
Submitted by:	Joel Degner / Elijah Papen
Approved by:	Janet Gingras

---

**SUBJECT:** Resolution No. 704 - Cachuma Operation and Maintenance Board (COMB)  
2021-2025 Infrastructure Improvement Plan (IIP)

---

**RECOMMENDATION:**

The Board of Directors review the COMB 2021-2025 Infrastructure Improvement Plan and approve and adopt the plan.

**SUMMARY:**

Presented for Board review is the COMB 2021-2025 Infrastructure Improvement Plan. This plan has been developed over the past year through an organized process which included a schedule containing deliverable dates and planned meetings with Member Agency technical staff. The IIP formalizes the strategy for implementation of capital projects and programs needed to carry out the goals and policy objectives of the Board. The IIP is organized and structured to identify and prioritize rehabilitation projects necessary to protect, improve, and sustain a reliable source of water conveyed from the Cachuma Project to the South Coast communities of Santa Barbara County. The plan will facilitate the decision-making process for allocation of resources to help ensure the delivery of quality, reliable water to our Member Agencies. The IIP spans a five-year planning horizon, and will be updated and annually submitted to the Operations Committee for review and comment. Following Committee review and recommendations, the IIP and its annual amendments will be presented to the Board of Directors for final approval.

Projects outlined in the IIP have been identified based on U.S. Bureau of Reclamation (Reclamation) inspection recommendations, COMB asset inventory analysis, and staff observations and recommendations. The identification of a project within the five-year plan does not guarantee construction. The initiation of any project requires evaluation and approvals that must be completed for a project to advance to design and ultimate construction. Additionally, the Board of Directors has the ongoing ability to review and revise projects based upon unforeseen conditions, priorities, and financial resources.

**FISCAL IMPACTS:**

The 2021-2025 IIP proposes \$8,085,000 over the five-year planning horizon.

**ENVIRONMENTAL COMPLIANCE:**

All environmental compliance measures required for each project contained within the IIP will be satisfied prior to project implementation.

**LEGAL CONCURRENCE:**

Resolution No. 704 has been reviewed by Legal Counsel.

**COMMITTEE STATUS:**

The Operations Committee reviewed the COMB 2021-2025 Infrastructure Improvement Plan and forwards to the Board with a recommendation to approve and adopt the plan.

**LIST OF EXHIBITS:**

- 1) Resolution No. 704
- 2) COMB 2021-2025 Infrastructure Improvement Plan

**RESOLUTION NO. 704**

**RESOLUTION OF THE GOVERNING BOARD OF THE  
CACHUMA OPERATION & MAINTENANCE BOARD ADOPTING  
THE COMB 2021-2025 INFRASTRUCTURE IMPROVEMENT PLAN**

**WHEREAS**, the Cachuma Operation & Maintenance Board (“COMB”) is a joint powers authority and public entity, organized and existing in the County of Santa Barbara in accordance with Government Code Section 6500 et seq., and operating pursuant to the 1996 Amended and Restated Agreement for the Establishment of a Board of Control to Operate and Maintain the Cachuma Project - Cachuma Operation And Maintenance Board, dated May 23, 1996 (“Amended and Restated Agreement”), as amended by an Amendment to the Amended and Restated Agreement made effective September 16, 2003, and a Second Amendment to the Amended and Restated Agreement made effective November 20, 2018 (collectively the “Joint Powers Agreement”); and

**WHEREAS**, the Member Agencies of COMB consist of the Goleta Water District, the City of Santa Barbara, the Montecito Water District, and the Carpinteria Valley Water District; and

**WHEREAS**, COMB operates and maintains Cachuma Project facilities pursuant to a Transfer of Operation and Maintenance Contract with the United States Bureau of Reclamation, including the North Portal Intake Tower, the Tecolote Tunnel, the South Coast Conduit, the Sheffield Tunnel, four regulating reservoirs, flow control valves, meters, instrumentation at control stations, turnouts and appurtenant structures along the entire system; and

**WHEREAS**, it is in COMB’s best interest to adopt the 2021-2025 Infrastructure Improvement Plan, as set forth in Exhibit 2 to the accompanying staff memorandum, which will formalize the strategy for implementation of capital projects and programs needed to carry out the goals and policy objectives of the Board; and

**WHEREAS**, the draft 2021-2025 Infrastructure Improvement Plan was reviewed by the COMB Operations Committee on January 17, 2020 and, subsequently on February 10, 2020, and forwarded to the Board with a recommendation to approve and adopt the plan; and

**WHEREAS**, the 2021-2025 Infrastructure Improvement Plan will facilitate the decision-making process for allocation of resources to help ensure the delivery of quality, reliable water to COMB’s Member Agencies.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF COMB AS FOLLOWS:**

1. The Governing Board finds and determines that the facts set forth in the above recitals and in the documents referenced herein are true and correct.

2. The Governing Board approves the adoption of the 2021-2025 Infrastructure Improvement Plan, as set forth in Exhibit 2 to the accompanying staff memorandum.

3. This Resolution shall take effect immediately.

**PASSED, APPROVED AND ADOPTED** by the Governing Board of the Cachuma Operation and Maintenance Board, this 24<sup>th</sup> day of February 2020, by the following roll call vote:

**Ayes:**

**Nayes:**

**Absent/Abstain:**

**APPROVED:**

\_\_\_\_\_  
President of the Governing Board

**ATTEST:**

\_\_\_\_\_  
Secretary of the Governing Board



CACHUMA OPERATION AND  
MAINTENANCE BOARD

# Infrastructure Improvement Plan FY 2021-2025



**Engineering - Operations  
Division**

## **EXECUTIVE SUMMARY**

### **Protecting and Improving Water Conveyance Reliability**

The Cachuma Project was constructed in the early 1950s by the United States Department of the Interior, U.S. Bureau of Reclamation under contract with the Santa Barbara County Water Agency on behalf of the Cachuma Member Units. Originally, the Cachuma Member Units consisted of the Goleta Water District, the City of Santa Barbara, Montecito Water District, Carpinteria Valley Water District, and the Santa Ynez River Water Conservation District-Improvement District No. 1.

The Cachuma Operation and Maintenance Board (COMB) is a California Joint Powers Agency formed in 1956 by the Cachuma Member Units pursuant to an agreement with the U.S. Bureau of Reclamation (Reclamation). The Member Agencies of COMB have changed since the original formation and currently consist of the Goleta Water District, the City of Santa Barbara, Montecito Water District, and Carpinteria Valley Water District. The agreement with Reclamation transferred to the Member Agencies the responsibility to operate, repair, and maintain all Cachuma Project facilities exclusive of Bradbury Dam. COMB is the mechanism through which the Member Agencies carry out that responsibility.

The Cachuma Member Units entered into contracts in 1949 (including ID#1 in 1954) with the Santa Barbara County Water Agency for the purpose of receiving water from the Cachuma Project for use and benefit of the Member Units. Over the past seventy years, the Project has been the principal water supply for the Santa Ynez Valley and the South Coast Communities, delivering water to approximately 200,000 people.

Water from Lake Cachuma is conveyed to the South Coast Member Agencies through the Tecolote Tunnel intake tower located at the east end of the reservoir. The Tecolote Tunnel extends from Lake Cachuma 6.4 miles west through the Santa Ynez Mountains to the western terminus (South Coast Conduit) located in the foothills of Goleta. The South Coast Conduit is a concrete-lined, concrete encased steel pipeline extending 26 miles from Goleta to Carpinteria. This conveyance system is comprised of the North Portal Intake Tower, the Tecolote Tunnel, the South Coast Conduit, the Sheffield Tunnel, four regulating reservoirs, flow control valves, meters, instrumentation at control stations, turnouts and appurtenant structures along the entire system.

The COMB Infrastructure Improvement Plan (IIP) outlines critical components of the system to be improved, repaired or replaced to ensure reliability of service and provides the tools necessary to determine project priority for budgetary decisions. The guiding principal contained within the IIP is to protect the dependent interest of the Member Agencies by ensuring each asset maintains regulatory compliance, reliability, and safety. The intent of the IIP is to set forth a reasoned decision-making methodology that will protect the asset and avoid increased future cost.

COMB management and staff developed this IIP to provide a methodology for COMB Directors to make cost effective capital improvement decisions. The Board of Directors and staff are proud to serve as the stewards of this public asset that provides the lifeline conveyance of water necessary for the economy and quality of life on the South Coast of Santa Barbara County.

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# CACHUMA OPERATION AND MAINTENANCE BOARD SOUTH COAST AREA POTABLE WATER SUPPLY OVERVIEW



## CACHUMA PROJECT, SANTA BARBARA COUNTY

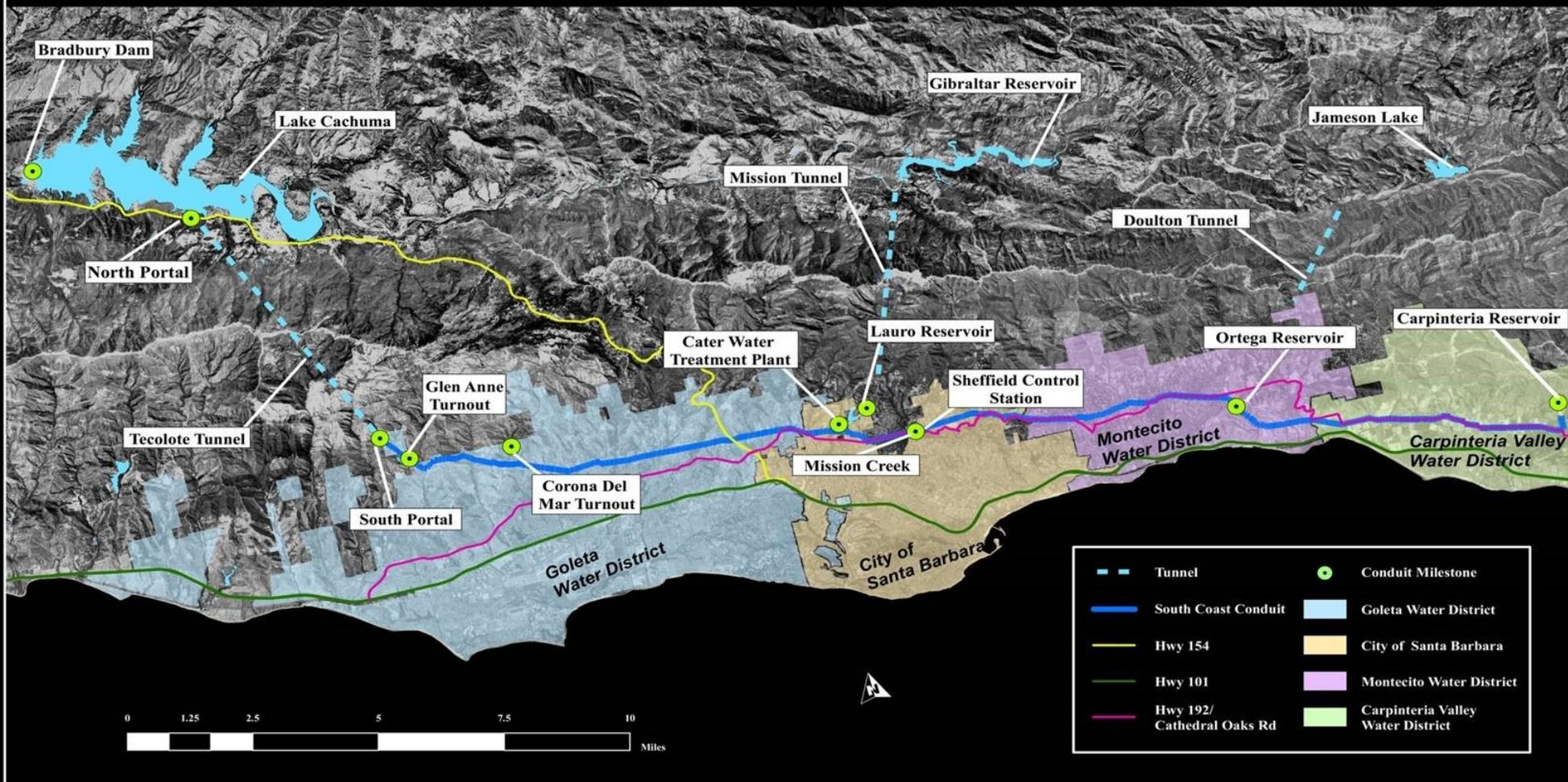


Figure 1. Cachuma Project Map

## ACRONYMNS AND ABBREVIATIONS

**AMS** – Asset Management Spreadsheet  
**ASI** – Annual Site Inspection  
**BA** – Biological Assessment  
**BO** – Biological Opinion  
**CCRB** – Cachuma Conservation Release Board  
**CCWA** – Central Coast Water Agency  
**CD** – Carpinteria Dam  
**CFR** – Comprehensive Facility Review  
**COMB** – Cachuma Operation and Maintenance Board  
**CVWD** – Carpinteria Valley Water District  
**EPA** – United States Environmental Protection Agency  
**GAD** – Glen Annie Dam  
**GWD** – Goleta Water District  
**IIP** – Infrastructure Improvement Plan  
**IRWMP** – Integrated Regional Water Management Plan  
**LD** – Lauro Dam  
**MA** – Member Agencies  
**MU** – Member Units  
**MURRP** – Modified Upper Reach Reliability Project  
**MWD** – Montecito Water District  
**OD** – Ortega Dam  
**OSR** – Other Staff Recommendations  
**PFR** – Periodic Facility Review  
**RO&M** – Review of Operation and Maintenance  
**SB** – Santa Barbara  
**SBCWA** – Santa Barbara County Water Agency  
**SCC** – South Coast Conduit  
**SIR** – Special Inspection Report  
**SSCPO** – Slope Stabilization and Channel Protection Observations  
**ST** – Sheffield Tunnel  
**SWP** – State Water Project  
**SWRCB** – State Water Resources Control Board  
**SYR** – Santa Ynez River  
**SYRWCD** – Santa Ynez River Water Conservation District, or Parent District  
**SYRWD, ID#1** – Santa Ynez River Water District, Improvement District No.1  
**TT** – Tecolote Tunnel  
**USBR** – United States Bureau of Reclamation, or Reclamation

**COMB Infrastructure Improvement Plan  
Fiscal Year 2021-25**

# 1. INFRASTRUCTURE IMPROVEMENT PLANNING

## 1.1. Introduction

The Cachuma Operation and Maintenance Board (COMB) Infrastructure Improvement Plan formalizes the strategy for implementation of capital projects and programs needed to carry out the goals and policy objectives of the Board. The Infrastructure Improvement Plan (IIP) is organized and structured to identify and prioritize rehabilitation projects necessary to protect, improve, and sustain a reliable source of water conveyed from the Cachuma Project to the South Coast communities of Santa Barbara County. The plan will facilitate the decision-making process for allocation of resources to help ensure the delivery of quality, reliable water to our Member Agencies. The IIP spans a five-year planning horizon, and will be updated and annually submitted to the Operations Committee for review and comment. Following Committee review and recommendations, the IIP and its annual amendments will be presented to the Board of Directors for final approval.

## 1.2. Background

Rehabilitation and repair projects have historically been a component of the COMB annual budgetary planning process. The comprehensive identification of near and long-term projects over a five-year planning horizon is subject to annual amendments as the identification and analysis of rehabilitation and repair projects evolve and cost estimates are refined.

Prior to drafting this IIP, COMB conducted a critical needs assessment, which included an internal inventory of assets, conditions assessments, estimates of replacement costs, and the date by which assets require immediate or near-term replacement for major infrastructure and appurtenances. This assessment and documentation have been supplemented with the U.S. Bureau of Reclamation (Reclamation) site inspection recommendations (periodic and comprehensive reviews) of selected Cachuma Project facilities and components every 3<sup>rd</sup> and 6<sup>th</sup> year. This plan incorporates elements of COMB internal analysis and Reclamation site inspections to produce a list of projects for further consideration. The projects included in the IIP represent the minimal level of investment necessary to continue to meet regulatory requirements, critical needs, and sustain vital infrastructure.

### 1.3. Purpose

The IIP identifies the improvements needed in the Cachuma Project System and sets forth review criteria to enable the prioritization of projects for scheduling improvements during the five-year period. The IIP is intended to serve many purposes including:

➤ **Long Range Planning Document**

As a long-range planning document, the IIP describes the key infrastructure improvements needed for a five-year horizon and identifies additional projects that should be evaluated on a regular basis for potential future inclusion. The goal of the five-year plan is to identify the critical needs projects for near-term implementation.

➤ **Cachuma Project Cost Analysis**

The IIP provides an outline of costs associated with rehabilitation of the Cachuma Project which serves to provide guidance for longer term rate analysis efforts performed by our Member Agencies.

➤ **Budget Development**

The annual COMB operating budget outlines discrete projects and affiliated costs to communicate needed investment for the forthcoming fiscal cycle. The IIP will provide detailed guidance on priority projects to be included in the annual operating budget.

➤ **Communication to Stakeholders**

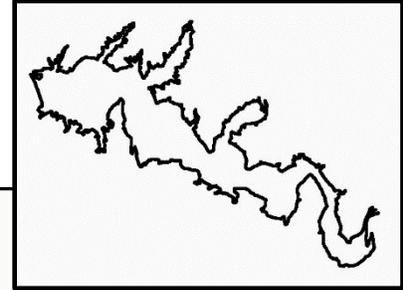
The IIP communicates to our stakeholders the array of infrastructure improvements necessary to maintain a reliable supply of water. Communicating the condition of assets and the challenges associated with competing financial resources provides a basis for our Member Agencies to consider COMB projects and their own priorities.

## 1.4. Established Goals

- 1) Carryout COMB Mission of providing a reliable source of water to our Member Agencies
- 2) Identify infrastructure vulnerabilities and operational deficiencies (Risk Management)
- 3) Provide for a systematic selection of critical projects
- 4) Maintain current level of service while allocating infrastructure improvement costs over time
- 5) Identify funding requirements for long term capital planning
- 6) Serve as a basis for annual budget development
- 7) Create a framework for ensuring reliable and sustainable operations
- 8) Serve as a planning document for the Board of Directors

Note: the inclusion of a project in the plan does not authorize its implementation and construction. Funding is only authorized for projects in the upcoming FY 2021 in accordance with the adoption of the FY 2021 annual budget. Before each project is allowed to move forward, it must be demonstrated that the capital funding is assured and that the ongoing maintenance and operating requirements can be sustained within forecasted operating resources.

