

NOTICE

REGULAR MEETING OF THE BOARD OF DIRECTORS SANTA YNEZ RIVER WATER CONSERVATION DISTRICT

will be held on March 19, 2025, at 6:30 pm
at Buellton City Council Chambers, 140 West Highway 246, Buellton, California

AGENDA OF REGULAR MEETING

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Additions, if any, to the Agenda
4. Presentation of Resolution No. 734, Expressing Appreciation to Mark L. Altshuler [Page 4-5](#)
5. Public Comment (Any member of the public may address the Board relating to any non-agenda matter within the Board's jurisdiction. The total time for all public participation shall not exceed fifteen minutes and the time allotted for each individual shall not exceed five minutes. No action will be taken by the Board at this meeting on any public item.)
Staff recommends any potential new agenda items based on issues raised be held for discussion under the Agenda Item "Requests from the Board of Directors for items to be included on the next Agenda".
6. Board Secretary Report
 - a. Receipt of the 47th Annual Engineering and Survey Report on Water Supply Conditions in the District (Annual Report) for review (Gov. Code § 75575) [LINK to Report](#)
 - b. Schedule Special Meeting in April for Public Hearing for the 47th Annual Report (Gov. Code § 75575)
7. **Consent Agenda** – Routine Items for approval or rejected in single motion without separate discussion. Consent items can be removed and placed on the Regular Agenda for discussion and possible action upon request by a Director.
 - a. Minutes of the Special Meeting of December 11, 2024 [Page 6-14](#)
 - b. Financial Reports [Page 15-18](#)
 - c. Warrant Lists for November 2024, December 2024, and January 2025 [Page 19-21](#)
 - d. Quarterly Investment Report [Page 22](#)
 - e. Consider Statement of Investment Policy (Gov. Code § 53646(a)) [Page 23-29](#)
8. Discuss FY 2025-2026 Preliminary Draft Budget
9. **Appointments of Board Representatives** and Alternate, designated with authority to vote on behalf of SYRWCD to the following: [Page 30](#)
 - a. Central Management Area GSA JPA: Director and Alternate Director
 - b. Eastern Management Area GSA JPA: Director and Alternate Director
 - c. Western Management Area GSA JPA: Director and Alternate Director
10. **General Manager Report** Status and Discussion on the following topics:
 - a. Surface Water Program [Page 31-32](#)
 - b. Groundwater Program

- c. Sustainable Groundwater Management Act [Page 33-38](#)
 - i. WMA, CMA and EMA
 - ii. Proposition 68 Grant Reimbursements, Projects, and Management Actions
- d. Consider Approval of SYRWCD Employee Policy Handbook [Page 39-85](#)
- 11. Upcoming Tour opportunities
- 12. Consider Board approval of the following:
 - a. Resolution No.735, Changing Time and Place of Regular Meetings [Page 86-87](#)
 - b. Consider Authorizing Staff to Commence Process for Increase in Director Compensation by Ordinance including Publication of Notice of Public Hearing (Water Code § 20201, et seq.)
- 13. Consider Making a Nomination for CSDA Board of Directors, Seat B [Page 88-92](#)
- 14. Attorney Report
- 15. Reports, acts by Board members, questions of staff, status reports, announcements, observations, and other matters, and/or communications not requiring action.
- 16. Requests from the Board of Directors for items to be included on the next Agenda.
- 17. The next Regular Meeting is scheduled for June 19, 2024, at 6:30 pm at the Buellton City Council Chambers, 140 West Highway 246, Buellton, California.

In compliance with the California Water Code, regular meetings are scheduled for the third Wednesday in March, June, September, and December at various locations within the District. Special meetings may be held at any location within the District.

- 18. Closed Session

The Board will hold a closed session to discuss the following items:

 - a. Conference with Legal Counsel - Pending Litigation (Gov. Code, § 54956.9, subd. (d)(1)): Wolff vs SYRWCD, Superior Court of California, County of Santa Barbara, Case No. 20CV01552 and Case No. 22CV02062
 - b. Conference with Legal Counsel – Pending Litigation (Gov. Code, § 54956.9, subd. (d)(1)) relating to proceedings pending before the State Water Resources Control Board (SWRCB) regarding Permits 11308 and 11310 issued on Applications 11331 and 11332 of the United States Bureau of Reclamation for the Cachuma Project, and complaints filed by the California Sport Fishing Protection Alliance regarding the operation of the Cachuma Project and SWRCB Order WR 89-18; proposed changes to the place and purpose of use of waters obtained through aforementioned permits for the Cachuma Project; and Reclamation’s Petition for Reconsideration or Rehearing re Order WR 2019-0148; and proceedings related to SWRCB Permit No. 15878 (Application A022423) held by the City of Solvang including the City of Solvang’s Petitions for Change and Extension of Time.
 - c. Conference with Legal Counsel – Pending Litigation (Gov. Code, § 54956.9, subd. (d)(1)): In the matter of Petition for Change of City of Solvang for Water Right Permit No. 15878 (Application A022423), which authorizes diversion of water from the Santa Ynez River (underflow) in Santa Barbara County, pending before the State Water Resources Control Board Office of Administrative Hearings.
 - d. Conference with Legal Counsel – Anticipated Litigation (Gov. Code, § 54956.9, subd. (d)(2)): Significant exposure to litigation (Two Matters).

- e. Conference with Legal Counsel – Anticipated Litigation ³³ Gov. Code, § 54956.9, subd. (d)(4): Possible initiation of litigation (Two Matters).
- f. Conference with Labor Negotiator (President) re Employee Benefits (Gov. Code § 54957.6.)

19. Reconvene into Open Session / Closed Session Report

20. Adjournment

[This agenda was posted on the District website (SYRWCD.com) and at 3669 Sagunto Street, Suite 101, Santa Ynez, California. Notice was delivered in accordance with Government Code Sections 54950-54963. 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 District at (805) 693-1156. Notification 24 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.]

RESOLUTION NO. 734

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SANTA YNEZ RIVER WATER CONSERVATION DISTRICT
EXPRESSING ITS APPRECIATION TO**

MARK L. ALTSHULER

WHEREAS, MARK L. ALTSHULER was duly appointed to the Board of Directors of the Santa Ynez River Water Conservation District on January 23, 2019 and served on the Board with distinction and competence from that date until December 05, 2024, and

WHEREAS, for the November 2020 election, he ran unopposed and was appointed to the District Board, in lieu of election, by the Santa Barbara County Board of Supervisors on November 3, 2020 for a four-year term, and continued to serve as such until the four-year term ended on December 5, 2024; and

WHEREAS, during this period he represented the Santa Ynez River Water Conservation District Board of Directors with a high level of excellence and skill while being involved in extensive conservation, protection, and planning activities of the District, including:

- ◆ Operation of the required downstream release provisions relating to the Cachuma Project, which resulted in the efficient recharge of the aquifers of the Santa Ynez River above the Lompoc Narrows and the aquifers of the Lompoc Groundwater Basin;
- ◆ Protection of the rights of the District's groundwater pumpers;
- ◆ Defense of the Cachuma Project Settlement Agreement, involving issues relating to water quantity, water quality, environmental protection, and flood control;
- ◆ Improvement of the District's Groundwater Well Registration and Production Reporting Program;
- ◆ Compliance with the Sustainable Groundwater Management Act (SGMA) of 2015;
- ◆ Creation of three Groundwater Sustainability Agencies for the Santa Ynez River Valley Groundwater Basin, Bulletin 118 Basin No. 3-15, Central, Western and Eastern Management Areas, and the implementation of three Groundwater Sustainability Plans;

- ◆ Compliance with all laws, regulations and executive orders of the United States and State of California;
- ◆ Promotion of sound District finances and long-term planning; and
- ◆ Involvement in many issues associated with the protection of water rights within the District; and

NOW, THEREFORE, BE IT RESOLVED, by this Board of Directors as follows:

1. MARK L. ALTSHULER be acknowledged and honored on his departure from his position as Division 3 Director of the District; and
2. On behalf of the citizens of the Santa Ynez and Lompoc Valleys, the Board of Directors of the Santa Ynez River Water Conservation District hereby conveys to MARK L. ALTSHULER its sincere appreciation for a job well done and its heartfelt belief that the community in which he served remains indebted to him for his valuable service.

The foregoing resolution being on motion of Director Marymee, seconded by Director Lahr, was authorized by the following vote:

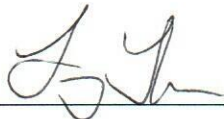
AYES, and in favor thereof, Directors:

Carpenter, Dunlap, Lahr, and Marymee

NOES, Directors: None

ABSENT/ABSTAINING, Directors: Jordan

I HEREBY CERTIFY that the foregoing resolution is the resolution of said district as duly passed and adopted by said Board of Directors on the 11th day of December 2024.



Larry Lahr, President



Amber M. Thompson, Secretary

SPECIAL MEETING MINUTES

SANTA YNEZ RIVER WATER CONSERVATION DISTRICT DECEMBER 11, 2024

A special meeting of the Board of Directors of the Santa Ynez River Water Conservation District was held on Wednesday, December 11, 2024, at 6:30 p.m. at the Buellton City Council Chambers, 140 West Highway 246, Buellton, California.

Directors Present: Philip Carpenter, Robert Dunlap, Larry Lahr, and Brett Marymee

Director Absent: Steve Jordan

Others Present (in-person): Bill Buelow, Paeter Garcia, Alex Pappas, and Amber Thompson

Others Present (teleconference): Steve Torigiani (Young Wooldridge)

1. CALL TO ORDER AND ROLL CALL

President Lahr called the meeting to order at 6:30 pm. Ms. Thompson called roll. Four Directors were present providing a quorum.

The posted agenda properly noticed that Director Steve Jordan would attend the meeting via teleconference from 46250 East El Dorado, Indian Wells, CA 92210. Director Jordan was unable to join the meeting remotely and was absent.

2. PLEDGE OF ALLEGIANCE

President Lahr led the Pledge of Allegiance.

3. NEW BOARD MEMBER WELCOME AND INTRODUCTIONS

The new SYRWCD Director for Division 3, Director Philip Carpenter was introduced and welcomed to the Board.

4. ADDITIONS, IF ANY, TO THE AGENDA

There were no additions to the agenda.

5. PUBLIC COMMENT

There was no public comment.

6. BOARD OF DIRECTORS OFFICER SELECTIONS

The Board discussed the positions for Officers of the Board.

Director Dunlap made a **MOTION** to keep all Officers of the Board as is with Director Lahr, President; Director Marymee, Vice-President; Mr. Buelow, Treasurer; and Ms. Thompson, Secretary. Director Carpenter seconded the motion. The motion passed 4-0-1 by the following roll call vote:

AYES, Directors: Carpenter, Dunlap, Lahr, Marymee
NOES, Directors: None
ABSENT, Directors: Jordan

7. RECEIVE PRESENTATION BY BARTLETT, PRINGLE & WOLF, LLP AND FILE THE FY 2023-24 FINANCIAL AUDIT,

Ms. Laura Cople, Audit Manager of Bartlett, Pringle and Wolf, LLP, presented highlights and main points from the Fiscal Year (FY) 2023-24 Independent Auditor’s Report and Report on Internal Controls for the year ended June 30, 2024. Discussion followed. There were no public comments.

Director Marymee made a **MOTION** to receive and file the Fiscal Year 2023-24 Independent Auditor’s Report and Report on Internal Controls. Director Dunlap seconded the motion. The motion passed 4-0-1 by the following roll call vote:

AYES, Directors: Carpenter, Dunlap, Lahr, Marymee
NOES, Directors: None
ABSENT, Directors: Jordan

Ms. Cople left the meeting.

8. CONSENT AGENDA

- a. Minutes of the Regular Meeting of September 18, 2024**
- b. Financial Reports**
- c. Quarterly Investment Report**
- d. Warrant Lists for September and October 2024**

Director Carpenter made a **MOTION** to approve the Consent Agenda, as presented. Director Dunlap seconded the motion. The motion passed 4-0-1 by the following roll call vote:

AYES, Directors: Carpenter, Dunlap, Lahr, Marymee
NOES, Directors: None
ABSENT, Directors: Jordan

9. APPOINTMENTS OF BOARD REPRESENTATIVES AND ALTERNATE, DESIGNATED WITH AUTHORITY TO VOTE ON BEHALF OF SYRWCD TO THE FOLLOWING:

- a. Central Management Area GSA JPA: Director and Alternate Director**

The Board discussed the appointments for the Central Management Area GSA. There was no public comment.

Director Marymee made a **MOTION** to appoint Director Lahr as Director and Director Dunlap as Alternate Director to the Central Management Area GSA Board of Directors. Director Carpenter seconded the motion. The motion passed 4-0-1 by the following roll call vote:

AYES, Directors: Carpenter, Dunlap, Lahr, Marymee
NOES, Directors: None
ABSENT, Directors: Jordan

b. Eastern Management Area GSA JPA: Director and Alternate Director

The Board discussed the appointments for the Eastern Management Area GSA. There was no public comment.

Director Lahr made a MOTION to appoint Director Marymee as Director and Director Carpenter as Alternate Director to the Eastern Management Area GSA Board of Directors. Director Dunlap seconded the motion. The motion passed 4-0-1 by the following roll call vote:

AYES, Directors: Carpenter, Dunlap, Lahr, Marymee
NOES, Directors: None
ABSENT, Directors: Jordan

c. Western Management Area GSA JPA: Director and Alternate Director

The Board discussed the appointments for the Western Management Area GSA. There was no public comment.

Director Carpenter made a MOTION to appoint Director Carpenter as Director and Director Marymee as Alternate Director to the Western Management Area GSA Board of Directors. Director Dunlap seconded the motion. The motion passed 4-0-1 by the following roll call vote:

AYES, Directors: Carpenter, Dunlap, Lahr, Marymee
NOES, Directors: None
ABSENT, Directors: Jordan

d. California Special District Association (CSDA)

The Board discussed the designation of a SYRWCD representative for CSDA having authority to vote on behalf of SYRWCD with the CSDA. There was no public comment.

Director Marymee made a MOTION to designate Director Lahr as the District's representative to CSDA, effective immediately. Director Dunlap seconded the motion. The motion passed 4-0-1 by the following roll call vote:

AYES, Directors: Carpenter, Dunlap, Lahr, Marymee
NOES, Directors: None
ABSENT, Directors: Jordan

e. Santa Barbara County Chapter of the CSDA

The Board discussed the designation of a SYRWCD representative for Santa Barbara County Chapter of the CSDA. There was no public comment.

Director Lahr made a MOTION to designate Director Marymee as the District's representative to the Santa Barbara County Chapter of the CSDA and Director Carpenter as the alternate representative, effective immediately. Director Marymee seconded the motion. The motion passed 4-0-1 by the following roll call vote:

AYES, Directors: Carpenter, Dunlap, Lahr, Marymee

NOES, Directors: None

ABSENT, Directors: Jordan

10. SYRWCD NOMINATIONS TO SANTA BARBARA COUNTY CHAPTER CSDA BOARD

Mr. Buelow reviewed the 2025 election for the Santa Barbara County Chapter of CSDA Board. Discussion followed. There was no public comment. The Board made no nominations to the Santa Barbara County Chapter of CSDA Board.

11. GENERAL MANAGER REPORT STATUS AND DISCUSSION ON THE FOLLOWING TOPICS:

a. Surface Water Program

Mr. Pappas reviewed the Bureau of Reclamation's "Bradbury Dan WY 2024 Reservoir Operations Overview" and the County of Santa Barbara Water Agency's "2024 Lake Cachuma Winter Storm Operations Kickoff" presentations. Discussion followed. There was no public comment and no action.

The Board directed Mr. Buelow to request if the County's Flood Operations system/room is available for a possible tour.

b. Groundwater Program

Mr. Buelow reviewed the income received from Groundwater Pump Charges and Groundwater Production reported to date. He reported that staff continue to work on bringing delinquent accounts current.

He reported that Stetson Engineers working with District staff have made progress on the new database, reporting, and online payment system which is currently in alpha testing phase. Beta testing is expected to be in early 2025. Discussion followed. There was no public comment and no action.

c. Sustainable Groundwater Management Act:

i. WMA, CMA, and EMA

Mr. Buelow reported that coordination between the three GSAs continues through regular Executive Team meetings with Mr. Buelow as Plan Manager of the CMA and WMA, the EMA Executive Director, and the legal counsels for each GSA.

Mr. Buelow reported that the WMA GSA, on behalf of the basin, is coordinating Prop 68 GSP Implementation Grant Components 2 and 5 for certain component administration and has contracted with Stetson Engineers to coordinate one Annual Report for the Basin combining three GSA sub reports and preparing a summary. The WMA GSA continues the search for a new Plan Manager. The WMA GSA's JPA Amendment to add an Agricultural Representative to the Board of Directors is delayed having been approved by all member agencies except for the City of Lompoc, stating they are still reviewing the document. The WMA GSA Cost Reimbursement Agreement has been distributed to participating Member Agencies for consideration.

Mr. Buelow reported that the CMA GSA's JPA Amendment to add an Agricultural Representative to the Board of Directors has been approved by SYRWCD and the City of Buellton with the County Board of Supervisors scheduled to consider the item at their January 7, 2025 meeting. The CMA GSA Cost Reimbursement Agreement has been distributed to participating Member Agencies for consideration.

Mr. Buelow reported that the EMA GSA Board of Directors chose Confluence Engineering Solutions as Executive Director. SYRWCD staff have been working with them to transfer files and coordination activities over the last few months.

There was no discussion, public comment, or action.

ii. Proposition 68 Grant

Mr. Buelow announced that the Subgrant Agreement was signed by all three GSAs. The Prop 68 GSP Implementation team have standing weekly meetings, and many projects are moving forward.

d. SYRWCD Employee Handbook

Mr. Buelow reported that, as per the Board's request, staff have been working with Young Wooldridge to develop a draft Employee Handbook. Staff anticipated the handbook to be available for Board's review and consideration at the March 2025 meeting.

e. SYRWCD Strategic Plan

Mr. Buelow stated this agenda item was requested by Director Marymee. Mr. Buelow reported that in 2017 and 2019, the Board considered a Strategic Plan. District staff with look at templates provided by CSDA and others for an updated format and options. Discussion followed, public comment was received, and no action was taken.

f. 2025 Conference Attendance

Mr. Buelow introduced different conference options for 2025 and encouraged

Directors to consider attending a conference. Ms. Thompson will forward the CSDA's 2025 Professional Development Catalog with information on the CSDA conferences and online training that is available.

