

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, June 14, 2022 - 7:00 p.m.**

**AGENDA**

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the Boardroom will not be open to the public for the June 14, 2022, Regular Meeting of the Board of Directors of the Coastside County Water District. This meeting will be conducted remotely via teleconference only.

The Public may watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number.

How to Join Online or by Phone

*The meeting will begin at 7:00 p.m.*

Whether you participate online or by telephone, you may wish to “arrive” early so that staff can address any technology questions prior to the start of the meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/93778260596?pwd=aEpRcFlnaHdQM2lPSElQWjNiN09TQT09>

Meeting ID: 937 7826 0596

Passcode: 184355

One tap mobile

+16699006833,,93778260596#,,,,\*184355# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Passcode: 184355

Find your local number: <https://us06web.zoom.us/u/kbb87ncuIr>

*Procedures to make a public comment with Zoom Video/Conference – As a reminder, all participants except the Board Members and Staff are muted on entry.*

- **From a computer:** (1) Using the Zoom App. at the bottom of your screen, click on “Participants” and then “Raise Hand”. Participants will be called to comment in the order in which they are received. Begin by stating your name and place of residence.

OR

- (2) Using the Zoom App, at the bottom of your screen click on "Chat" and then type that you wish to make a comment into the Chat Box. Ensure that the "To:" field is populated by either "Everyone" or "the Moderator". Begin by stating your name and place of residence.
- **From a phone:** Using your keypad, dial \*9, and this will notify the Moderator that you have raised your hand. Begin by stating your name and place of residence. The Moderator will call on you by stating the last 4 digits of your phone number. If you wish to block your phone number dial \*67 prior to dialing in. If your phone number is not displayed, the Moderator will call you by Caller number.

The Coastside County Water District (CCWD) does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet materials can be provided in a format to accommodate special needs. If you require a copy of the agenda or related materials in an alternative format to accommodate a disability, or if you wish to attend this public meeting and will require special assistance or other special equipment, please call the District at (650) 726-4405 in advance and we will make every reasonable attempt to provide such an accommodation.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the CCWD District Office, located at 766 Main Street, Half Moon Bay, CA at the same time that the public records are distributed or made available to the legislative body.

*This agenda and accompanying materials can be viewed on Coastside County Water District's website located at: [www.coastsidewater.org](http://www.coastsidewater.org).*

**The Board of the Coastside County Water District reserves the right to take action on any item included on this agenda.**

- 1) **ROLL CALL**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT**

*At this time members of the public may address the Board of Directors on issues not listed on the agenda which are within the purview of the Coastside County Water District. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of three (3) minutes and must complete and submit a speaker slip. The President of the Board will recognize each speaker, at which time the speaker should give their name and address and provide their comments to the Board.*

- 4) **Consider and Reaffirm Resolution 2021-06 "Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person" ([attachment](#))**

5) **CONSENT CALENDAR**

The following matters before the Board of Directors are recommended for action as stated by the General Manager. All matters listed hereunder constitute a Consent Calendar, are considered as routine by the Board of Directors, and will be acted upon by a single vote of the Board. There will be no separate discussion of these items unless a member of the Board so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- A. Approval of disbursements for the month ending May 31, 2022:  
Claims: \$ 1,461,140.27; Payroll: \$ 189,298.12 for a total of \$ 1,650,438.39 ([attachment](#))  
*May 2022 Monthly Financial Claims reviewed and approved by Director Mickelsen*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of May 10, 2022, Regular Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report May 2022 ([attachment](#))
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))
- I. SFPUC Hydrological Conditions Report–April 2022 and SFPUC Hydrological Conditions Report – May 2022 ([attachment](#))
- J. Notice of Completion – Emergency Pipeline Replacement at Purisima Way Project ([attachment](#))

6) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

7) **GENERAL BUSINESS**

- A. Award of Contract to Casey Construction, Inc. for Grandview Waterline Replacement Project ([attachment](#))
- B. Approval of Memorandum of Understanding between the District and Teamsters Local 856 and Approval of Resolution 2022-08 Amending the Coastside County Water District's Personnel Manual ([attachment](#))
- C. Approval of Salary Schedule with a Cost-of-Living Adjustment increase for Fiscal Year 2022-2023 effective July 1, 2022 ([attachment](#))
- D. Approval of Fiscal Year 2022-2023 Operations and Maintenance Budget and Fiscal Year 2022/2023 to Fiscal Year 2031/2032 Capital Improvement Program ([attachment](#))
- E. Approval of Professional Service Agreement with Raftelis Financial Consultants, Inc. for Cost of Service and Rate Study Update ([attachment](#))
- F. Consider Approval of Resolution 2022-09 Establishing Appropriations Limit Applicable to District During Fiscal Year 2022-2023 ([attachment](#))

- G. Consider Approval of Resolution 2022-10 Calling for an Election to be Held on Tuesday, November 8, 2022, for the Election of Two (2) Members of the Governing Board ([attachment](#))
- H. California Special Districts Association (CSDA) - 2022 Board Election - Bay Area Network, Seat B ([attachment](#))
- I. Nunes Water Treatment Plant Upgrades Project Update #10 ([attachment](#))

**8) MONTHLY INFORMATIONAL REPORTS**

- A. General Manager's Report ([attachment](#))
- B. Superintendent of Operations Report ([attachment](#))
- C. Water Resources Report ([attachment](#))
  - Water Shortage Emergency Warning and Public Outreach Update.

**9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**

**10) ADJOURNMENT**

## **STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: Mary Rogren, General Manager**

**Agenda: June 14, 2022**

### **Report**

**Date: June 10, 2022**

**Subject: Consider and Reaffirm Resolution 2021-06 “Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person.”**

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### **Recommendation:**

Reaffirm, by motion, Resolution 2021-06, making findings pursuant to Assembly Bill 361 that the proclaimed State of Emergency continues to impact the ability to meet safely in person.

### **Background:**

On March 4, 2020, Governor Newsom declared a State of Emergency to exist in California as a result of the threat of COVID 19, and on March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act relating to teleconferencing to allow legislative bodies to conduct meetings remotely to help protect the spread of COVID-19 and to protect the health and safety to the public. On June 11, 2021, the Governor issued Executive Order N-08-21 which specified that Executive Order N-29-20 remained in effect through September 30, 2021.

On September 16, 2021, the Governor signed Assembly Bill 361 (AB361) into law to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency after September 30, 2021.

On October 8, 2021, the Board of the Directors of the Coastside County Water District adopted Resolution 2021-06. Per AB361, the Board will need to consider and reaffirm the findings of Resolution 2021-06 monthly.