## 2. SUMMARY OF COMB MANAGED ASSETS



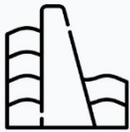
**1 Intake Tower**

**80 Major Control Valves**



**7.7 Miles of Tunnels**

**28.4 miles of Pipeline**



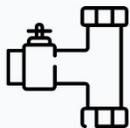
**4 Regulating Reservoirs**

**28 Accounting Meters**



**62 Blowoff Vaults**

**57 AVAR Vaults**



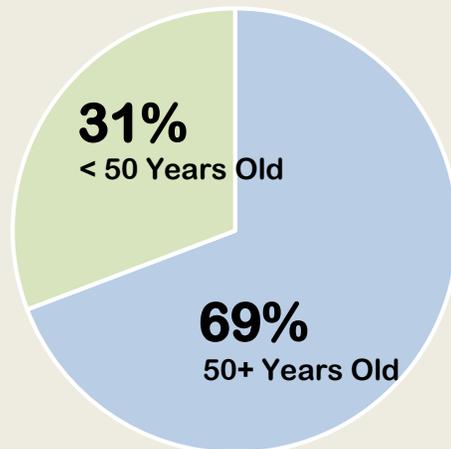
**68 Turnout Vaults**

## Intake Tower

COMB operates and maintains the North Portal Intake Tower, which diverts water from Lake Cachuma into the Tecolote Tunnel and to the South Coast Conduit (SCC) for delivery to COMB Member Agencies. The vertical intake tower was built by the U. S. Bureau of Reclamation during construction of the Cachuma Project and stands 120 feet tall. The intake tower is located approximately mid-reservoir and contains five slide gates, each at varying levels on the pentagonal-shaped tower. The slide gates are used to manage the conveyance of water from the lake at various elevations depending on lake conditions.

## Valves

COMB operates and maintains over 80 large control valves and slide gates located within gate chambers, control stations, and dam inlet-outlet works. Most of the large control valves measure 30 inches or more in diameter. The large control valves are located throughout the system and allow distribution or service area isolation when maintenance on the system is required. COMB performs annual maintenance to ensure their operability. Sixty-nine percent of the valves existing in the system are over 50 years old and are subject to increased risk of inoperability.

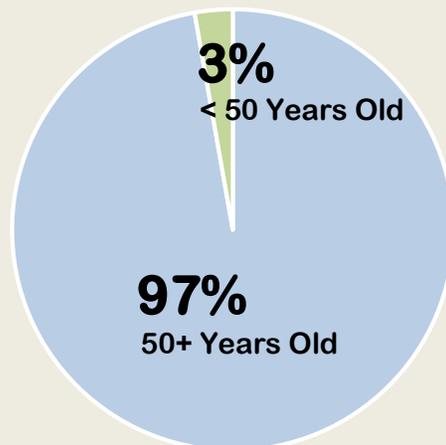


## Tunnels

COMB maintains five separate tunnels covering over 7.7 miles throughout the Cachuma Project system. The tunnels vary in size, with the most significant being the 6.4 mile Tecolote Tunnel, which provides water conveyance from Lake Cachuma through the Santa Ynez Mountains to the South Coast Conduit where it is delivered to the water districts. The tunnels are seven foot tall, horse-shoe shaped, concrete walled tunnels and were built by Reclamation during the creation and installation of the Cachuma Project. The building of the tunnels required years of work under extreme temperatures and massive flooding conditions.

## Pipeline

COMB operates and maintains over 28.4 miles of concrete conveyance pipeline throughout the system. The primary pipeline is referred to as the South Coast Conduit (SCC) and is composed of over 9.5 miles of 48-inch diameter reinforced concrete cylinder pipe in the upper reach of the system, and 17.0 miles of 27 to 36-inch bar-wrapped concrete cylinder pipe within the lower reach. The SCC is original with the exception of 330 feet installed as part of a Highway 154 realignment in 1970, 2,900 feet of welded steel pipe installed in 1980, and approximately 2,000 feet of welded steel pipe installed in the upper reach as part of the Modified Upper Reach Reliability Project (MURRP) in 2012. Ninety-seven percent of the South Coast Conduit is over fifty years old.

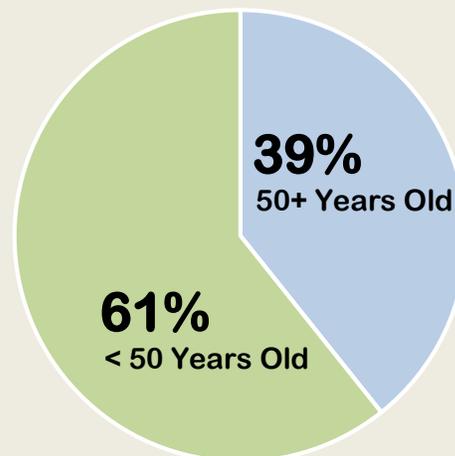


## Reservoirs

COMB operates and maintains four regulating reservoirs which balance conveyance operations within the south coast area of the Cachuma Project system. Two of the reservoirs are zoned earth-filled embankment dams originally designed and installed by the Bureau of Reclamation. Lauro Dam has a structural height of 137 feet, a crest length of 540 feet, and a storage capacity of 518 acre-feet. Seismic safety modifications were completed in 2006, which brought the facility into seismic compliance. Glen Anne Dam located in the upper reach is currently non-operational. The two reservoirs located in the lower reach of the system are Ortega Reservoir and Carpinteria Reservoir. They are homogenous earth-filled structures and provide for over 100 acre-feet of storage capacity combined. Both Ortega and Carpinteria Reservoirs have two separate bays divided by a center wall and were covered with aluminum roofs in 2007 and 2005, respectively.

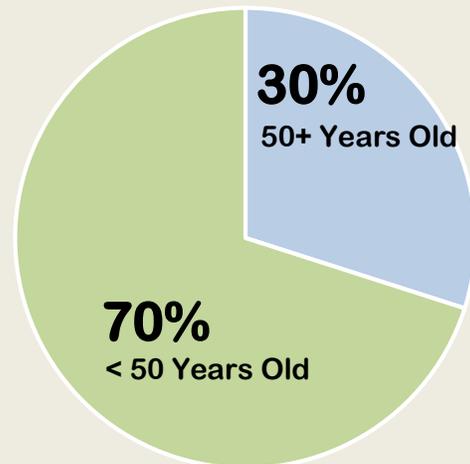
## Meters

COMB reads and maintains 28 accounting meters throughout the system. Some of the meters are original venturi style meters installed in the early 1950s. Other meter styles found within the system include propeller, compound, and nine recently installed high accuracy mag-meters. Of the 28 meters, 11 are integrated with SCADA to allow remote tracking and historical logging of flow measurements. COMB also tracks pressure and water quality parameters such as turbidity, specific conductance, pH, and temperature using sensors located at the North Portal.



## Structures

COMB operates and maintains approximately 200 SCC structures throughout the system. This includes 62 blow-off vaults, 57 air-vacuum air-release (AVAR) vaults, and 68 turnouts through the peaks and valleys of SCC system. Each structure is unique, but generally consists of a concrete vault structure, metal lid with lock box, ladder rungs, SCC access hole with lid, and either blow-off pipe plumbing, AVAR plumbing, or turnout plumbing with risers and valves. The purpose of these appurtenant structures is to allow staff access to system components, in order to release/admit air for pipeline protection, release water for maintenance purposes or emergencies, and to service internal assembly and/or valves. Thirty percent of these components are over fifty years old. Seventy percent of the structures have been rehabilitated as part of a structure rehabilitation program started in the early 2000s.



## 3. PROJECT IDENTIFICATION

### 3.1. Introduction

Projects outlined in the IIP have been identified based on U.S. Bureau of Reclamation (USBR, Reclamation) inspection recommendations, Cachuma Operation and Maintenance Board (COMB) asset inventory analysis, and other staff observations and recommendations. The identification of a project within the five-year plan does not guarantee construction. The initiation of any project requires other evaluations and approvals that must be completed for a project to advance to design and ultimately construction. Additionally, the Board of Directors has the ongoing ability to review and revise projects based upon unforeseen conditions, priorities, and financial resources.

### 3.2. USBR Identified Projects

#### *Inspection Recommendations*

The U.S. Bureau of Reclamation inspects selected Cachuma Project facilities and components operated and maintained by COMB as part of their Annual Site Inspections (ASI) every year, Periodic Facility Reviews (PFR) every three years, Comprehensive Facility Reviews (CFR) every six years, Review of Operation and Maintenance (RO&M) when needed, and Special Inspection Reports (SIR) when needed. After the inspections are completed, Reclamation provides a report to COMB summarizing the corrective actions recommended for implementation. The recommendations fall under three categories:

- **Category 1** recommendations involve the correction of severe deficiencies where immediate and responsive action is required to ensure structural safety, operational integrity of a facility, or operating personnel/public safety.
- **Category 2** recommendations cover a wide range of important matters where action is needed to prevent or reduce further damage, preclude possible operational failure of a facility, or reduce safety risks to operating personnel/public.
- **Category 3** recommendations cover less important matters but are believed to be sound and beneficial suggestions to improve or enhance the O&M of the project or facility.

### 3.3. COMB Identified Projects

#### *Asset Inventory Analysis*

The first step in identifying projects internally is to evaluate and record the current state of existing assets. Asset management plans assist agencies in maintaining a desired level of service at the most appropriate cost for rehabilitating, repairing or replacing an asset. The development of an asset management plan requires a comprehensive inventory and characterization of major assets, including valves, meters, blowoffs, air vents, and other important structures. COMB operates and maintains the Cachuma Project critical infrastructure assets which include the North Portal, Tecolote Tunnel, South Coast Conduit, Sheffield Tunnel, and Glen Anne, Lauro, Ortega, and Carpinteria Reservoir locations. A comprehensive inventory was assembled for COMB assets using the Gutteridge, Haskins & Davey (GHD) asset management spreadsheet available through the EPA website.<sup>1</sup> The GHD spreadsheet allows for organizing a hierarchy of assets, which can be characterized by asset class, original cost, replacement cost, effective life, probability of failure, and renewal strategy (abandon, maintain, repair, replace), among other inputs. It is useful for viewing assets and their current conditions in a single location, while identifying assets or categories of assets that will need near or long-term work. The consequence of failure was rated from 1 to 10 according to the expected impacts to the system according to Table 1. The condition of each asset was assessed utilizing a rating from 1 to 10 based on the conditions in Table 2. The assets were then sorted by the consequence of failure rating and then by the condition rating to determine project criticality.

**Table 1.** *Consequence of Failure (COF) Rating*

CoF Rating	Description	Percent Affected	Level
1	Minor Component Failure	0-25%	Asset
2	Major Component Failure	25-50%	Asset
3	Major Asset	0-25%	Asset
4	Multiple Asset Failure	25-50%	Facility / Sub-System
5	Major Facility Failure	50-100%	Facility
6	Minor Sanitary System Failure	20-40%	Total System
7	Medium	40-60%	Total System
8	Intermediate	60-80%	Total System
9	Significant	80-90%	Total System
10	Total	90-100%	Total System

<sup>1</sup> EPA. 2016. [https://www.epa.gov/sites/production/files/2016-01/epa\\_smsm.xls](https://www.epa.gov/sites/production/files/2016-01/epa_smsm.xls)

**Table 2.** *Condition Assessment Rating*

Condition Rating	Description	Maintenance Level
1	New or Excellent Condition	Normal periodic maintenance (PM)
2 to 3	Minor Defects Only	Normal PM , Minor corrective measures (CM)
4 to 5	Moderate Deterioration	Normal PM, Major CM
6 to 7	Significant Deterioration	Major repair, rehabilitate
8 to 9	Virtually Unserviceable	Rehabilitation unlikely
10	Unserviceable	Replace

### *Slope Stabilization and Channel Protection Observations*

The South Coast Conduit (SCC) is a 26-mile water conveyance pipeline that delivers Cachuma Project water to approximately 200,000 residents along the South Coast of Santa Barbara County. Strategically located along the foothills, the pipeline crosses drainages, culverts, creeks, and other vulnerable areas where downcutting and/or aggradation occurs. COMB staff monitors these areas frequently, looking for signs of SCC exposure, in order to protect exposed pipeline as soon as possible and to avoid subsequent damage and weathering. Key slope stabilization and channel protection projects have been included as an important mode of project identification and characterization. Historically, field observations by COMB staff have been instrumental for protecting the system.

### *Other Staff Recommendations*

COMB staff may identify projects that are not included in the Asset Management Spreadsheet or the slope stabilization and channel protection observations. These projects typically represent improvements to the system that could increase system capacity, efficiency, flexibility, or reliability. These projects could include the installation of new line valves, new meters, or other new elements or upgrades. COMB Staff is constantly brainstorming ideas to improve operations and/or decrease costs by making the system more efficient.

## 4. PROJECT SORTING

### 4.1. Introduction

To evaluate projects systematically, COMB created project priorities and ranked the projects in order of criticality. The purpose of utilizing this methodology was to accurately separate the projects into a categories from high to low priority category. The ranking informs the Board of Directors when reviewing, approving, and budgeting for implementation of important infrastructure improvement projects. COMB staff prioritized a comprehensive list of proposed projects using six priority categories described below.

### 4.2. Priorities

#### **Priority 1: Regulatory or Legal Requirement**

These projects are subject to the requirements of federal, state, or local regulatory agencies, with noncompliance resulting in fines or other adverse actions.

#### **Priority 2: Required to Maintain Current Level of Service**

These projects maintain the current level of service to COMB's Member Agencies. These projects reduce potential disruptions, water loss, property damage that could occur without replacement. In general, these projects replace valves and infrastructure that are currently inoperable and whose failure would result in an unplanned shutdown of deliveries or disruption in the transmission of critical operations data.

#### **Priority 3: Addresses Critical Deficiency**

A critical deficiency has the potential to significantly jeopardize COMB's ability to serve its Member Agencies. These deficiencies have been identified by Bureau of Reclamation, COMB staff, or outside experts. Projects under Priority 3 address known critical deficiencies that could result in major infrastructure failure, deteriorated water quality, limited water production, or unsafe working conditions.

#### **Priority 4: Evaluates Critical/Significant Deficiency**

Potential critical/significant deficiencies have been identified which require further engineering investigation and design. These projects would evaluate the criticality of the deficiency and potential solutions to mitigate the deficiency.

#### **Priority 5: Proactive Aging/Deficient Infrastructure Replacement**

These projects provide funding for the proactive replacement, upgrade, or improvement of a facility that is at the end of its useful service life. Although an asset may be at its assumed

end of useful life, it may remain functional for many years; therefore, the replacement is considered proactive until the asset becomes inoperable.

### Priority 6: System Reliability and Resilience Improvements

These projects consist of system improvements which improve system reliability providing backup systems to better maintain levels of service during and after emergency events events (i.e., wildfires, earthquakes, floods).

The project priorities are summarized in Table 3 below, which also provides the project identifier and project name. For additional information on these projects, please see Appendix A: IIP Project Descriptions and Appendix B: Projects for Future Consideration. For ease of use, the order in which the projects are listed in Table 3 is mirrored in Appendix A, Appendix B, and later in this report within the 5-year budget matrix.

**Table 3.** *Project Priority Characterization*

Priority	Project ID*	Project Name
Priority 1: Regulatory or Legal Requirement	2012-1-A	SCC AVAR Valve Replacement / Relocation
Priority 2: Required to Maintain Level of Service	2004-2-I	SCC Blow-Off Nozzle / Valve Replacement
	2004-2-B	Rehabilitate SCC Lateral Structures
	2014-C-61	SCADA Upgrades
	2019-C-1	Lake Cachuma EPF Pump Station (if required)
Priority 3: Addresses Critical Deficiency	2018-C-1	Lake Cachuma EPF Secured Pipeline Project
	2019-C-2	Modular Office Building Replacement
	2018-C-2	SCC Line Valve in Montecito Section for Repairs
	2019-C-3	Lake Cachuma Water Quality and Evaporation Buoy
	2013-C-1	North Portal Jet Flow Control Valve Replacement
	2019-C-4	Critical Control Valve Replacement
	2013-C-1	Meter Replacement Program
Priority 4: Evaluates Potential Critical Deficiency	2007-2-B	Sheffield Tunnel Evaluation and Repair
	2013-2-C	Lauro Reservoir Intake Assessment and Repair
	2016-C-1	North Portal Intake Tower Seismic Assessment
	1999-2-A	Tecolote Tunnel Concrete Deterioration Investigation
Priority 5: Proactive Aging Infrastructure Replacement	2013-C-15	Rebuild Inflow Rip Rap at Lauro Reservoir
Priority 6: System Reliability and Resilience Improvements	2017-C-1	Upper Reach Reliability Project Phase II
	2019-C-5	SCC Booster Pump Station
	2011-C-57	Glen Anne Reservoir Rehabilitation Project

*\*Project ID: Year – Source [USBR Category 1,2, or 3 or C for COMB] – Tracking Code [USBR letter or COMB number]*

## 5. FUNDING

### 5.1. Introduction

Funding of projects identified in the IIP will be determined annually by the COMB Board of Directors as a component of the development and approval of the annual budget. Fund sources for IIP implementation will be derived from either long-term or short-term financing, grants or ongoing assessments from each of the participating Member Agency Agencies. The cost estimates included for each IIP project are derived from internal estimates or developed by professional engineering consultants. Estimates may change as more precise information becomes available.

The allocation of IIP funds is a separate component of the annual COMB Budget. Amendments to the IIP during the budget-year will be reviewed by the COMB Administrative Committee and require approval by the Board of Directors for any expenditure modification exceeding ten percent of the project amount. Expenditure authority for individual projects, unless otherwise directed, is available for three fiscal years following the date of approval.