12. CONSIDER BOARD APPROVAL OF THE FOLLOWING:

a. First Amended and Restated Subgrant Agreement

Mr. Torigiani reviewed the substantive changes negotiated by the EMA GSA's legal counsel to the Subgrant Agreement previously approved by the SYRWCD, CMA GSA and WMA GSA. Mr. Torigiani indicated that the title will be changed to reflect that it is not a first amended or restated agreement as to the EMA since the EMA did not sign the current version of the subgrant agreement signed by the WMA, CMA and SYRWCD. Also, a recital will be added to reflect the agreement will function to replace the current version of the subgrant agreement signed by WMA, CMA, and SYRWCD. Finally, Section 17 needs to be revised to change 30 to 60 days. Discussion followed.

Director Lahr made a MOTION to approve the First Amended and Restated Subgrant Agreement for the Implementation of Grant Agreement Number 4600015265 Between the State of California Department of Water Resources and Santa Ynez River Water Conservation District, as amended to change the title, add a recital, and correct Section 17 to change all references of 30 days to be 60 days, allowing for any non-substantive changes as approved by legal counsel. Director Marymee seconded the motion. The motion passed 4-0-1 by the following roll call vote:

AYES, Directors: Carpenter, Dunlap, Lahr, Marymee

NOES, Directors: None

ABSENT, Directors: Jordan

b. CMA Cost Sharing and Reimbursement Agreement

Mr. Buelow introduced the Santa Ynez River Valley Basin CMA GSA Member Voluntary Contribution and Reimbursement Agreement at same time as the Santa Ynez WMA GSA Joint Powers Authority Cost Sharing and Reimbursement Agreement for Board consideration. See Item 12.c.

c. WMA Cost Sharing and Reimbursement Agreement

Mr. Buelow introduced the Santa Ynez River Valley Basin CMA GSA Member Voluntary Contribution and Reimbursement Agreement and the Santa Ynez WMA GSA Joint Powers Authority Cost Sharing and Reimbursement Agreement for Board consideration. Mr. Torigiani explained the agreements. Discussion followed. There was no public comment.

Director Marymee made a MOTION to approve the Santa Ynez River Valley Basin CMA GSA Member Voluntary Contribution and Reimbursement Agreement and the Santa Ynez WMA GSA Joint Powers Authority Cost Sharing and Reimbursement

Agreement, as presented. Director Carpenter seconded the motion. The motion passed 4-0-1 by the following roll call vote:

AYES, Directors: Carpenter, Dunlap, Lahr, Marymee
NOES, Directors: None
ABSENT, Directors: Jordan

d. Resolution No. 733, Announcing Final Adoption of a Conflict-of-Interest Code

Ms. Thompson read Resolution No. 733, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ RIVER WATER CONSERVATION DISTRICT ANNOUNCING THE FINAL ADOPTION OF A CONFLICT OF INTEREST CODE. She pointed out two typos to be corrected: First, Now Therefore item 3, delete “and to bring the amended District Code to the Board’s attention for adoption” and second, in Certification section correct “regular” meeting to “special” meeting. Discussion followed. There was no public comment.

Director Carpenter made a MOTION to adopt Resolution No. 733, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ RIVER WATER CONSERVATION DISTRICT ANNOUNCING THE FINAL ADOPTION OF A CONFLICT OF INTEREST CODE, as amended. Director Dunlap seconded the motion. The motion passed 4-0-1 by the following roll call vote:

AYES, Directors: Carpenter, Dunlap, Lahr, Marymee
NOES, Directors: None
ABSENT, Directors: Jordan

e. Resolution No.734, Expressing Appreciation for Director Altshuler

Mr. Buelow introduced Resolution No. 734, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ RIVER WATER CONSERVATION DISTRICT EXPRESSING ITS APPRECIATION TO MARK L. ALTSHULER. Discussion followed. There was no public comment.

Director Marymee made a MOTION to adopt Resolution No. 734, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ RIVER WATER CONSERVATION DISTRICT EXPRESSING ITS APPRECIATION TO MARK L. ALTSHULER, as presented. Director Lahr seconded the motion. The motion passed 4-0-1 by the following roll call vote:

AYES, Directors: Carpenter, Dunlap, Lahr, Marymee
NOES, Directors: None
ABSENT, Directors: Jordan

13. CONSIDER CHANGE TO SYRWCD DIRECTOR STIPEND

Mr. Buelow reviewed the December 11, 2024 staff memo regarding Director Compensation. Mr. Torigiani provided additional information. Discussion followed. Director Marymee

directed staff and legal counsel to prepare documents necessary to increase Director compensation, include wording for GSA participation, and bring the documents to the Board for consideration at the next regular meeting. There was a unanimous consensus.

14. REVIEW 2025 SCHEDULE OF DISTRICT HOLIDAYS AND REGULAR BOARD OF DIRECTOR MEETINGS

Mr. Buelow reviewed the 2025 schedule of District Holidays and the 2025 schedule of regular meetings of the Board of Directors. Director Marymee requested the Board consider changing the regular meetings from the second Wednesday to the second Thursday of the same months. Discussion followed. There was a unanimous request to change the meeting time to 6:00 pm as well. The Board directed staff and legal counsel to prepare a resolution for consideration at the next meeting. There was no public comment.

15. ATTORNEY REPORT

Mr. Torigiani reported SB1156 recently passed. It requires all GSA Executives and Board Members file Form 700s directly to the FPPC through their online reporting system, effective January 1, 2025.

16. REPORTS, ACTS BY BOARD MEMBERS, QUESTIONS OF STAFF, STATUS REPORTS, ANNOUNCEMENTS, OBSERVATIONS, AND OTHER MATTERS, AND/OR COMMUNICATIONS NOT REQUIRING ACTION

Mr. Buelow and Ms. Thompson reported they attended a pre-conference workshop on policy writing during the CSDA's Board Secretary and Clerck Conference held recently in San Diego.

Director Marymee reported that he attended the Special District Leadership Academy in San Rafael and received a certificate.

17. REQUESTS FROM THE BOARD OF DIRECTORS FOR ITEMS TO BE INCLUDED ON THE NEXT AGENDA

The Directors requested a resolution on Director compensation and a resolution changing the regular meeting date and time. Directors requested a workshop on strategic plan be set up to happen after the March meeting.

18. NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, MARCH 19, 2025, 6:30 PM, AT BUELLTON CITY COUNCIL CHAMBERS, 140 WEST HIGHWAY 246, BUELLTON, CALIFORNIA

The next regular meeting of the Board meeting is scheduled for March 19, 2025, at 6:30 p.m., at the Buellton City Council Chambers, 140 West Highway 246, Buellton, California. Discussion followed.

19. CLOSED SESSION

The Board took a break from 8:42 p.m. to 8:47 p.m. The Board convened into Closed Session from 8:47 p.m. to 8:57 p.m. to discuss the following items:

- a. Conference with Legal Counsel - Pending Litigation (Gov. Code, § 54956.9, subd. (d)(1)): *Wolff vs SYRWCD*, Superior Court of California, County of Santa Barbara, Case No. 20CV01552 and Case No. 22CV02062
- b. Conference with Legal Counsel – Pending Litigation (Gov. Code, § 54956.9, subd. (d)(1)) relating to proceedings pending before the State Water Resources Control Board (SWRCB) regarding Permits 11308 and 11310 issued on Applications 11331 and 11332 of the United States Bureau of Reclamation for the Cachuma Project, and complaints filed by the California Sport Fishing Protection Alliance regarding the operation of the Cachuma Project and SWRCB Order WR 89-18; proposed changes to the place and purpose of use of waters obtained through aforementioned permits for the Cachuma Project; Order WR 2019-0148; and Reclamation’s Petition for Reconsideration or Rehearing re Order WR 2019-0148.
- c. Conference with Legal Counsel – Pending Litigation (Gov. Code, § 54956.9, subd. (d)(1)): In the matter of Petition for Change of City of Solvang for Water Right Permit No. 15878 (Application A022423), which authorizes diversion of water from the Santa Ynez River (underflow) in Santa Barbara County, pending before the State Water Resources Control Board Office of Administrative Hearings.
- d. Conference with Legal Counsel – Anticipated Litigation (Gov. Code, § 54956.9, subd. (d)(2)): Significant exposure to litigation (Two Matters).
- e. Conference with Legal Counsel – Anticipated Litigation (Gov. Code, § 54956.9, subd. (d)(4)): Possible initiation of litigation (Two Matters).

20. RECONVENE INTO OPEN SESSION / CLOSED SESSION REPORT

The Board reconvened into Open Session at 8:57 p.m. and President Lahr advised there was nothing to report from Closed Session.

21. ADJOURNMENT

There being no further business, President Lahr adjourned the meeting at 8:57 p.m.

Larry Lahr, President

Amber M. Thompson, Secretary

Santa Ynez River Water Conservation District

BALANCE SHEET - QUARTERLY COMPARISON

	September 30, 2024 FY 24-25, Quarter 1	December 31, 2024 FY 24-25, Quarter 2
ASSETS		
ASSETS		
Mechanics Checking #7071-01	601.30	601.30
Five Star Checking #5935	22,996.91	79,296.96
Mechanics Money Market #7311	3,379.26	3,440.44
Five Star Money Market #5986	201,832.59	156,838.38
Five Star Account #5994 (FBO GSAs)	484,669.08	484,669.08
LAIF	803,876.44	773,236.92
California CLASS	1,072,484.19	1,085,538.84
Prepaid Expenses	962.62	962.62
Accounts Receivable	282,054.65	282,054.65
Other Current Assests:		
Accounts Receivable - CMA GSA Loan	125,000.00	125,000.00
Accounts Receivable - EMA GSA Loan	12,438.75	62,438.75
Accounts Receivable - WMA GSA Loan	150,000.00	150,000.00
TOTAL ASSETS	3,160,295.79	3,204,077.94
TOTAL ASSETS	\$ 3,160,295.79	\$ 3,204,077.94
LIABILITIES AND EQUITY		
LIABILITIES		
Accounts Payable	56,939.67	30,139.95
Accrued Payroll Taxes	4,186.66	4,181.67
Deferred Comp - Lincoln National	4,250.00	2,125.00
Medical Insurance Premium Withheld	838.98	523.82
SGMA Funds Due to Other Govts	341,918.47	341,918.47
TOTAL LIABILITIES	408,133.78	378,888.91
RESERVES (aka EQUITY)		
Unappropriated Reserves	2,376,336.95	2,376,336.95
RETAINED EARNINGS - CURRENT YEAR	268,182.75	268,182.75
Net Income	107,642.31	180,669.33
TOTAL RESERVES (EQUITY)	2,752,162.01	2,825,189.03
TOTAL LIABILITIES AND EQUITY	3,160,295.79	3,204,077.94

Santa Ynez River Water Conservation District

Balance Sheet

03/03/25

As of January 31, 2025

Accrual Basis

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1325-00 · Mechanics Checking #7071-01	601.30
1330-00 · Five Star Checking #5935	78,352.89
1340-05 · Mechanics #7311 (GW Revenue)	5,202.31
1345-00 · Five Star MM #5986	310,870.15
1345-11 · Five Star #5994 (FBO GSAs)	213,084.11
1350-01 · LAIF	773,236.92
1350-03 · California Class	1,089,617.61
1374-00 · Prepaid Expenses	962.62
Total Checking/Savings	<u>2,471,927.91</u>
Accounts Receivable	
1500-00 · Accounts Receivable	282,054.65
Total Accounts Receivable	<u>282,054.65</u>
Other Current Assets	
1501-00 · Accounts Receivable - CMA Loan	125,000.00
1502-00 · Accounts Receivable - EMA Loan	62,438.75
1503-00 · Accounts Receivable - WMA Loan	150,000.00
Total Other Current Assets	<u>337,438.75</u>
Total Current Assets	<u>3,091,421.31</u>
TOTAL ASSETS	<u>3,091,421.31</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2220-00 · Accounts Payable	56,576.48
Total Accounts Payable	<u>56,576.48</u>
Other Current Liabilities	
2225-00 · Accrued Payroll Taxes	4,153.45
2225-06 · Deferred Comp - Lincoln Nat'l	2,125.00
2225-07 · Medical Insurance Withheld	441.94
2250-02 · SGMA Funds Due to other Govts	84,057.50
Total Other Current Liabilities	<u>90,777.89</u>
Total Current Liabilities	<u>147,354.37</u>
Total Liabilities	147,354.37
Equity	
3200-00 · Unappropriated Reserves	2,376,336.95
32000 · Retained Earnings	268,182.75
Net Income	299,547.24
Total Equity	<u>2,944,066.94</u>
TOTAL LIABILITIES & EQUITY	<u>3,091,421.31</u>

Santa Ynez River Water Conservation District
Profit & Loss Budget vs. Actual
July 2024 through January 2025
8333

	FY 24-25, Period 7		TOTAL FY 24-25, Periods 1 - 7			
	Jan 25	Budget	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Income						
4500-00 · DWR Grant Reimbursement	0.00	0.00	10,809.00	146,000.00	-135,191.00	7.4%
4600-00 · GSA Administrative Services	6,640.89	0.00	46,354.39	0.00	46,354.39	100.0%
4910-00 · Ground Water Charges	188,644.85	160,000.00	524,135.61	443,000.00	81,135.61	118.32%
4930-00 · SB County Property Taxes	10,015.88	7,210.00	239,533.93	201,880.00	37,653.93	118.65%
4934-00 · Interest Income, all sources	4,852.47	2,000.00	56,025.95	30,000.00	26,025.95	186.75%
4937-00 · Miscellaneous Income	0.00	0.00	242.38	0.00	242.38	100.0%
Total Income	210,154.09	169,210.00	877,101.26	820,880.00	56,221.26	106.85%
Gross Profit	210,154.09	169,210.00	877,101.26	820,880.00	56,221.26	106.85%
Expense						
5500-00 · Employee Compensation	36,287.96	37,250.00	254,015.72	260,750.00	-6,734.28	97.42%
5505-00 · Payroll (SS and Medicare)	2,793.28	2,860.00	17,692.11	19,700.00	-2,007.89	89.81%
5506-00 · Employee Benefits	4,261.01	780.00	21,731.69	5,100.00	16,631.69	426.11%
5507-00 · Retirement Costs	2,540.16	3,915.00	17,781.03	27,405.00	-9,623.97	64.88%
5512-00 · Outside Staff Support	380.00	450.00	3,501.20	4,750.00	-1,248.80	73.71%
5513-00 · Director Fees	0.00	0.00	1,050.00	1,500.00	-450.00	70.0%
5513-50 · Director Fees SGMA	0.00	375.00	1,500.00	2,625.00	-1,125.00	57.14%
5514-00 · Ground Water Charges Admin	10,554.25	4,000.00	90,658.18	95,000.00	-4,341.82	95.43%
5521-00 · Office Supplies - Incl Computer	332.50	600.00	3,479.02	3,550.00	-70.98	98.0%
5522-00 · IT Services	487.50	150.00	1,175.00	1,170.00	5.00	100.43%
5523-00 · Communications	479.65	500.00	5,080.96	4,700.00	380.96	108.11%
5524-00 · Travel & Training	80.78	500.00	8,325.37	8,200.00	125.37	101.53%
5527-00 · Audit/Accounting	0.00	0.00	8,847.18	20,000.00	-11,152.82	44.24%
5529-00 · Insurance, Bonds, Worker's Comp	0.00	0.00	23,094.17	26,000.00	-2,905.83	88.82%
5530-00 · Miscellaneous Expense	0.00	85.00	0.00	595.00	-595.00	0.0%
5531-00 · Dues	50.00	0.00	5,220.00	5,000.00	220.00	104.4%
5540-00 · LAFCO Cost	0.00	0.00	814.00	1,000.00	-186.00	81.4%
5560-00 · Office Occupancy	1,953.13	2,000.00	15,110.43	15,100.00	10.43	100.07%
5570-00 · Records Services	168.55	165.00	1,301.13	1,155.00	146.13	112.65%
5590-00 · Credit Card Processing Fees	0.00	5.00	236.72	190.00	46.72	124.59%
5600-20 · SGMA WMA	10.50	100.00	552.01	700.00	-147.99	78.86%
5600-30 · SGMA CMA	5.36	100.00	-1,310.45	700.00	-2,010.45	-187.21%
5600-40 · SGMA EMA	0.00	50.00	359.53	350.00	9.53	102.72%
5600-90 · SGMA Legal	195.00	4,000.00	16,510.00	39,000.00	-22,490.00	42.33%
5626-00 · Legal - General Counsel	694.95	2,000.00	10,768.46	16,000.00	-5,231.54	67.3%
5626-02 · WR89-18 (WRR)	0.00		0.00	0.00	0.00	0.0%
5626-08 · Legal - Upper SYR Ops	0.00	0.00	0.00	0.00	0.00	0.0%
5626-12 · Legal - WR 2019-0148 Decision	650.00	3,000.00	2,973.75	21,500.00	-18,526.25	13.83%
5626-14 · Legal - Fisheries	0.00	1,500.00	942.50	12,500.00	-11,557.50	7.54%
5626-20 · Legal - HR	65.00	208.33	7,768.75	1,458.35	6,310.40	532.71%
5626-50 · Legal - GW Program	0.00	600.00	1,202.50	4,100.00	-2,897.50	29.33%
5626-60 · Legal - Assessments/Charges	1,950.00	1,000.00	2,925.00	1,500.00	1,425.00	195.0%
5633-00 · Engineer - General & Misc	558.00	600.00	2,245.20	4,500.00	-2,254.80	49.89%

Santa Ynez River Water Conservation District
Profit & Loss Budget vs. Actual
 July 2024 through January 2025