By reaffirming Resolution 2021-06, the Board has considered the circumstances of the proclaimed State of Emergency and finds that the State of Emergency continues to directly impact the ability of the members to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

**RESOLUTION NO. 2021-06**

**MAKING FINDINGS PURSUANT TO ASSEMBLY BILL 361 THAT THE PROCLAIMED STATE OF EMERGENCY CONTINUES TO IMPACT THE ABILITY TO MEET SAFELY IN PERSON**

**COASTSIDE COUNTY WATER DISTRICT**

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to exist in California as a result of the threat of COVID-19;

WHEREAS, on March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act related to teleconferencing to allow legislative bodies to conduct meetings remotely to help protect against the spread of COVID-19 and to protect the health and safety of the public;

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which specified that Executive Order N-29-20 remains in effect through September 30, 2021, and then expires;

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 (AB 361) in to law, as urgency legislation that goes into effect immediately, that amends Government Code Section 54953 to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency provided certain conditions are met and certain findings are made;

WHEREAS, on September 20, 2021, the Governor issued Executive Order N-15-21 that generally suspends the AB 361 amendments to Government Code Section 54953 until October 1, 2021, and therefore clarifying that Executive Order N-29-20 controls through the end of September 2021;

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and state and local officials, including the San Mateo County Health Officer, the California Department of Public Health, and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing; and

WHEREAS, to help protect against the spread of COVID-19 and its variants, and to protect the health and safety of the public, the Board of Directors desires to take the actions necessary to comply with AB 361 and to continue to hold its Board and committee meetings remotely.

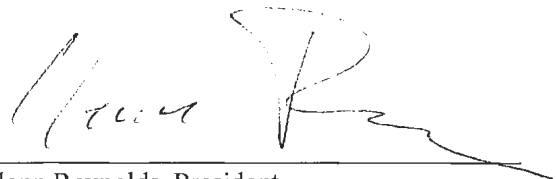
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastside County Water District has considered the circumstances of the proclaimed State of Emergency, and finds that the State of Emergency continues to directly impact the ability of the members to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

BE IT FURTHER RESOLVED that the District will comply with the requirements of Government Code Section 54953(e)(2) when holding Board and committee meetings pursuant to this Resolution.

BE IT FURTHER RESOLVED that the Board will consider the findings in this Resolution every 30 days and may, by motion, reaffirm these findings.


PASSED AND ADOPTED this 12th day of October, 2021, by the following vote:

AYES: President Reynolds, Vice-President Feldman, Directors Mickelsen, Coverdell and Muller



Glenn Reynolds, President  
Board of Directors

ATTEST:



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Mary Rogren, General Manager  
Secretary of the Board of Directors

**COASTSIDE COUNTY WATER DISTRICT  
CLAIMS FOR MAY 2022**

CHECKS				
CHECK DATE	CHECK NO.	VENDOR		AMOUNT
05/18/2022	30703	ADP, INC.	\$	831.03
05/18/2022	30704	HEALTH BENEFITS ACWA-JPIA	\$	44,390.59
05/18/2022	30705	AT&T MOBILTY	\$	86.48
05/18/2022	30706	BAY AREA WATER SUPPLY &	\$	2,465.00
05/18/2022	30707	CATHLEEN BRENNAN	\$	2,242.50
05/18/2022	30708	KRYSTLE A. RENEER	\$	3,400.00
05/18/2022	30709	THOMAS CALLAN/JENNIFER CALLAN	\$	99.70
05/18/2022	30710	CLEARY CONSULTANTS, INC	\$	9,582.63
05/18/2022	30711	COMCAST	\$	273.51
05/18/2022	30712	JAMES COZZOLINO, TRUSTEE	\$	200.00
05/18/2022	30713	DATA BUSINESS EQUIPMENT, INC.	\$	447.00
05/18/2022	30714	FREYER & LAURETA, INC.	\$	20,940.00
05/18/2022	30715	GEO BLUE CONSULTING, INC.	\$	3,291.25
05/18/2022	30716	HMB BLDG. & GARDEN INC.	\$	257.48
05/18/2022	30717	HANSONBRIDGETT. LLP	\$	15,040.00
05/18/2022	30718	HASSETT HARDWARE	\$	1,073.97
05/18/2022	30719	HUE & CRY, INC.	\$	24.00
05/18/2022	30720	MASS MUTUAL FINANCIAL GROUP	\$	2,629.19
05/18/2022	30721	MERCHANTS BANK OF COMMERCE	\$	87,550.00
05/18/2022	30722	JOHN MULLER	\$	150.31
05/18/2022	30723	PACIFIC GAS & ELECTRIC CO.	\$	48,316.20
05/18/2022	30724	PACIFIC GAS & ELECTRIC CO.	\$	77.88
05/18/2022	30725	PACIFICA COMMUNITY TV	\$	300.00
05/18/2022	30726	RANGER PIPELINES, INC.	\$	787,950.00
05/18/2022	30727	RAY A MORGAN COMPANY INC.	\$	2,942.66
05/18/2022	30728	REPUBLIC SERVICES	\$	590.06
05/18/2022	30729	ROGUE WEB WORKS, LLC	\$	683.20
05/18/2022	30730	SAN FRANCISCO WATER DEPT.	\$	86,958.82
05/18/2022	30731	STANDARD INSURANCE COMPANY	\$	570.72
05/18/2022	30732	STETSON ENGINEERS, INC.	\$	14,664.08
05/18/2022	30733	TPX COMMUNICATIONS	\$	2,150.47
05/18/2022	30734	TRI COUNTIES BANK	\$	3,551.59
05/18/2022	30735	USA BLUE BOOK	\$	662.15
05/18/2022	30736	UTAP PRINTING CO., INC.	\$	4,991.36
05/18/2022	30737	VALIC	\$	4,006.00
05/18/2022	30738	VERIZON CONNECT INC.	\$	258.30
05/18/2022	30739	US BANK NA	\$	3,146.02
05/27/2022	30740	A-A LOCK	\$	765.98
05/27/2022	30741	AMERICAN WATER WORKS ASSOC.	\$	2,271.00
05/27/2022	30742	ANDREINI BROS. INC.	\$	86,377.26