### 5.2. Five-Year Budget Matrix

The five-year budget matrix represent important projects to be completed within the five-year planning horizon outlined in this document. Accordingly, COMB has prepared a proposed Five-Year Budget Matrix for Infrastructure Improvement Projects (Table 4). For planning purposes, the projects were sorted in priority categories by the condition rating and then by the consequence of failure rating. Projects that are proposed to occur earlier have been scheduled as such due to high criticality. Projects have been scheduled in a manner that reduces risk and spreads costs across fiscal years, taking advantage of grant opportunities when available. The Emergency Pumping Facility Pump Station is a significant capital expenditure that is required to maintain service during drought conditions. The pump station is included in the five-year budget process but would only be required if drought conditions occur.

**Table 4. Five-Year Budget Matrix for All Projects**

		Project ID	Project Name	2020-21	2021-22	2022-23	2023-24	2024-25	5-yr Total
Priority	1	2012-1-A	SCC AVAR Valve Replacement/Relocation	\$240,000	\$130,000				\$370,000
	2	2004-2-1	SCC Blow-Off Nozzle/Valve Replacement	\$200,000	\$160,000				\$360,000
		2004-2-B	Rehabilitate SCC Lateral Structures	\$150,000	\$150,000	\$100,000			\$400,000
		2014-C-61	SCADA Upgrades	\$150,000	\$150,000	\$100,000			\$400,000
		2019-C-1	Lake Cachuma EPF Pump Station (if required)				\$1,125,000	\$1,125,000	\$2,250,000
	3	2018-C-1	Lake Cachuma EPF Secured Pipeline Project	\$300,000	\$1,725,000				\$2,025,000
		2019-C-2	Modular Office Building Replacement	\$300,000					\$300,000
		2018-C-2	SCC Line Valve in Montecito Section for Repairs	\$190,000					\$190,000
		2019-C-3	Lake Cachuma Water Quality and Evaporation Buoy*	\$100,000		\$60,000			\$160,000
		2013-C-1	North Portal Jet Flow Control Valve Replacement			\$300,000			\$300,000
		2019-C-4	Critical Control Valve Replacement			\$100,000	\$150,000	\$150,000	\$400,000
	4	2013-C-1	Meter Replacement Program			\$100,000		\$100,000	\$200,000
		2007-2-B	Sheffield Tunnel Evaluation and Repair			\$200,000	\$200,000		\$400,000
		2013-2-C	Lauro Reservoir Intake Assessment and Repair			\$130,000			\$130,000
		2016-C-1	North Portal Intake Tower Seismic Assessment			\$100,000			\$100,000
			1999-2-A	Tecolote Tunnel Concrete Deterioration Investigation			\$100,000		\$100,000
<b>Subtotal</b>				<b>\$1,630,000</b>	<b>\$2,315,000</b>	<b>\$1,290,000</b>	<b>\$1,475,000</b>	<b>\$1,375,000</b>	<b>\$8,085,000</b>
<b>Grant Funding</b>					<b>-\$750,000</b>				<b>-\$750,000</b>
<b>Total</b>				<b>\$1,630,000</b>	<b>\$1,565,000</b>	<b>\$1,290,000</b>	<b>\$1,475,000</b>	<b>\$1,375,000</b>	<b>\$7,335,000</b>

\*Water quality monitoring buoy installation may occur in FY 2019-20.

## **APPENDIX A: IIP PROJECT DESCRIPTIONS**



## Background

Combination air vacuum air release valves (AVARs) are located at high points along the pipeline and act to automatically expel air and relieve vacuum accumulation in pipes. If air is not adequately expelled, air pockets can constrict flows. If the vacuum is not relieved, serious damage or collapse of the pipeline can occur. If AVAR vaults become flooded or if a negative pressure is experienced within the pipeline, the AVAR valves could allow contaminated water to enter the pipeline. It is now required to install these valves above grade, where flooding is less likely. COMB has been upgrading the AVAR valves in the system such that all are above grade. The AVAR valve structures consist of a manhole cover, riser pipe, valve, and AVAR valve. Over time, the original valves, riser, and manhole covers have also been corroded and pose an operational risk.

## Need

Fifteen AVAR valves were rehabilitated in 2018 and 2019 on the Lower Reach. There are six remaining AVAR valve structures that need rehabilitation as they pose an operational risk and/or do not meet Section 64576 of Titles 17 and 22 California Code of Regulations, which requires “each new air-release, air vacuum, or combination valve, and any such valve installed to replace an existing valve shall be: (a) installed such that its vent opening is above grade.” In addition, there are nine AVAR located on the lateral turnouts that require replacement. Replacement and/or relocation of the AVARs and riser pipes will ensure the functionality of this system component. The consequence of not completing this project may be major facility failure in multiple locations and potential water contamination.

## Description

Replace and relocate to above ground AVARs, and replace riser pipes in the Lower Reach. Consistent with other AVAR replacements, manhole covers, valves, risers, laterals would be replaced at the same time. The project would require coordination with impacted Member Agencies during the required shutdown of the SCC. For efficiency and to minimize cost, phases of this project will be performed concurrently with similar phases of the South Coast Conduit Blow-Off Nozzle/Valve Replacement. Project implementation will occur over time and during low water demand months to reduce the impact of system shutdown.

### PRIORITY CATEGORY

**1. Regulatory or Legal Requirement**

### ESTIMATED COST

**\$370,000**

Fiscal Year	Phase	Cost
2020-21	1 (Toro Cyn - Carp HS)	\$240,000
2021-22	2 (Carp HS - Carp Res)	\$130,000

*This project has been identified by the USBR as a Category 1 recommendation.*

## Background

Blow-off structures exist on all low points of a water distribution system. The components included in these structures include access-hole covers, blow-off nozzles, a gate valve and blow-off piping. There are a total of sixty-five blow-off structures in South Coast Conduit system.

## Need

The existing blow-off components are in need or rehabilitation due to extensive corrosion. The dependability of these components is necessary to allow the system to be dewatered for maintenance and response to an emergency break in the pipe. Blow-off valves and piping have been replaced in the Upper Reach and 11 blow-off nozzles/valves have been replaced in the Lower Reach. Fifteen blow-off nozzles in the Montecito and Carpinteria areas are in need of replacement. The original nozzles and valves are in need of replacement because of corrosion. The consequence of not completing this project could result in a major facility failure in multiple locations and potential risk of water contamination.

## Description

The project consists of replacing the man hole covers, blow-off nozzles, gate valves, upper spools, and discharge piping within the Lower Reaches of the SCC. The project would be completed in conjunction with the AVAR valve replacement and relocation project and coordinated with the affected Member Agencies during the required system shutdown. The design for this project is complete. Six scheduled shutdowns remain to be completed to replace 15 remaining blow-off nozzles and valves.



### PRIORITY CATEGORY

**2. Required to Maintain Level of Service**

### ESTIMATED COST

**\$360,000**

Fiscal Year	Phase	Cost
2020-21	1 (Toro Cyn - Carp HS)	\$200,000
2021-22	2 (Carp HS - Carp Res)	\$160,000

*This project has been identified by the USBR as a Category 2 recommendation.*

## Background

There are forty-four lateral connections housed in concrete cylinder structures on the Lower Reach of the South Coast Conduit. The function of these connections is to provide water to sections of the Montecito Water District and Carpinteria Valley Water District. Each connection generally contains two gate valves, a meter, and an air vent component. Most laterals have been abandoned and air gapped in the Upper Reach of the South Coast Conduit with the exception of the Goleta West Conduit.

## Need

Thirty-five of the existing lateral appurtenances in the lower reach pose an operational risk due to age, corrosion, and unreliable valve operating conditions. The dependability of these valves is necessary to provide reliable water service to customers served in sections of the Montecito and Carpinteria Water District Boundary areas. The consequence of not completing this project could result in lateral failure/inoperability limiting deliveries to customers served by those laterals or complicating operations if leak-by or a major failure occurred. The lateral valves need to be replaced prior to anticipated shutdowns of the South Coast Conduit in the Carpinteria area.

## Description

This project would replace corroded pipe and inoperable valves and air vents on lateral connections. The project will require shutdowns for the specified turnout distribution supply areas and would be coordinated with the impacted Member Agencies. The project requires retention of engineering and contractor services. Due to each site's differing conditions, engineering would be required for each individual structure. The initial phase of the project is to perform an engineering assessment and design for all lateral structures.



### PRIORITY CATEGORY

**2. Required to Maintain Level of Service**

### ESTIMATED COST

**\$300,000**

Fiscal Year	Phase	Cost
2020-21	Construction	\$150,000
2021-22	Construction	\$150,000
2022-23	Construction	\$100,000

*This project has been identified by the USBR as a Category 2 recommendation.*



## Background

The “Supervisory Control and Data Acquisition” system (SCADA) serves to collect important monitoring data on flows, reservoir elevations, alarms, communication, turbidity, pH, temperature, and valve positions. The SCADA system increases the efficiency of COMB staff by providing notification alarms for operational staff to investigate, which enhances system reliability. Installation of the COMB Supervisory Control and Data Acquisition (SCADA) system began in 2003. The programmable logic controllers (PLC) COMB owns and operates are in need of upgrade to maintain system functionality.

## Need

The programmable logic controllers (PLC) COMB owns are obsolete and no longer available. They are very difficult and time consuming to re-program the existing PLC’s in the event of a failure or simple program modification. If a failure occurs and a suitable computer and software cannot be located, then there is no option but to upgrade to get the site back on line.

## Description

This project would involve the replacement of all legacy PLC(s) in their existing control panels. New PLC processors, software, and I/O modules. COMB has a total of nine PLCs. As part of the upgrades, additional sensors will be added to monitor to the system for potential leaks or breaks. Several of these PLCs are also locations where data is shared with COMB’s Member Agencies. Upgrades at these sharing locations would need to be coordinated with each Member Agency. The project would also involve upgrading the SCADA server hardware and software to support the latest operating system and version of the SCADA software.

## PRIORITY CATEGORY

**2. Required to Maintain Level of Service**

## ESTIMATED COST

**\$400,000**

Fiscal Year	Phase	Cost
2020-21	Replace 4 PLCs	\$150,000
2021-22	Replace 4 PLCs	\$150,000
2022-23	Upgrade System	\$100,000

*This project has been identified by the USBR as a Category 2 recommendation.*

## Background

The proposed Pump Station Project would include a land-based pump station component instead of the existing temporary floating pumping barge, which would provide a lifeline delivery of Cachuma Project water and imported State Water Project (SWP) water to 200,000 residents on the South Coast of Santa Barbara County during times of drought.

## Need

A land-based pump station has cost advantages over time, as each installation of the current temporary floating pumping barge is costly and equipment storage when not in use is expensive. Key components of the EPF are currently being stored at a storage facility in Paso Robles. In addition, a land based pump station would allow more decision-making time for EPF deployment.

## Description

A contractor provided COMB with a Long-Term Pumping Facility Alternatives Study in March 2017 which discusses two concepts for a new secured pump station: (1) a shore-mounted, slant-well facility and (2) a prefabricated submerged facility. The shore-mounted slant-well facility would include placing vertical turbine pumps with submersible motors at the bottom of a slanted steel casing pipe, which draws water from the lake through fish screens. Six 100-HP pumps are envisioned. The pumps would be powered by the same variable-frequency drives (VFD) and electrical switchgear used to power the existing barge.

The prefabricated submerged facility is an alternative concept, which would be assembled on shore, floated into position, and then lowered to the lake bottom. The advantage of such a facility is that it could be constructed well in advance of when it is needed, however, the pumping equipment would not be as easily accessible.



### PRIORITY CATEGORY

**2. Required to Maintain Level of Service**

### ESTIMATED COST

**\$2,250,000**

Fiscal Year	Phase	Cost
2023-24	Environmental/Design	\$1,125,000
2024-25	Construction	\$1,125,000

*Permits will need to be renewed or applied for redeployment of the EPF with a secured pumping station.*

## Background

The Emergency Pumping Facility (EPF) Secured Pipeline Project is a highly critical operational infrastructure project, which will provide a lifeline delivery of Cachuma Project water and imported State Water Project (SWP) water to 200,000 residents on the South Coast of Santa Barbara County during times of drought. In addition, significant water quality benefits could be achieved by using the pipeline as an alternate intake. An emergency pumping facility was temporarily installed and operated in the 1957-1958, 1990-1991, and in 2014-2017.

## Need

Over time, sedimentation buried the lowest gate (5) on the North Portal Intake Tower. Without a pipeline and pumping system, Cachuma Project and State Water Project (SWP) water is unable to be transported to the South Coast when the water levels recede below Gate 4 (678'), interrupting water service and causing widespread immediate threat to public health during drought. The EPF Secured Pipeline Project makes available an additional 20,500 AF of reservoir/imported water until inflow and reservoir levels return. In addition, water quality data collected by COMB over the last 2 years demonstrated that water temperature, total organic carbon, boron, and sulfate are consistently lower at depth. Lower water temperatures are associated with decreased THM formation during treatment and lower boron and sulfate levels will help Member Agencies meet aquifer storage and recovery (ASR) injection requirements when the pipeline is used as an alternate intake.

## Description

The project would consist of a 36-inch diameter, 3,700' DR-17 HDPE pipeline secured to the lake bottom with concrete pipe weights. A fish screen could be installed at the end of the pipeline to allow water deliveries from a deeper portion of the lake for better management of delivered water quality. In times of drought, the pipeline would be connected to a pumping system to allow deliveries of water to the Tecolote Tunnel. The preferred elevation to install the pipeline is at 700', although deeper install may be possible. The project could be installed during the next drought when the appropriate lake level is reached for construction (Makai Ocean Engineering, Inc. 2019).



## PRIORITY CATEGORY

**3. Addresses Critical Deficiency**

## ESTIMATED COST

**\$2,025,000**

Fiscal Year	Phase	Cost
2020-21	Env/Eng	\$300,000
2021-22	Construction	\$1,725,000

\*USBR Drought Resiliency Grant preliminarily awarded to COMB in the amount of \$750,000 for this project

*Environmental review will be required and permits will need to be renewed or applied for redeployment of the EPF with a secured pipeline.*

## Background

As staff increased, COMB purchased used mobile units and converted them into office spaces to house administrative and fisheries division personnel. In FY 2014-15, after significant rainfall, water had leaked through the administration office roof and into the electrical light system. The Operations staff took immediate and temporary remedial measures to protect the roof by using a foil-type roof blanket application which is still in place today. The Operations Division Manager indicated that the roof was deteriorated and structurally unsafe. Additionally, during a recent walk-thru inspection, a representative from Atlas Performance, Inc. determined that the Fisheries mobile office was in severe dry-rot stages and had an oak tree seedling growing out of the fascia trim board from woodpecker activity. Because the structural integrity of the mobile offices is at risk, it has become necessary to replace the units completely.

## Need

The COMB Administration and Fisheries mobile offices are aging and in various stages of deterioration. The Administration office is a 1979 model (41 years old), purchased used in 1993 and the Fisheries office is a 1997 model (23 years old), purchased used in 1999. These offices are deteriorating and have multiple leak points, various unidentifiable smells emanating within the interior of the buildings, and severe rotting discovered on the roof and interior/exterior walls. These buildings have long outlived their life expectancy and have become a personnel safety issue due to the extent of deterioration. These outdated temporary buildings do not contain ADA compliant features and have become obsolete.

## Description

Work would include the manufacturing and purchase of two mobile offices totaling 1,680 square feet of office space (1 double wide and 1 single wide), delivery charges, tie downs, skirting, steps and ADA ramp, license and transfer charges, removal and disposal of current buildings, and installation on site. In addition, the deck and patio cover currently connected to the existing mobile units is decayed and will need to be dismantled and rebuilt.



## PRIORITY CATEGORY

### 3. Addresses Critical Deficiency

## ESTIMATED COST

**\$300,000**

Fiscal Year	Phase	Cost
2020-21	Purchase/Installation	\$300,000

*New construction and alterations must be in compliance with the 2010 ADA Standards for Accessible Design. COMB may be required to remove architectural barriers if "readily achievable" for existing facilities.*

## Background

To allow for shutdown repairs and continued water delivery in the event of disruption of service in the South Coast Conduit, an isolation line valve is needed in the Montecito Reach between the Montecito Office Pump station and the East Valley Pump station.

## Need

Along the South Coast Conduit (SCC), there are no isolating line valves installed between Sheffield Control Station (Station 82+36) and Toro Canyon (Station 598+44), approximately 50,000 feet of conduit. Without a line valve in this section, a pipeline break due to natural disaster could result in escaping flows. In an emergency scenario such as this, a line valve would divide the conduit, limiting outflow. In addition, several blow-offs and air vacuum air release (AVAR) structures on the South Coast Conduit are in disrepair and need periodic rehabilitation requiring a shutdown of the SCC. A line valve would allow COMB to rehabilitate these important structures without ceasing deliveries to Montecito Water District in this section.

## Description

A line valve between the Montecito Water District (MWD) Office Pump Station and East Valley Pump Station would allow the SCC to be isolated in the Montecito reach while continuing to allow water service from the SCC to MWD customers. A new 30 inch butterfly valve would be installed at South Coast Conduit (SCC) Lower Reach Station 494+54, separating the pipeline into two reaches. The 30 inch bar-wrapped concrete cylinder pipe in this section is assembled in bell and spigot segments. Line stops would be installed and the segment at Station 494+54 would be removed. 12-inch port plugs with a bypass line would be installed on either side of the removed segment to avoid need for a service outage. A new segment with butterfly valve would be inserted and the pipeline would be disinfected, tested, and put back in service.



## PRIORITY CATEGORY

### 3. Addresses Critical Deficiency

## ESTIMATED COST

**\$190,000\***

Fiscal Year	Phase	Cost
2020-21	Construction	\$190,000*

\*A subapplication has been submitted for competitive grant funding (FEMA Pre-Disaster Mitigation Grant) in the amount of \$126,000 (pending)

*An environmental/historic preservation review is required for all activities for which FEMA funds are being requested*

## Background

The Lake Cachuma Evaporation and Water Quality Buoy is envisioned to be a buoy-based weather station for improved water quality and environmental monitoring, including an estimation of evaporative losses from the reservoir. Chlorophyll, phycocyanin, and nutrient concentration probes would allow for the advanced indication of Harmful Algal Blooms (HABs) for quick response. In addition to a monitoring buoy, the installation of a land-based weather station could compliment water measurements. The land-based station would serve as a secondary data source and provide a redundant check of reservoir evaporation numbers.