	FY 24-25, Period 7		TOTAL FY 24-25, Periods 1 - 7			
	Jan 25	Budget	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
5633-01 · Annual G.W. Report	0.00	4,000.00	0.00	4,000.00	-4,000.00	0.0%
5633-02 · WR 89-18 Operations (WRR)	431.00	5,000.00	7,503.79	56,000.00	-48,496.21	13.4%
5633-08 · Upper SYR Operations	0.00	416.66	351.75	2,916.70	-2,564.95	12.06%
5633-12 · WR 2019-0148 Decision,	0.00	2,100.00	452.25	14,700.00	-14,247.75	3.08%
5633-14 · Fisheries Hydrology	402.00	2,500.00	7,410.93	17,500.00	-10,089.07	42.35%
5633-16 · Special Studies	0.00	2,000.00	10,161.25	10,500.00	-338.75	96.77%
5633-20 · Rate Study	0.00	0.00	0.00	0.00	0.00	0.0%
5700-00 · Contengencies All Zones General	25,945.60	4,166.66	26,122.89	29,166.70	-3,043.81	89.56%
Total Expense	91,276.18	86,976.65	577,554.02	740,581.75	-163,027.73	77.99%
Net Income	118,877.91	82,233.35	299,547.24	80,298.25	219,248.99	373.04%

**SANTA YNEZ RIVER WATER CONSERVATION DISTRICT
NOVEMBER 2024 WARRANT LIST FOR BOARD APPROVAL
(Account held at Five Star Bank)**

<u>NUMBER</u>	<u>DATE</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1344	11/1/2024	Jim Heyerly	November 2024 Rent	\$ 1,600.00
ACH	11/4/2024	Payroll	October 16-30, 2024 Salary	\$ 11,767.69
ACH	11/4/2024	Steve Jordan	Meeting: 10/24 EMA	\$ 69.26
ACH	11/4/2024	Larry Lahr	Meeting: 10/15 CMA	\$ 69.26
ACH	11/4/2024	J. Brett Marymee	Meeting: 10/24 EMA	\$ 69.26
ACH	11/4/2024	Employment Development Dept.	EDD Tax Deposit (October 16-30, 2024)	\$ 728.78
ACH	11/4/2024	Five Star Bank (Payroll Acct)	Payroll Tax Deposit (October 16-30, 2024)	\$ 4,176.67
ACH	10/4/2024	Pacific Gas & Electric	October 2024 Electric Service	\$ 295.02
1345	11/12/2024	Amber Thompson	July - October 2024 Expense Reimbursement	\$ 619.08
1346	11/12/2024	Barlett, Pringle & Wolf, LLP	FY 2023-24 Audit	\$ 8,847.18
1347	11/12/2024	California Special Districts Assoc.	2025 CSDA Membership and CSDA Sample Policy Handbook Updates	\$ 4,420.00
1348	11/12/2024	Hawkins Pappas	October 2024 Outside Staff Support GW Database Development	\$ 1,127.68
1349	11/12/2024	Stetson Engineers	September 2024 Engineering Service	\$ 9,976.29
	11/12/2024	EMA GSA	Loan Contribution FY 24-25	\$ 50,000.00
1351	11/12/2024	US Bank Corp	October 2024 CalCard	\$ 2,836.01
1352	11/12/2024	Valley Bookkeeping Services	October 2024 Bookkeeping	\$ 380.00
1353	11/12/2024	William Buelow	October 2024 Expense Reimbursement	\$ 195.91
1354	11/12/2024	Young Wooldridge	October 2024 Legal Service	\$ 6,642.48
1355	see December 2024 Warrant List		-	-
1356	11/12/2024	J. Brett Marymee	Replace lost check (June #1289); Oct. 28 Attend SB CSDA meeting; Nov. 1-3 Attend Special Districts Leadership Academy Conference	\$ 1,362.69
ACH	11/15/2024	SDRMA	Employee Benefits: December 2024 Medical and Ancillary Insurance	\$ 3,763.62
ACH	11/18/2024	Lincoln Financial Group	401a Plan Employer Match (partial 11/15/24)	\$ 597.00 *
ACH	11/18/2024	Lincoln Financial Group	457 Plan Employee Deferred Comp. (11/15/24) & Employer Match (partial 11/15/24)	\$ 2,797.00 *
ACH	11/19/2024	Payroll	November 1-15, 2024 Salary	\$ 11,910.12
ACH	11/19/2024	Employment Development Dept.	EDD Tax Deposit (November 1-15, 2024)	\$ 723.19
ACH	11/19/2024	Five Star Bank (Payroll Acct)	Payroll Tax Deposit (November 1-15, 2024)	\$ 3,794.54
TOTAL				\$ 128,768.73

* ACH withdrawal is less than submitted request to Lincoln Financial Group. Investigating.
November 2024-multiple requests not processed -errors by Lincoln Financial Group.

SANTA YNEZ RIVER WATER CONSERVATION DISTRICT
DECEMBER 2024 WARRANT LIST FOR BOARD APPROVAL
(Account held at Five Star Bank)

<u>NUMBER</u>	<u>DATE</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1355	12/1/2024	Jim Heyerly	December 2024 Rent	\$ 1,600.00
ACH	12/3/2024	Payroll	November 16-30, 2024 Salary	\$ 11,848.63
ACH	12/3/2024	J. Brett Marymee	Conference/Training Attendance Urban Water Institute Conference (8/21-22/24) Special Dist. Leadership Academy (11/4-6/24)	\$ 346.31
ACH	12/4/2024	Employment Development Dept.	EDD Tax Deposit (November 16-30, 2024)	\$ 719.81
ACH	12/4/2024	Five Star Bank (Payroll Acct)	Payroll Tax Deposit (November 16-30, 2024)	\$ 3,842.50
ACH	12/5/2024	Pacific Gas & Electric	November 2024 Electric Service	\$ 382.94
1356	see November 2024 Warrant List			
1357	12/11/2024	Hawkins Pappas	November 2024 Outside Staff Support GW Database Development	\$ 573.20
1358	12/11/2024	Santa Barbara County Chapter of the California Special Districts Assoc.	2025 SBCCSDA Membership	\$ 300.00
1359	12/11/2024	Stetson Engineers	October 2024 Engineering Service	\$ 20,835.43
1360	12/11/2024	US Bank Corp	November 2024 CalCard	\$ 2,926.37
1361	12/11/2024	Valley Bookkeeping Services	November 2024 Bookkeeping	\$ 380.00
1362	12/11/2024	Young Wooldridge	November 2024 Legal Service	\$ 5,395.89
ACH	12/17/2024	SDRMA	Employee Benefits: January 2025 Medical and Ancillary Insurance	\$ 5,794.79
ACH	12/17/2024	Payroll	December 1-15, 2024 Salary	\$ 11,847.78
ACH	12/17/2024	Employment Development Dept.	EDD Tax Deposit (December 1-15, 2024)	\$ 719.81
ACH	12/17/2024	Five Star Bank (Payroll Acct)	Payroll Tax Deposit (December 1-15, 2024)	\$ 3,785.97
ACH	12/30/2024	Lincoln Financial Group	457 Plan Employee Deferred Comp. (10/31/24) & Employer Match (partial 10/31/24)	\$ 2,797.11
ACH	12/30/2024	Lincoln Financial Group	457 Plan Employee Deferred Comp. (11/30/24) & Employer Match (partial 11/30/24)	\$ 2,797.09
ACH	12/30/2024	Lincoln Financial Group	457 Plan Employee Deferred Comp. (12/15/24) & Employer Match (partial 12/15/24)	\$ 2,797.09
TOTAL				\$ 79,690.72

November & December 2024-multiple requests not processed -errors by Lincoln Financial Group.

SANTA YNEZ RIVER WATER CONSERVATION DISTRICT

January 2025 WARRANT LIST FOR BOARD APPROVAL

(Account held at Five Star Bank) 3

<u>NUMBER</u>	<u>DATE</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1363	1/1/2025	Jim Heyerly	January 2025 Rent	\$ 1,600.00
ACH	1/3/2025	Payroll	December 16-31, 2024 Salary	\$ 11,365.15
ACH	1/3/2025	Robert Dunlap	Meeting: 12/11/24, 12/6/24 WMA	\$ 138.52
ACH	1/3/2025	Stepen Jordan	Meeting: 12/6/24 WMA	\$ 69.26
ACH	1/3/2025	Larry Lahr	Meeting: 12/11/24, 12/6/24 CMA	\$ 138.52
ACH	1/3/2025	J. Brett Marymee	Meeting: 12/11/24, 12/6/24 & 12/19/24 EMA	\$ 207.79
ACH	1/3/2025	Employment Development Dept.	EDD Tax Deposit (December 16-31, 2024)	\$ 705.67
ACH	1/3/2025	Five Star Bank (Payroll Acct)	Payroll Tax Deposit (December 16-31, 2024)	\$ 4,915.68
ACH	1/7/2025	Lincoln Financial Group	401a Plan Employer Match (partial 10/31/24)	\$ 597.99
ACH	1/7/2025	Lincoln Financial Group	401a Plan Employer Match (partial 11/30/24)	\$ 597.99
ACH	1/7/2025	Lincoln Financial Group	401a Plan Employer Match (partial 12/15/24)	\$ 597.99
ACH	1/9/2025	Lincoln Financial Group	401a Plan Employer Match (partial 12/31/24)	\$ 597.99
ACH	1/9/2025	Lincoln Financial Group	457 Plan Employee Deferred Comp. (12/31/24) & Employer Match (partial 12/31/24)	\$ 2,797.09
ACH	1/7/2025	Pacific Gas & Electric	December 2024 Electric Service	\$ 148.31
1364	1/12/2025	Amber Thompson	Expense Reimbursement November/December 2024	\$ 58.96
1365	1/12/2025	J. Brett Marymee	Expense Reimbursement December 2024	\$ 24.93
1366	1/12/2025	Hawkins Pappas	December 2024 Outside Staff Support GW Database Development	\$ 895.00
1367	1/12/2025	Inklings Printing Co.	Groundwater statements pamphlet and newsletter	\$ 280.92
1368	1/12/2025	Jennifer Perez	Expense Reimbursement December 2024 Groundwater Production Statements postage	\$ 271.15
1369	1/12/2025	Onsite Computers and Design	IT Services	\$ 125.00
1370	1/12/2025	Stetson Engineers	November 2024 Engineering Service	\$ 6,071.25
1371	1/12/2025	US Bank Corp	December 2024 CalCard	\$ 1,219.93
1372	1/12/2025	Valley Bookkeeping Services	December 2024 Bookkeeping	\$ 380.00
1373	1/12/2025	Young Wooldridge	December 2024 Legal Service	\$ 5,488.49
1374	see February Warrants List			
1375	1/3/2025	Philip Carpenter	Meeting: 12/11/24	\$ 69.26
ACH	1/17/2025	SDRMA	Employee Benefits: February 2025 Medical and Ancillary Insurance	\$ 5,308.63
ACH	1/17/2025	Payroll	January 1-15, 2025 Salary	\$ 11,365.15
ACH	1/17/2025	Employment Development Dept.	EDD Tax Deposit (January 1-15, 2025)	\$ 705.67
ACH	1/17/2025	Five Star Bank (Payroll Acct)	Payroll Tax Deposit (January 1-15, 2025)	\$ 4,812.38
ACH	1/22/2025	Lincoln Financial Group	401a Plan Employer Match (partial 1/15/25)	\$ 597.99
ACH	1/22/2025	Lincoln Financial Group	457 Plan Employee Deferred Comp. (1/15/25) & Employer Match (partial 1/15/25)	\$ 2,797.09
TOTAL				\$ 64,949.75

November & December 2024-multiple requests not processed -errors by Lincoln Financial Group.

QUARTERLY INVESTMENT REPORT
(REF. CGC 53646 (B) (1) AND 53646 (E))
SANTA YNEZ RIVER WATER CONSERVATION DISTRICT
2ND QUARTER, FY 2024-25
OCTOBER, NOVEMBER, DECEMBER 2024

Certification is hereby provided that:

- A. All investment actions executed during the last quarter have been made in full compliance with the Investment Policy; and,
- B. Sufficient funds exist so that the District will meet its expenditure obligations for the next six months as required by CGC 53646 (b) (2) and (3), respectively.

CERTIFICATION:



March 13, 2025

William J. Buelow, General Manager / Treasurer

Date

SANTA YNEZ RIVER WATER CONSERVATION DISTRICT
ANNUAL STATEMENT OF INVESTMENT POLICY

(Gov. Code §53646(a))

MARCH 19, 2025

In accordance with Gov. Code §53646(a) and the Santa Ynez River Water Conservation District Investment Policy, I reviewed the current Investment Policy for the Santa Ynez River Water Conservation District which was adopted by Resolution No. 720, dated March 15, 2023, and find that no changes to the Investment Policy are needed.

CERTIFICATION:



March 14, 2025

William J. Buelow, General Manager / Treasurer

Date

SANTA YNEZ RIVER WATER CONSERVATION DISTRICT

INVESTMENT POLICY

(Adopted by Resolution No. 720, dated March 15, 2023)

1.0 INTRODUCTION

The deposit and investment of public funds by local officials and local agencies is an issue of statewide concern. (Gov. Code, §§ 53600.6, 53630.1). As representatives of a local agency, the Board of Directors of the Santa Ynez River Water Conservation District (SYRWCD or District) may invest surplus monies not required for the immediate necessities of the District in accordance with the provisions of Government Code sections 5921 and following and 53601 and following. The Treasurer of the District shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Directors at a public meeting. (Gov. Code, § 53646(a).) It shall be the policy of the SYRWCD to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of the District's funds.

2.0 SCOPE

This Investment Policy applies to all financial assets and investment activities under the direct control of the SYRWCD. It does not apply to the District's employee retirement plans.

3.0 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (Gov. Code, § 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

As specified in Government Code section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

- A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the SYRWCD shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- B. Liquidity: The investment portfolio will remain sufficiently liquid to enable to the SYRWCD to meet all operating requirements which might be reasonably anticipated.
- C. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code sections 53600 and following. Management responsibility for the investment program is hereby delegated by the Board of Directors to the General Manager/Treasurer, who shall establish written procedures for the operation of the investment program consistent with this Investment Policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the General Manager/Treasurer. The General Manager/Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of Government Code section 53600.3, the General Manager/Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

6.0 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The SYRWCD will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience, and a minimal capitalization authorized to provide investment services. No public deposit shall be made except in a qualified public depository as established by state laws.

A list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. The SYRWCD shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the General Manager/Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the SYRWCD's account with that firm has reviewed the SYRWCD's Investment Policy and that the firm understands the Policy and intends to present investment recommendations and transactions to the SYRWCD that are appropriate under the terms and conditions of the Investment Policy.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The SYRWCD is empowered by Government Code sections 53601 and following to invest in the types of investments shown in Figure 1. However, it has authorized its General Manager/Treasurer to invest only in the following:

1. Collateralized Bank Deposits, in accordance with Government Code sections 53601(m), 53652, and 53653, including waiver of collateralization in amounts up to the amount insured by the Federal Deposit Insurance Corporation (FDIC).
2. Non-negotiable CDs, offered by a depository institution that is a participant in a private CD placement service, which allocates funds to other institutions such that all accounts are insured by the FDIC (CDARS) in accordance with Government Code sections 53601.8 and 53635.8 (limited to 30% of portfolio).
3. Local Agency Investment Fund (LAIF) (Gov. Code, § 53601(d))
4. California Cooperative Liquid Securities System (Ca CLASS) (Gov. Code, §53601(d))
5. County Pooled Investment Funds (SBIF) (Gov. Code, § 53601(d))
6. Any investment authorized by Government Code section 53601 that is approved in advance by the Board of Directors.

9.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by the SYRWCD shall be conducted on delivery-versus-payment basis. All securities purchased or acquired shall be delivered to the SYRWCD by book entry, physical delivery, or by third party custodial agreement as required by Government Code section 53601.

10.0 DIVERSIFICATION

The SYRWCD will diversify its investments by security type and institution. It is the policy of the SYRWCD to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- A. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- B. Maturities selected shall provide for stability of income and liquidity.
- C. Disbursement and payroll dates shall be covered through securities investments, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds.

11.0 REPORTING

In accordance with Government Code section 53646(b)(1), the General Manager/Treasurer shall submit to each member of the SYRWCD Board a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, issuers, maturity dates, par values and current market values of each component of the portfolio, including funds managed for SYRWCD by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in Government Code section 53646(e), if all funds are placed in LAIF, FDIC-insured accounts, and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the SYRWCD will meet its expenditure obligations for the next six months as required by Government Code section 53646(b)(2) and (3), respectively. The General Manager/Treasurer shall maintain a complete and timely record of all investment transactions.

12.0 INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of the SYRWCD. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the SYRWCD Board.

Attachments:

Figure 1

Operating Procedures

Government Code sections 53600 through 53610

SANTA YNEZ RIVER WATER CONSERVATION DISTRICT

OPERATING PROCEDURES

INVESTMENT PROGRAM
(REFERENCE INVESTMENT POLICY)
(Approved March 1, 2023)

1. This program shall be implemented in accordance with the District's Investment Policy.
2. General Manager/Treasurer shall monitor and manage funds between investments and institutions in order to maximize return from such accounts while providing for safety of principal, diversification of investment/maturities, and cash flow available to meet District obligations.
3. Authorized financial institutions include Mechanics Bank and Five Star Bank. Public money contracts are in place at these institutions. SYRWCD does not retain a broker/dealer for investment purposes.
4. General Manager/Treasurer and the Board President are authorized to conduct LAIF, California CLASS, and/or SBIF transactions. Such transactions are accomplished through wire transfers between the LAIF, California CLASS, and SBIF accounts and the Five Star Bank accounts. These transfers can be accomplished only with appropriate bank contacts and passwords known to authorized individuals. Transfers between Five Star Bank and other institutions are by double-signature District checks, double-signature Automatic Clearing House or Electronic Funds Transfer (ACH or EFT) Authorization form, or cashier's checks in the name of the District.