05/27/2022	30743	AT&T	\$	690.02
05/27/2022	30744	BADGER METER, INC.	\$	39.00
05/27/2022	30745	CATTRON NORTH AMERICA, INC.	\$	393.75
05/27/2022	30746	CINTAS FIRST AID & SAFETY	\$	2,480.64
05/27/2022	30747	PETTY CASH	\$	187.12
05/27/2022	30748	CORRPRO COMPANIES, INC.	\$	3,720.00
05/27/2022	30749	CORE & MAIN LP	\$	5,623.02
05/27/2022	30750	CULLIGAN SANTA CLARA, CA	\$	675.99
05/27/2022	30751	DATAPROSE, LLC	\$	1,388.79
05/27/2022	30752	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$	968.91
05/27/2022	30753	MICHAEL DE MEO	\$	405.00
05/27/2022	30754	EKI INC.	\$	33,051.04
05/27/2022	30755	GEO BLUE CONSULTING, INC.	\$	1,512.50
05/27/2022	30756	GRAINGER, INC.	\$	2,205.82
05/27/2022	30757	HACH CO., INC.	\$	940.48
05/27/2022	30758	COLUMN SOFTWARE PBC	\$	1,083.50
05/27/2022	30759	HDR ENGINEERING, INC	\$	22,980.62
05/27/2022	30760	HUE & CRY, INC.	\$	12.00
05/27/2022	30761	HYDROSCIENCE ENGINEERS, INC.	\$	8,214.04
05/27/2022	30762	IRON MOUNTAIN	\$	1,207.24
05/27/2022	30763	IRVINE CONSULTING SERVICES, INC.	\$	14,323.31
05/27/2022	30764	IRVINE CONSULTING SERVICES, INC.	\$	24,883.44
05/27/2022	30765	DUSTIN JAHNS	\$	182.99
05/27/2022	30766	GLENNA LOMBARDI	\$	91.00
05/27/2022	30767	MASS MUTUAL FINANCIAL GROUP	\$	2,629.19
05/27/2022	30768	MIKE MCDERMOTT	\$	235.11
05/27/2022	30769	MISSION UNIFORM SERVICES INC.	\$	513.29
05/27/2022	30770	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	3,482.00
05/27/2022	30771	NALCO COMPANY	\$	4,096.32
05/27/2022	30772	OFFICE DEPOT	\$	305.87
05/27/2022	30773	PAULO'S AUTO CARE	\$	87.14
05/27/2022	30774	RANGER PIPELINES, INC.	\$	11,523.21
05/27/2022	30775	REDWOOD TRADING POST	\$	270.27
05/27/2022	30776	SAN MATEO CTY PUBLIC HEALTH LAB	\$	1,042.00
05/27/2022	30777	SERVICE PRESS	\$	179.57
05/27/2022	30778	SILVER LINING SOLUTIONS, LLC	\$	2,751.25
05/27/2022	30779	STATE WATER RESOURCES CONTROL BD	\$	105.00
05/27/2022	30780	STRAWFLOWER ELECTRONICS	\$	120.15
05/27/2022	30781	SWCA, INCORPORATED	\$	807.75
05/27/2022	30782	TEAMSTERS LOCAL UNION #856	\$	1,432.00
05/27/2022	30783	JAMES TETER	\$	2,846.00
05/27/2022	30784	UNIVAR SOLUTIONS USA INC.	\$	4,290.51
05/27/2022	30785	UPS STORE	\$	157.11
05/27/2022	30786	USA BLUE BOOK	\$	607.34
05/27/2022	30787	VALIC	\$	4,006.00

05/27/2022	30788	VERIZON WIRELESS	\$	2,847.12
05/27/2022	30789	SWIFTCOMPLY US OPCO, INC	\$	3,000.00
		SUBTOTAL CLAIMS FOR MONTH	\$	<u>1,420,802.81</u>

**WIRE PAYMENTS**

5/13/2022		PUB. EMP. RETIRE SYSTEM	\$	16,064.01
5/27/2022		PUB. EMP. RETIRE SYSTEM	\$	16,563.44
5/31/2022		BANK AND CREDIT CARD FEES	\$	7,710.01
		SUBTOTAL WIRE PAYMENTS FOR MONTH	\$	<u>40,337.46</u>