## Need

Some species of cyanobacteria are capable of releasing harmful cyanotoxins, which can impact recreation and drinking water if not detected and treated early. This project addresses a critical deficiency for water quality management, specifically, continuous and more granular water quality data is needed from Lake Cachuma to inform critical decision making at member unit treatment facilities, including toxic algal bloom detection monitoring for early warning and proactive treatment and total organic carbon for management of trihalomethane formation. Also, during the most recent drought from 2014 to 2017, the evaporation measurements from the evaporation pan at Lake Cachuma significantly increased (46% higher historical average in 2017), which was not consistent with the surrounding evaporation measuring stations. Historically, pan-based evaporation estimates have been used to track and manage evaporative losses. The Lake Cachuma Evaporation and Water Quality Buoy will increase environmental monitoring accuracy.

## Description

Setting up the anchoring system, evaporation buoy and sensors, and safety buoys is expected to take 1-2 weeks. A consultant would initiate the web portal and data relay system approximately 2-3 weeks after buoy installation. The relative ease of installation would allow Reclamation, COMB, and Member Agencies to begin using the buoy system immediately. Specific variables to be monitored could include, water temperature profiles (4 units down to 70 feet), dissolved oxygen, chlorophyll, phycocyanin, nutrients, wind speed, humidity, air temperature, barometric pressure, and incoming solar radiation.



### PRIORITY CATEGORY

**3. Addresses Critical Deficiency**

### ESTIMATED COST

**\$160,000\***

Fiscal Year	Phase	Cost
2020-21	Installation	\$100,000*
2022-23	Evap Instrmt	\$60,000

\*Annual Maintenance Cost of \$20,000

*The installation of a buoy-station in Lake Cachuma would require environmental review by the Bureau of Reclamation.*

## Background

Located at the base of the Tecolote Tunnel, the Jet Flow Control Valve is the primary control for flow from Lake Cachuma into the South Coast Conduit. The valve is located within the red piping component as pictured to the right. The adjacent gate valve (black) is utilized to shutdown flows from Lake Cachuma. The Jet Flow Control valve was replaced in 1990 and has a useful life of approximately thirty years. As part of this project, COMB would purchase new parts and utilize previously acquired internal components to build a new valve to be installed during a planned shutdown. The current valve, after being removed, would be rebuilt using new components and would be kept on site and used as a redundant valve in case of failure.



## Need

The consequence of not completing the project includes using a valve beyond the expected useful life, coupled with a lack of redundancy for one of the most critical flow control valves within the system. Because the North Portal Jet Flow Control Valve controls the flow into the Tecolote Tunnel, failure could prevent or impact water deliveries to the cities of Goleta, Santa Barbara, Montecito, Summerland and Carpinteria. This is a proactive replacement based upon the expected service life at purchase, as the valve in its current state is functioning adequately. Because of the important function of the valve, it is critical that it not be used beyond the manufacturer's recommended service life, and that redundancy exists on site.

### PRIORITY CATEGORY

**3. Addresses Critical Deficiency**

### ESTIMATED COST

**\$300,000**

Fiscal Year	Phase	Cost
2022-23	Installation	\$300,000

## Description

This project consists of producing designs and specifications to manufacture a new valve body and to rebuild using new and previously purchased internal components. Once the jet flow valve is ready for installation, a coordinated shutdown would occur using the gate valve. The current jet flow valve would be removed from service and the new valve would be lowered by crane into the lower gallery of the North Portal through the elevator shaft for installation.

*This project requires approval from Reclamation.*



## Background

A majority of the valves located at control stations along the South Coast Conduit are original and were installed in the 1950s. There are over 50 large diameter valves in the system, ranging in size from 24” to 48”. Several of these valves are critical for operations, but many of the valves are obsolete and are not utilized for operations. During previous maintenance work and shutdowns, key valves in the system have been characterized as exhibiting excessive leak-by. This program would replace critical valves in the system at key control station locations.



## Need

In-line isolation and control valves are needed to properly operate and maintain the system. Valves with excessive leak-by or poor operability impact system operations. The system is operated differently than designed with the installation of Cater Treatment Plant. Many of the system valves are no longer needed for operations. Obsolete valves and piping are potential points of failure and increase maintenance needs. The consequences of not completing this project could include loss of control within control stations and excessive leak-by, which could especially impact operations during repair work requiring pipeline shutdown.

## Description

This project would involve the systematic replacement of key control valves in the system with known operational deficiencies. Control station piping would be streamlined to reflect current operations and obsolete valving would be removed from the control stations.

### PRIORITY CATEGORY

**3. Addresses Critical Deficiency**

### ESTIMATED COST

**\$400,000**

Fiscal Year	Phase	Cost
2022-23	Eng/Construction	\$100,000
2023-24	Eng/Construction	\$150,000
2024-25	Eng/Construction	\$150,000

*Changes to the South Coast Conduit system to remove obsolete valves and piping would require Bureau of Reclamation review and approval.*

## Background

COMB is responsible for accurate water accounting on behalf of the Cachuma Project Member Agencies to the U.S. Bureau of Reclamation on a monthly basis. The process of water accounting entails recording data from twenty-eight meters located along the conveyance system from the North Portal of Lake Cachuma to the Carpinteria Reservoir. In an effort to identify the accuracy of meters within the system, COMB hired Water System’s Optimization (WSO), Inc. to conduct a system meter evaluation and water audit. The results of the water audit indicated that several meters require additional testing and replacement.

## Need

COMB’s water meters are critical to the water accounting and system operations. Several meters in the system have reached limited-life cycle phase and are likely in need of replacement in the next five years. Not completing the project could impact system operations and water accounting accuracy and jeopardize compliance with Section 64561 of Titles 17 and 22 California Code of Regulations, which states “each water system shall: (b) meter the quantity of water flow from each source, and record the total monthly production each month.”

## Description

COMB operates several electronic mag-meters that are critical to the water accounting and system operations that have reached limited-life cycle phase and are likely in need of replacement in the next five years. COMB operates electronic magmeters at Glen Anne Turnout Meter, Goleta West Meter, Ortega Inflow meter, Ortega Southflow meter, and the Boundary meter which are utilized to manage system operations on a day to day basis and for monthly accounting of water use.



## PRIORITY CATEGORY

### 3. Addresses Critical Deficiency

## ESTIMATED COST

**\$200,000**

Fiscal Year	Phase	Cost
2022-23	Construction	\$100,000
2024-25	Construction	\$100,000

*No regulatory compliance measures are expected for this project.*



## Background

The Sheffield Tunnel is a concrete tunnel housing the 30" South Coast Conduit (SCC) that extends 6,100 feet between the Mission Creek area and Parma Park. Within the tunnel, sections of concrete pipe are connected and joined with steel bands and mortar joints to maintain the integrity of the pipe collar connections.

## Need

The USBR inspection report of the Sheffield Tunnel identified and recommended remediation of cracked pipe collars and adjoining deterioration of mortar joints and pipe supports. Deterioration potentially compromises the integrity of the tunnel and poses an operational risk. Heavy seepage appears to be a contributing factor to deterioration.

## Description

An engineering firm would conduct a condition assessment to determine the structural integrity and reliability of the connecting and support structures of the Sheffield Tunnel. The engineering evaluation will include recommended repairs and determine how to eliminate areas of heavy seepage. It is possible the engineering evaluation could find a lower cost remedy to that recommended by USBR. Upon completion of the evaluation, COMB would retain a qualified contractor to repair the deteriorated mortar joints and pipe supports at locations identified.



### PRIORITY CATEGORY 4. Evaluates Potential Critical Deficiency

### ESTIMATED COST \$400,000

Fiscal Year	Phase	Cost
2022-23	Engineering	\$200,000
2023-24	Construction	\$200,000

*This project has been identified by the USBR as a Category 2 recommendation.*

## Background

The Lauro Reservoir intake structure was modified in 1981 by adding a stainless steel circular intake screen connected to a steel pipe which was inserted in the original concrete intake structure. A 1/2 inch thick steel circular bearing plate was installed on top of the existing concrete intake structure to cover the opening between the intake structure and vertical pipe and provide structural support. The 2018 dive report, prepared by USBR, states the intake structure is in satisfactory condition with the exception of the bearing plate. The bearing plate was observed to be fully covered with corrosion and rust nodules.

## Need

The steel bearing plate on the intake structure has deteriorated because of corrosion and poses an operational risk for both the protection against outside intrusion of elements penetrating through the opening or structural support of the intake pipe and screen.

## Description

Engineering services will be retained to determine the expected level of performance from the steel bearing plate (protection from outside element intrusion or structural). Engineering will need to be conducted by a structural engineer to determine if the steel bearing plate is necessary for support, and if required, a method to design a repair that will allow for continued structural support of intake structure. The reservoir may need to be lowered to accommodate inspections and repairs.



### PRIORITY CATEGORY

**4. Evaluates Potential Critical Deficiency**

### ESTIMATED COST

**\$130,000**

Fiscal Year	Phase	Cost
2022-23	Eng/Construction	\$130,000

*This project has been identified by the USBR as a Category 2 recommendation.*

## Background

Water diversions from Lake Cachuma occur from the North Portal Intake Tower facility into the Tecolote Tunnel and to the South Coast Conduit for water delivery to the Cachuma Project Member Agencies. The vertical intake tower stands 120 feet tall located approximately mid-reservoir and contains five slide gates, each at varying levels on the pentagonal shaped tower. The slides gates are covered with mesh fish screens to prevent fish and debris from entering the tunnel.

## Need

The North Portal Intake Tower was constructed by the Bureau of Reclamation in the 1950's, at which time, the standards for structural design requirements were not as stringent as today's compliance requirements. Structural elements of the intake structure would be examined to determine the general reliability of the tower, and recommendations for upgrades and refurbishments would be provided if needed. The consequence of not completing this project would be uncertainty in structure reliability during a seismic event, which could result in losing ability to deliver water to the South Coast while emergency repairs are made.

## Description

This initial phase of the project consists of acquiring the consulting services of a qualified structural engineering firm to perform a Seismic Reliability Analysis and Physical Condition Assessment of the North Portal Intake Tower located at the North Portal of the Tecolote Tunnel. It shall include a report of all findings and propose recommendations for structural rehabilitation to increase and/or ensure continued reliability of the structure in the occurrence of a large seismic event. An assessment of the tower is easier to perform when the lake level is low. This project is scheduled to be performed when the lake level exposes a large portion of the intake tower.



## PRIORITY CATEGORY 4. Evaluates Potential Critical Deficiency

## ESTIMATED COST \$100,000

Fiscal Year	Phase	Cost
2022-23*	Engineering	\$100,000

*\*A condition assessment of the North Portal Intake Tower is ideally completed when the lake level is low exposing for examination.*

*No regulatory compliance measures are expected for this project.*



## Background

The Tecolote Tunnel was completed in 1956 to divert water from Lake Cachuma to the South Coast Conduit. The tunnel provides water delivery through the mountain to the South Portal. The tunnel structure consists of a modified circular horse-shoe shaped cross section constructed of steel encased in 12 inches of concrete, and operates in open channel flow that is approximately 7' inside and is 6.4 miles long with a gradual shallow slope to enable gravity feed. The only ingress and egress are at the North Portal and South Portal. During periodic inspections by the USBR, deteriorations have been observed in the tunnel lining due to long-term exposure to hydrogen sulfide gas.

## Need

Hydrogen sulfide has caused some deterioration of the concrete lining of the tunnel. In areas, the interior concrete surface has peeled in sheets approximately 3/8 of an inch thick and fallen into the invert, creating sediment. The majority of the tunnel is in acceptable condition, however, a few locations have small areas where leaching could affect the structural integrity of the concrete. Review is necessary, as the consequence of not completing this project is uncertain in terms of structure reliability. A tunnel failure could interrupt 40 MGD during peak demand time if not addressed, and would be very technically difficult to repair.

## Description

The project requires engineer evaluation of concrete deterioration, and recommended remediation. A thorough investigation and monitoring program needs to be implemented to determine if the concrete deterioration presents risk of structural failure. The program should be designed to address the specific questions raised by the 1999 RO&M Reclamation Report, action 2012-2-Q, which recommends COMB “prepare and implement a repair plan to perform all necessary repairs to address all damaged concrete and remediate the widespread concrete deterioration in the Tecolote Tunnel to restore safe and reliable service of the facility.”



### PRIORITY CATEGORY

**4. Evaluates Potential Critical Deficiency**

### ESTIMATED COST

**\$100,000**

Fiscal Year	Phase	Cost
2022-23	Engineering	\$100,000

*This project has been identified by the USBR as a Category 2 recommendation.*

## **APPENDIX B: PROJECTS FOR FUTURE CONSIDERATION**

# Rebuild Inflow Rip Rap at Lauro Reservoir (2013-C-15)



## Background

The inflow into Lauro Reservoir from the South Coast Conduit commences with water flow on a channel composed of rip rap rock installed to slow and aerate the inflow of water and prevent erosion to reservoir side walls. The rip rap structure is composed of rock and concrete and is designed to prevent scour or erosion of the adjacent side walls.

## Need

The lower portion of the rip rap apron has been undermined across the base of the reservoir. The rip rap apron measures approximately twenty-five feet in length and is in need of repair. Without repair of the apron, water flow will erode the embankment and the base of the channel will become unable to support the rip rap structure. Loss of the rip rap would make the inflow structure unable to fulfill its required function.

## Description

A structural engineering firm would conduct an evaluation to determine an appropriate repair to maintain the essential support and integrity of the rip rap channel. The reservoir would need to be lowered to accommodate inspections and repairs.



**PRIORITY CATEGORY**  
**5. Proactive Aging Infrastructure Replacement**

**ESTIMATED COST**  
**\$200,000**

Fiscal Year	Phase	Cost
Year 1	Eng/Construction	\$200,000

*This project requires approval from Reclamation.*

### Background

The Upper Reach Reliability Project was designed to provide a redundant pipeline from the South Portal of the Tecolote Tunnel to the Corona del Mar Water Treatment Plant (CDMWTP). The second pipeline would provide increased operational flexibility and reliability, as well as additional conveyance capacity to help meet peak system demands.

### Need

The completion of Phase II is essential in order to benefit from the project as it was originally designed. The project would improve both reach and region-level drought resiliency during summer peak demand, and would allow for routine maintenance on the existing pipeline. In addition, the operational flexibility of emergency failure response along the SCC Upper Reach would improve. Currently, COMB heavily relies on storing water in Lauro, Ortega, and Carpinteria Reservoirs to meet the full water needs of the region. Because the Upper Reach of the SCC has the largest demand deficit, a redundant pipeline would safeguard downstream users as well, improving the water supply reliability for recipients along the Lower Reach.

### Description

Completed in 2012, Phase I of the Upper Reach Reliability Project installed a new 48” diameter pipeline from the South Portal of the Tecolote Tunnel to the Glen Anne Turnout structure. Phase II will complete the project, installing approximately 10,000 additional linear feet of 48” diameter welded steel pipe from the Phase I endpoint at the Glen Anne Turnout structure, through to the Corona del Mar Filtration Treatment Plant.



### PRIORITY CATEGORY

**6. System Reliability and Resilience Improvements**

### ESTIMATED COST

**\$8,000,000**

Fiscal Year	Phase	Cost
Year 1	Environmental/Design	\$500,000
Year 2	Construction	\$3,500,000
Year 3	Construction	\$4,000,000

*An EIR/EIS was prepared for this project in 2009 which may require an update.*



## Background

In the 1980s, an isolation valve was installed at Station 598+44 as part of the re-location of the South Coast Conduit in the Greenwell Canyon area. During the 1990-1991 drought, Santa Barbara County Water Agency designed a series of projects which would allow the backflow of Casitas MWD water into Santa Barbara County. This involved the installation of a pipeline to connect CVWD to Casitas Valley Municipal Water District. The Toro Canyon Isolation Valve which was installed in the 1980s was converted into a temporary booster pump station in 1991. The 10" connections to the SCC and butterfly valves for the suction and discharge points of the pump station are currently blind flanged but still in place. The current iteration of the booster pump station would once again allow water from Carpinteria Reservoir, CVWD wells, or from Casitas Municipal Water District to be delivered to Ortega Reservoir. This could be utilized in times of a drought or during disruption in flow from Lake Cachuma.



## Need

A booster pump is needed to deliver water from Carpinteria Reservoir, CVWD wells, or from Casitas Municipal water district to Ortega Reservoir. This would allow water to be supplied to Montecito Water District when there is a disruption in the system. With temporary booster pump stations it would be possible to deliver water from Casitas, Carpinteria, and Montecito to portions of Santa Barbara in emergency situations. This adds another layer of resilience to the entire system and protects the South Coast from sole reliance on deliveries from the South Coast Conduit Upper Reach.

## Description

The project would include the installation of two parallel and similar pumping units, complete with electrical controls for variable speed pumping and appurtenant piping, wiring, and mountings. Each pumping unit will be a split-case, horizontal centrifugal pump designed for operation up to 1150 RPM. In addition, a new flow meter and pressure transducer on the discharge of the booster pump station will be installed.

## PRIORITY CATEGORY 6. System Reliability and Resilience Improvements

## ESTIMATED COST \$325,000

Fiscal Year	Phase	Cost
Year 1	Engineering	\$25,000
Year2	Construction	\$300,000

*An updated booster pump station at Toro Canyon would require Bureau of Reclamation engineering and environmental review.*

## Background

Glen Anne is one of four regulating reservoirs on the Cachuma Project facilities. Glen Anne Reservoir had an initial storage capacity of 500 AF. Due to seismic stability requirements and risk of failure potentially causing catastrophic damage downstream, the maximum capacity was limited to 375 acre feet in 1988. In 2002 it was limited again to 175 AF maximum capacity. Glen Anne Reservoir is no longer in service, but COMB continues regular maintenance and inspections as required by the USBR.

## Need

The ability to store water in all system reservoirs is critical to water delivery during a shutdown of the Tecolote Tunnel. Further, Glen Anne is important as a balancing reservoir to enable work on other system reservoirs and appurtenances to the SCC. The inoperability of Glen Anne impacts all Member Agencies. Raw water storage in the Upper Reach is critical to allow the Tecolote Tunnel to shut down for repairs while allowing Goleta Water District to continue to deliver water to their customers. This can be accomplished by upgrading Glen Anne Reservoir and Dam. This project will benefit all of the Member Agencies on the South Coast, by providing additional storage capacity, increased efficiency and reliability of COMB facilities, reduced complexity of shut-downs, simplified and scheduled repairs of the Tecolote Tunnel, and aid in fire protection and flood control.