Santa Ynez River Water Conservation District
2025 - Appointments to Boards, Representative for District

	Director Philip Carpenter Pcarpenter@SYRWCD.com	Director Robert Dunlap Rdunlap@SYRWCD.com	Director Steve Jordan Sjordan@SYRWCD.com	Director Larry Lahr Llahr@SYRWCD.com	Director J. Brett Marymee BMarymee@SYRWCD.com	William Buelow, GM Bbuelow@SYRWCD.com
Central Management Area Groundwater Sustainability Agency JPA Board of Directors (CMA GSA)	-	Alternate Director	-	Director	-	-
Eastern Management Area Groundwater Sustainability Agency JPA Board of Directors (EMA GSA)	Alternate Director	-	-	-	Director	-
Western Management Area Groundwater Sustainability Agency JPA Board of Directors (WMA GSA)	Director	-	-	-	Alternate Director	-
California Special District Association (CSDA)	-	-	-	Representative	-	-
Santa Barbara County Chapter of the California Special District Association (SBCCSDA)	Alternate Representative	-	-	-	Representative	-

as of December 11, 2024



March 2025

Day ¹	Lake Cachuma				Rainfall		Evaporation ³		CCWA Inflow	Release					Computed Inflow ⁵	
	Elevation	Storage ²	Change in Storage	Surface Area	PP	PPAF	EV	EVAF		QICCWA	Park Use	Tunnel	Hilton Creek	WR 89-18		Outlet ⁴
SHEF Tag→	HL	LS	LC		PP	PPAF	EV	EVAF	QICCWA		QUTEC	QUHIL	QUWATR	QU	QS	QI
	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
28	745.41	170,238														
1	745.39	170,181	(57.4)	2,865.3	-	-	0.140	25.41	-	-	55.12	13.26	-	16.00	-	52.40
2	745.37	170,124	(57.4)	2,864.6	0.01	2.4	0.130	23.59	-	-	56.18	13.24	-	15.00	-	48.24
3	745.34	170,038	(86.1)	2,863.6	0.17	40.6	0.060	10.88	-	-	37.82	13.24	-	15.00	-	(49.70)
4	745.33	170,009	(28.7)	2,863.2	-	-	0.150	27.20	-	-	36.00	13.24	-	16.00	-	63.75
5	745.32	169,980	(28.7)	2,862.9	0.02	4.8	0.120	21.76	-	-	36.29	13.25	-	15.00	-	52.83
6	745.35	170,066	86.1	2,863.9	0.54	128.9	(0.010)	(1.81)	-	-	36.14	13.26	-	15.00	-	19.78
7	745.33	170,009	(57.4)	2,863.2	-	-	0.070	12.69	-	-	39.79	13.25	-	16.00	-	24.35
8	745.31	169,951	(57.4)	2,862.5	-	-	0.140	25.38	-	-	43.81	13.26	-	15.00	-	40.07
9	745.28	169,865	(86.1)	2,861.5	-	-	0.150	27.18	-	-	43.24	12.71	-	15.00	-	12.06
10	745.26	169,808	(57.4)	2,860.8	-	-	0.160	28.99	-	-	41.08	13.25	-	15.00	-	40.94
11	745.24	169,751	(57.4)	2,860.1	0.03	7.2	0.200	36.23	-	-	47.36	13.25	-	16.00	-	48.31
12	745.23	169,722	(28.7)	2,859.8	0.05	11.9	0.110	19.92	-	-	38.87	13.32	-	15.00	-	46.51
13	745.44	170,324	602.5	2,867.0	2.05	489.8	0.130	23.60	-	-	38.92	13.29	-	15.00	-	203.54

Total			86.07		2.87	685.44	1.550	281.02	-	-	550.60	171.82	-	199.00	-	603.07
Minimum	745.23	169,722	(86.07)	2,859.79	-	-	(0.010)	(1.81)	-	-	36.00	12.71	-	15.00	-	(49.70)
Average	745.32	169,987	6.62	2,862.95	0.22	52.73	0.119	21.62	-	-	42.35	13.22	-	15.31	-	46.39
Maximum	745.44	170,324	602.50	2,866.99	2.05	489.78	0.200	36.23	-	-	56.18	13.32	-	16.00	-	203.54

Comments

1. Data based on 24-hour period ending 0800
2. Storage volume based on 2021 bathymetric survey.
3. Evaporation in inches is the measured pan evaporation. Calculated evaporation in acre feet uses the March pan factor: 76%
4. Indicated outlet release includes any leakage around gates.
5. Computed inflow is the sum of change in storage, releases, and evaporation minus precip on the reservoir surface and CCWA inflow.



Santa Barbara County - Flood Control District

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

Rainfall and Reservoir Summary

Updated 8am: 3/14/2025

Water Year: 2025

Storm Number: 9

Notes: Daily rainfall amounts are recorded as of 8am for the previous 24 hours. Rainfall units are expressed in inches. All data on this page are from automated sensors, are preliminary, and subject to verification.

*Each Water Year (WY) runs from Sept 1 through Aug 31 and is designated by the calendar year in which it ends
[County Real-Time Rainfall and Reservoir Website link > https://rain.cosbpw.net](https://rain.cosbpw.net)

Rainfall	ID	24 hrs	Storm 3day(s)	Month	Year*	% to Date	% of Year*	AI
Buellton (Fire Stn)	233	0.24	1.61	2.27	6.09	44%	37%	
Cachuma Dam (USBR)	332	0.26	2.30	3.02	8.05	49%	40%	
Carpinteria (Fire Stn)	208	0.05	1.31	1.90	7.03	50%	41%	
Cuyama (Fire Stn)	436	0.24	1.23	1.43	3.42	57%	44%	
Figueroa Mtn. (USFS Stn)	421	0.28	2.35	3.40	9.32	53%	43%	8.3
Gibraltar Dam (City Facility)	230	0.24	3.67	4.21	10.91	50%	41%	7.8
Goleta (Fire Stn-Los Carneros)	440	0.12	1.44	1.77	9.03	60%	49%	
Lompoc (City Hall)	439	0.12	1.86	2.44	7.20	60%	48%	8.3
Los Alamos (Fire Stn)	204	0.12	1.76	2.44	6.67	54%	43%	
San Marcos Pass (USFS Stn)	212	0.33	4.15	5.06	19.31	66%	56%	
Santa Barbara (County Bldg)	234	0.12	2.00	2.55	9.03	59%	49%	
Santa Maria (City Pub.Works)	380	0.46	1.52	2.09	6.63	61%	50%	
Santa Ynez (Fire Stn /Airport)	218	0.30	1.69	2.28	5.71	44%	36%	
Sisquoc (Fire Stn)	256	0.17	1.46	1.90	6.30	52%	42%	

Countywide percentage of "Normal-to-Date" rainfall : **54%**

Countywide percentage of "Normal Water-Year" rainfall : **44%**

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

AI (Antecedent Index / Soil Wetness)

6.0 and below = Wet (min. = 2.5)
 6.1 - 9.0 = Moderate
 9.1 and above = Dry (max. = 12.5)

Reservoirs

Reservoir Elevations referenced to NGVD-29.

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

Click on Site for Real-Time Readings	Spillway Elev. (ft)	Current Elev. (ft)	Max. Storage (ac-ft)	Current Storage (ac-ft)	Current Capacity (%)	Storage Change Mo.(ac-ft)	Storage Change Year*(ac-ft)
Gibraltar Reservoir	1,400.00	1,393.08	4,693	3,241	69.1%	797	6
Cachuma Reservoir	753.**	745.59	192,978	170,755	88.5%	574	-13,970
Jameson Reservoir	2,224.00	2,222.33	4,848	4,644	95.8%	137	-133
Twitchell Reservoir	651.50	533.41	194,971	1,576	0.8%	200	1,576

[Previous Rainfall and Reservoir Summaries](#)

SUMMARY
PROPOSITION 68 GSP IMPLEMENTATION GRANT FUNDING

Through December 31, 2024
3/12/2025

Component	Description	BASIN			CMA			EMA			WMA		
		Allocation	Invoiced to Grant	Allocation Balance	Allocation	Invoiced to Grant	Allocation Balance	Allocation	Invoiced to Grant	Allocation Balance	Allocation	Invoiced to Grant	Allocation Balance
1	Grant Administration	\$154,000.00	\$24,920.52	\$129,079.48	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Well Extraction Measurement & Reporting	\$163,000.00	\$28,361.25	\$134,638.75	\$192,666	\$ 12,013.00	\$180,653.00	\$192,667	\$ 11,710.00	\$180,957.00	\$192,667	\$ 25,681.25	\$166,985.75
3	Rate Studies	-			\$27,333	\$ 17,512.75	\$9,820.25	\$27,334	\$ 16,000.00	\$11,334.00	\$27,333	\$ 17,328.50	\$10,004.50
4	Annual Reports & 5-Year Updates	-			\$497,334	\$ 114,457.67	\$382,876.33	\$497,333	\$ 209,599.28	\$287,733.72	\$497,333	\$ 133,143.44	\$364,189.56
5	Monitoring Improvement & Expansion	\$107,000.00	\$35,742.25	\$71,257.75	\$513,831	\$ 41,189.84	\$472,641.16	\$544,838	\$ 11,806.25	\$533,031.75	\$679,331	\$ 63,290.65	\$616,040.35
6	Stormwater Capture	-	-	-	-	\$ 100.50	-\$100.50	-	-	-	\$335,000	\$ 33,425.50	\$301,574.50
7	Conservation Study	-	-	-	-	-	-	-	-	-	\$600,000	\$ 37,386.50	\$562,613.50
8	Recycled Water Study	-	-	-	-	-	-	-	-	-	\$285,000	\$ 15,996.00	\$269,004.00
	Totals:	\$424,000	\$89,024.02	\$334,975.98	\$1,231,164	\$ 185,273.76	\$1,045,890.24	\$1,262,172	\$249,115.53	\$1,013,056.47	\$2,616,664	\$326,251.84	\$2,290,412.16

unallocated

Grant Award Total:	\$5,534,000.00
Invoiced to Date Total:	\$849,665.15
Balance Remaining:	\$4,684,334.85

Total Funded to GSA/SYRWCD to date:	\$ 419,759.63
-------------------------------------	---------------

\$169,208.57	Received. Need to disburse.
\$260,696.95	Invoiced. Not received yet.

ALLOCATION OF PROPOSITION 68 GSP IMPLEMENTATION GRANT FUNDING

Summary of Component 1

3/12/2025

Component	Description	SYRWCD	Invoiced to Grant	Allocation Balance	Grant Invoice - Reimbursement Received												
					1	2	3	4	5	6	7	8	9	10	11		
1	Grant Administration	\$154,000	\$ 24,920.52	\$ 129,079.48	\$ 2,915.00	\$ 3,178.00	\$ 7,631.00	\$ 3,863.00	\$ 7,333.52								
				\$ PAID TO SYRWCD	\$ 2,915.00	\$ 3,178.00	\$ 7,631.00	\$ 3,863.00									
				Date PAID OUT to SYRWCD	1/18/2025	1/18/2025	1/18/2025	2/12/2025									

Total Grant Funds Invoiced to date:	\$24,920.52
Total Grant Funds RECEIVED to date:	\$17,587.00
Total Grant Funds DISBURSED to date:	\$17,587.00

Component	Description	Component PM ALLOCATION	Invoiced to Grant	Allocation Balance	Grant Invoice - Reimbursement Received										
					1	2	3	4	5	6	7	8	9	10	11
2	Well Extraction Measurement & Reporting	\$163,000.00	\$28,361.25	\$134,638.75	\$ 666.00	\$ 320.00	\$ -	\$ 10,359.25	\$ 17,016.00						
5	Monitoring Improvement & Expansion	\$107,000	\$35,742.25	\$71,257.75	\$ 592.00	\$ -	\$ -	\$ 14,425.00	\$ 20,725.25						
	SUM	\$270,000	\$64,104	\$205,897	\$ 1,258.00	\$ 320.00	\$ -	\$ 24,784.25	\$ 37,741.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Funds Reimb to Lompoc (for EKI pd work)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Funds Pd to WMA FBO Basin	\$ -	\$ -	\$ -	\$ 24,784.25										
Date Paid			n/a	2/12/2025										

Total Paid by City of Lompoc: \$ 1,258.00 \$ 320.00 = \$ 1,578.00

Total Grant Funds INVOICED to date:	\$64,103.50
Total Grant Funds RECEIVED to date:	\$26,362.25
Total Grant Funds DISBURSED to date:	\$24,784.25
Total Grant Funds BALANCE to DISBURSE:	\$1,578.00

Component	Description	CMA	Invoiced to Grant	Allocation Balance	Grant Invoice - Reimbursement Received											
					1	2	3	4	5	6	7	8	9	10	11	
2	Well Extraction Measurement & Reporting	\$192,666	\$ 12,013.00	\$180,653.00	\$ -	\$ -	\$ -	\$ 1,542.75	\$ 10,470.25							
3	Rate Studies	\$27,333	\$ 17,512.75	\$9,820.25	\$ -	\$ -	\$ 455.00	\$ 9,638.50	\$ 7,419.25							
4	Annual Reports & 5-Year Updates	\$497,334	\$ 114,457.67	\$382,876.33	\$ 76,502.48	\$ 23,734.42	\$ 2,182.50	\$ 771.50	\$ 11,266.77							
5	Monitoring Improvement & Expansion	\$513,831	\$ 41,189.84	\$472,641.16	\$ 7,522.68	\$ 1,423.47	\$ 4,045.50	\$ 6,871.74	\$ 21,326.45							
6	Stormwater Capture	-	\$ 100.50			\$ 100.50			0							
	SUM	\$1,231,164	\$ 185,273.76	\$1,045,990.74	\$ 84,025.16	\$ 25,258.39	\$ 6,683.00	\$ 18,824.49	\$ 50,482.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54973.39				Grant Funds (SYRWCD pd work)	\$ 43,008.87	\$ 866.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Grant Funds DISBURSED to CMA	\$ 41,016.29	\$ 24,291.22	\$ 6,683.00	\$ 18,824.49								
				Date Paid	1/18/2025 part	1/18/2025 part	1/18/2025	2/12/2025								
				Part 2 transfer	\$ 43,008.87	\$ 866.67										
				Date Rec'd	3/4/2025 Bal.	3/5/2025 Bal (except 100.50)										
				Part 3 transfer												
				Date Rec'd												

3/4/25 Transf to CMA **Total Paid by SYRWCD:** \$ 43,008.87 \$ 866.67 = \$ 43,875.54

Total Grant Funds INVOICED to date:	\$185,273.76
Total Grant Funds RECEIVED to date:	\$134,791.04
Total Grant Funds DISBURSED to date:	\$134,690.54
Total Grant Funds BALANCE to DISBURSE:	\$100.50

\$ 100.50 Comp 6 pd by CMA. Reimb on Inv. 2
Subgrant Agreement = \$0 allocation to CMA for Comp6

Component	Description	EMA	Invoiced to Grant	Allocation Balance	Grant Invoice - Reimbursement Received										
					1	2	3	4	5	6	7	8	9	10	11
2	Well Extraction Measurement & Reporting	\$192,667	\$ 11,710.00	\$180,957.00	\$ -	\$ -	\$ -	\$ -	\$ 11,710.00						
3	Rate Studies	\$27,334	\$ 16,000.00	\$11,334.00	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00						
4	Annual Reports & 5-Year Updates	\$497,333	\$ 209,599.28	\$287,733.72	\$ 126,821.65	\$ 45,896.59	\$ 225.68	\$ 153.68	\$ 36,501.68						
5	Monitoring Improvement & Expansion	\$544,838	\$ 11,806.25	\$533,031.75	\$ -	\$ -	\$ -	\$ -	\$ 11,806.25						
	SUM	\$1,262,172	\$ 249,115.53	\$1,013,056.47	\$ 126,821.65	\$ 45,896.59	\$ 225.68	\$ 153.68	\$ 76,017.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Grant Funds (SYRWCD pd work)	\$ 43,008.87	\$ 866.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Grant Funds (ID1 pd for work)	\$ 26,093.00	\$ 810.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Grant Funds DISBURSED to EMA	\$ 57,719.78	\$ 44,219.93	\$ 225.68	\$ 153.68							
				Date Paid	1/18/25 part	1/18/25 part	1/18/2025	2/12/2025							
				Part 2 transfer											
				Date Paid											

Total Paid by SYRWCD:	\$ 43,008.87	\$ 866.66	=	\$ 43,875.53
Total Paid by ID#1:	\$ 26,093.00	\$ 810.00	=	\$ 26,903.00
				\$ 70,778.53

Total Grant Funds INVOICED to date:	\$249,115.53
Total Grant Funds RECEIVED to date:	\$173,097.60
Total Grant Funds DISBURSED to date:	\$102,319.07
Total Grant Funds BALANCE to DISBURSE:	\$70,778.53

Component	Description	WMA	Invoiced to Grant	Allocation Balance	Grant Invoice - Reimbursement Received										
					1	2	3	4	5	6	7	8	9	10	11
2	Well Extraction Measurement & Reporting	\$192,667	\$ 25,681.25	\$166,985.75	\$ 9,560.50	\$ 1,925.25	\$ -	\$ 4,741.25	\$ 9,454.25						
3	Rate Studies	\$27,333	\$ 17,328.50	\$10,004.50	\$ -	\$ -	\$ 455.00	\$ 9,214.25	\$ 7,659.25						
4	Annual Reports & 5-Year Updates	\$497,333	\$ 133,143.44	\$364,189.56	\$ 89,790.52	\$ 30,238.92	\$ 786.00	\$ -	\$ 12,328.00						
5	Monitoring Improvement & Expansion	\$679,331	\$ 63,290.65	\$616,040.35	\$ 12,283.70	\$ 7,773.72	\$ 2,655.00	\$ 8,903.70	\$ 31,674.53						
6	Stormwater Capture	\$335,000	\$ 33,425.50	\$301,574.50	\$ 4,502.00	\$ 6,169.25	\$ -	\$ 13,000.75	\$ 9,753.50						
7	Conservation Study	\$600,000	\$ 37,386.50	\$562,613.50	\$ 3,277.50	\$ 8,706.25	\$ -	\$ 15,145.50	\$ 10,257.25						
8	Recycled Water Study	\$285,000	\$ 15,996.00	\$269,004.00	\$ 2,173.00	\$ 160.00	\$ -	\$ 5,668.25	\$ 7,994.75						
	SUM	\$2,616,664	\$ 326,251.84	\$2,290,412.16	\$ 121,587.22	\$ 54,973.39	\$ 3,896.00	\$ 56,673.70	\$ 89,121.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grant Funds (Lompoc pd for EKI work)				\$ 27,027.00	\$ 25,849.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grant Funds (SYRWCD pd work)				\$ 43,008.87	\$ 866.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grant Funds DISBURSED to WMA				\$ 51,551.35	\$ 28,257.72	\$ 3,896.00	\$ 56,673.70							
	Date Paid				1/18/2025 part	1/18/2025 part	1/18/2025	2/12/2025							
	Part 2 transfer														
	Date Paid														

Total Paid by SYRWCD:	\$ 43,008.87	\$ 866.67	=	\$ 43,875.54
Total Paid by City of Lompoc:	\$ 27,027.00	\$ 25,849.00	=	\$ 52,876.00
				\$ 96,751.54

Total Grant Funds INVOICED to date:	\$326,251.84
Total Grant Funds RECEIVED to date:	\$237,130.31
Total Grant Funds DISBURSED to date:	\$140,378.77
Total Grant Funds BALANCE to DISBURSE:	\$96,751.54

1.0 INTRODUCTION

This handbook is designed to help employees get acquainted with the Santa Ynez River Water Conservation District (the "District"). It describes some of the basic terms and conditions of employment with the Santa Ynez River Water Conservation District ("District"). Employees are expected to read this handbook carefully and to know and understand its contents.