**TOTAL CLAIMS FOR THE MONTH \$ 1,461,140.27**



# Monthly Budget Report

## Account Summary

For Fiscal: 2021-2022 Period Ending: 05/31/2022

	May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
<b>Revenue</b>										
<b>RevType: 1 - Operating</b>										
<a href="#">1-4120-00</a>	Water Revenue	1,212,925.00	956,086.23	-256,838.77	-21.18 %	12,052,437.00	11,397,602.58	-654,834.42	-5.43 %	13,387,000.00
	<b>Total RevType: 1 - Operating:</b>	<b>1,212,925.00</b>	<b>956,086.23</b>	<b>-256,838.77</b>	<b>-21.18 %</b>	<b>12,052,437.00</b>	<b>11,397,602.58</b>	<b>-654,834.42</b>	<b>-5.43 %</b>	<b>13,387,000.00</b>
<b>RevType: 2 - Non-Operating</b>										
<a href="#">1-4170-00</a>	Water Taken From Hydrants	4,334.00	4,385.75	51.75	1.19 %	47,666.00	52,557.40	4,891.40	10.26 %	52,000.00
<a href="#">1-4180-00</a>	Late Notice - 10% Penalty	6,000.00	0.00	-6,000.00	-100.00 %	44,000.00	0.00	-44,000.00	-100.00 %	50,000.00
<a href="#">1-4230-00</a>	Service Connections	833.00	0.00	-833.00	-100.00 %	9,166.00	15,104.73	5,938.73	64.79 %	10,000.00
<a href="#">1-4920-00</a>	Interest Earned	4,688.00	1,534.30	-3,153.70	-67.27 %	51,563.00	13,564.01	-37,998.99	-73.69 %	56,250.00
<a href="#">1-4930-00</a>	Tax Apportionments/County Checks	0.00	5,384.94	5,384.94	0.00 %	760,000.00	932,185.73	172,185.73	22.66 %	780,000.00
<a href="#">1-4950-00</a>	Miscellaneous Income	0.00	378.38	378.38	0.00 %	5,250.00	22,933.75	17,683.75	336.83 %	7,000.00
<a href="#">1-4955-00</a>	Cell Site Lease Income	15,400.00	15,970.63	570.63	3.71 %	168,600.00	165,951.62	-2,648.38	-1.57 %	184,000.00
<a href="#">1-4965-00</a>	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	400,000.00	676,163.84	276,163.84	69.04 %	400,000.00
	<b>Total RevType: 2 - Non-Operating:</b>	<b>31,255.00</b>	<b>27,654.00</b>	<b>-3,601.00</b>	<b>-11.52 %</b>	<b>1,486,245.00</b>	<b>1,878,461.08</b>	<b>392,216.08</b>	<b>26.39 %</b>	<b>1,539,250.00</b>
	<b>Total Revenue:</b>	<b>1,244,180.00</b>	<b>983,740.23</b>	<b>-260,439.77</b>	<b>-20.93 %</b>	<b>13,538,682.00</b>	<b>13,276,063.66</b>	<b>-262,618.34</b>	<b>-1.94 %</b>	<b>14,926,250.00</b>
<b>Expense</b>										
<b>ExpType: 1 - Operating</b>										
<a href="#">1-5130-00</a>	Water Purchased	172,135.00	145,762.82	26,372.18	15.32 %	2,109,586.00	1,761,069.27	348,516.73	16.52 %	2,321,721.00
<a href="#">1-5230-00</a>	Nunes T P Pump Expense	3,800.00	4,025.74	-225.74	-5.94 %	40,800.00	40,676.01	123.99	0.30 %	44,800.00
<a href="#">1-5231-00</a>	CSP Pump Station Pump Expense	26,000.00	35,583.89	-9,583.89	-36.86 %	292,000.00	296,903.50	-4,903.50	-1.68 %	342,000.00
<a href="#">1-5232-00</a>	Other Trans. & Dist Pump Expense	1,750.00	2,311.47	-561.47	-32.08 %	21,250.00	20,292.94	957.06	4.50 %	23,000.00
<a href="#">1-5233-00</a>	Pilarcitos Canyon Pump Expense	700.00	-474.29	1,174.29	167.76 %	35,300.00	57,405.21	-22,105.21	-62.62 %	36,000.00
<a href="#">1-5234-00</a>	Denniston T P Pump Expense	6,000.00	22,011.88	-16,011.88	-266.86 %	59,000.00	75,127.72	-16,127.72	-27.34 %	64,000.00
<a href="#">1-5242-00</a>	CSP Pump Station Operations	1,600.00	901.55	698.45	43.65 %	15,400.00	8,392.78	7,007.22	45.50 %	17,000.00
<a href="#">1-5243-00</a>	CSP Pump Station Maintenance	3,400.00	1,731.45	1,668.55	49.08 %	34,600.00	25,735.91	8,864.09	25.62 %	38,000.00
<a href="#">1-5246-00</a>	Nunes T P Operations - General	8,000.00	7,101.26	898.74	11.23 %	84,500.00	54,949.39	29,550.61	34.97 %	92,500.00
<a href="#">1-5247-00</a>	Nunes T P Maintenance	10,700.00	5,093.19	5,606.81	52.40 %	117,700.00	63,023.55	54,676.45	46.45 %	128,400.00
<a href="#">1-5248-00</a>	Denniston T P Operations-General	5,500.00	2,457.42	3,042.58	55.32 %	51,000.00	35,881.78	15,118.22	29.64 %	56,500.00
<a href="#">1-5249-00</a>	Denniston T.P. Maintenance	8,000.00	6,766.23	1,233.77	15.42 %	127,600.00	165,248.43	-37,648.43	-29.51 %	135,600.00
<a href="#">1-5250-00</a>	Laboratory Expenses	8,000.00	7,177.00	823.00	10.29 %	70,750.00	52,203.92	18,546.08	26.21 %	77,000.00
<a href="#">1-5260-00</a>	Maintenance - General	40,000.00	35,544.61	4,455.39	11.14 %	318,000.00	332,528.00	-14,528.00	-4.57 %	358,000.00
<a href="#">1-5261-00</a>	Maintenance - Well Fields	1,000.00	0.00	1,000.00	100.00 %	29,800.00	80,510.64	-50,710.64	-170.17 %	30,800.00
<a href="#">1-5263-00</a>	Uniforms	1,000.00	0.00	1,000.00	100.00 %	10,300.00	12,063.26	-1,763.26	-17.12 %	10,300.00
<a href="#">1-5318-00</a>	Studies/Surveys/Consulting	15,000.00	4,512.50	10,487.50	69.92 %	119,000.00	139,585.80	-20,585.80	-17.30 %	154,000.00
<a href="#">1-5321-00</a>	Water Resources	2,200.00	0.00	2,200.00	100.00 %	24,500.00	5,431.22	19,068.78	77.83 %	26,700.00

Monthly Budget Report

For Fiscal: 2021-2022 Period Ending: 05/31/2022

	May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
<a href="#">1-5322-00</a>	Community Outreach	8,000.00	20,694.04	-12,694.04	-158.68 %	52,000.00	52,242.02	-242.02	-0.47 %	60,000.00
<a href="#">1-5325-00</a>	Water Shortage Program	0.00	2,270.23	-2,270.23	0.00 %	0.00	40,019.81	-40,019.81	0.00 %	0.00
<a href="#">1-5381-00</a>	Legal	8,334.00	19,772.00	-11,438.00	-137.25 %	91,666.00	120,824.50	-29,158.50	-31.81 %	100,000.00
<a href="#">1-5382-00</a>	Engineering	5,650.00	7,999.16	-2,349.16	-41.58 %	62,150.00	73,508.33	-11,358.33	-18.28 %	67,800.00
<a href="#">1-5383-00</a>	Financial Services	0.00	0.00	0.00	0.00 %	18,000.00	12,731.00	5,269.00	29.27 %	22,600.00
<a href="#">1-5384-00</a>	Computer Services	18,500.00	23,534.83	-5,034.83	-27.22 %	198,800.00	213,556.61	-14,756.61	-7.42 %	217,300.00
<a href="#">1-5410-00</a>	Salaries/Wages-Administration	98,450.00	91,253.25	7,196.75	7.31 %	1,082,950.00	902,602.81	180,347.19	16.65 %	1,181,400.00
<a href="#">1-5411-00</a>	Salaries & Wages - Field	140,000.00	138,727.60	1,272.40	0.91 %	1,526,000.00	1,420,768.79	105,231.21	6.90 %	1,666,000.00
<a href="#">1-5420-00</a>	Payroll Tax Expense	18,400.00	17,688.24	711.76	3.87 %	188,300.00	168,624.20	19,675.80	10.45 %	206,700.00
<a href="#">1-5435-00</a>	Employee Medical Insurance	46,350.00	39,963.84	6,386.16	13.78 %	495,750.00	441,191.64	54,558.36	11.01 %	542,100.00
<a href="#">1-5436-00</a>	Retiree Medical Insurance	5,700.00	4,125.26	1,574.74	27.63 %	58,200.00	47,486.67	10,713.33	18.41 %	63,900.00
<a href="#">1-5440-00</a>	Employees Retirement Plan	43,500.00	42,798.60	701.40	1.61 %	475,100.00	498,230.57	-23,130.57	-4.87 %	518,600.00
<a href="#">1-5445-00</a>	Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
<a href="#">1-5510-00</a>	Motor Vehicle Expense	6,425.00	5,843.81	581.19	9.05 %	70,675.00	65,651.87	5,023.13	7.11 %	77,100.00
<a href="#">1-5620-00</a>	Office & Billing Expenses	28,100.00	27,238.86	861.14	3.06 %	300,400.00	340,905.36	-40,505.36	-13.48 %	328,500.00
<a href="#">1-5625-00</a>	Meetings / Training / Seminars	2,750.00	1,492.83	1,257.17	45.72 %	30,250.00	15,440.84	14,809.16	48.96 %	33,000.00
<a href="#">1-5630-00</a>	Insurance	13,750.00	11,524.08	2,225.92	16.19 %	149,550.00	127,672.91	21,877.09	14.63 %	163,300.00
<a href="#">1-5687-00</a>	Membership, Dues, Subscript.	7,350.00	2,881.75	4,468.25	60.79 %	80,050.00	79,306.24	743.76	0.93 %	87,400.00
<a href="#">1-5688-00</a>	Election Expenses	0.00	0.00	0.00	0.00 %	0.00	30,000.00	-30,000.00	0.00 %	0.00
<a href="#">1-5689-00</a>	Labor Relations	500.00	0.00	500.00	100.00 %	5,500.00	0.00	5,500.00	100.00 %	6,000.00
<a href="#">1-5700-00</a>	San Mateo County Fees	0.00	-1,220.00	1,220.00	0.00 %	23,600.00	13,289.60	10,310.40	43.69 %	25,700.00
<a href="#">1-5705-00</a>	State Fees	3,500.00	0.00	3,500.00	100.00 %	37,500.00	37,686.41	-186.41	-0.50 %	37,500.00
	<b>Total ExpType: 1 - Operating:</b>	<b>770,044.00</b>	<b>737,095.10</b>	<b>32,948.90</b>	<b>4.28 %</b>	<b>8,507,527.00</b>	<b>7,928,769.51</b>	<b>578,757.49</b>	<b>6.80 %</b>	<b>9,396,221.00</b>
	<b>ExpType: 4 - Capital Related</b>									
<a href="#">1-5715-00</a>	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	335,825.00	335,668.71	156.29	0.05 %	335,825.00
<a href="#">1-5716-00</a>	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	322,895.00	322,894.97	0.03	0.00 %	322,895.00
<a href="#">1-5717-00</a>	Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00 %	435,168.00	434,894.80	273.20	0.06 %	435,168.00
	<b>Total ExpType: 4 - Capital Related:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>	<b>1,093,888.00</b>	<b>1,093,458.48</b>	<b>429.52</b>	<b>0.04 %</b>	<b>1,093,888.00</b>
	<b>Total Expense:</b>	<b>770,044.00</b>	<b>737,095.10</b>	<b>32,948.90</b>	<b>4.28 %</b>	<b>9,601,415.00</b>	<b>9,022,227.99</b>	<b>579,187.01</b>	<b>6.03 %</b>	<b>10,490,109.00</b>
	<b>Report Total:</b>	<b>474,136.00</b>	<b>246,645.13</b>	<b>-227,490.87</b>		<b>3,937,267.00</b>	<b>4,253,835.67</b>	<b>316,568.67</b>		<b>4,436,141.00</b>