## Description

Dam seismic safety and other operational problems that exist because of deterioration would be addressed. Adjacent pumps and delivery system piping will be restored to operability. Remediation components will likely include removing the silt to allow operation at designed capacity and replacement of deteriorated 12 inch thick asphaltic concrete liner. Seismic retrofit will like include installation of shear key and berm installed down to the bedrock to resolve the existing potential for liquefaction.



## PRIORITY CATEGORY

### 6. System Reliability and Resilience Improvements

## ESTIMATED COST

**\$10,500,000**

Fiscal Year	Phase	Cost
Year 1 - 3	Eng/Construction	10,500,000

*This project may be considered categorically exempt because it involves the replacement/reconstruction of an existing facility without increasing capacity. Necessary permits will include RWQCB's Storm Water Pollution Prevention Plan, Section 401 permit, MP 620, and County of SB haul permits.*

# CACHUMA OPERATION & MAINTENANCE BOARD

## BOARD MEMORANDUM

Date:	February 24, 2020
Submitted by:	Tim Robinson
Approved by:	Janet Gingras

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**SUBJECT:** National Fish and Wildlife Foundation (NFWF) Grant

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**RECOMMENDATION:**

The Board authorize the General Manager to accept the NFWF grant funding, if awarded, and approve the proposed project and expenditures contingent upon: 1) permit modifications are obtained, 2) the County agrees to the minor modifications to their drainage ditch along S. Refugio Road, the landowner 3) signs an agreement to exempt COMB of any liability and 4) the landowner signs an access agreement for maintenance on the elements of the project.

**SUMMARY:**

This project will enhance the just completed Fish Passage Improvement Project at Quiota Creek Crossing 8 by addressing erosion problems that were identified and recommended by the CDFW-FRGP grant coordinator, Mary Larson. The proposed effort will be comprised of the following; installation of a small settling basin in two intermittent drainages that currently convey fine sediments into Quiota Creek; installation of a culvert under a ranch road to reduce the erosion potential; cleanout of each drainage from the settling basins to Quiota Creek; the planting of ten native Coast Live oak trees in close proximity to the settling basins for reforestation; and hydro-mulch/seeding of all disturbed areas (see Exhibit 1, Figure 1). The project will take approximately one to two weeks for completion and would be accomplished when the site and the two drainages are dry. Mary Larson recommended that we apply for a NFWF grant to cover the costs of the proposed project.

A brief preliminary proposal was submitted to NFWF for the estimated cost of the project (\$43,973). Subsequently, COMB was invited by NFWF to submit a full proposal which occurred on 2/7/20. The NFWF grant review process takes approximately two weeks to complete and applicants are notified shortly thereafter. If the grant is awarded and agreements are obtained with the County and landowner, construction could start during the last week of February. The proposed project is confined to the Mitchell Ranch property and they are in complete support of the proposed project.

The positioned contractor would be Peter Lapidus Construction (PLC) given the necessary equipment is in close proximity and has the necessary experience for the proposed work (see Exhibit 2 for NCB).

This project will enhance water quality in Quiota Creek by reducing fine sediment delivery from the two unnamed tributaries where the erosion control and reforestation measures are being proposed. Fine sediments are detrimental to spawning gravels and rearing habitats for the endangered *O. mykiss* population in Quiota Creek.

**FINANCIAL IMPACT:**

There is no direct COMB match for the project except for staff time to implement grant administration, biological monitoring, oversight of the project, and final reporting. The 20 proposed Coast Live oaks of the project will be incorporated into our routine maintenance for the mitigation trees at the Quiota Creek Crossing 8 Project which will require approximately 40 hours of staff time per year until the trees are self-sustaining

(approximately in 3 years). Maintenance of the 2 settling basins will be conducted by COMB staff as needed and is estimated to be once every 3 years to be done by hand or a backhoe (if needed).

**ENVIRONMENTAL COMPLIANCE:**

All necessary permits have been obtained through the Quiota Creek Crossing 8 Project and staff is in the process of expanding the project descriptions for each of those permits to include this proposed project. The work would only be accomplished when all regulatory agencies are in agreement to go forward.

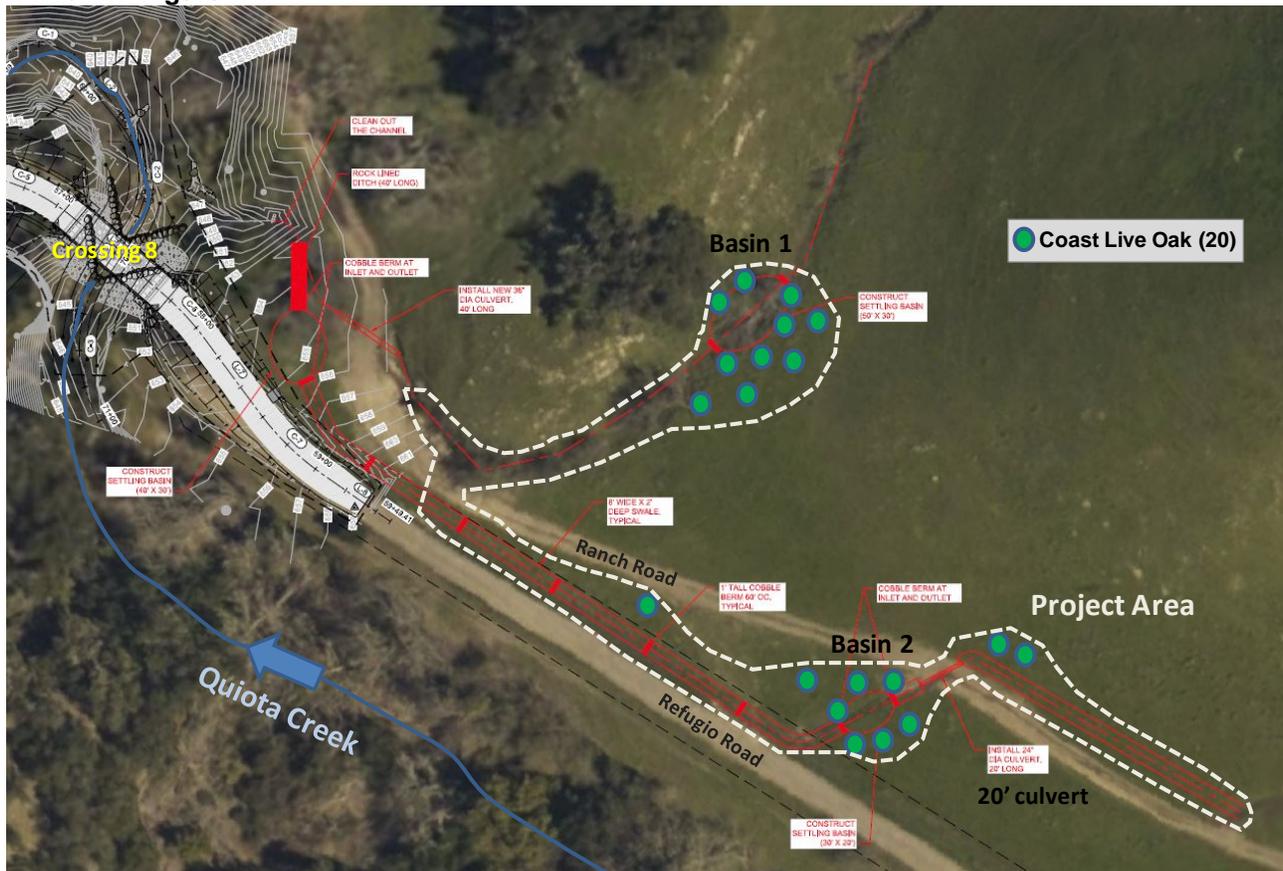
**COMMITTEE STATUS:**

The Fisheries Committee reviewed the proposed project on 2/19/20 and recommends forwarding the proposed project to the Board with a recommendation to approve contingent on receiving:

- 1) All necessary permits,
- 2) An agreement from the County for any elements in their easement along S. Refugio Road,
- 3) An agreement from the landowner that exempts COMB for any liability from the proposed project, and
- 4) An agreement from the landowner that allows access to the project site for construction and any future maintenance as needed.

**LIST OF EXHIBITS:**

**Exhibit 1: Figure**



**Figure 1:** Project area with all project elements showing the close proximity to the Quiota Creek Crossing 8 Project.

**Exhibit 2:** Non-Competitive Bid Justification

## South Side Erosion Control and Restoration Project at Quiota Creek Crossing 8

### Non-Competitively Bid (NCB) Contract Justification Corrective Action Plan

**To:** Cachuma Operation and Maintenance Board

**From:** Timothy H. Robinson (Project Manager, COMB) and Michael C. Garello (Design Engineer, HDR)

**Contract:** Construct the erosion control and reforestation measures proposed just south of the recently completed bridge replacement project at Quiota Creek Crossing 8.

**Complete responses must be provided for all of the following questions:**

#### A. Factors of Consideration

**1. *Why is the submission of a NCB necessary and what are the determining factors that caused the problem?***

The contractor selected under competitive bidding for the Quiota Creek Crossing 8 Project was Peter Lapidus Construction (PLC). The project was recently successfully completed under budget. During the course of the project, the proposed erosion control measures were identified CDFW and COMB staff. PLC has the project expertise and equipment staged in close proximity to efficiently complete the project in the short timeline proposed.

Factors determining that conclusion are as follows:

- The National Fish and Wildlife Foundation and California Department of Fish and Wildlife (CDFW), require the use of qualified and experienced contractors and vendors to perform work and supply materials. The basis for that requirement is to ensure project design specifications and construction meets the obligation to prevent environmental degradation and enhance the steelhead fishery.
- PLC has the staff, knowledge, and equipment to efficiently construction the project within the short timeline proposed.
- PLC has the equipment staged in close proximity that will greatly reduce mobilization and demobilization costs.
- PLC was on site when CDFW grant manager identified the proposed project, hence they know the specifics of the proposed work that will reduce start up time, construction time and the time needed for COMB oversight.
- COMB staff has a solid working relationship with PLC and will be able to efficiently and effectively collaborate with PLC on the proposed restoration efforts.
- PLC knows all landowners and ranch managers within the vicinity of the proposed project. Since the project is being done on private property, landowner relationships are of particular importance for the efficiency and success of the project for all parties involved.

2. ***What are the consequences of not having this NCB approved?***
  - Using another contractor would require approval by CDFW.
  - The project cost would increase due to lack of experience and local knowledge of a contractor who did not construction the Quiota Creek Crossing 8 Project.
  - The project has a very tight timeline and having any inefficiencies will increase the cost of the project.
  - More time would be required by another contractor to complete the project.
  - Mobilizing and demobilizing equipment would be more expensive.
  - Landowner relationships and trust take time to establish, further decreasing the efficiency of the project.
  
3. ***How will your agency ensure adequate planning to prevent submittal of NCB's for goods or services that should have been competitively bid?***
  - This is a small addition to a recently successfully completed project.
  - Beyond this proposed effort, there is no further work anticipated and no need for other NCBs at this site.
  - The only goods that will come out of these construction services, beyond the elements in the project, will be a report for the funding agency and regulatory agencies.

## **B. Price Analysis**

1. ***How was the price offered determined to be fair and reasonable?***
  - A quote was requested from PLC which was well below the estimated cost of the project budget submitted for funding.
  - Other contractors cannot bid this project for less due to not having their equipment in close proximity and the time it would take to get up to speed with the project.
  
2. ***Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.***
  - PLC has the expertise to efficiently and effectively construct the project.
  - PLC is very familiar with the site and proposed project objectives.
  - PLC has their equipment staged in close proximity.
  - Positive working relationships with PLC will require less COMB oversight and less staff time on site.
  - Landowners have a solid working relationship with PLC which will facilitate the construction process.



Mission Statement:

*“To provide a reliable source of water to our member agencies in an efficient and cost effective manner for the betterment of life in our communities.”*

February 24, 2020

**General Manager Report**

The following summary provides the Board with information and an overview of progress on current COMB activities.

Administration

- **ACWA/JPIA Retrospective Premium Adjustment (RPA) Stabilization Fund Report**

COMB is slated to receive a premium adjustment refund originating from the ACWA/JPIA Liability, Property and Worker's Compensation Programs. At the beginning of each policy period, the JPIA collects a deposit premium representing estimated costs for that year. Annually, the JPIA looks back at the estimate and reconciles the fund balance for each agency to actual claims paid. When a member's fund balance exceeds 50 percent of its basic premium, the excess money is refunded. This year's refund, in the amount of \$39,761.72, surpasses last year's refund and is reflective of a continued low paid claims history.

Meetings

- **Santa Barbara County Monthly Emergency Managers Meeting**

Staff participated in the Santa Barbara County monthly Emergency Managers meeting hosted by the County's Office of Emergency Management (OEM) staff. The agenda topics included discussion on Public Safety Power Shutdown (PSPS) funding opportunities in addition to the annual update of the Multi-Year Training and Exercise Plan (MYTEP). The MYTEP is an attempt to capture the Santa Barbara County Operational Area (OA) training goals and objectives and to list scheduled or forecasted training and exercise events to share within the group. The intent of this communication is to provide all emergency managers with situational awareness and a cohesive approach as they strive to meet three training priorities: National Incident Management System (NIMS) / Standardized Emergency Management System (SEMS) compliance, capable emergency operation command (EOC) call centers within the OA, and Plan maintenance. Participation in the process is voluntary but helps strengthen the area organizations, prevents unnecessary duplication of efforts, and fosters cross-jurisdictional / joint collaboration and assistance with training and exercise related goals.

U.S. Bureau of Reclamation

- **Tour of Cachuma Project Facilities**

Staff accompanied Reclamations' new Operations Chief on a tour of the COMB managed Cachuma Project facilities during their visit last month. Mr. Cavanaugh was pleased with the progress COMB has made on rehabilitation of the facilities and has taken the lead on recording and updating Reclamations' tracking system for completed recommendations on the conveyance system. Staff is working with Reclamation to clear the completed recommendations and finalize the documentation.

Respectfully Submitted,

*Janet Gingras*

General Manager

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# CACHUMA OPERATION AND MAINTENANCE BOARD

## MEMORANDUM

**DATE:** February 24, 2020  
**TO:** Janet Gingras, General Manager  
**FROM:** Joel Degner, Water Resources Engineer  
**RE:** **MONTHLY ENGINEERING/OPERATIONS REPORT**

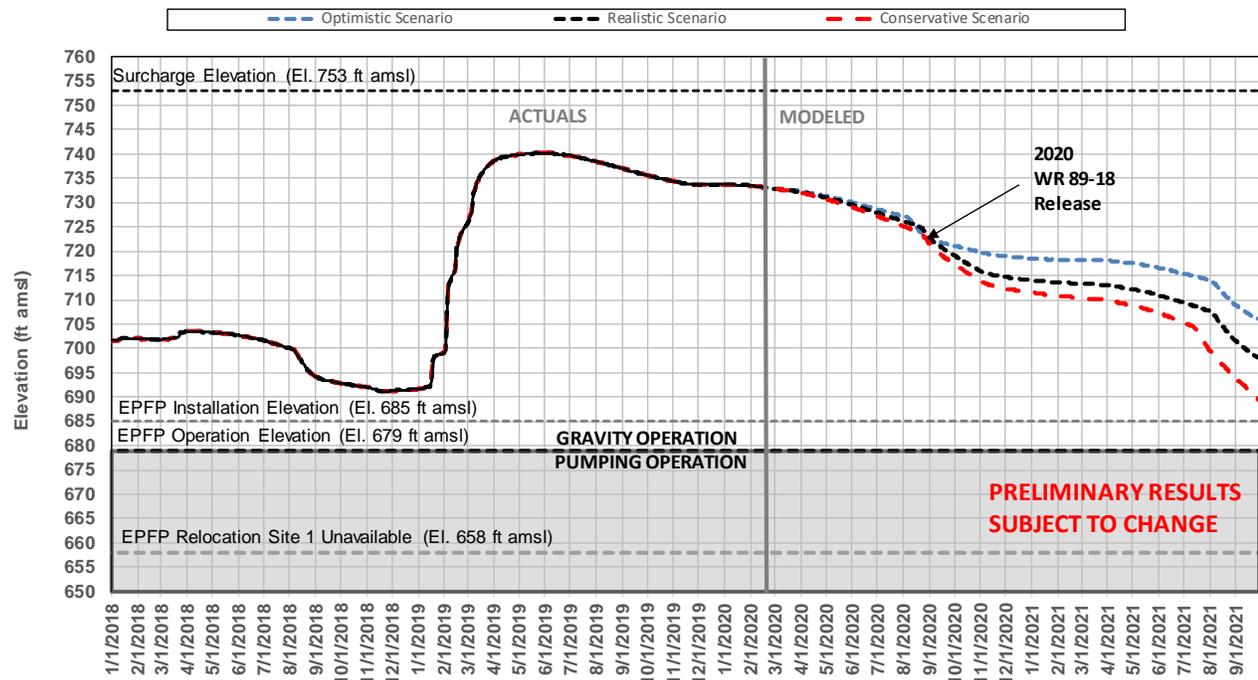
The following summary provides the Board with information and an overview of progress by engineering staff related to on-going studies and infrastructure improvement projects.

### CLIMATE CONDITIONS

Rainfall totals at Lake Cachuma in January and February were 0.48 inches and 0.06 inches respectively. If the January-February 2020 combined total of remains at 0.54 inches it will be the 2nd driest January/February since 1957 at Lake Cachuma. Typically, January and February account for over 40 percent of the total annual precipitation. As of February 11, 2020 the region has been classified as abnormally dry (D0) by the California Drought Monitor. Irrigation demands have been higher than typical in the month of February due to the drier soil conditions. Cachuma Dam has received 9.06 inches of rainfall to date (70% of normal) and Gibraltar Dam has received 9.64 inches (64% of normal) as of February 18th, 2020 according to Santa Barbara County Flood Control District. The antecedent index for soil wetness is 8.0 at Gibraltar dam, indicating moderate soil wetness conditions.