The District reserves the right to make changes to this handbook (see Handbook Revisions below). Employees are responsible for knowing about and understanding those changes once they have been disseminated. The District also reserves the right to interpret the provisions of this handbook. For this reason, employees should check with the Personnel Manager to obtain information regarding specific employment guidelines, practices, policies, or procedures.

Because the District is a public agency, your employment relationship with the District is governed by the Fair Labor Standards Act ("FLSA"). Although the District provides wages and other benefits in accordance with the FLSA, there may be instances when the District provides benefits in excess of those required by FLSA. That notwithstanding, nothing in this Handbook should be construed to obligate or bind the District to provide benefits or other compensation in a manner inconsistent with the FLSA.

Because employment at the District is "at-will", employees should not interpret anything in this handbook as creating a contract or guarantee of continued employment.

This handbook is the property of the District, and it is intended for the personal use and reference by employees of the District. Circulation of this handbook outside of the District requires the prior written approval of the General Manager.

1.1 Handbook Revisions

The District reserves the right to make changes to this handbook and to any employment policy (except the employment at-will policy), practice, work rule, or benefit, at any time without prior notice. However, any such change is effective only if it is in writing and is signed or authorized by the General Manager of the District. Except as otherwise provided in this handbook, no one has the authority to make any promise or commitment contrary to what is in this handbook.

This handbook replaces all earlier handbooks and supersedes all prior policies, practices, and procedures.

1.2 Handbook Acknowledgement

Employees should sign the acknowledgement form at the back of this handbook, tear it out, and return it to the Personnel Department. This will provide the District with a record that each employee has received this handbook.

2.0 PROOF OF RIGHT TO WORK

Under federal law, all new hires must produce original documentation establishing their identity and right to work in the United States, and complete INS Form I-9, swearing that they have a right to work in the United States. New hires may establish the identity and right to work in the United States by (1) providing documentation that establishes both their identity and employment authorization ("List A" documents) or (2) providing documentation that separately establishes the identity ("List B" documents) their employment authorization ("List C" documents). All documents must be unexpired. Documentation must be produced within three days of hire, or on the first day of any employment that is less than three business days.

2.1 List "A" Documents

Any one of the following documents may be used to establish both identity and employment authorization ("List A" documents):

1. United States passport;
2. Permanent Resident Card (Form I-551); Alien Registration Receipt Card (I-551);
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa;
4. An Employment Authorization Document that contains a photograph (Form I-766);
5. In the case of a non-immigrant alien authorized to work for specific employer incident to status, a foreign passport with (Form I-94 or Form I-94A) bearing the same name as the passport and containing an endorsement of the aliens of non-immigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form; or
6. Passport from the Federated States of Micronesia or Republic of the Marshall Islands with Form I-94A indicating non-immigrant admission under the Compact of Free Association between the U.S. FSM or RMI.

2.2 List "B" Documents

If an applicant cannot produce one of the documents listed above, two documents are required: one to prove identity and another to proof employment authorization. The following documents are acceptable as proof of identity, but not employment authorization ("List B" documents):

1. A driver's license or ID card issued by a State or outlying possession of the United States, provided it contains a photograph or identifying information such as name, date of birth, gender, height, eye color, and address;
2. ID card issued by a Federal, State or local government agencies or entities provided it contains a photograph or identifying information such as name, date of birth, gender, height, eye color, and address;
3. School ID card with photograph;

4. Voter registration card;
5. US military card or draft card;
6. Military dependent's ID card;
7. Merchant Mariner Card issued by the United States Coast Guard;
8. Native American tribal document;
9. Canadian driver's license; or
10. Individuals under the age of 18 who are unable to produce any of the identification documents listed in 1-9 may present a: a) school record or report card, b) day care or nursery school record, or c) clinic doctor or hospital record only.

2.3 List "C" Documents

The following documents are acceptable to establish employment authorization, but not identity ("List C" documents):

1. A social security card, other than one that specifies on the face that the issuance of the card does not authorize employment in the US;
2. A Certification of Birth Abroad issued by the Department of State (Form FS-545);
3. A Certification of Report of Birth issued by the Department of State (Form DS-1350);
4. An original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying territory of the United States, and bearing an official seal;
5. A Native American tribal document;
6. A United States Citizen Identification Card (INS Form I-197);
7. An Identification card for use of a resident citizen in the United States (INS Form I-179);
8. An employment authorization document issued by the Department of Homeland Security.

Authorization documents to be copied and placed with the employee's Form I-9 any special file separate from the employee's personnel file.

3.0 EQUAL EMPLOYMENT OPPORTUNITY

It is the District's policy to provide equal employment opportunity for all applicants and employees. The District does not unlawfully discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), reproductive health decision, family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking,

enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.

3.1 Accommodations

Consistent with the law, the District also makes reasonable accommodations for disabled applicants and employees; for pregnant employees who request an accommodation for pregnancy, childbirth, or related medical conditions; for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.

3.2 Sexual Harassment Prevention

The District prohibits sexual harassment and the harassment of any individual on any of the other bases listed above. For information about the types of conduct that constitute impermissible harassment, the District's internal procedures for addressing complaints of harassment, the legal remedies available through and complaint procedures of the appropriate state and federal agencies and directions on how to contact these agencies, please refer to the District's Policy Against Harassment and Discrimination located in this Handbook.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with the General Manager or District Counsel.

4.0 EMPLOYMENT AT-WILL

All employment at the District is "at-will." This means that both employees and the District have the right to terminate employment at any time, with or without advance notice, and with or without cause. No one other than an officer of the District has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this at-will status. Any such agreement must be in writing, must be signed by the District President or other authorized officer of the District and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

5.0 EMPLOYEE CLASSIFICATIONS

5.1 Regular Full-Time Employees

An employee who successfully completes the introductory period (including any extension) and is regularly scheduled to work 40 hours per week for a period of indefinite duration, is referred to as a regular full-time employee.

5.2 Regular Part-Time Employees

An employee who successfully completes the introductory period (including any extension) and is regularly scheduled to work fewer than 40 hours per week for a period of indefinite duration, is referred to as a regular part-time employee.

5.3 Temporary Employees

Temporary employees are persons hired to work on special assignment with the understanding that such work will be completed within a specified period of time, usually not to exceed ninety (90) days. Temporary employees do not become regular employees as a result of the passage of time.

5.4 Exempt/Nonexempt Employees

Exempt employees, by definition, are exempt from earning overtime compensation. Nonexempt employees are employees who are eligible to be paid for overtime work in accordance with the provisions of applicable wage and hour laws. Overtime pay requirements are set forth in the section of this Handbook/Manual entitled "Hours of Work, Overtime, and Pay Day."

5.5 Salaried Employees

Salaried employees are employees who are paid a fixed amount on a periodic basis and not by the hour.

5.6 Hourly Employees

Hourly employees are employees whose wages are paid by the hour. Their wages fluctuate according to the number of hours they work.

5.7 Change in Employment Status

The District may change the employment classification of any employee at any time based on the nature of the employment assignment.

5.8 Integration Provision

The District certainly hopes that employees and the District will find the employment relationship rewarding, satisfying, and mutually beneficial. It is nevertheless clear that employment relationships are not always successful or mutually satisfactory. It is important to note that no job, title, status or assignment creates a right to employment for a specified duration or a guarantee of employment for any specific length of time.

All employment relationships, regardless of classification, are at the mutual consent of the employee and the District. Accordingly, either the employee or the District can terminate the employment relationship at will, at any time, either with or without cause or advance notice. Moreover, no one in the organization, other than the District president, has the authority or legal ability to modify the at-will nature of the employment relationship. The District president can do so only if it is done specifically and unequivocally in a written agreement that assigned both by the District president and the employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

5.9 Probationary Employees

The term “probationary employees” is sometimes used in this Handbook/Manual to refer to those employees who are within their introductory period, i.e., the first 90 days of employment with the District. At the District’s discretion, the introductory period may be extended for an additional period.

6.0 HOURS OF WORK, OVERTIME, TIMEKEEPING, AND PAY DAY

6.1 Hours of Work

A. Work Hours

Core working hours are defined as the period between 0900hrs and 1500hrs Monday through Friday, unless otherwise scheduled. The when all employees are expected to be present at the District office, unless other arrangements are made in advance. If an employee cannot be in the office during this time, they must let the General Manager know in advance, if possible. Exceptions of illness, and other unforeseen circumstances.

Employees may work from home, if advanced notice is given to the General Manager. However, employees are expected to keep the same core hours and day schedule as if they were in the office. Employees may work in the District office beyond the core hours, or they may work off hours to ensure that work assignments are completed on time. If an employee requires accommodation to work remotely, the District will make a reasonable accommodation, if available.

The District reserves the right to modify employees' starting and quitting times and the number of hours worked.

B. Workweek

Each workweek begins at 12:00 AM on Monday and runs through 11:59 PM on Sunday. The timesheets are required to be filled out in two-week increments to align with the District's payroll schedule. The District uses a standard timesheet format, as approved by the General Manager.

C. Day of Rest

All nonexempt employees are entitled to one day of rest per workweek. Employees are not permitted to work more than 6 days within one workweek.

Employees who feel they were not provided a day of rest as required by this policy should inform her supervisor or manager, and (if not corrected) Human Resources.

6.2 Timekeeping

All employees are required to fill out a timesheet daily using the timesheet/timesheet program provided by the District.

6.3 Meal and Rest Periods* this is a placeholder only and subject to further discussion and change

A. Rest Periods

All employees are permitted a 15-minute paid rest break for each four-hour work period. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Employees who voluntarily work through their rest breaks will not be paid additional compensation.

B. Meal Periods

All employees who work eight or more hours in a day are required to take an unpaid meal break of 30 minutes. Meal breaks are not counted toward hours worked.

Employees are to be completely relieved from duty during their meal break. If a nonexempt employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

C. Enforcement

Managers are responsible for the scheduling of meal and rest periods. Employees who fail to return on time from breaks or lunch will be subject to disciplinary action and docking of pay for time missed.

6.4 Overtime Pay

A. Overtime Definition and Rates of Pay

The District follows the Federal Standard Labor Act. Nonexempt employees who work more than forty (40) hours in one workweek will receive overtime pay computed at the rate of 1 ½ times the employee's regular rate of pay for all hours worked in excess of forty (40) in any one workweek. Overtime will be computed on actual minutes worked. Only those hours that are actually worked are counted to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked and therefore are not counted in making overtime calculations unless the employee actually worked on the holiday.

There may be exceptions to the above overtime computations for nonexempt employees who are subject to an Alternative Workweek Schedule.

B. Workweek and Workday

Unless otherwise provided, for purposes of calculating overtime each workweek begins on Monday and each workday begins at 12:01 a.m.

C. Compensatory Time Off

At the employee's option, compensatory time off, or "comp time" hours can be earned up to a total of two hundred and forty (240) hours by any employee eligible to receive overtime pay. When the maximum number of comp time hours has been reached, the hours worked in excess of the normal work day or week as defined in the Overtime Pay Work Schedule assigned to the employee shall be paid as overtime wages. No further comp time shall be accrued until the comp time balance is reduced below the maximum of 240 hours.

In order to receive comp time in lieu of overtime pay, the employee must make such election in writing prior to completion of the work.

The use of comp time must be approved in advance by Human Resources or the employee's supervisor. The approval will depend in part on the work requirements of the District and the vacation schedules of other employees.

If your employment with the District ends, any accrued comp time shall be paid pursuant to your then current rate of pay.

Comp time shall be accrued at the rates discussed below:

All nonexempt employees who work more than forty (40) in one workweek may receive comp time, in lieu of overtime pay, computed at the rate of 1 1/2 times the employee's hours for all hours worked in excess of forty (40) in any one workweek.

6.5 Other Types of Pay

A. Reporting Time Pay

Nonexempt employees who report to work at the District's request, but are furnished less than half of their usual or scheduled day's work, will be paid for half of the usual or scheduled day's work, but not less than two hours' pay or more than four hours' pay at the regular rate, without regard to the number of hours they actually worked, unless the reasons for the lack of work are beyond the District's control. Reporting time pay will not be paid to an employee on paid standby status who is called to perform assigned work at a time other than the employee's scheduled reporting time. Reporting time hours are not counted as "hours worked" for overtime purposes beyond the time in which work is actually performed. For example, if an employee who is scheduled to work an eight-hour shift is sent home after three hours, the employee will receive four hours' pay for that day, but the fourth hour of reporting time pay will not be treated as time worked for overtime purposes.

B. Callback Pay

A nonexempt employee who is called back for a second work period in a workday and is given less than two hours' work will be paid a minimum of two hours' pay at the employee's regular rate of pay for the second work period, without regard to the number of hours actually worked, unless the reasons for any failure to furnish two hours of work are beyond the District's control. Callback time is not counted as "hours worked" for overtime purposes beyond the time in which the work is actually performed.

6.6 Place and Time for Payment of Wages

A. Regular Pay Days

Pay periods are the 1-15th and 16th – last day of each month. Employees are paid by Direct Deposit on or before the 26th of the month for pay periods ending on the 15th. and paid on or before the 10th of the following month for pay periods ending on the last day of the month. If a pay day falls on a holiday, paychecks will be distributed on the following workday. For employees who are not on direct deposit, checks are distributed on the date assigned for payment. If the employee is absent when the paycheck is distributed, the employee may claim the paycheck from payroll when the employee returns.

If the employee would like a paper paycheck mailed to their residence, it must be arranged in advance.

B. Payment on Resignation, Termination, or Completion of Assignment or Term

If an employee resigns, his or her paycheck will be available on the final day of work, provided the employee has given at least 72 hours' prior notice. If an employee resigns without giving 72 hours' notice, his or her paycheck will be made available within 72 hours after the employee gives notice of the resignation, unless the employee requests in writing that his or her final paycheck be mailed, in which case the District will mail the final paycheck within three days after the employee gives notice. Employees who are terminated involuntarily will be paid on the day of the discharge. If an employee is hired for a specific assignment or otherwise has a defined term of employment, his or her paycheck will be available upon the completion of the assignment or employment term. In all cases, employees' final paychecks will include payment for all wages owed and any accrued but unused PTO.

6.7 Policy Regarding Exempt Employees

Employees who are characterized by the District as exempt from the overtime provisions of state and federal law are paid a salary that is intended to fully compensate them for all hours worked each week, however few or many those hours are. The salary consists of a predetermined amount constituting the exempt employee's compensation. That amount is not subject to a reduction because of variations in the quality or quantity of the employee's work. As a general rule, an exempt employee's salary is not subject to deductions. Exceptions to the general rule will apply only when they are expressly authorized under applicable state and federal laws. This may occur, for example, when an employee has exhausted all accrued PTO benefits and misses additional full days of work for personal reasons. No deductions will be made unless they are permitted by the regulations issued under the Fair Labor Standards Act and any applicable state laws.

Any employee who believes that an improper deduction or a violation of the laws regulating salaries has occurred is encouraged to advise the human resources department as soon as possible. The matter will be promptly investigated and, if the mistake occurred, corrected. Employees may file complaints without fear of any retaliation.

7.0 DISTRICT HOLIDAYS

District observes the following standard holidays each year:

New Year's Day	Labor Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day
Two additional days to be designated by the General Manager	

Eligible employees will receive a day off on each of the holidays listed above.

Non-exempt full-time employees will be paid at their regularly hourly rate for 8-hours for each holiday.

Non-exempt part-time employees will be paid at their regularly hourly rate for their expected daily work hours. A 0.75 FTE part-time employee's expected daily work day is 6 hours.

7.1 Eligibility

Unless otherwise provided in this policy, all full-time and part-time employees will receive time off with pay at their normal base rate for each District-observed holiday. All employees are ineligible for holiday benefits while they are on leave of absence.

7.2 Weekends and Vacations

Holidays falling on Saturdays will normally be observed on the preceding Friday. Holidays falling on Sundays will normally be observed on the following Monday. Holidays that occur during an eligible employee's PTO will not be counted as PTO days taken.

7.3 Pay in Lieu of Time Off

The District may, in its sole discretion, require some or all employees to work on District-observed holidays, in which the District will provide pay in lieu of time off.

8.0 PERSONAL TIME OFF

The District combines vacation, sick leave, and personal days into one bank of time to be accrued and used by the employee. The single category will be called "Personal Time Off" or "PTO".