**COASTSIDE COUNTY WATER DISTRICT  
MONTHLY INVESTMENT REPORT  
May 31, 2022**

<b><u>RESERVE BALANCES</u></b>	<b>Current Year as of 05/31/2022</b>	<b>Prior Year as of 05/31/2021</b>
CAPITAL AND OPERATING RESERVE	\$16,604,384.87	\$10,582,221.12
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
<b><u>TOTAL DISTRICT RESERVES</u></b>	<b><u>\$16,854,384.87</u></b>	<b><u>\$10,832,221.12</u></b>

**ACCOUNT DETAIL**

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$4,505,051.39	\$5,513,785.88
CSP T & S ACCOUNT	\$48,114.93	\$32,080.48
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$2,019,609.76	\$19,449.01
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$10,280,808.79	\$5,266,105.75
DISTRICT CASH ON HAND	\$800.00	\$800.00
<b><u>TOTAL ACCOUNT BALANCES</u></b>	<b><u>\$16,854,384.87</u></b>	<b><u>\$10,832,221.12</u></b>

*This report is in conformity with CCWD's Investment Policy.*

COASTSIDE COUNTY WATER DISTRICT  
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT  
 FISCAL YEAR 2021/2022

5/31/2022

\* Approved June 2020

Status	Approved* CIP Budget FY21/22	Actual To Date FY21/22	Projected Year-End FY21/22	Variance vs. Budget	% Completed	Project Status/ Comments
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**Equipment Purchases & Replacement**

06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	\$ 50,000	\$ 43,899	\$ 50,000	\$ -	88%	Solar upgrades in process (partially covered by grant)
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**Facilities & Maintenance**

09-09	Fire Hydrant Replacement	ongoing	\$ 140,000	\$ 52,252	\$ 70,000	\$ 70,000	75%	
99-01	Meter Change Program	ongoing	\$ 20,000		\$ 20,000	\$ -	0%	

**Pipeline Projects**

14-27/20-08	Grandview Pipeline Replacement Project	Bid opening	\$ 1,650,000	\$ 52,697	\$ 75,000	\$ 1,575,000	0%	Bid opening in April 2022; Will award in June 2022 with Summer 2022 Construction (ap. Cost \$1.6M)
						\$ -		

**Pump Stations / Tanks / Wells**

08-14	Alves Tank Rehabilitation/Replacement Design	TBD	\$ 300,000			\$ 300,000	n/a	Delayed to future years
08-16	Cahill Tank Rehabilitation	TBD	\$ 125,000			\$ 125,000	n/a	Delayed to future years
20-16	Denniston Tank Rehabilitation	TBD	\$ 125,000			\$ 125,000	n/a	Delayed to future years
19-05	Tanks - THM Control	Ongoing	\$ 50,000	\$ 6,298	\$ 10,000	\$ 40,000	0%	

**Water Supply Development**

14-25	Denniston/San Vicente Water Supply Development	ongoing	\$ 300,000	\$ 183,128	\$ 225,000	\$ 75,000	n/a	
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**Water Treatment Plants**

20-14	Nunes Water Treatment Plant Improvement Project	Construction	\$ 2,900,000	\$ 4,668,234	\$ 5,000,000	\$ (2,100,000)	22%	Construction started August 2021; To be completed in FY 2023/2024
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**UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2021/2022**

NN-00	Unscheduled CIP		\$ 100,000		\$ -	\$ 100,000	0%	
22-01	Miramontes Point Road Water Main Replacement	in design		90,497	100,000	\$ (100,000)	n/a	
66-3001	Green Slope Climber	Completed		138,028	138,028	\$ (138,028)	100%	
14-29	Purisima Way Water Main Replacement	construction		112,745	125,000	\$ (125,000)	100%	originally planned for in future CIP
21-12	Nunes Fuel Tank Replacement	in process		169,118	185,000	\$ (185,000)	95%	covered by Cal OES grant