Santa Ynez River Water Conservation District has indicated that a downstream release is likely to occur in the summer of 2020 if dry conditions persist. Based on import/export projections and continued dry conditions, the lake elevation may drop 14 to 21 feet (Elev. 712' to 719') by the end of 2020 (Figure 1).

Parameter	Optimistic	Realistic	Conservative
SCC Exports	80% Forecast	Forecast	120% of Forecast
CCWA Inflow	120% Forecast	Forecast	80% of Forecast
WR 89-18 Release	8,000 AF (2020), 10,000 AF (2021)	12,000 AF (2020), 10,000 AF (2021)	16,000 AF (2020), 10,000 AF (2021)



**Figure 1. Lake Cachuma Elevation Projection assuming Dry Year Hydrology (2013) as of 2/15/2020**

**ANNUAL PERMIT REPORTING**

COMB staff prepared annual permit reporting information for NPDES Low Threat Discharge Permit, Emergency Pumping Facility Project, and water rights diversions for Lauro Reservoir and Glen Anne Dam.

**AWIA RISK AND RESILIENCE ASSESSMENT**

COMB staff completed the draft risk and resilience assessment required by America’s Water Infrastructure Act and will provide a copy to each Member Agency for review and comment. COMB staff plans to update the assessment based on Member Agency review and comment and certify the completed assessment prior to the March 31, 2020 deadline.

**INFRASTRUCTURE IMPROVEMENT PLAN PROJECT STATUS**

Table 1 provides a summary of the FY 2019-20 Infrastructure Improvement Projects. The focus for the remainder of Fiscal Year 2019-20 will be the Schedule E structures for the AVAR/BO Rehabilitation Project, the Lower Reach Lateral Rehabilitation Project, completion of design for the Secured Pipeline Project, and completion of the Lake Cachuma Water Quality and Sediment Management Study.

**Table 1. Fiscal Year 2019-2020 Infrastructure Improvement Projects Status**

Infrastructure Improvement Projects	Status / Phase	Complexity / Challenges	Estimated Completion Date
<b>Infrastructure Improvement Projects</b>			
Sycamore Canyon Slope Stabilization	Construction project completed at the end of September 2019.	February 2017 storms exposed the South Coast Conduit on a steep slope in the Sycamore Canyon area. Project designed to stabilize slope and improve drainage to protect the SCC.	Completed (September 2019)
San Jose Creek SCC Stream Protection Measures	Construction project completed at the end of October.	South Coast Conduit was exposed in San Jose Creek and required stream protection measures to prevent damage and water supply disruption.	Completed (October 2019)
SCC Structure Rehabilitation (AVAR/BO)	Schedule D work (8 structures) were completed during a shutdown in January. Preparations are underway for Schedule E work	Shutdown needs to be closely coordinated with MWD with system tests being performed prior to shutdown.	Schedule D completed, Schedule E planned for March 2020.
SCC Line Valves for Shutdown	Engineering plans and specifications are completed. Subapplication submitted through Hazard Mitigation Grant Program.	During Schedule D shutdown, excessive leakby was observed from Ortega Control Station. Control valves (1 or more) at the station will need to be replaced prior to construction involving the line valve.	Grant is being pursued through Hazard Mitigation Grant Program.
SCC Structure Rehabilitation : Lower Reach Laterals	Draft designs have been completed and under review. Project included a high resolution aerial flight and structure survey which improves accuracy of conduit location.	In order to facilitate shutdowns on the Lower Reach of the SCC, lateral valves need replacement.	Construction planned for Summer/Fall 2019
<b>Special Projects</b>			
Emergency Pumping Facility Project	Key components of the barge are currently being stored under contract. Design plans and specifications are being prepared. Materials are being prepared for the environmental review process.	With the increase in lake levels in 2019, the lake elevation is projected to remain above 685 until the Summer/Fall 2021.	TBD
Lake Cachuma Water Quality and Sediment Management Study	Contractor is proceeding with Phase 2 of the study to develop solutions and a long-term monitoring program. Supplemental sampling for nutrient contributions from Lake Cachuma tributaries is planned this winter pending inflow.	Recent wildfires and subsequent storm events have resulted in decreased water quality and increased sedimentation into Lake Cachuma.	June 2020

## MONTHLY REPORT OF OPERATIONS – JANUARY 2020

The total flow from Lake Cachuma into the Tecolote Tunnel for January was 539.1 acre-feet, for an average daily flow of 17 acre-feet. Lake elevation was 733.77 feet at the beginning of January and 733.55 feet at the end of January. Storage decreased by 686 acre-feet. CCWA completed the bypass pipeline over Bradbury Dam and wheeled 140.8 acre-feet of water to Cachuma Project facilities. The City of Santa Barbara wheeled 289 acre-feet of water from the Gibraltar Penstock through Lauro Reservoir. The Hilton Creek Watering System was utilized to deliver water through gravity flow to Hilton Creek for the month of January.

The Operations Division of the Cachuma Operation and Maintenance Board has the responsibility to operate, repair and maintain all Cachuma Project facilities from the Intake Tower at Lake Cachuma to the Carpinteria Reservoir. The Annual Work Plan sets forth all activities necessary to ensure system reliability. Consistent with the Plan, Operation and Maintenance staff performs routine maintenance on the distribution and storage system. Staff continues to improve the system, address deficiencies and identify items to be included in the Infrastructure Improvement Program of work. Operations Division is responsible for:

- Adequately regulating and maintaining the diversion of water from Lake Cachuma to the South Coast via the Tecolote Tunnel as the primary water source for 5 communities.
- Operation and maintenance of the South Coast Conduit pipeline, which consist of 26.5 miles of pipeline with a combined 124 blow off and air vent structures, 43 turnout structures and 20 meters.
- Operation and maintenance of four regulating reservoirs.

**South Coast Conduit - Structure Inventory**

Reach	Endpoints	Linear Length (ft)	Pipe Diameter	Regulating Storage Reservoirs	Meters	Air Vents	Blow-Offs	Turnouts	Open Air Vents	Valves	Valve Size	Slide Gates	Capacity / Volume (gal)
Upper	Glen Annie Turnout (S. Portal) - Cater Water Treatment Plant	64,050	48"	2	5	32	35	18	2	115	4" - 48"	7	6,017,421
Lower	Cater Water Treatment Plant - Carpinteria Reservoir	90,910	27" - 36"	2	15	26	31	42	4	144	4" - 36"	-	3,190,171

Routine operation and maintenance completed during the month of January were as follows:

- Conducted four flow changes at the North Portal during the month of January (4 gate chamber)
- Responded to 125 USA Dig alerts
- Reviewed three projects for right of way conflicts
- Performed weekly inspections of major facilities, safety meetings, rodent bait (all reservoirs), toe drain and piezometer reads at Ortega (L23)
- Performed dam inspection and instrumentation reports (all reservoirs)
- Performed equipment and yard maintenance
- Performed monthly North Portal elevator maintenance
- Performed monthly water quality sampling
- Read anodes and rectifier data

In addition regular activities described above, Operations staff performed the following:

- Provided a tour of Cachuma facilities to the new Reclamation Operations Chief and the Deputy Area Manager on January 28, 2020.
- Exercised and performed a leakby test of Toro Canyon isolation valve on 2/13/2020. Toro Canyon isolation valve was closed and pipeline upstream was filled to a set pressure. Pressure was monitored for 24 hours. Overall, the pipeline was estimated to lose approximately 3 gallons per minute during the 24 hour period, which was fairly low.

- Provided additional recommendation completion documentation to the Reclamation and worked on recommended updates to the Standard Operating Procedures.
- Performed weed abatement activities at Ortega and Carpinteria reservoirs.
- Performed access road maintenance in the Sycamore Canyon Slope Stabilization project area.
- Installed a pressure gauge at Lauro Control Station that will be connected to the SCADA system in the future.
- Took water quality profiles at the North Portal Intake Tower. Water quality profiling increased to twice per month and is planned to be completed weekly from March to July to support the on-going study. Water quality profiles are taken with the water quality sonde at 1-m intervals at the intake tower.
- Assisted with oak tree planting and road maintenance in oak tree restoration areas at Lake Cachuma.

## Oak Tree Program Assistance



*Assistance with oak tree planting*

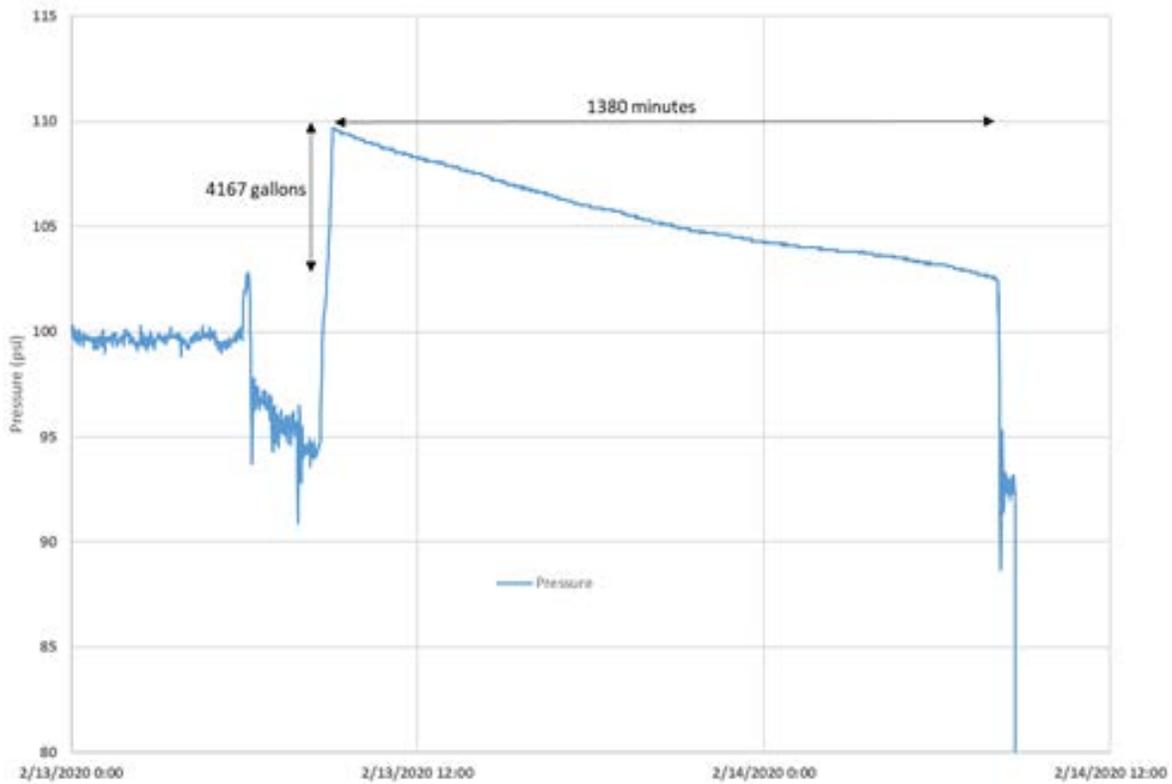


*Assistance with Road Maintenance in oak tree restoration areas*

## Toro Canyon Isolation Valve Exercise



*Toro Canyon Isolation Valve prior to installation in March 1980*



*Toro Canyon Isolation Valve test results indicating a 3 gallon per minute loss rate*

# CACHUMA OPERATION AND MAINTENANCE BOARD

## BOARD MEMORANDUM

**DATE:** February 24, 2020  
**TO:** Janet Gingras, General Manager  
**FROM:** Tim Robinson, Fisheries Division Manager  
**RE: MONTHLY FISHERIES DIVISION REPORT**

### HIGHLIGHTS:

- USBR continues to deliver approximately 3.2 cfs of Lake Cachuma water to Hilton Creek by gravity flow to the Upper Release Point through the Hilton Creek Watering System (HCWS) which is sustaining the *O. mykiss* population in the creek.
- The floating pipeline of the Hilton Creek Emergency Backup System (HCEBS) across the Stilling Basin was removed by USBR on 2/5/20 in preparation for wet season runoff and the potential for Lake Cachuma to spill.

In compliance with the 2000 Cachuma Project Biological Opinion (BiOp) (NMFS, 2000) and as described in the 2004 Lower Santa Ynez River Fish Management Plan (SYRTAC, 2000) and the Monitoring Program in the 2000 Revised Biological Assessment (BA), the COMB Fisheries Division (FD) staff conducts routine monitoring of steelhead/rainbow trout and their habitat on the Lower Santa Ynez River (LSYR) below Bradbury Dam. The following is a list of activities carried out by COMB-FD staff since the last COMB Board Fisheries Division Report and has been broken out by categories.

### LSYR Steelhead Monitoring Elements:

**Lake Profiles:** Lake Cachuma water quality measurements (temperature, dissolved oxygen concentration solids and turbidity) at one meter intervals from the surface to the bottom of the lake (Lake Profile) are taken once a month at the Hilton Creek Watering System (HCWS) Intake Barge. This is considered to be near the deepest point in the lake and allows for monitoring of lake stratification, water quality conditions at the intake level for the HCWS and lake-turnover. Due to the drought and the need to carefully monitor Lake Cachuma, lake profiles are being taken monthly throughout the year and are reported in the Annual Monitoring Summary.

**Beaver Dam Surveys:** The annual Beaver Dam survey takes place in the late fall prior to stormflow events of that water year. Surveys consist of walking from Bradbury Dam to the LSYR Lagoon and the basin's tributaries where access is allowed, recording where beaver dams are located, their height and width, ponded pool size and depth above, whether they are active or not, and photographed. The survey was completed in January and is reported in the Annual Monitoring Summary/Report.

**Redd Surveys:** Redd surveys are conducted every two weeks from mid-January through May. Surveys are conducted within the LSYR mainstem in the Highway 154, Refugio, and Alisal reaches where access is permitted, and certain sections of Hilton, Quiota, and Salsipuedes/El Jaro creeks. The number of redds is reported in the Annual Monitoring Plan.

***Migrant Trapping:*** The 2020 Trapping Plan was provided to Reclamation in January who then submitted it to NMFS. This monitoring effort normally begins in January and continues through May depending on streamflow rates. The results are presented in the Annual Monitoring Summary. The Hilton Creek traps were deployed on 2/5/20 but the Salsipuedes Creek and the LSJR Mainstem traps have not been deployed due to low flow and impassable conditions. If the weather changes and streamflow returns for favorable passage, those traps will be installed. Traps are removed during high flow events for safety of the staff, fishery and equipment, or if flows are too low to enable migration. The Santa Ynez River Lagoon currently is closed and is routinely monitored. Results of the trapping program are presented in the Annual Monitoring Report.

***Cachuma Lake Oak Tree Restoration Program:*** COMB staff, with guidance from a hired professional arborist, continues to implement the Program and has successfully conducted all management actions as required. A project update is provided in a separate Board memo.

### **Tributary Project Updates:**

***Quiota Creek Crossing 8:*** Funding for this project has been secured through a CDFW-FRGP grant that was submitted on 3/29/18 for \$1,010,700 with a \$50,000 construction match from COMB as approved by the COMB Board during the 2/26/18 Board meeting. COMB was awarded this grant on 12/5/18 and the Board accepted the grant by resolution on 1/28/19. Staff has submitted all permit applications and designs for review by the County and NMFS-CDFW. Project construction started on 9/30/19 after all permits were obtained and was successfully completed on 1/8/20. A final report will be provided at the next Board meeting.

### **Hilton Creek Watering System (HCWS) and Emergency Backup System (HCEBS) Repairs:**

***HCWS and HCEBS:*** The HCWS and HCEBS are owned, operated, and maintained by USBR. The HCEBS was completed at the end of January 2016. USBR technical staff continues to consider improvement options for the HCWS. Currently USBR is delivering water to Hilton Creek through the HCWS by gravity flow to the Upper Release Point with no backup from the HCEBS.

Due to concerns of Lake Cachuma spilling, USBR staff removed the floating pipeline of the HCEBS that crosses the Stilling Basin and has stored those pipeline segments on the north shoreline of the Stilling Basin. A redeployment date has not been determined.

No further observable work has been done on the HCWS pumping barge, with no date set for installation of the ordered parts.

### **Surcharge Water Accounting:**

The following table summarizes the amount of surcharge water used to date from each of the three accounts plus project yield at the end of last month (Table 1). All numbers are from USBR's Daily Operations Report. The start time for the use of the Surcharge Water Accounts and Project Yield was 5/27/11, or the day following the last day of full surcharge and end of the last spill event. As of May 2012, all of the fish rearing accounts have been used and USBR is now using Project Yield to meet BiOp target flows. Water Right (WR 89-18) release durations since 2013 are noted as follows: 7/15/13 - 12/2/13, 8/18/14 - 11/11/14, 8/3/15 - 9/26/15, 7/12/16 - 8/29/16, 8/21/17 - 11/8/17, and 8/6/18 - 9/12/18. There were no WR 89-18 releases in WY2019. During these releases, no fish rearing releases are debited as WR 89-18 releases are used conjunctively with fish flows

under the Cachuma Project Settlement Agreement. The Adaptive Management Committee (AMC) called for two releases from the Adaptive Management Account (AMA), 35 acre-feet in October 2012 and 114 acre-feet in June 2013. The remaining amount in the AMA is 351 acre-feet. All of the Fish Passage Supplementation Account (FPSA) has been used as explained in previous reports.

**Table 1:** Summary of the surcharge water accounting and use of Project Yield as of the day after the end of the last spill event and full surcharge (5/27/11).

<b>Accounts*</b>	<b>Allocation</b>	<b>Amount Used**</b>	<b>Amount Remaining</b>
<b>Units:</b>	<b>(acre-feet)</b>	<b>(acre-feet)</b>	<b>(acre-feet)</b>
<b>Fish Passage Supplementation</b>	3,200	3,307	-107
<b>Adaptive Management</b>	500	149	351
<b>Fish Rearing***</b>	5,484	5,484	0
<b>Project Yield</b>		20,231	
<b>Total:</b>	<b>9,184</b>	<b>29,171</b>	<b>244</b>
* Originally was 9,200 af, 8,942 af in 2008 and 9,184 af in 2013.			
** Values as of 1/31/20.			
*** This water is for meeting required target flows. This is not an official account and is what remains after subtracting the other two accounts.			