8.1 PTO Accrual

PTO is accrued on a bi-weekly basis, corresponding to payroll, starting the first day of employment. PTO for full-time employees will accrue according to the following schedule:

- Year one through five: 8 hours per pay period, for an equivalent of 24 days (192 hours) annually
- Starting year six and thereafter: an additional 0.334 hours shall accrue per pay period, for an equivalent of one day (8 hours) annually
- Maximum annual accrual: 11.667 hours per pay period, for an equivalent of 35 days (280 hours) annually
- A different starting point and accrual schedule may be applied at initial employment depending upon years of relevant experience.

For part time employees, these accruals will be pro-rated based upon the equivalent hours for their normal workday.

Each District employee shall accrue a minimum of 5 days or 40 hours of PTO

PTO is accrued from the date of employment and may be used when accrued.

PTO may not accrue in excess of two times (2x) the annual accrual amount. Once the maximum accrual balance is reached, no further accrual is earned. Accruals will recommence after the employee has taken time off and/or cashed out hours and the balance has dropped below the maximum allowable balance.

8.2 PTO Use

- At the employee's discretion, subject to the rule governing the section on "Attendance" in the Employees Handbook, for any reason including but not limited to vacations, sick, medical, family care, personal reasons, or bereavement.
- In connection with the diagnosis, care or treatment of an existing health condition for, or the preventive care of, an employee, an employee's immediate family member or other designated person (the employee may select one designated person per each 12-month period). "Family member" for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents and siblings. Leave under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking.
- In a minimum of one-hour increments.
- In combination with Compensatory Time Off, Holidays, or other expressed types of Leaves as described in the Employee Handbook. Employee may, but is not required to, use PTO in conjunction with any other State or Federal mandated leaves.

Employees must take at least five (5) days (40 hours for full-time or pro-rated for part-time) of PTO per calendar year. Should an employee voluntarily select their PTO period and that period contains a regular paid holiday (i.e., Labor Day), the holiday shall not count as one of the PTO days. PTO durations in excess of the annual accrual are subject to prior approval by the General Manager.

After at least five (5) days (40 hours for full-time or pro-rated for part-time) of PTO have been taken, per calendar year, and if additional PTO balance exists, then, once per calendar year, the employee may cash out up to five (5) days (40 hours for full-time or pro-rated for part-time) of PTO, not to exceed the employee's current accrual amount.

Employees taking an unpaid leave of absence will have their PTO for the year prorated in accordance with the leave of absence policy.

Accrued and unused PTO up to the maximum accrual will be paid upon severance of employment.

With the approval of the general manager, individual employees may donate up to 40 hours per calendar year of their accrued PTO to other employees in need.

9.0 LACTATION ACCOMMODATION

The District provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. The District will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private. Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, access to electricity, a sink with running water, and a refrigerator for storing breast milk.

9.1 Procedures

An employee may request an accommodation for lactation breaks by submitting a lactation accommodation request form to her department supervisor.

The department supervisor must respond to the employee's accommodation request in writing on the same lactation accommodation request form submitted by the employee indicating the approval or denial of the break request. The completed request form must be returned to the employee and a copy sent to the human resources department.

The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

The District reserves the right to deny, in writing, an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees have the right to file a complaint with the labor commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodations.

10.0 LEAVES OF ABSENCE

This section provides a description of the leaves that may be available to eligible District employees. All leaves are unpaid unless otherwise stated.

10.1 Temporary Disability Leave

Employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or a disability under the ADA or the FEHA.

A. Eligibility and Duration

Employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or a qualifies disability under the Americans with Disabilities Act and/or the California Fair Employment and Housing Act.

The duration of a temporary disability leave under this policy shall be consistent with applicable law, but in no event shall the leave extend past that date on which an employee becomes capable of performing the essential functions of his or her position, with or without reasonable accommodation. For a full explanation of leave rights, employees should contact the General Manager or District Counsel.

If temporary disability leave is needed due to a work-related injury, all matters relating to an employee's leave rights, including compensation, benefits, substitution of paid leave, notice and certification requirements, and reinstatement shall be governed consistent with California workers' compensation laws. Employees having questions about such rights should contact the General Manager or District Counsel.

B. Leave's Effect on Pay and Benefits

An employee taking a temporary disability leave must substitute any accrued PTO pay for the leave. Except to the extent paid leave is substituted, the temporary disability leave will be unpaid.

Group insurance benefits may be continued during temporary disability leaves. However, the cost of such coverage, including the District's premium payment, becomes the responsibility of the employee. The employee and the District should agree upon a payment schedule before the leave begins.

C. Procedure for Requesting Leave

Unless circumstances render it impractical, a temporary disability leave must be approved in advance by the District. Whenever possible, an employee should submit a written request for temporary disability leave to Human Resources as soon as the employee is aware of the need for such a leave. A request for temporary disability leave must be supported by medical certification from a health care provider containing the following information: a) the date on which the employee became disabled; b) the probable duration of the period or periods of disability; and c) an explanatory statement, that due to the disability, the employee is temporarily unable to work at all or is unable to perform one or more of the essential functions of his or her position without undue risk to the employee or other persons. The certification should also explain what accommodations, if any, will assist the employee to perform the essential functions of the employee's position.

D. Reinstatement After Temporary Disability Leave

Each employee who has taken a temporary disability leave of absence must keep the District advised of the disability status and must contact Human Resources at least two weeks before the

expiration of the leave to discuss the employee's return to work. Such employees The release should be in writing, should detail what restrictions, if any, are required and be submitted to Human Resources on or before the employee's return date. shall be reinstated in accordance with applicable law and into their former position if staffing requirements permit. The District cannot guarantee that the employee's former position or any other position will be available upon the expiration of the scheduled leave.

Each employee who has taken a temporary disability leave must be released by a doctor to return to work.

10.2 Other Leaves of Absence

The District also grants eligible employees leaves of absence for military leave, jury or witness duty, certain court appearances, appearances at school or daycare activities, emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel, to vote in a statewide election, for bereavement leave, for leave related to domestic violence, crime victims leave, or leave for the donation of an organ or bone marrow.

Employees wishing to take leaves of absence for one of these reasons should refer to the procedures outlined below or contact HR.

A. Military Leave of Absence

The District will grant employees a military leave of absence to the extent required by applicable federal and state law.

B. Jury and Witness Duty

The District will provide employees time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The District will also provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order.

Leaves under this section will be unpaid.

However, exempt employees who work any portion of a workweek in which they also serve on jury duty or appear as a witness will receive their full salary for that workweek. Employees may elect to substitute accrued PTO during any unpaid leave due to jury duty or witness appearance.

Employees are required to provide reasonable advance notice of the need for jury/witness leave. Employees also are expected to report to work each day or portion of a day they are not performing jury/witness duty.

C. Voting Time Off

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work.

D. Bereavement Leave

Employees will be allowed up to five consecutive working days off to arrange and attend the funeral of an immediate family member. For purposes of this policy an employee's immediate family is defined to include the employee's current spouse, domestic partner, father, mother, sister, brother, children, current parent in-law, grandparents, and grandchildren.

Leaves under this section are unpaid except to the extent that employees choose to use their accrued PTO.

E. Crime Victims' Leave

The District will provide time off to an employee to attend judicial proceedings related to a crime, if that employee is a victim of crime, an immediate family member of the victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. The District requires that where feasible, in advance of taking leave, the employee provide it with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. If advance notice is not possible, the employee is required to provide the District with a copy of the notice within a reasonable time.

No employee who is absent from work pursuant to this provision will be discharged or otherwise discriminated against in compensation or other terms, conditions or privileges of employment, because of such absence. Such leave is unpaid. Employees taking leave under this policy may elect to apply PTO time to such leave.

F. Reproductive Loss Leave

The District will provide eligible employees with up to five days of protected time off following a reproductive loss event, which includes a failed adoption, failed surrogacy, miscarriage, stillbirth or unsuccessful assisted reproduction effort (each as further defined in the statute). Eligible employees are defined as those who have been employed for at least 30 days prior to the need for leave. Leave taken under this policy are unpaid, except to the extent employees choose to substitute accrued paid time off. Leave days may be taken nonconsecutively but must be completed within three months of the reproductive loss event. Employees may be entitled to multiple leaves if they experience more than one reproductive loss event within a 12-month period, up to a maximum of 20 days. All requests for leave under this policy will be considered confidential. Retaliation for

taking a leave under this policy will not be tolerated and employees who believe they have been subject to retaliation should advise Human Resources.

11.0 OPEN DOOR

The District has a specific procedure detailed in the separate Policy Against Harassment and Discrimination that should be used to report concerns or complaints related to possible sexual harassment, other forms of harassment, discrimination, or retaliation based on a protected category. Separately, the District has an Open Door Policy that encourages employees to participate in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. The District believes that employee concerns are best addressed through this type of informal and open communication.

Employees are encouraged to raise work-related concerns with their immediate supervisor, or with a supervisor or other management representative of their choice, as soon as possible after the events that cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter fully resolved. Although the District cannot guarantee in each instance the employee will be satisfied with the result, the District will attempt in each instance to explain the result to the employee if the employee is not satisfied. The District will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate.

Employees who conclude that work related concerns should be brought to the attention of the District by written complaint and formal investigation may avail themselves of the “Internal Complaint Review Procedure” set forth in this Handbook/Manual.

12.0 SOLICITATION AND DISTRIBUTION

Employees may engage in solicitation on District premises only during nonworking time. Nonworking time means time during meals or breaks and before or after work.

Employees may distribute or circulate non-District written materials only during nonworking time and only in non-work areas. If an employee is not certain whether an area is a work or non-work area, he or she should consult his or her immediate supervisor for clarification.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on District property at any time. Similarly, solicitation or distribution of literature for any purpose by nonemployees is strictly prohibited on District property at any time.

13.0 TERMINATION, DISCIPLINE, AND RULES OF CONDUCT

13.1 Termination

A. Voluntary Termination

The District will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following:

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

B. Involuntary Termination

An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of the District's rules of conduct as set forth below.

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

From time to time, the District may need to terminate an employee as a consequence of reorganizations, job eliminations, economic downturns in business, or lack of work. Should the District consider such terminations necessary, the District will attempt to provide all affected employees with advance notice when practical.

13.2 Discipline and Rules of Conduct

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet District standards, the employee will be subject to discipline up to and including termination.

The rules set forth below are intended to provide employees with notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of the District, other employees, or customers, may also result in disciplinary action.

A. Job Performance

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

1. Unsatisfactory work quality or quantity;

2. Poor attitude (for example, rudeness or lack of cooperation);
3. Excessive absenteeism, tardiness, or abuse of rest break and meal period policies;
4. Failure to follow instructions or District procedures; or
5. Failure to follow established safety regulations.

B. Misconduct

1. Insubordination;
2. Dishonesty;
3. Theft;
4. Discourtesy;
5. Misusing or destroying District property or the property of another on District premises;
6. Violating conflict of interest rules;
7. Disclosing or using confidential or proprietary information without authorization;
8. Falsifying or altering District records, including an application of employment;
9. Interfering with the work performance of others;
10. Altercations;
11. Harassing, including sexually harassing, employees or customers;
12. Being under the influence of, using, or possessing alcohol or illegal substances on District property or while conducting District business;
13. Gambling on District premises or while conducting District business;
14. Sleeping on the job or leaving your work location/work site without authorization;
15. Possessing a firearm or other dangerous weapon on District property or while conducting District business;
16. Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the District, its employees, customers, or property; or
17. Failing to report to the District, within five days, any conviction under any criminal drug statute for a violation occurring in the workplace.
18. Violation of any District policy, procedure, or rule.

C. Attendance

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

1. Reporting to work on time, observing rest break and meal period policies, and obtaining approval to leave work early; and
2. Notifying the supervisor in advance of anticipated tardiness or absence.

D. Discipline Procedure

Except as set forth below, discharge or demotion for poor performance ordinarily will be preceded by an oral warning and a written warning.

The District reserves the right to proceed directly to a written warning, demotion, or termination for misconduct or performance deficiency, without resort to prior disciplinary steps, when the District deems such action appropriate.

13.3 Exit Interview

Employees who leave the District for any reason may be asked to participate in an exit interview. This interview is intended to permit terminating employees the opportunity to communicate their views regarding their work with the District, including job duties, job training, job supervision, and job benefits.

At the time of the exit interview, employees are expected to return all District-furnished property, such as laptops and other electronic equipment, uniforms, tools, equipment, I.D. cards, keys, credit cards, documents, files, and handbooks. Arrangements for clearing any outstanding debts with the District and for receiving final pay also will be made at this time.

13.4 Employment at Will

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

14.0 TECHNOLOGY AND SECURITY

The District provides various Technology Resources to authorized employees to assist them in performing their job duties for the District. Each employee has a responsibility to use the District's Technology Resources in a manner that increases productivity, enhances the District's public image, and is respectful of other employees. Failure to follow the District's policies regarding Technology Resources may lead to disciplinary measures, up to and including termination of employment. District employees are reminded that, in addition to the requirements of this policy, all usage of Technology Resources is also subject to District's "District Property; Confidential and Personal Information" policy.

14.1 Technology Resources Definition

Technology Resources consist of all electronic media and storage devices, software, and means of electronic communication including any of the following:

1. Personal computers and workstations
2. Laptop computers
3. Mini and mainframe computers
4. Tablets
5. Computer hardware such as disk drives, tape drives, external hard drives and flash/thumb drives
6. Peripheral equipment such as cameras, speakers, microphones, headphones, printers, modems, fax machines, copiers, and associated cords/cables
7. Computer software applications and associated files and data, including software that grants access to external services, such as the Internet or cloud storage accounts
8. Electronic mail
9. Telephones and/or mobile phones
10. Personal organizers and other handheld devices
11. Pagers, voicemail systems, and instant messaging systems

14.2 Authorization

Access to the District's Technology Resources is within the sole discretion of the District. Generally, employees are given access to the District's various technologies based on their job functions. Only employees whose job performance will benefit from the use of the District's Technology Resources are authorized to access and use the necessary technology. Additionally, employees may be required to complete a District-approved training before they are authorized to access and use the District's Technology Resources.

14.3 Use

The District's Technology Resources are to be used by employees during working time only for the purpose of conducting District business. Employees may, however, use the District's Technology Resources for the following incidental non-work-related uses during non-working time as long as such use does not interfere with the employee's duties, is not done for pecuniary gain, and does not violate any District policy. Personal use may include the following:

1. Use the telephone system for brief and necessary personal calls
2. Send and receive necessary and occasional personal communications

3. Prepare and store incidental data (such as personal calendars, personal address lists, and similar incidental data) in a reasonable manner
4. Access the Internet and personal social media sites for brief personal searches and inquiries during meals, breaks, or other nonworking time, if employees adhere to all other usage policies

The District assumes no liability for loss, damage, destruction, alteration, receipt, transmission, disclosure, or misuse of any personal data or communications transmitted over or stored on the District's Technology Resources. The District accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any District property. The District strongly discourages employees from storing any personal data on any of the District's Technology Resources.

14.4 Improper Use

A. Prohibition against Harassing, Discriminatory and Defamatory Use

The District is aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth more fully in the District's "Equal Employment Opportunity Policy" and its "Policy Against Harassment and Discrimination," the District does not tolerate discrimination or harassment based on race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition, or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other status protected by applicable laws. Under no circumstances shall employees use the District's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing, defamatory, obscene, indecent, threatening, or that otherwise could adversely affect any individual, group, or entity (*e.g.*, sexually explicit or racial messages, slurs, jokes, or cartoons).

B. Prohibition against Violating Copyright Laws

Employees shall not use the District's Technology Resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

C. Other Prohibited Uses

Employees shall not use the District's Technology Resources for any illegal purpose, violation of any District policy, for pecuniary gain, or in any way that discloses trade secrets or other confidential or proprietary information of the District, business partners, vendors, or customers.

14.5 District Access to Technology Resources

All messages sent and received, including personal messages, and all data and information stored on the District's Technology Resources (including on its electronic mail system, voicemail system, or computer systems) are District property regardless of the content. As such, the District reserves the right to access all of its Technology Resources including its computers, voicemail, and electronic mail systems, at any time, in its sole discretion. No employee, other than the District's General Manager or designee, has authority to waive, vary or amend the District's right to access its Technology Resources.

A. No Reasonable Expectation of Privacy

On occasion, the District may need to access its Technology Resources including computer files, voice recordings, electronic mail messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created, collected, or maintained on the District's Technology Resources, including personal information or messages.

The District may, at its discretion, inspect all files or messages on its Technology Resources at any time for any reason. The District may also monitor its Technology Resources at any time in order to confirm compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

B. Passwords

Certain of the District's Technology Resources can be accessed only by entering a password or using login credentials. Passwords and login credentials are intended to prevent unauthorized access to information. Passwords and login credentials do not confer any right of privacy upon any employee of the District. Thus, even though employees may maintain passwords or be provided with login credentials for accessing Technology Resources, employees must not expect that any information maintained on Technology Resources, including electronic mail and voicemail messages, are private. Employees are expected to maintain their passwords and login credentials as confidential. Employees must not share passwords, or forward login credentials unless authorized by the General Manager or designee and must not access coworkers' systems without express authorization.

C. Data Collection

The best way for employees to ensure the privacy of personal information is not to store or transmit it on the District's Technology Resources. So that employees understand the extent to which information is collected and stored, examples of information currently maintained by the District are provided below. The District may, however, in its sole discretion, and at any time, alter the amount and type of information that it retains.

1. Telephone Use and Voicemail: Records are kept of all calls made from and to a given telephone extension. Although voicemail is password-protected, an authorized administrator can listen to voicemail messages and also reset the password.
2. Electronic Mail: Electronic mail is backed up and archived. Although electronic mail is password-protected, an authorized administrator can read electronic mail and also reset the password.
3. Document Use: Each document stored on District computers has a history that shows which users have accessed the document for any purpose.
4. Internet Use: Internet sites visited, the number of times visited, and the total time connected to each site are recorded and periodically monitored.