**NEW FY2020/2021 CIP TOTAL \$ 5,760,000 \$ 5,516,895 \$ 5,998,028 \$ (238,028)**

**FY2019/2020 CIP Carryover Projects**

20-07	District Office Improvements	in process	\$ 120,000	\$ 163,432	\$ 163,432	\$ (43,432)	100%	
14-01	Highway 92 - Replacement of Welded Steel Line-Phase 1	open	\$ 700,000	18,948	\$ 18,948	\$ 681,052	0%	Delayed to 2022/23
66-3001	Valve truck	Completed	\$ 75,361	\$ 75,361	\$ 75,361	\$ -	100%	Valve truck - Delivered in July 2021 - \$225K total price
22-05	Planning Software	open	\$ 60,000	\$ 9,959	\$ 15,000	\$ 45,000	0%	Approved at August 2021 BOD meeting

COASTSIDE COUNTY WATER DISTRICT  
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT  
 FISCAL YEAR 2021/2022

5/31/2022

\* Approved June 2020

		Status	Approved* CIP Budget FY21/22	Actual To Date FY21/22	Projected Year-End FY21/22	Variance vs. Budget	% Completed	Project Status/ Comments
13-02	Pipeline Replacement Under Creek at Pilarcitos Ave (Strawflower)	Construction	\$ 700,000	\$ 171,069	\$ 250,000	\$ 450,000	D-100%	Contract awarded at April 2022 Board meeting; construction in summer 2022
21-07	Carter Hill Tank Improvement Project	In design	\$ 580,000	\$ 252,510	\$ 275,000	\$ 305,000	n/a	Design in process
21-08	ESRI-Cityworks Implementation	Completed		\$ 25,000	\$ 25,000	\$ (25,000)	100%	
68-3001	General Equipment Office	in process		\$ 47,260	\$ 47,260	\$ (47,260)	100%	Computer replacement/Board room Media Equipment
22-02	Denniston WTP Drainage & Paving	Completed		\$ 29,591	\$ 29,591	\$ (29,591)	100%	
22-03	Denniston Road Improvement (2022)	in process		\$ 2,677	\$ 85,000	\$ (85,000)	0%	
22-06	CSP Pump #2 Replacement (2022)	in process		\$ 81,793	\$ 250,000	\$ (250,000)	30%	
22-07	Alameda Ave Crossing at Medio Creek Pipeline Replacement	pre-design		\$ 1,304	\$ 7,000	\$ (7,000)	n/a	

<b>FY2020/2021 CARRYOVER PROJECTS</b>	<b>\$ 2,235,361</b>	<b>\$ 878,904</b>	<b>\$ 1,241,592</b>	<b>\$ 993,769</b>
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Green = approved by the Board/in process

<b>TOTAL - FY 2021/2022 CIP + PRIOR YEAR CARRYOVER</b>	<b>\$ 7,995,361</b>	<b>\$ 6,395,798</b>	<b>\$ 7,239,620</b>	<b>\$ 755,741</b>
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**Legal Cost Tracking Report  
12 Months At-A-Glance**

**Acct. No.5681  
Patrick Miyaki - HansonBridgett, LLP  
Legal**

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>Water Supply Develpmnt</b>	<b>Recycled Water</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>LABOR &amp; EMPLOYMENT</b>	<b>Election (CVRA)</b>	<b>Litigation</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
<b>May-21</b>	10,870			709		407				<b>11,986</b>
<b>Jun-21</b>	7,659			752	588					<b>8,999</b>
<b>Jul-21</b>	3,323									<b>3,323</b>
<b>Aug-21</b>	4,701			442		2,901				<b>8,043</b>
<b>Sep-21</b>	10,969				814					<b>11,783</b>
<b>Oct-21</b>	18,804									<b>18,804</b>
<b>Nov-21</b>	9,818			943	1,739					<b>12,500</b>
<b>Dec-22</b>	5,582			755						<b>6,337</b>
<b>Jan-22</b>	13,699					1,375			751	<b>15,825</b>
<b>Feb-22</b>	15,073				4,810		237			<b>20,120</b>
<b>Mar-22</b>	9,260				1,545					<b>10,804</b>
<b>Apr-22</b>	6,554		3,081	1,185	1,140	3,081				<b>15,040</b>
<b>TOTAL</b>	<b>116,311</b>	<b>0</b>	<b>3,081</b>	<b>4,784</b>	<b>10,635</b>	<b>7,764</b>	<b>237</b>	<b>0</b>	<b>751</b>	<b>143,561</b>



**Engineer Cost Tracking Report  
12 Months At-A-Glance**

**Acct. No. 5682  
JAMES TETER  
Engineer**

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>CIP</b>	<b>Studies and Non - CIP Project</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Jun-21</b>	480		1,352	<b>1,832</b>	1,352
<b>Jul-21</b>	480	896	3,042	<b>4,418</b>	3,042
<b>Aug-21</b>	480			<b>480</b>	3,042
<b>Sep-21</b>	480			<b>480</b>	
<b>Oct-21</b>	480			<b>480</b>	
<b>Nov-21</b>	987			<b>987</b>	
<b>Dec-21</b>	480		3,211	<b>3,691</b>	3,211
<b>Jan-22</b>	480	507	507	<b>1,494</b>	507
<b>Feb-22</b>	480	456		<b>936</b>	
<b>Mar-22</b>	480		1,014	<b>1,494</b>	1,014
<b>Apr-22</b>	480		1,859	<b>2,339</b>	1,859
<b>May-22</b>	480		2,366	<b>2,846</b>	2,366
<b>TOTAL</b>	<b>6,267</b>	<b>1,859</b>	<b>13,351</b>	<b>21,477</b>	<b>16,393</b>