**Reporting / Outreach / Training:**

**Reporting:** Staff continues to work on the Annual Monitoring Reports (the USBR report) and the Annual Monitoring Summaries (the COMB report) as well as any other BiOp compliance measures as requested by USBR. All reports through WY2019 have been completed and submitted to NMFS or posted on the COMB webpage.

**Outreach and Training:** Outreach continues with Quiota Creek and Salsipuedes Creek watershed landowners, interested parties within the Santa Ynez Valley, and the County on a variety of fisheries related issues.

**Consultant Activity Summary:**

**HDR Fisheries Design Center** (Mike Garello) – Design and reporting work for the Quiota Creek Crossing 8 Project and performance evaluation at other sites.

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# CACHUMA OPERATION & MAINTENANCE BOARD

## BOARD MEMORANDUM

Date:	February 24, 2020
Submitted by:	Tim Robinson and Scott Volan
Approved by:	Janet Gingras

**SUBJECT:** Progress Report on the Lake Cachuma Oak Tree Restoration Program

**RECOMMENDATION:**

For Board information only.

**SUMMARY:**

***Maintenance***

This memorandum on the Lake Cachuma Oak Tree Restoration Program reflects maintenance completed since July, 2019 to the present (7/1/19 – 2/24/20, Table 1). Labor and expenses for the entire fiscal year (July 2018 - June 2019) as well as water usage will be tracked separately and reported as necessary as recommended by the Lake Cachuma Oak Tree Committee. COMB staff continues to rely on the Fisheries Division seasonal employees to conduct the majority of oak tree work in the field. The 2015 Lakeshore Inventory was completed and reviewed by the Lake Cachuma Oak Tree Committee on 2/25/16. The 2018 Annual Inventory and Fiscal Year 2018-19 Financial Report has been reviewed by the Lake Cachuma Oak Tree Committee on 11/1/19 and 12/13/19 with suggested recommendations for the upcoming fiscal year forthcoming. The 2019 annual inventory is in progress.

**Table 1:** Cachuma Oak Tree Program completed tasks since January, 2019.

	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020 <sup>2</sup>	Feb 2020 <sup>2</sup>
<b>Year 11 Oaks (2019-2020)</b>							New Trees Gopher Baskets Fert/Comp Deer Cages Mulch/Irrigated	New Trees Gopher Baskets Fert/Comp Deer Cages Mulch/Irrigated
<b>Year 10 Oaks (2018-2019)</b>	Irrigated Weeded	Irrigated Weeded		Irrigated Weeded		Planted <sup>1</sup>		
<b>Year 9 Oaks (2016-2017)</b>	Irrigated Weeded		Irrigated Weeded Mulched	Irrigated Weeded	Deer Cages	Planted <sup>1</sup>		
<b>Year 8 Oaks (2015-2016)</b>	Irrigated Weeded	Irrigated Weeded Deer Cages	Irrigated Weeded Mulched		Irrigated Mulched Deer Cages	Planted <sup>1</sup>		
<b>Year 7 Oaks (2014-2015)</b>	Irrigated Weeded	Irrigated Weeded Deer Cages	Irrigated Weeded	Mulched Weeded	Irrigated Weeded Deer Cages	Mulched Weeded		
<b>Year 6 Oaks (2010-2011)</b>								
<b>Year 5 Oaks (2009-2010)</b>								
<b>Year 4 Oaks (2008-2009)</b>								
<b>Year 3 Oaks (2007-2008)</b>								
<b>Year 2 Oaks (2006-2007)</b>								
<b>Year 1 Oaks (2005-2006)</b>								
<sup>1</sup> Dead trees replaced								
<sup>2</sup> Oak tree inventory								

The COMB Fisheries Division and Operations Division have completed planting 312 new oak trees (Year 11) at the Santa Barbara County Park at Lake Cachuma. The Operations Division used a COMB backhoe to dig holes and assisted the Fisheries Division staff in all of the necessary planting elements including gopher baskets, compost, fertilizer, mulch, tree stakes, and caging.

The 2019 annual oak tree inventory continued in February, with personnel completing inventory work on all of the trees at the Santa Barbara County Park. Crews are currently making progress on the trees at Bradbury Dam and expect to complete the annual inventory at Storke Flat in the coming weeks. Fisheries Division staff are conducting the majority of inventory work in between their morning and evening migrant trap checks.

**LIST OF EXHIBITS:**

**N/A**



**WATER YEAR 19-20 CACHUMA PROJECT ALLOCATION**

**CACHUMA OPERATION AND MAINTENANCE BOARD  
WATER PRODUCTION AND WATER USE REPORT  
FOR THE MONTH OF JANUARY 2020 AND THE WATER YEAR TO DATE (WYTD) <sup>(1)</sup>**

(All in rounded Acre Feet)

<b>CACHUMA PROJECT</b>		
	<b>MONTH</b>	<b>WYTD</b>
<b>WATER PRODUCTION:</b>		
Cachuma Lake (Tec. Diversion)	539.1	3,936.9
Tecolote Tunnel Infiltration	117.0	487.5
Cachuma Lake (County Park)	1.2	5.9
<b>Subtotal - Water Production</b>	<u>657.3</u>	<u>4,430.2</u>
<b>WATER DELIVERIES:</b>		
State Water Diversion	63.9	144.9
Cachuma Diversion	602.8	4,378.7
Storage gain/(loss)	(15.4)	(114.6)
<b>Subtotal - Water Deliveries</b>	<u>651.3</u>	<u>4,409.0</u>
<b>Total Water Production</b>	657.3	4,430.2
<b>Total Water Deliveries</b>	<u>651.3</u>	<u>4,409.0</u>
<b>Difference = Apparent Water Loss</b>	6.1	21.3
% Apparent Water Loss	0.92%	0.48%

**SCC APPARENT WATER LOSS ALLOCATION (AWL) <sup>(4)</sup>**

	<b>GWD</b>	<b>SB CITY</b>	<b>MWD</b>	<b>CVWD</b>	<b>TOTAL</b>
<b>CURRENT MONTH CHARGE / (ADJUSTMENT) <sup>(3)</sup></b>					
M&I	0.0	0.0	0.0	0.0	0.0
Agriculture	0.0	0.0	0.0	0.0	0.0
<b>Subtotal Cachuma Project</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
(+) State Water Project	0.0	0.0	0.0	0.0	0.0
<b>Total Current Month</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>WATER YEAR-TO-DATE CHARGE / (ADJUSTMENT)</b>					
M&I	0.0	0.0	0.0	0.0	0.0
Agriculture	0.0	0.0	0.0	0.0	0.0
<b>Subtotal Cachuma Project</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
(+) State Water Project	0.0	0.0	0.0	0.0	0.0
<b>Total AWL Charged (WYTD) <sup>(3)</sup></b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total AWL Not Charged (WYTD) <sup>(3)</sup></b>					<b>21.3</b>
<b>Total AWL Incurred (WYTD)</b>					<b>21.3</b>

**CACHUMA PROJECT WATER CHARGE**

	<b>GWD</b>	<b>SB CITY</b>	<b>MWD</b>	<b>CVWD</b>	<b>SYRID #1</b>	<b>TOTAL</b>
<b>CURRENT MONTH</b>						
Water Usage						
M&I	332.7	72.8	66.8	67.9	1.2	541.5
Agricultural	21.2	0.0	1.5	38.5	N/A	61.2
<b>Subtotal Project Water Use</b>	<b>353.9</b>	<b>72.8</b>	<b>68.3</b>	<b>106.4</b>	<b>1.2</b>	<b>602.8</b>
(+) Apparent Water Loss	0.0	0.0	0.0	0.0	N/A	0.0
(+) Evaporative Loss <sup>(4)</sup>	15.8	38.6	9.2	4.4	1.3	69.3
<b>Total Project Water Charge</b>	<b>369.8</b>	<b>111.4</b>	<b>77.5</b>	<b>110.9</b>	<b>2.5</b>	<b>672.1</b>
<b>WATER YEAR-TO-DATE</b>						
Water Usage						
M&I	1,954.7	429.6	528.5	463.6	5.9	3,382.2
Agricultural	482.1	0.0	46.2	468.2	N/A	996.5
<b>Subtotal Project Water Use</b>	<b>2,436.8</b>	<b>429.6</b>	<b>574.7</b>	<b>931.8</b>	<b>5.9</b>	<b>4,378.7</b>
(+) Apparent Water Loss	0.0	0.0	0.0	0.0	N/A	0.0
(+) Evaporative Loss <sup>(4)</sup>	116.7	241.7	60.4	34.8	7.8	461.3
<b>Total Project Water Charge (*)</b>	<b>2,553.4</b>	<b>671.2</b>	<b>635.1</b>	<b>966.6</b>	<b>13.6</b>	<b>4,840.0</b>

(\*) Project Water Charge is applied first to Carryover Water balance and then to Current Year Water Allocation

**WATER YEAR 19-20 CACHUMA PROJECT ALLOCATION**

**CACHUMA OPERATION AND MAINTENANCE BOARD  
WATER PRODUCTION AND WATER USE REPORT  
FOR THE MONTH OF JANUARY 2020 AND THE WATER YEAR TO DATE (WYTD) <sup>(1)</sup>**

(All in rounded Acre Feet)

**CACHUMA PROJECT WATER BALANCE**

	<b>GWD</b>	<b>SB CITY</b>	<b>MWD</b>	<b>CVWD</b>	<b>SYRID #1</b>	<b>TOTAL</b>
<b>Project Water Carryover - 10/1/2019</b>	7,940.5	14,187.8	3,816.2	2,475.7	452.8	28,873.0
Transfers/Adjustment	0.0	0.0	0.0	0.0	0.0	0.0
<b>(-) Project Water Charge (WYTD)</b>	<b>2,553.4</b>	<b>671.2</b>	<b>635.1</b>	<b>966.6</b>	<b>13.6</b>	<b>4,840.0</b>
<b>Balance Carryover Water</b>	<b>5,387.1</b>	<b>13,516.6</b>	<b>3,181.1</b>	<b>1,509.1</b>	<b>439.2</b>	<b>24,033.0</b>
<b>Current Year Allocation <sup>(5)</sup></b>	<b>9,322.0</b>	<b>8,277.0</b>	<b>2,651.0</b>	<b>2,813.0</b>	<b>2,651.0</b>	<b>25,714.0</b>
<b>(-) Balance of Project Water Charge (WYTD)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Net Allocation Available Before Adjustments</b>	<b>9,322.0</b>	<b>8,277.0</b>	<b>2,651.0</b>	<b>2,813.0</b>	<b>2,651.0</b>	<b>25,714.0</b>
<b>Adjustments to Net Allocation (WYTD)</b>						
Carryover Balances Spilled	0.0	0.0	0.0	0.0	0.0	0.0
Surplus	0.0	0.0	0.0	0.0	0.0	0.0
State Water Exchange <sup>(6)</sup>	45.0	30.0	30.0	20.0	(125.0)	0.0
Transfers/Adjustment - SB/La Cumbre	0.0	(30.0)	0.0	0.0	0.0	(30.0)
Transfers/Adjustment - Bishop Ranch	0.0	0.0	0.0	0.0	0.0	0.0
Transfers/Adjustment - Juncal Transfer	0.0	0.0	0.0	0.0	0.0	0.0
Transfers/Adjustment - GWD/SB Overlap	0.0	0.0	0.0	0.0	0.0	0.0
<b>Balance Current Year Allocation</b>	<b>9,367.0</b>	<b>8,277.0</b>	<b>2,681.0</b>	<b>2,833.0</b>	<b>2,526.0</b>	<b>25,684.0</b>
<b>Total Cachuma Project Water Available</b>	<b>14,754.1</b>	<b>21,793.6</b>	<b>5,862.1</b>	<b>4,342.1</b>	<b>2,965.2</b>	<b>49,717.0</b>

**Footnotes**

- (1) Water Year = October 1 through September 30; WYTD = Water Year to Date
- (2) Includes Lauro and Ortega Reservoirs only.
- (3) Based on correspondence from Michael Jackson, dated 09/15/17, which revised the approach to the assessment for unaccounted-for water loss based on lake conditions
- (4) Per USBR, evaporation is applied to Cachuma Carryover and SWP water through standard contract formula effective April 1, 2017.
- (5) Per USBR, 100% allocation to Member Agencies, effective 10/1/19.
- (6) Per SWP Exchange Agrmt GWD received 0 AF; City of SB received 0 AF; MWD received 0 AF and CVWD received 0 AF from ID#1 in January 2020.
- (7) Memo only - State Water Deliveries to Lake Cachuma for January was 143 AF.

**CACHUMA OPERATION AND MAINTENANCE BOARD**  
**WATER STORAGE REPORT**

MONTH: **JANUARY 2020**

**GLEN ANNIE RESERVOIR <sup>(1)</sup>**

Capacity at 385' elevation:	335	AF
Capacity at sill of intake at 334' elevation:	21	AF
Stage of Reservoir Elevation	<b>333.0</b>	Feet
Water in Storage	21.04	AF

**LAURO RESERVOIR**

Capacity at 549' elevation:	503	AF
Capacity at top of intake screen, 520' elevation:	106.05	AF
Stage of Reservoir Elevation	<b>539.0</b>	Feet
Water in Storage	326.66	AF

**ORTEGA RESERVOIR**

Capacity at 460' elevation:	65	AF
Capacity at outlet at elevation 440':	0	AF
Stage of Reservoir Elevation	<b>447.4</b>	Feet
Water in Storage	20.79	AF

**CARPINTERIA RESERVOIR**

Capacity at 384' elevation:	45	AF
Capacity at outlet elevation 362':	0	AF
Stage of Reservoir Elevation	<b>374.1</b>	Feet
Water in Storage	21.56	AF

**TOTAL STORAGE IN RESERVOIRS <sup>(1)</sup>**

Change in Storage	369.00	AF
	-18.20	AF

**CACHUMA RESERVOIR**

Capacity at 750' elevation: <sup>(2)</sup>	184,121	AF
Capacity at sill of tunnel 660' elevation:	24,281	AF

Stage of Reservoir Elevation	<b>733.51</b>	Feet
Water in Storage	<b>139,199</b>	AF
Surface Area	<b>2,442</b>	Acres
Evaporation	<b>327.3</b>	AF
Inflow	<b>335.7</b>	AF
Downstream Release WR8918	<b>0.0</b>	AF
Fish Release (Hilton Creek)	<b>201.7</b>	AF
Outlet	<b>191.0</b>	AF
Spill/Seismic Release	<b>0</b>	AF
State Water Project Water	<b>140.77</b>	AF
Change in Storage	<b>-686</b>	AF
Tecolote Diversion	<b>539.1</b>	AF

**Rainfall:    Month:    0.48                      Season:    9.20                      Percent of Normal:    93%**

(1) Glen Annie Reservoir is currently offline and excluded from Total Storage in Reservoirs amount.  
(2) In 2014, flashboard installation raised Cachuma Reservoir max elevation to 753' (193,305 AF); surcharge water reserved for fish releases.

**COMB STATE WATER PROJECT ACCOUNTING - SOUTH COAST ONLY (Does not include SYRWCD, ID#1 or exchange water)**

Month	Total Delivered to Lake per CCWA	CVWD						MWD						CITY OF SB						GWD						LCMWC						RSYS			MLC			
		Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Stored in Lake		
<b>2019</b>							<b>195</b>						<b>283</b>						<b>145</b>						<b>217</b>						<b>120</b>				<b>12</b>			<b>0</b>
Bal. Frwd							323	296	108	0	1	0	470	296	237	-1	1	0	204	444	131	0	1	0	530	47	46	0		120	0	0	12	2	2	0		
January	1282	197	68	0	1	0	323	296	108	0	1	0	470	296	237	-1	1	0	204	444	131	0	1	0	530	47	46	0		120	0	0	12	2	2	0		
February	178	38	120	0	1	0	240	56	45	0	1	0	480	0	185	0	1	0	19	84	261	0	1	0	351	0	18	0		102	0	0	12	0	0	0		
March	0	0	159	0	1	0	80	0	43	0	2	0	435	0	3	0	0	0	16	0	278	0	2	0	71	0	2	1		99	0	0	12	0	0	0		
April	0	0	79	0	1	0	0	0	175	0	3	0	257	0	15	0	0	0	0	0	71	0	1	0	0	0	5	0		94	0	0	12	0	0	0		
May	0	0	0	0	0	0	0	0	121	0	2	0	134	0	0	0	0	0	0	0	0	0	0	0	0	1	1		93	0	0	12	0	0	0			
June	0	0	0	0	0	0	0	0	132	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	1		85	0	0	12	0	0	0			
July	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		84	0	0	12	0	0	0			
August	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		83	0	0	12	0	0	0			
September	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		82	0	0	12	0	0	0			
October	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	69	1		12	0	0	12	0	0	0			
November	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	0		0	0	0	12	0	0	0			
December	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	12	0	0	0			
<b>Total</b>	<b>1460</b>	<b>235</b>	<b>427</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>352</b>	<b>624</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>296</b>	<b>441</b>	<b>-1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>528</b>	<b>741</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>47</b>	<b>160</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>2</b>	<b>2</b>	<b>0</b>				

(\*) Adj / Notes:

Month	Total Delivered to Lake per CCWA	CVWD						MWD						CITY OF SB						GWD						LCMWC						RSYS			MLC			
		Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Loss (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Evap / Spill (-)	Adj (*) (+/-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Stored in Lake	Delivered to Lake (+)	Delivered to SC (-)	Stored in Lake		
<b>2020</b>							<b>0</b>						<b>0</b>				<b>12</b>			<b>0</b>																		
Bal. Frwd							0	0	0	0	0	0	0	0	52	0	0	52	0	0	0	0	0	0	0	143	12	0	(52)	79	0	0	12	0	0	0		
January	143	0	0	0	0	0	0	0	0	0	0	0	0	52	0	0	52	0	0	0	0	0	0	0	143	12	0	(52)	79	0	0	12	0	0	0			
February							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		
March							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		
April							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		
May							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		
June							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		
July							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		
August							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		
September							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		
October							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		
November							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		
December							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		
<b>Total</b>	<b>143</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>143</b>	<b>12</b>	<b>0</b>	<b>-52</b>	<b>79</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>			