D. Deleted Information

Deleting or erasing information, documents, or messages maintained on the District's Technology Resources is, in most cases, ineffective. All employees should understand that any information kept on the District's Technology Resources may be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Because the District periodically backs up all files and messages, and because of the way in which computers reuse file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential or ever were confidential. If a legal dispute arises, or may arise in the future, it may be unlawful to attempt to delete or erase certain information. Employees shall fully comply with District policy regarding retention or destruction of information.

14.6 The Internet and On-Line Services

The District provides authorized employees access to online services such as the Internet. The District expects that employees will use these services in a responsible way and for business-related purposes only. Under no circumstances are employees permitted to use the District's Technology Resources to access, download, or contribute to Internet sites that contain inappropriate content such as that which is discriminatory, harassing, defamatory, obscene, indecent, threatening, or that otherwise could reasonably adversely affect any individual, group, or entity.

Additionally, employees may not use the District's Technology Resources to post, comment, send, or otherwise upload any information to any websites or other online groups, including web logs (*i.e.*, "blogs"), social networking websites, newsgroups, discussion groups, or non-District email groups, except in accordance with the District's Social Media policy. These actions will likely generate junk electronic mail and may expose the District to liability or unwanted attention because of comments or other contributions that employees may make. The District strongly encourages employees who wish to access the Internet for non-work-related activities to obtain their own personal Internet access accounts that are unaffiliated with the District, and to use such accounts at home on their own personal computer without making any reference to the District.

14.7 Online Monitoring

The District monitors both the amount of time spent using online services and the sites visited by individual employees. The District reserves the right to limit such access by any means available to it, including revoking access altogether.

14.8 Confidential Information

The District is very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both the District, business partners, vendors, or customers ("Confidential Information"). Confidential Information includes all confidential, and personal information covered by the District's guideline in this Manual regarding "District Property; Confidential, And Personal Information." Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on the District's Technology Resources.

Confidential Information should not be accessed through the District's Technology Resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via Technology Resources should be marked with the following confidentiality legend: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please advise _____ [employee's name] immediately at _____ [employee's telephone number] or return it promptly by mail."

Employees should adhere to District's security policy with regard to Confidential Information and take all appropriate measures to safeguard the confidentiality and security of such information. Employees should avoid sending Confidential Information via the Internet, except when absolutely necessary. Employees should also verify electronic mail addresses before transmitting any messages containing Confidential Information.

14.9 Software Use

A. License Restrictions

All software in use on the District's Technology Resources is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software on the District's computers, by any means of transmission, unless authorized in writing in advance by the General Manager or designee and thoroughly scanned for viruses or other malware prior to installation.

14.10 Software For Home Use

Before transferring or copying any software from a District Technology Resource to another computer or other device, employees must obtain written authorization from the General Manager or designee.

It is the employee's responsibility to adhere to applicable licensing requirements, including not making or distributing unauthorized copies of software to others.

Upon departure from the District, it is the employee's responsibility to remove all District software from non-District computers and other devices on which District software has been installed. If an employee sells or otherwise transfers out of his or her own possession or control his or her own personally owned computer, he or she must delete all District software prior to such sale or other transfer.

14.11 Security

The District has installed a variety of programs and devices to ensure the safety and security of the District's Technology Resources. Any employee found tampering with or disabling any of the District's security devices will be subject to discipline up to and including termination. Moreover, the District reserves the right to advise appropriate legal authorities of any violation of law by an employee.

To maintain the effectiveness of the District's security measures, employees should use only secure networks established by the District to access or use Confidential Information. Such information may not be downloaded, stored, or copied onto any non-District equipment or media (including personally owned computer, handheld devices, external memory devices, or disks) without prior written approval of IT. If Confidential Information is downloaded, stored, or copied onto non-District equipment or media, employees must take all appropriate measures to safeguard against loss, theft, damage, or breach of such equipment or media. If Confidential Information is downloaded, stored, or copied onto non-District equipment or media, employees must permanently delete such information prior to selling or otherwise transferring out of their own possession or control such equipment or media. If Confidential Information is downloaded, stored, or copied onto non-District equipment or media and employee resigns, is terminated, or is requested to do so by management, employees must delete all Confidential Information they received, including any and all copies thereof. Similarly, employees may not send Confidential Information to their

personal e-mail accounts, even for work-related purposes, without prior written approval of the General Manager or designee.

Any loss or suspected loss of Confidential Information, or any suspicious activity such as external hacking attempts or unusual internal activity, should be reported immediately to the General Manager.

14.12 Remote Access to Technology Resources

The District may, at its sole discretion, provide certain employees with remote or Virtual Private Network (VPN) access systems such as a laptop, smartphone, tablet, or other personal organizer to allow such employees to handle the tasks associated with their jobs while working away from the office. Employees must take care to ensure the security of all District-provided equipment.

Employees must not share network passwords or other PINs with anyone. As soon as an employee believes District-provided equipment is lost or that the security and confidentiality of the data on that equipment has been compromised, he or she must notify the General Manager or designee.

If District-provided equipment is lost, or if it is damaged as a result of carelessness, employees may be responsible for replacement fees. The District-provided remote VPN access system should only be used for District-related business. The District may decide that it is no longer necessary for certain employees to possess a remote VPN access system and their ability to use such systems may be discontinued, in which case such employees are expected to return any District-issued remote VPN access systems in accordance with District's "District Property" policy.

Use of public or home networks, such as unencrypted WiFi networks, can be a threat to the security and reliability of the District's Technology Resources. Accordingly, employees must only access District Technology Resources via means that are specifically approved by the General Manager or designee.

14.13 Electronic Mail Guidelines

Employees are expected to use sound judgment with respect to use of the District's electronic mail ("e-mail"). All employees should adhere to the following with respect to use of e-mail:

1. *Always ask before sending an e-mail if it is the appropriate medium of communication.* When communicating about a sensitive subject, consider whether e-mail is the appropriate medium or whether using the phone rather than e-mail might be more appropriate (but keep in mind that voicemail is similar to e-mail; voicemail may be stored on a computer server and may be forwarded to third parties).
2. *Use the "front page" test.* Assuming that e-mail is the appropriate medium of communication, each e-mail should be treated as a formal written document. Do not write anything in an e-mail that could not be printed on the front page of the newspaper. Off-the-cuff, sarcastic, or angry comments can come back to haunt the author.

3. *E-mail is part of the workplace environment.* E-mail containing rude and insensitive comments is not only personally embarrassing, but also may serve as the basis for legal liability. Employees and managers should exercise the same care and sensitivity in communicating via e-mail as they would when communicating in person or in letters. Offensive e-mail received from others should not be forwarded, and the recipient should ask the sender to refrain from sending inappropriate e-mail.
4. *Provide context.* As with other forms of communication, there is a risk that an e-mail message may be taken out of context. To reduce the risk that the message will be taken out of context, consider including the original message to which the reply e-mail relates.
5. *Know your audience.* When sending an e-mail, always double-check to whom the e-mail is addressed, especially when using the "reply to all" button. Ask whether it is appropriate for each addressee to receive the e-mail and whether sending the e-mail to a particular addressee will result in the unauthorized disclosure of Confidential Information. If in doubt, remove the doubted addressee.
6. *Avoid using a home or personal computer for business purposes.* If there is any concern that a legal dispute or litigation involving the District and a third party may require producing one's hard drive from a home or personal computer, the employee should not use the device for business-related purposes. E-mail relating to District business, even though stored on a home or personal computer, is recoverable and discoverable in litigation.

14.14 Audits

The District may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on the District's Technology Resources may be conducted without warning at any time.

15.0 SOCIAL MEDIA POLICY

15.1 Statement of Policy

At the District, we understand that social media can be a fun and rewarding way to share one's life and opinions with family, friends and co-workers around the world. The District respects the right of employees to use them as a medium of self-expression. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, the District has established these guidelines for appropriate use of social media. This policy applies to all employees who work for the District. All employees need to follow these requirements when posting on social media.

15.2 Guidelines

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

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

A. Know and Follow the Rules

Employees should carefully read these guidelines and the District's employment policies that address social media, including the District Property: Confidential and Personal Information Policy, the External Communications Policy, the Equal Employment Opportunity Policy, and the Policy against Harassment and Discrimination, and ensure their postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination. Employees should not have an expectation of privacy with respect to information or communications that they post using the District's computers or networks. The District has the right to monitor all activity on its equipment and systems.

B. Exercise Best Judgment and Discretion

Employees should always be fair to fellow employees and people who work on behalf of the District. Also, employees should keep in mind that they are more likely to resolve work-related complaints not by posting complaints to a social media outlet, but instead, by speaking directly with co-workers or by utilizing any of the District's procedures for raising concerns or complaints (i.e., the District's Open Door Policy or Procedure for Reporting Employee Complaints, or for concerns involving suspected harassment, discrimination or retaliation, by using the complaint reporting procedure described in the Policy Against Harassment and Discrimination). Nevertheless, if employees decide to post complaints or criticism, they should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or District policy. Employees are personally responsible for what they post, and the District will not assume any liability for those statements.

C. Be Honest, Accurate, and Transparent

Employees should be sure that they are always honest and accurate when posting information or news, and if they make a mistake, they should be open about it and correct it quickly. This includes being open about any previous posts they have altered. The Internet archives almost everything; therefore, even removed or deleted postings can be searched. Employees should never post any information or rumors that they know to be maliciously false about the District, fellow employees or people working on behalf of the District. When using social media, employees should comply with the site's terms of service, acceptable use policy and any other posted guidelines.

D. Post Only Appropriate and Respectful Content

1. Employees must maintain the confidentiality of the District's non-public information. Such information may include information regarding unreleased financial data, potential acquisitions, internal analyses, pricing, etc., ensuring that the list does not reference employee personnel or compensation information, and other information pertaining to the District's processes. Employees are prohibited from posting internal reports, memoranda, policies, procedures, work product or attorney-client privileged communications or other internal District-related confidential communications.
2. Employees should not create a link from their blog, website or other social networking site to the District's website without identifying themselves as a District employee. In addition, they must use their best judgment and exercise discretion when linking to people on social media sites. Co-workers and members of the public may see employee connections and make judgments about them or their work.
3. Employees must not violate copyright, trade secret, fair use, privacy, libel and defamation, federal securities and financial disclosure laws.
4. Employees should express only their personal opinions. They should never represent themselves as a spokesperson for the District. Employees are not authorized to speak on behalf of the District unless given specific prior written approval from the District. If the District is a subject of the content employees are creating, employees should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of the District, fellow employees or people working on behalf of the District. If employees do publish a blog or post online related to the work they do or subjects associated with the District, they should make it clear that they are not speaking on behalf of the District. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the District." Employees may not promote any of the District's products or services without fully disclosing their relationship with the District.
5. Employees should respect others in the online community. They should not use ethnic or racial slurs, or obscenity, and avoid personal attacks or threats.

6. Employees should strive to be interesting and constructive. As a content provider, whether publishing personal information or information about the District, they should always add value by being thoughtful and relevant.

E. Using Social Media at Work

Employees should refrain from using social media while on work time, unless it is work-related as authorized by their supervisor or consistent with the District's policies. Also, employees may not use the District's email addresses to register on social networks, blogs or other online tools utilized for personal use.

F. Retaliation Is Prohibited

The District prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination. Nothing in this policy is intended to discourage or prohibit District employees from discussing wages or terms and conditions of employment with other employees or third parties. This Policy will be administered in compliance with applicable laws and regulations.

G. Media Contacts

Employees who are contacted by the media should not speak on the District's behalf without contacting HR. All media inquiries should be directed to them.

H. Questions Regarding Policy

Employees with any questions or who need further guidance should contact Human Resources.

16.0 DRUG AND ALCOHOL POLICY

16.1 Purpose of Guideline

It is the intent of the District to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Employees who are under the influence of a drug or alcohol on the job compromise the District's interests and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, and inferior quality in products or service.

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

16.2 Definitions

For purposes of this Guideline:

- A. "Illegal drugs or other controlled substances" means *any* drug or substance that (a) is classified as unlawful under federal, state or local laws (including the psychoactive metabolites in marijuana); or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.
- B. "Legal drug" means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.
- C. "Abuse of any legal drug" means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
- D. "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- E. "Possession" means that an employee has the substance on his or her person or otherwise under his or her control.

16.3 Prohibited Conduct

A. Scope

The prohibitions of this section apply whenever the interests of the District may be adversely affected, including any time an employee is:

- 1. On District premises;
- 2. Conducting or performing District business, regardless of location;
- 3. Operating or responsible for the operation, custody, or care of District equipment or other property; or
- 4. Responsible for the safety of others in connection with, or while performing, District-related business.

B. Alcohol

The following acts are prohibited and will subject an employee to discharge:

1. The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or
2. Being under the influence of alcohol from unauthorized consumption.

C. Illegal Drugs

The following acts are prohibited and will subject an employee to discharge:

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

D. Legal Drugs

The following acts are prohibited and will subject an employee to discharge:

1. The abuse of any legal drug;
2. The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
3. Working while *impaired* by the use of a legal drug whenever such impairment might:
 - a) Endanger the safety of the employee or some other person;
 - b) Pose a risk of significant damage to District property or equipment; or
 - c) Substantially interfere with the employee's job performance or the efficient operation of the District's business or equipment.

16.4 Disciplinary Action

A. Discharge for Violation of Guideline

A first violation of this Guideline will result in *immediate discharge* whenever the prohibited conduct:

1. Caused injury to the employee or any other person, or, in the sole opinion of management, endangered the safety of the employee or any other person;

2. Resulted in significant damage to District property or equipment, or, in the sole opinion of management, posed a risk of significant damage;
3. Involved the sale or manufacture of illegal drugs or other controlled substances;
4. Involved the possession, distribution, or dispensation of illegal drugs or other controlled substances [or alcohol] [in a quantity greater than for personal use];
5. Involved an employee who had not completed the introductory period or was a casual, seasonal, or temporary employee; or
6. Involved the failure of an employee to report a criminal conviction, as required by Sections IV C and V C, below.

B. Discretion Not to Discharge

In circumstances other than those described in Paragraph A, above, the District, in the discretion of the General Manager, may choose not to discharge an employee for a first violation of this Guideline if the employee satisfactorily participates in and completes an approved drug or alcohol abuse 'assistance' or rehabilitation program when recommended by the District.

C. Effect of Criminal Conviction

An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any District-related activity or event will be deemed to have violated this Guideline.

D. Written Warning

An employee who is not discharged for a first violation of this Guideline will receive a final written warning.

E. Effect of Second Violation

A second violation of this Guideline at any time will result in immediate discharge.

F. Effect of Discharge on Eligibility for Rehire

Employees who are discharged for a violation of this Guideline will not be eligible for rehire by the District.

16.5 Use of Legal Drugs

The District recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant damage to District property, or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, he or she may not report to work. To accommodate the absence, the employee may use accrued PTO. The employee may also contact Human Resources to determine whether or not he or she qualifies for an unpaid leave of absence, such as family care or medical leave. Nothing in this Guideline is intended to sanction the use of accrued PTO to accommodate absences due to the *abuse* of legal drugs. Further, nothing in this Guideline is intended to diminish the District's commitment to employ and reasonably accommodate qualified disabled individuals. The District will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability.

16.6 Unregulated or Authorized Conduct

A. Customary Use of Over-the-Counter Drugs

Nothing in this Guideline is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this Guideline.

B. Off-the-Job Conduct

Unless an employee is in a designated safety-sensitive position, this Guideline is not intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this Guideline. If an employee is in a designated safety-sensitive position, he or she will be subject to drug testing as described in Section X of this Guideline.

C. Authorized Use of Alcohol

The District may provide alcohol for consumption at certain events, such as social functions. The consumption of alcohol at these events does not violate this Guideline.

16.7 Confidentiality

Disclosures made by employees to Human Resources concerning their use of legal drugs will be treated confidentially and will not be revealed to managers or 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 Human Resources concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

16.8 Counseling/Employee Assistance

Employees who suspect they may have alcohol or drug problems, even in the early stages, are encouraged voluntarily to seek diagnosis and to follow through with the treatment as prescribed by qualified professionals. Employees who wish to voluntarily enter and participate in an approved alcohol or drug rehabilitation program are encouraged to contact Human Resources, who will determine whether the District can accommodate the employee by providing unpaid leave for the time necessary to complete participation in the program. Employees should be aware that participation in a rehabilitation program will not necessarily shield them from disciplinary action for a violation of this Guideline, particularly if discipline is imposed for a violation occurring before the employee seeks assistance.

16.9 Failure to Cooperate During Searches, Investigations and Testing

In order to accomplish the purpose of this Guideline, the District reserves the right to carry out a reasonable search of individual employees and their personal effects when employees are on District property, or in any District vehicle, or while employees are on duty, or while employees are on a tenant's leasehold. "Personal effects" includes but is not limited to, personal vehicles, baggage, walkers, toolboxes, handbags and lunch containers. Searches may be initiated without prior notice and conducted at times and locations deemed appropriate by the District. Failure to cooperate with investigations, searches, and testing may result in an employee's discharge from employment.

16.10 Testing

A. Testing of Applicants for Designated Safety Sensitive Positions

As part of the District's employment screening process, any applicant for designated safety sensitive positions, to whom an offer of employment is made, will be required to submit to a drug test as part of a post-offer, pre-employment medical examination. The drug test will be conducted under the procedures described below. The offer of employment is conditioned upon a negative test result. Applicants will be informed of the District's drug testing policy in the employment application.

B. Reasonable Suspicion Testing

If an employee occupies a designated safety sensitive position and his or her supervisor has a reasonable suspicion that the employee is working in an impaired condition or otherwise engaging in conduct that violates this Guideline, the employee will be asked about any observed behavior

and offered an opportunity to give a reasonable explanation. If the employee is unable to explain the behavior, he or she will be asked to take a drug test in accordance with the procedures outlined below. If the employee refuses to cooperate with the administration of a drug test, the refusal will be handled in the same manner as a positive test result.

C. Post-Accident Testing

If an employee occupies a safety sensitive position and is involved in an on-the-job accident where in the determination of Management there is a reasonable probability that drug use was involved, the District will require that employee to take a drug test in accordance with the procedures outlined below.