**Calcon T&M Projects Tracking**

5/31/2022

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/21	Project Billings FY2021-2022
<b>Closed Projects:</b>							
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$ 8,837.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$ 55,363.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$ 12,231.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$ 66,572.54	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$ 6,455.00	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$ 9,518.28	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$ 13,591.60	
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$ 4,077.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$ -	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$ 44,459.14	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$ 27,980.71	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$ 1,372.00	
CAL-15-01	Main Street Monitors	Closed				\$ 6,779.42	
CAL-15-02	Denniston To Do List	Closed				\$ 2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$ 12,536.12	
CAL-15-04	Phase II Control System Upgrade	Closed	6/23/2015	8/11/2015	\$195,000.00	\$ 202,227.50	
CAL-15-05	Permanganate Water Flow	Closed				\$ 1,567.15	
CAL-16-04	Radio Network	Closed	12/9/2016	1/10/2017	\$126,246.11	\$ 139,200.68	
CAL-16-05	EI Granada Tank No. 3 Recoating	Closed	12/16/2016		\$6,904.50	\$ 6,845.00	
CAL-17-03	Nunes Valve Control	Closed	6/29/2017	7/11/2017	\$73,281.80	\$ 79,034.35	
CAL-17-04	Denniston Booster Pump Station	Closed	7/27/2017	8/8/2017	\$21,643.75	\$ 29,760.00	
CAL-17-05	Crystal Springs Pump Station #3 Soft Start	Closed	7/27/2017	8/8/2017	\$12,213.53	\$ 12,178.13	
CAL-18-04	Tank Levels Calibration Special	Closed	3/5/2018	3/5/2018	\$8,388.75	\$ 10,700.00	
CAL-18-05	Pilarcitos Stream Flow Gauge -Well 1 120 Service Power	Closed	3/22/2018	3/22/2018	\$3,558.13	\$ 3,997.40	
CAL-17-06	Nunes Flocculartor & Rapid Mix VFD Panels	Closed	12/6/2017	12/12/2017	\$29,250.75	\$ 30,695.66	
CAL-17-01	Crystal Springs Leak Valve Control	Closed	2/8/2017	2/14/2017	\$8,701.29	\$ 18,055.88	
CAL-17-02	Crystal Springs Requirements & Addtl Controls	Closed	2/8/2017	2/14/2017	\$38,839.50	\$ 41,172.06	
CAL-18-02	Nunes Plant HMI V2	Closed	11/12/2018		\$10,913.14	\$ 9,434.90	
CAL-18-03	CSP Breakers & Handles		3/7/2018	3/7/2018	\$25,471.47	\$ 49,837.52	
CAL-18-06	Nunes VFD Project		9/6/2018	9/6/2018	\$2,381.51	\$ 895.50	
CAL-19-01	CSP Cla-Val Power Checks		2/4/2019	2/4/2019	\$15,067.91	\$ 40,475.94	
CAL-19-02	CSP Wet Well		4/1/2019	4/1/2019	\$12,960.24	\$ 12,853.20	
CAL-19-03	Pilarcitos Flow Meter Project		4/1/2019	4/1/2019	\$14,493.75	\$ 17,616.84	
CAL-19-04	CSP Main Breaker					\$	
	SCADA Systems		10/15/2019	10/15/2019	\$104,000.00	\$ 114,250.00	
	Spare 350/500 Pumps					\$ 3,327.09	
	CSP Main Breaker					\$ 5,220.00	
<b>Closed Projects - Subtotal (pre FY2019-2021)</b>					<b>\$960,319.86</b>	<b>\$1,102,049.95</b>	
<b>FY 2021-2022 Open Projects:</b>							
	Crystal Springs Solar System Backup			12/20/2021	\$18,739.00	\$	18,739.00
	Nunes Tank Radio Solar Backup			12/20/2021	\$19,927.00	\$	24,413.50
<b>Open Projects - Subtotal</b>					<b>\$38,666.00</b>	<b>\$0.00</b>	<b>\$43,152.50</b>
<b>Other: Maintenance</b>							
	<b>Tanks</b>					\$	24,807.00
	<b>Crystal Springs Maintenance</b>					\$	3,529.94
	<b>Nunes Maintenance</b>					\$	50,486.46
	<b>Denniston Maintenance</b>					\$	48,809.33
	<b>Distribution System</b>					\$	74,137.23
	<b>Wells</b>						
	<b>Cellular Telemetry</b>					\$	4,864.17
<b>Subtotal Maintenance</b>							<b>\$ 206,634.13</b>
<b>FINAL TOTAL FY 2021/2022</b>							<b>\$249,786.63</b>

EKI Environment & Water  
 Engineering Services Billed Through May 31, 2022

	Contract Date	Not to Exceed Budget	Status	FY 2018-2019	FY 2019-2020	FY2020-2021	FY2021-2022
<b>CIP Project Management</b>							
Fiscal Year 2018-2019	10.19.2018	\$ 25,000.00	Complete				
Fiscal Year 2018-2019	1.14.2019	\$ 40,000.00	Complete				
Fiscal Year 2018-2019	3.12.2019	\$ 75,000.00	Complete				
Fiscal Year 2019-2020	7.29.2019	\$ 180,000.00	Open	\$ 123,410.00	\$ 104,108.97	\$ 1,138.80	
Pipeline Projects (Ferdinand) - T2		\$ 2,000.00	Complete	\$ 18,220.42	\$ 13,476.55		
Tank Seismic Projects - T3			Complete	\$ 16,676.92	\$ 19,249.53		
Hydraulic Modeling - T4			Complete	\$ 4,385.04	\$ 20,570.20		
Fiscal Year 2020-2021	8.13.2020	\$ 100,000.00				\$ 66,805.44	\$ 33,162.48
Fiscal Year 2021-2022 - Non-Complex Main line Extension Services	10.15.2021	\$ 25,000.00					\$ 10,301.46
Fiscal Year 2021-2022 - Drought Relief Grant Application	12.2021						\$ 21,074.82
Fiscal Year 2022-2023	4/20/2022	\$ 100,000.00	Open				
<b>Sub Total - CIP Project Management Services</b>		\$ 547,000.00		\$ 162,692.38	\$ 157,405.25	\$ 67,944.24	\$ 64,538.76

Highway 1 South Pipeline Replacement Project	16-02	9.20.2018	\$ 25,000.00	Complete	\$ 17,680.45			
Ferdinand Avenue Pipeline Replacement Design	14-31	2.12.2019	\$ 29,000.00	Complete	\$ 27,824.37	\$ 1,169.10		
Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design	14-32	2.12.2019	\$ 28,500.00	Complete	\$ 27,297.34	\$ 1,195.22		
Denniston Culvert Replacement and Paving Project Design	18-13	7.1.2019	\$ 16,400.00	Complete	\$ 804.96	\$ 21,296.34		
Denniston Culvert Replacement-Engineering Services during Construction	18-13	7.8.2020	\$ 48,800.00	Complete			\$ 47,647.17	
Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project	14-31	7.1.2019	\$ 32,300.00	Complete		\$ 32,300.00		
Pine Willow Oak Water Main Replacement Project	18-01	7.29.2019	\$ 69,700.00	Complete		\$ 49,906.63	\$ 4,991.74	
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	14-27	7.29.2019	\$ 56,100.00	Open		\$ 42,095.19	\$ 5,144.36	
Grandview Crossing at Hwy 1		2.9.2021	\$ 156,500.00	Open			\$ 73,285.99	\$ 36,830.88
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	13-02	8.27.2019	\$ 104,600.00	Complete		\$ 95,332.59	\$ 1,226.50	
Pilarcitos Creek Crossing Water Main Replacement Design	13-02	7.14.2020	\$ 82,900.00	Open			\$ 39,343.06	\$ 28,721.80
Pilarcitos Creek Crossing Water Main Replacement Field Surveys/Land Descriptions	13-02		\$ 28,600.00	Open				\$ 18,704.81
Grandview/Silver/Terrace/Spindrift Under Hwy 1 PreDesign	20-08	10.15.2019	\$ 59,600.00	Complete		\$ 18,217.30	\$ 40,597.27	
Highway 92 Potable Water Pipeline Replacement Project Design	14-01	7.2.2021	\$ 24,800.00	Open				\$ 18,139.94
Miramontes Point Road Water Main Replacement	22-01	7.14.2021	\$ 116,800.00	Open				\$ 90,496.66
Purisima Way Water Main Replacement	14-29	10.18.2021	\$ 20,400.00	Open				\$ 19,840.91
Medio Crossing - Alternatives Evaluation for Pipeline Replacement		4.25.2022	\$ 21,900.00	Open				\$ 1,304.16

Total - All Services

**\$ 1,468,900.00      \$ 236,299.50      \$ 418,917.62      \$ 280,180.33      \$ 278,577.92**

*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, May 10, 2022**

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the Boardroom was not open to the public for the May 10, 2022, Regular Meeting of the Board of Directors of the Coastside County Water District. The Regular Meeting was conducted remotely via teleconference.