(\*) Adj / Notes:

Total SC Storage at month end (AF): 0

Total Storage at month end (AF): 91





**SUMMARY OF WATER USED**  
**CACHUMA PROJECT - CONTRACT #175R-1802**

Contract Year: 10/1/19 to: 9/30/20

Contract Entity: **Carpinteria Valley Water District**  
 Update by COMB 1/31/2020

Month	Carryover Balance Prior Yr	Approved Allocation Curr Yr
Oct	2,475.7	2,813.0
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Total	2,475.7	2,813.0

TOTAL WATER USED			WATER USE CHARGED			WATER USE CHARGED		
Acre-feet			Allocation			Allocation		
M & I	Agr	Total	Evap	Used	Total	M & I	Agr	Total
166.1	204.2	370.3	18.3	370.3	388.6	174.6	214.0	-
137.8	174.6	312.4	8.3	312.4	320.7	141.6	179.0	-
91.9	50.8	142.7	3.8	142.7	146.5	93.7	52.8	-
67.9	38.5	106.4	4.4	106.4	110.9	69.9	40.9	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
463.6	468.2	931.8	34.8	931.8	966.6	479.8	486.8	-

CONVERSIONS (M&I AND AG SPLIT)			
CARRYOVER WATER		CURR YR ALLOCATION	
M & I	Agr	M & I	Agr
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

Month  
 Oct  
 Nov  
 Dec  
 Jan  
 Feb  
 Mar  
 Apr  
 May  
 Jun  
 Jul  
 Aug  
 Sep

SCHEDULE AND REVISIONS			SCHEDULE AND REVISIONS			
	Total	Allocation		Allocation		Total
		M & I	Agr	M & I	Agr	
Begin Bal	2,475.7	1,150.6	1,325.1	1,400.0	1,413.0	2,813.0
ID#1 Exch (+20AF)				10.7	9.3	20.0
Oct				-	-	-
Nov				-	-	-
Dec				-	-	-
Jan				-	-	-
Feb				-	-	-
Mar				-	-	-
Apr				-	-	-
May				-	-	-
Jun				-	-	-
Jul				-	-	-
Aug				-	-	-
Sep				-	-	-

Month  
 Oct  
 Nov  
 Dec  
 Jan  
 Feb  
 Mar  
 Apr  
 May  
 Jun  
 Jul  
 Aug  
 Sep

BALANCE - CARRYOVER WATER			BALANCE - CURR YR ALLOC			
	Total	Allocation		Allocation		Total
		M & I	Agr	M & I	Agr	
Oct	2,087.1	976.0	1,111.1	1,410.7	1,422.3	2,833.0
Nov	1,766.5	834.4	932.1	1,410.7	1,422.3	2,833.0
Dec	1,620.0	740.7	879.3	1,410.7	1,422.3	2,833.0
Jan	1,509.1	670.8	838.3	1,410.7	1,422.3	2,833.0
Feb						
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						

TOTAL CACHUMA PROJECT BALANCE (CARRYOVER + CURRENT YR ALLOCATION) **4,342.1**

**SUMMARY OF WATER USED**  
**CACHUMA PROJECT - CONTRACT #175R-1802**

Contract Year: 10/1/19 to: 9/30/20

Contract Entity: **Montecito Water District**  
 Update by COMB 1/31/2020

Month	Carryover Balance Prior Yr	Approved Allocation Curr Yr
Oct	3,816.2	2,651.0
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Total	3,816.2	2,651.0

TOTAL WATER USED			WATER USE CHARGED			WATER USE CHARGED		
Acre-feet			Allocation			Allocation		
M & I	Agr	Total	Evap	Used	Total	M & I	Agr	Total
252.3	27.4	279.7	29.3	279.7	309.0	275.7	33.3	-
193.6	17.0	210.6	14.6	210.6	225.2	205.1	20.1	-
15.7	0.4	16.0	7.4	16.0	23.4	21.4	2.0	-
66.8	1.5	68.3	9.2	68.3	77.5	74.0	3.5	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
528.5	46.2	574.7	60.4	574.7	635.1	576.2	58.9	-

CONVERSIONS (M&I AND AG SPLIT)				
Month	CARRYOVER WATER		CURR YR ALLOCATION	
	M & I	Agr	M & I	Agr
Oct	-	-	-	-
Nov	-	-	-	-
Dec	-	-	-	-
Jan	-	-	-	-
Feb	-	-	-	-
Mar	-	-	-	-
Apr	-	-	-	-
May	-	-	-	-
Jun	-	-	-	-
Jul	-	-	-	-
Aug	-	-	-	-
Sep	-	-	-	-

SCHEDULE AND REVISIONS			SCHEDULE AND REVISIONS			
Month	Total	Allocation		Allocation		Total
		M & I	Agr	M & I	Agr	
Begin Bal	3,816.2	3,041.1	775.1	2,244.0	407.0	2,651.0
ID#1 Exch (+30AF)				16.1	13.9	30.0
Oct				-	-	-
Nov				-	-	-
Dec				-	-	-
Jan				-	-	-
Feb				-	-	-
Mar				-	-	-
Apr				-	-	-
May				-	-	-
Jun				-	-	-
Jul				-	-	-
Aug				-	-	-
Sep				-	-	-

BALANCE - CARRYOVER WATER			BALANCE - CURR YR ALLOC			
Month	Total	Allocation		Allocation		Total
		M & I	Agr	M & I	Agr	
Oct	3,507.2	2,765.4	741.8	2,260.1	420.9	2,681.0
Nov	3,282.0	2,560.3	721.7	2,260.1	420.9	2,681.0
Dec	3,258.6	2,538.9	719.7	2,260.1	420.9	2,681.0
Jan	3,181.1	2,464.9	716.2	2,260.1	420.9	2,681.0
Feb						
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						

**TOTAL CACHUMA PROJECT BALANCE (CARRYOVER + CURRENT YR ALLOCATION) 5,862.1**

**SUMMARY OF WATER USED**  
**CACHUMA PROJECT - CONTRACT #175R-1802**

Contract Year: 10/1/19 to: 9/30/20

Contract Entity: **Santa Ynez River Water Conservation District, ID#1**  
 Update by COMB 1/31/2020

**CARRYOVER WATER**      **CURRENT YEAR ALLOCATION**

Month	Carryover Balance Prior Yr	Approved Allocation Curr Yr
Oct	452.8	2,651.0
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Total	452.8	2,651.0

TOTAL WATER USED			WATER USE CHARGED			WATER USE CHARGED		
Acre-feet						Allocation		
M & I	Agr	Total	Evap	Used	Total	M & I	Agr	Total
1.8	-	1.8	3.6	1.8	5.4	1.9	3.5	-
1.7	-	1.7	1.9	1.7	3.6	1.7	1.9	-
1.2	-	1.2	1.0	1.2	2.2	1.2	1.0	-
1.2	-	1.2	1.3	1.2	2.5	1.3	1.2	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
5.9	-	5.9	7.8	5.9	13.6	6.1	7.5	-

CONVERSIONS (M&I AND AG SPLIT)				
Month	CARRYOVER WATER		CURR YR ALLOCATION	
	M & I	Agr	M & I	Agr
Oct	-	-	-	-
Nov	-	-	-	-
Dec	-	-	-	-
Jan	-	-	-	-
Feb	-	-	-	-
Mar	-	-	-	-
Apr	-	-	-	-
May	-	-	-	-
Jun	-	-	-	-
Jul	-	-	-	-
Aug	-	-	-	-
Sep	-	-	-	-

SCHEDULE AND REVISIONS			SCHEDULE AND REVISIONS			
Month	Total	Allocation		Allocation		Total
		M & I	Agr	M & I	Agr	
Begin Bal	452.8	14.8	438.0	935.0	1,716.0	2,651.0
ID#1 Exch (-125AF)				(67.0)	(58.0)	(125.0)
Oct				-	-	-
Nov				-	-	-
Dec				-	-	-
Jan				-	-	-
Feb				-	-	-
Mar				-	-	-
Apr				-	-	-
May				-	-	-
Jun				-	-	-
Jul				-	-	-
Aug				-	-	-
Sep				-	-	-

BALANCE - CARRYOVER WATER			BALANCE - CURR YR ALLOC				
Month	County Parks Usage (AF)	Total	Allocation		Allocation		Total
			M & I	Agr	M & I	Agr	
Oct	1.8	447.4	12.9	434.5	868.0	1,658.0	2,526.0
Nov	1.7	443.8	11.2	432.7	868.0	1,658.0	2,526.0
Dec	1.2	441.7	10.0	431.7	868.0	1,658.0	2,526.0
Jan	1.2	439.2	8.7	430.5	868.0	1,658.0	2,526.0
Feb	-						
Mar	-						
Apr	-						
May	-						
Jun	-						
Jul	-						
Aug	-						
Sep	-						

**TOTAL CACHUMA PROJECT BALANCE (CARRYOVER + CURRENT YR ALLOCATION)**      **2,965.2**

**SUMMARY OF WATER USED**  
**CACHUMA PROJECT - CONTRACT #175R-1802**

Contract Year: 10/1/19 to: 9/30/20

Contract Entity: **Santa Barbara Co. Water Agency**  
 Update by COMB 1/31/2020

Month	Carryover Balance Prior Yr	Approved Allocation Curr Yr	TOTAL WATER USED				CARRYOVER WATER			CURRENT YEAR ALLOCATION				
			Acre-feet				WATER USE CHARGED			WATER USE CHARGED				
			Use %	M & I	Agr	Total	Evap	Div	Total	Allocation		Allocation		Total
Oct	28,873.0	25,714.0	0.0	1,277.6	480.4	1,758.0	223.2	1,758.0	1,981.2	1,459.7	521.5	-	-	-
Nov			0.0	982.6	354.7	1,337.3	112.3	1,337.3	1,449.6	1,074.7	374.8	-	-	-
Dec			0.0	580.5	100.1	680.7	56.5	680.7	737.2	627.1	110.1	-	-	-
Jan			0.0	541.5	61.2	602.8	69.3	602.8	672.1	598.5	73.6	-	-	-
Feb			-	-	-	-	-	-	-	-	-	-	-	-
Mar			-	-	-	-	-	-	-	-	-	-	-	-
Apr			-	-	-	-	-	-	-	-	-	-	-	-
May			-	-	-	-	-	-	-	-	-	-	-	-
Jun			-	-	-	-	-	-	-	-	-	-	-	-
Jul			-	-	-	-	-	-	-	-	-	-	-	-
Aug			-	-	-	-	-	-	-	-	-	-	-	-
Sep			-	-	-	-	-	-	-	-	-	-	-	-
Total	28,873.0	25,714.0	0.1	3,382.2	996.5	4,378.7	461.3	4,378.7	4,840.0	3,760.0	1,080.0	-	-	-

Month	CONVERSIONS (M&I AND AG SPLIT)			
	CARRYOVER WATER		CURR YR ALLOCATION	
	M & I	Agr	M & I	Agr
Oct	-	-	-	-
Nov	-	-	-	-
Dec	-	-	-	-
Jan	-	-	-	-
Feb	-	-	-	-
Mar	-	-	-	-
Apr	-	-	-	-
May	-	-	-	-
Jun	-	-	-	-
Jul	-	-	-	-
Aug	-	-	-	-
Sep	-	-	-	-

Month	SCHEDULE AND REVISIONS			SCHEDULE AND REVISIONS		
	Total	Allocation		Allocation		Total
		M & I	Agr	M & I	Agr	
Begin Bal	28,873.0	23,415.7	5,457.3	19,588.0	6,126.0	25,714.0
Oct	-	-	-	(16.1)	(13.9)	(30.0)
Nov	-	-	-	-	-	-
Dec	-	-	-	-	-	-
Jan	-	-	-	-	-	-
Feb	-	-	-	-	-	-
Mar	-	-	-	-	-	-
Apr	-	-	-	-	-	-
May	-	-	-	-	-	-
Jun	-	-	-	-	-	-
Jul	-	-	-	-	-	-
Aug	-	-	-	-	-	-
Sep	-	-	-	-	-	-

Month	BALANCE - CARRYOVER WATER			BALANCE - CURR YR ALLOC			
	County Parks Usage (AF)	Total	Allocation		Allocation		Total
			M & I	Agr	M & I	Agr	
Oct	1.8	26,891.8	21,956.0	4,935.8	19,571.9	6,112.1	25,684.0
Nov	1.7	25,442.2	20,881.2	4,561.0	19,571.9	6,112.1	25,684.0
Dec	1.2	24,705.0	20,254.2	4,450.9	19,571.9	6,112.1	25,684.0
Jan	1.2	24,033.0	19,655.7	4,377.3	19,571.9	6,112.1	25,684.0
Feb	-	-	-	-	-	-	-
Mar	-	-	-	-	-	-	-
Apr	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-
Jun	-	-	-	-	-	-	-
Jul	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-

TOTAL CACHUMA PROJECT BALANCE (CARRYOVER + CURRENT YR ALLOCATION) **49,717.0**

# CACHUMA DAILY OPERATIONS

Month & Year: February 2020

Time of Observations: 0830

Evaporation Pan Factor: 77%

Day	Beginning Storage: 139,199			Surface Area	Rainfall		Evaporation		CCWA Inflow	Releases					Computed Inflow		
	Elevation	Storage	Change		inches	acre-feet	inches	acre-feet		Park Diversion	South Coast	Hilton Creek	WR 89-18	Outlet		Spillway	
	ft	acre-feet	acre-feet	acres	inches	acre-feet	inches	acre-feet	acre-feet	acre-feet	acre-feet	acre-feet	acre-feet	acre-feet	acre-feet	acre-feet	
1	733.50	139,174	(25)	2,441	-		0.100	15.7	-	-	21.2	6.5	-	6.0		24.4	
2	733.49	139,150	(24)	2,441	-		0.090	14.1	-	-	21.8	6.5	-	6.0		24.4	
3	733.45	139,053	(97)	2,440	-		0.130	20.4	-	-	21.1	6.5	-	6.0		(43.0)	
4	733.42	138,980	(73)	2,439	-		0.120	18.8	-	-	32.7	6.5	-	7.0		(8.0)	
5	733.40	138,931	(49)	2,438	-		0.030	4.7	-	-	38.9	6.5	-	6.0		7.1	
6	733.38	138,883	(48)	2,438	-		0.110	17.2	-	-	39.0	6.5	-	6.0		20.7	
7	733.36	138,834	(49)	2,437	-		0.060	9.4	-	-	39.0	6.5	-	6.0		11.9	
8	733.34	138,785	(49)	2,436	-		0.090	14.1	-	-	38.4	6.5	-	6.0		16.0	
9	733.33	138,761	(24)	2,436	0.02	4.1	0.040	6.3	-	-	39.7	6.5	-	6.0		30.4	
10	733.31	138,712	(49)	2,435	0.04	8.1	0.080	12.5	-	-	39.4	6.5	-	7.0		8.3	
11	733.29	138,664	(48)	2,435	-		0.100	15.6	-	-	38.9	6.5	-	6.0		19.0	
12	733.27	138,615	(49)	2,434	-		0.030	4.7	-	-	38.2	6.5	-	6.0		6.4	
13	733.24	138,542	(73)	2,433	-		0.170	26.5	-	-	38.4	6.5	-	6.0		4.4	
14	733.22	138,494	(48)	2,432	-		0.100	15.6	-	-	39.4	6.6	-	6.0		19.6	
15	733.20	138,445	(49)	2,432	-		0.080	12.5	-	-	40.0	6.5	-	6.0		16.0	
16	733.18	138,396	(49)	2,431	-		0.110	17.2	-	-	39.2	6.6	-	7.0		21.0	
17	733.16	138,348	(48)	2,431	-		0.120	18.7	-	-	37.2	6.6	-	6.0		20.5	
18	733.13	138,275	(73)	2,430	-		0.120	18.7	-	-	40.0	6.5	-	6.0		(1.8)	
19	733.12	138,250	(25)	2,429	-		0.090	14.0	-	-	39.4	6.6	-	6.0		41.0	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
<b>TOTALS</b>			(949)		0.06	12.2	1.770	276.5	-	-	-	681.9	123.9	-	117.0	-	238.2

Park Usage

Rain

Yr. Total



**Santa Barbara County Parks Division,  
Cachuma Lake Recreation Area**



**Summary of Aquatic Invasive Species Vessel Inspection Program  
and Early Detection Monitoring Program: **JANUARY 2020****

<b>Cachuma Lake Recreation Area Launch Data -- January 2020</b>		
<b>Inspection Data</b>		
Total Vessels entering Park	405	
Total Vessels launched	389	
Total Vessels Quarantined	16	
Returning with Boat Launch Tag	258	66%
New: Removed from Quarantine		
Kayak/Canoe: Inspected, launched	131	34%
4-stroke Engines		
2-strokes, w/CARB star ratings		
2-strokes, NO emissions ratings		
<b>Quarantine Data</b>		
Total Vessels Quarantined	16	
Quarantined 7 days	*	
Quarantined 14 days	*	
Quarantined 30 days	16	
<b>Quarantine Cause</b>		
Water on vessel*	*	
Debris on hull*	*	
Plug installed*	*	
From infected county	1	
Ballast tanks*	*	
Boat longer than 24 feet*	*	
Out-of-state	0	
Unspecified*	*	
Mandatory Quarantine All Untagged Boats	16	
<b>Demographic Data</b>		
Quarantined from infected county	1	
Quarantined from SB County	12	
Quarantined from uninfected co	3	

Boat Launch Tags: Boats with Cachuma Lake Boat Launch Tags attach boat to trailer.

No mussel species have been located on any vessel entering Cachuma Lake as of the last day of this month.

\* These conditions are no longer being tracked.

**EARLY DETECTION MONITORING PROGRAM SUMMARY**

**Summary:** No Dreissenid mussels were detected  
 Inspection Site: Cachuma Lake, Santa Barbara County, California  
 Inspection Date and Time: 2020.01.23; 10:00 a.m. to 12:00 p.m. PDT  
 Method: 6 PVC/Cement Sampling Stations; 134 linear feet of line  
 Surveyors: SBCO Parks Employees  
 Lake elevation: Max feet: 753.00, current 733.63; Max acre-feet: 193,305, current: 139,492;  
 Current capacity: 72.2%