D. Procedures for Drug Testing

The District will refer the applicant or employee to an independent medical clinic or laboratory, which will administer the test. The District will pay the cost of the test and reasonable transportation costs to the testing facility. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or nonprescription drugs that he or she has taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Initial screening will be done by EMIT II. Positive results will be confirmed by gas chromatography/mass spectrometry. The clinic will inform the District as to whether the employee passed or failed the drug test. If the employee fails that test, he or she will be considered to be in violation of this Guideline and will be subject to discipline accordingly.

E. Acknowledgment and Consent

Any employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to the District of medical information regarding the test results. Refusal to sign the agreement and consent form, or to submit to the drug test, will result in the revocation of an applicant's job offer, or will subject an employee to discipline up to and including termination.

F. Confidentiality

All drug testing records will be treated as confidential.

16.11 Employee Assistance Program (EAP)

Employees who suspect they may have alcohol or drug problems, even in the early stages, are encouraged voluntarily to seek diagnosis and to follow through with the treatment as prescribed by qualified professionals. Employees who wish to voluntarily enter and participate in an approved alcohol or drug rehabilitation program are encouraged to contact District management, who will determine whether the District can accommodate the employee by providing unpaid leave for the time necessary to complete participation in the program. Employees should be aware that participation in a rehabilitation program will not necessarily shield them from disciplinary action for a violation of this Guideline, particularly if discipline is imposed for a violation occurring before the employee seeks assistance.

The District will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

17.0 POLICY AGAINST HARASSMENT

17.1 Purpose of Policy

The District is committed to providing a workplace free of harassment. This includes sexual harassment (which includes harassment based on gender, gender identity, pregnancy, childbirth, or related medical conditions), and harassment based on gender, gender identity, gender expression, and sex stereotyping, as well as harassment based on such factors as race, color, creed, religion, religious creed (including religious dress and religious grooming), national origin, citizenship, ancestry, age, physical disability, mental disability, legally protected medical condition (including genetic information), marital status, sexual orientation, domestic partner status, family care or medical leave status, veteran status, or any other basis protected by federal, state, or local laws. The District strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or coworkers. Similarly, the District will not tolerate harassment by its employees of non-employees with whom the District employees have a business, service, or professional relationship. The District also will attempt to protect employees from harassment by non-employees in the workplace.

17.2 Harassment Defined

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and may include, but is not limited to, the following (when based upon an employee's protected status as noted above): slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, staring, unwanted or offensive letters or poems, offensive email, or voicemail messages.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex. Sexually harassing conduct need not be motivated by sexual desire to be violative of this policy.

17.3 Reporting and Investigating Harassing Conduct

Any incidents of harassment, including work-related harassment by any District personnel or any other person, should be reported immediately to HR, who is responsible for investigating harassment complaints. An employee is not required to complain to HR if that person is the individual who is harassing the employee, but may instead report the harassment to his or her immediate supervisor or any other member of management. Supervisors and managers who receive complaints or who observe harassing conduct should immediately inform HR or other appropriate District official so that an investigation may be initiated.

Every reported complaint of harassment will be investigated thoroughly and promptly. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

In addition to notifying the District about harassment or retaliation complaints, affected employees may also direct their complaint to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may file a lawsuit in court. The courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office at the locations listed in the District's DFEH poster or by checking the State Government listings in the local telephone directory.

17.4 Corrective Action

The District will not tolerate retaliation against any employee for making a good faith complaint of harassment or for cooperating in any investigation. If harassment or retaliation is established, the District will take corrective action. Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances.

18.0 VIOLENCE IN THE WORKPLACE

18.1 Statement of Policy

The District recognizes that workplace violence is a concern among employers and employees across the country. The District is committed to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, consultants, customers, visitors, or anyone else on District premises or engaging in a District-related activity from behaving in a violent or threatening manner. Moreover, the District seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior. Employees are strictly prohibited from bringing any weapons, including knives, pistols, rifles, stun guns, mace, etc., to the worksite or office.

18.2 Workplace Violence Defined

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

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

18.3 Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify the General Manager or District Counsel immediately.

Further, employees should notify the General Manager or District Counsel if any restraining order is in effect, or if a potentially violent nonwork-related situation exists that could result in violence in the workplace.

18.4 Investigation

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

18.5 Corrective Action and Discipline

If the District determines that workplace violence in violation of this policy has occurred, the District will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Under certain circumstances, the District may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, the District may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

19.0 DISTRICT PROPERTY: PROPRIETARY, CONFIDENTIAL AND PERSONAL INFORMATION

The security of District property is of vital importance to the District. District property includes not only tangible property, like desks and computers, but also intangible property, such as confidential information. It is critical for the District to preserve and protect its confidential information, as well as the confidential information of customers, suppliers, and third parties. All employees are responsible for ensuring that proper security is maintained at all times.

19.1 Confidential and Personal Information

"**Confidential Information**" means all information, not generally known, belonging to, or otherwise relating to the business of the District or its clients, customers, suppliers, vendors, affiliates, or partners, regardless of the media or manner in which it is stored or conveyed, that the District has taken reasonable steps to protect from unauthorized use or disclosure. Confidential Information includes but is not limited to trade secrets as well as other proprietary knowledge, information, and know-how; non-public intellectual property rights, including business plans and

strategies; manufacturing techniques; formulae; processes; designs; drawings; discoveries; improvements; ideas; conceptions; test data; compilations of data; and developments, whether or not patentable and whether or not copyrightable.

Personal Identification Information" includes individually-identifiable information about employees, consultants, or other individuals, such as Social Security numbers, background information, credit card or banking information, health information, or other non-public information entrusted to the District. There are laws in the United States and other countries that protect certain types of personal information, and employees should not disclose personal information about other individuals to any third party or from one country to another without prior managerial approval.

Given the nature of the District's business, protecting Confidential Information and Personal Identification Information is of vital concern to the District. This information is one of the District's most important assets. It enhances the District's opportunities for future growth, and indirectly adds to the job security of all employees.

Failure to take reasonable measure to protect the District's Confidential Information may jeopardize its status as a trade secret. While employed by the District, employees must not use or disclose any Confidential or Personal Information that they produce or obtain during employment with the District, except to the extent such use or disclosure is required in connection with performing their jobs. Employees may not use or disclose Confidential or Personal Information for any reason after the employment relationship with the District ends. Misuse or unauthorized disclosure of Confidential or Personal Information may result in immediate termination, as well as potential personal and criminal liability. Nothing in this Guideline restricts an employee from discussing his or her wages or other terms and conditions of employment with coworkers or others, to the extent protected by law.

19.2 Obligations on Termination

On termination of employment, whether voluntary or involuntary, all District documents, computer records, and other tangible District property in the employee's possession or control must be returned to the District immediately.

19.3 Security

Avoiding loss or theft of Confidential or Personal Information is an important part of each employee's job. Accordingly, employees must observe good security practices. Employees are expected to keep Confidential Information secure from outside visitors and all other persons who do not have legitimate reason to see or use such information. Employees are not to remove District property without authorization. Failure to adhere to District policies regarding Confidential and Personal Information will be considered grounds for dismissal.

Given the sensitivity of Confidential and Personal Information, employees may only dispose of such information by secure methods approved by the District. If an employee has any doubt or question about how to handle Confidential or Personal Information, the employee should consult with the General Manager or General Counsel.

20.0 MOBILE DEVICE POLICY

The purpose of this policy is to promote a safe and productive work environment and increase public safety. This policy applies to both incoming and outgoing cellular calls. This policy applies to all employees.

20.1 Policy and Procedure

- A. Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.
- B. Employees may carry and use personal cell phones while at work on a sporadic basis. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per District policy.
- C. Department managers reserve the right to request that the employee provide cell phone bills and usage reports for calls made during the working hours of that employee to determine if use is excessive.
- D. Personal cell phones shall be used for District business on a sporadic basis. Employees may be reimbursed for the incoming calls to their personal cell phones. Employees shall not be reimbursed for outgoing calls made from their cell phones unless prior authorization is obtained from their immediate supervisor.
- E. If an employee is operating a vehicle and receives a call on a cell phone, the employee may answer, but shall ask the caller to hold, put the phone down and pull to the side of the roadway, into a parking lot or other safe location to respond to the call. Failure to follow this policy may result in disciplinary action up to and including termination.
- F. Employees are not to use mobile devices for personal reasons (including but not limited to watching videos, searching the internet or playing games) during work hours.

Employees may use hands-free mobile devices while driving when safe and lawful to do so. Special care should be taken in situations where there is heavy traffic, inclement weather, or the employee is driving in an unfamiliar area. Employees must adhere to all federal, state, and local rules and regulations regarding the use of mobile devices while driving.

Under no circumstances are employees allowed to use mobile devices to write, send or read any emails, text or other written messages for work purposes while operating a motor vehicle, or for personal purposes while operating a motor vehicle during working hours or on District business.

21.0 DRESS AND GROOMING STANDARDS

The District considers the presentation of the District image to its customers, suppliers, and the public at large to be extremely important. Since the District's product includes service, and excellent service can only be provided through its employees, the District not only seeks good performance and conduct from its employees, but also expects them to observe high standards in their personal presentation. Accordingly, while the District has no formal dress code, it expects all employees to dress in a manner consistent with good hygiene, safety, and good taste.

Employees whose jobs require them to come in contact with customers, suppliers, or the public are expected to wear apparel the District considers appropriate for dealing with the public. Any employee who needs a medical or religious accommodation to the District's dress and grooming standards should contact HR.

22.0 SMOKING

The District prohibits smoking or other use of tobacco products, electronic or e-cigarettes, vapor cigarettes or other smoking devices in the District office and within 50 feet of the exterior of the office. Additionally, there is no smoking within 50 feet of off-site work locations or meeting venues where District business is conducted.

23.0 CONFLICTS OF INTEREST

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. Moreover, employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between their personal interests and the interests of the District. A conflict of interest exists when the employee's loyalties or actions are divided between the District's interests and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with the General Manager or General Counsel for clarification. Any exceptions to this Guideline must be approved in writing by the General Manager.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts that employees should avoid include the following:

1. Accepting personal gifts or entertainment from competitors, customers, suppliers, or potential suppliers;
2. Working for a competitor, supplier, or customer;
3. Engaging in self-employment in competition with the District;
4. Using proprietary or Confidential Information for personal gain or to the District's detriment;
5. Having a direct or indirect financial interest in or relationship with a competitor, customer, or supplier;
6. Using District property or labor for personal use;
7. Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the District;
8. Committing the District property or assets of any kind for the purpose of selling or leasing it to the District; or
9. Developing a personal relationship with a subordinate employee of the District or with an employee of a competitor, supplier, or customer that might interfere with

the exercise of impartial judgment in decisions affecting the District or any employees of the District.

If an employee or someone with whom an employee has a close relationship (e.g., family member or close companion) has a financial or employment relationship with a competitor, customer, supplier, or potential supplier, the employee must disclose this fact in writing to the General Manager.

24.0 SEVERANCE PAY

The District does not maintain a formal severance pay policy or provide severance pay to employees who separate from its employ for any reason. Severance pay should therefore not be expected. However, the District reserves the right to make exceptions to this policy in the sole and absolute discretion of the District Board of Directors. Any such exception is only valid if in a writing and signed by the District President or other authorized officer of the District Board of Directors.

25.0 PERSONNEL RECORDS

The District maintains a personnel file and payroll records for each employee.

25.1 Personnel Files

The information in an employee's personnel file is permanent and confidential and must be kept up to date. Employees should inform the Personnel Department immediately whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency.

Employees have the right to inspect their personnel files at reasonable times and on reasonable notice. In addition, employees have the right to request copies of all employment-related documents that they have signed. An employee may inspect only his or her own personnel file.

Personnel files are the property of the District and may not be removed from the District's premises without written authorization from the General Manager.

25.2 Payroll Records

Employees also have the right to inspect and copy certain District payroll records regarding their compensation, and deductions from their compensation, upon reasonable request to the General Manager to review or copy their payroll records.

26.0 EMPLOYEE BENEFITS

The District provides benefits for its regular employees, except to the extent that other benefits, such as sick leave, are required by law (which is part of the Paid Time Off). The District offers various benefit and insurance to its eligible employees, including the following:

- Vacation Hours (as part of Paid Time Off)
- Dental Insurance
- Vision Insurance
- Medical Insurance
- Basic Life and Accidental Death and Dismemberment Insurance
- Disability Insurance
 - Short Term Disability
 - Long Term Disability
- Retirement Benefits

This section of the Handbook is designed to acquaint employees with the District's benefit programs. However, it is important to remember that more detailed information is set forth in the official plan documents and insurance policies that govern the plans. Accordingly, if there is any real or apparent conflict between the brief summaries contained in this Handbook and the terms, conditions, or limitations of the official plan documents, the provisions of the official plan documents will control. This Handbook is not a plan document and does not create any enforceable rights with respect to benefits. The District reserves the right to eliminate or modify any of its benefits at any time without prior notice. Employees who wish to inspect those documents can make an appointment with Personnel Department for that purpose. No one other than the District President or other authorized officer of the District has the authority to agree to provide additional or added benefits. Any such agreement must be in writing, must be signed by the District President or other authorized officer of the District.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK, FILL OUT THIS ACKNOWLEDGEMENT,
AND RETURN ACKNOWLEDGEMENT TO THE PERSONNEL DEPARTMENT.

Employee Name: _____

I acknowledge that I have received a copy of the District's Employee Handbook. I understand that I am responsible for reading the Handbook and for knowing and complying with the policies set forth in the Handbook during my employment with the District.

I further understand, however, that the guidelines contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied, and shall not be construed to create any type of right to a "fair procedure" prior to termination or other disciplinary action. I also understand that, except for the District's at-will employment policy, the District may amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that, because the District cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of the District's guidelines or procedures, I should consult the District's Personnel Department.

I understand and agree that my relationship with the District is "at-will," which means that my employment is for no definite period and may be terminated by me or by the District at any time and for any reason, with or without cause or advance notice. I also understand that the District may demote or discipline me or otherwise alter the terms of my employment at any time at its sole discretion, with or without cause or advance notice.

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by the Board President, that no other employee or representative of the District has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable unless in writing and signed by the Board President. I further understand and agree that if the terms of this Acknowledgment are inconsistent with any guideline or practice of the District now or in the future, the terms of this Acknowledgment shall control.

Finally, I understand and agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

I have carefully read this Acknowledgement of Receipt.

Date: _____

Signed: _____

RESOLUTION NO. 735

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SANTA YNEZ RIVER WATER CONSERVATION DISTRICT
CHANGING TIME AND PLACE OF REGULAR MEETINGS**

WHEREAS, Water Code section 74223 provides that the Board shall hold regular meetings in its office on the first Tuesday in March, June, September, and December, and additional special meetings as may be required, and Water Code section 74224 provides that, notwithstanding Water Code section 74223, the Board may by resolution change the day and location for holding regular meetings; and

WHEREAS, due to the geographical area encompassing the District and the various constituencies within the District have different interests and needs, it is appropriate that the Board not hold its meetings in one location, but rather, meet from time to time at different locations throughout the District;

NOW, THEREFORE, BE IT RESOLVED, by this Board of Directors as follows:

1. The four (4) regular meetings will be held on the (ordinal #) (day of week) in March, June, September, and December, which may be adjourned from time to time, and will be held at (time) , unless otherwise designated by the President and duly noticed, and shall be held at one of the following locations:

Santa Ynez River Water Conservation District office
3669 Sagunto Street, Suite 101
Santa Ynez, CA

City of Solvang

- City Council Chambers located at 1644 Oak Street
- Veterans Hall located at 1745 Mission Drive

Solvang, CA

City of Buellton

- City Council Chambers located at 140 West Highway 246
- City Hall located at 107 West Highway 246

Buellton, CA

City of Lompoc

- City Hall located at 100 Civic Center Plaza
- Lompoc Public Library located at 501 East North Avenue
- Water Treatment Plant located at 601 East North Avenue

Lompoc, CA

Santa Ynez Community Services District
1070 Faraday Street
Santa Ynez, CA

Vandenberg Village Community Services District
3745 Constellation Road
Lompoc, CA

2. Pursuant to Water Code section 74224, notice of this action shall be given by publishing such notice once a week for at least two consecutive weeks before June 12, 2025, in the Santa Ynez Valley News and the Lompoc Record, newspapers of general circulation within the County of Santa Barbara.
3. District staff and consultants are authorized and directed to do all things necessary and appropriate to carry out this action.

The foregoing resolution being on motion of Director _____, seconded by Director _____, was authorized by the following roll call vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT/ABSTAINING, Directors:

CERTIFICATION

I HEREBY CERTIFY that the foregoing resolution is a full, true, and correct copy of a resolution of said district as duly passed and adopted by the Board of Directors of the Santa Ynez River Water Conservation District at a regular meeting held on the 19th of March 2025.

Larry Lahr, President

Amber M. Thompson, Secretary



**California Special
Districts Association**

CSDA

Districts Stronger Together

DATE: February 10, 2025

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2026 - 2028 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025. The successful candidates will be notified no later than July 29, 2025. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2025.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat B – Kim Seney, Director, Gold Mountain Community Services District
Sierra Network	Seat B – Jerry Gilmore, Director, Truckee Sanitary District*
Bay Area Network	Seat B – Ryan Clausnitzer, General Manager, Alameda County Mosquito Abatement District*
Central Network	Seat B – Lorenzo Rios, CEO, Clovis Veterans Memorial District*
Coastal Network	Seat B – Scott Duffield, General Manager, Heritage Ranch Community Services District*
Southern Network	Seat B – Don Bartz, General Manager, Phelan Pinon Hills Community Services District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 10, 2025.* All votes must be received through the system no later than 5:00 p.m. July 25, 2025.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 25, 2025** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2025 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2026-2028 TERM BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

Northern Network - Extended due to vacancy: April 21, 2025 at 5:00 p.m.

All other networks: April 11, 2025 at 5:00 p.m.



2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



California Special Districts Association
DISTRICT NETWORKS