The Public was able to participate in the public meeting by joining the meeting through the Zoom Video Conference link provided. The public was also able to join the meeting by calling a provided teleconference phone number.

- 1) **ROLL CALL** -President Bob Feldman called the meeting to order at 7:00 p.m. Participating in roll call via Zoom Video Conference: Directors Ken Coverdell, Chris Mickelsen, Glenn Reynolds, and Vice-President Muller.  
  
Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resources Analyst; Gina Brazil, Office Manager; Nancy Trujillo, Accounting Manager and Lisa Sulzinger, Administrative Analyst.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There was no public comment
- 4) **Consider and Reaffirm Resolution 2021-06 "Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person"**

Ms. Rogren summarized Governor Newsom's Executive Order dated back on March 4, 2020, that declared a State of Emergency to exist in California because of the threat of COVID 19. The Executive Order N-29-20 suspended certain provisions of the Ralph M. Brown Act relating to teleconferencing to allow legislative bodies to conduct meetings remotely to help protect the spread of COVID-19 and to protect the health and safety of the public. On June 11, 2021, the Governor issued Executive Order N-08-21 which specified that Executive Order N-29-20 remain in effect through September 30, 2021.

On September 16, 2021, the Governor signed Assembly Bill (AB361) into law to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency after September 30, 2021. On October 8, 2021, the Board adopted Resolution 2021-06. Per AB361, the Board will need to consider and reaffirm the findings of Resolution 2021-06 monthly proclaiming that the State of Emergency continues to impact the ability of members to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to Reaffirm Resolution 2021-06 "Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person":**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Reynolds	Aye
Vice-President Muller	Aye
President Feldman	Aye

**5) CONSENT CALENDAR**

- A. Approval of disbursements for the month ending April 30, 2022:  
Claims: \$ 1,382,177.46; Payroll: \$ 266,402.37 for a total of \$ 1,648,579.83  
*April 2022 Monthly Financial Claims reviewed and approved by Director Feldman*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of April 12, 2022, Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report April 2022
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – March 2022
- J. Water Service Connection Transfer Report for April 2022

**ON MOTION BY Director Coverdell and seconded by Vice-President Muller, the Board voted by roll call vote to approve the Consent Calendar:**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Reynolds	Aye
Vice-President Muller	Aye
President Feldman	Aye

6) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Muller attended the ACWA Spring Conference in Sacramento on May 3-4, 2022 as a Board Member for ACWA Region 5. Director Mickelsen and Director Reynolds attended a District Facilities Committee meeting on April 27, 2022. Director Coverdell and Director Feldman attended at Finance Committee meeting on April 28, 2022.

7) **GENERAL BUSINESS**

**A. Draft Fiscal Year 2022-2023 Operations and Maintenance Budget and Draft Capital Improvement Program FY 2022/2023 to FY 2031/2032.**

Ms. Rogren shared her presentation, featuring the budget timeline and a brief summary of the projected revenue, operating expenses and debt service for the Operations and Maintenance Budget for Fiscal Year 2022-2023. She also provided an overview of the Draft 10-year Capital Improvement Program (Fiscal Years 2022/23 to 2031/32) and the Cash/Reserves Impact.

**B. Nunes Water Treatment Plant Upgrades Project Update #9**

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during April 2022. Work included construction of the soil nail wall; backfilling of soil against the sedimentation basin; concrete placement for v-ditches at the sedimentation basin; installation of the slide gate and handrailing at the sedimentation basin, sludge and drain piping and valves, and the 8-inch filter-to-waste (FTW) piping. Due to the supply chain issues with delays in receiving the valves, the contractor will need to halt work for 3-4 months starting in June, 2022 until the valves arrive.

8) **MONTHLY INFORMATIONAL REPORTS**

**A. General Manager's Report**

Ms. Rogren discussed planned 75<sup>th</sup> Anniversary activities including participation in the July 4<sup>th</sup> parade. The actual anniversary date is July 19, 2022 and staff is planning a celebration for the community on that date. A feature article will also appear in the July 2022 Half Moon Bay Review Coastside Magazine.

**B. Superintendent of Operations Report**

Mr. Derbin summarized Operations highlights for the month of April 2022.

**C. Water Resources Report**

- Water Shortage Emergency Warning and Public Outreach Update.

As part of the Governor's new executive order, the District will submit a preliminary water supply demand assessment on June 1st. The final annual water supply demand assessment will be submitted by July 1st. This new reporting requirement involves providing an estimate of available water supply for the upcoming fiscal year. Staff is working with West Yost Associates to meet the requirements of this new annual report.

SFPUC is considering going to a Stage 2 Water Shortage Emergency under their Water Shortage Contingency Plan given Governor Newsom's recent executive order. Increasing SFPUC's action level under the Water Shortage Emergency would result in a recalculation of the Tier 1 and Tier 2 allocations and could result in a modified water allocation from SFPUC for the District.

Drought outreach for April 2022 included publishing an electronic newsletter; mailing a Water Emergency Warning Fact Sheet to all customers; posting message on Nextdoor and Twitter regarding Water Shortage Emergency; and mailing water reports from WaterSmart to every single-family customer.

**9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**

**10) CLOSED SESSION**

A) Pursuant to California Government Code Section 54956.9(d)(2)  
Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation  
One Potential Case

B) Conference with Labor Negotiators  
Pursuant to California Government Code Section 54957.6  
Agency Designated Representative: General Manager, Mary Rogren  
Employee Organization: Teamsters Union, Local 856

**11) RECONVENE TO OPEN SESSION**

The meeting reconvened to open session at 9:31 p.m., with Mr. Miyaki reporting the following:

Item 10.A No action taken

Item 10.B Direction was given to the agency designated representative

**12) ADJOURNMENT**

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Robert Feldman, President  
Board of Directors

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Mary Rogren, General Manager  
Secretary to the District



**COASTSIDE COUNTY WATER DISTRICT**  
**Installed Water Connection Capacity & Water Meters**

FY 2021 / 2022

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>HMB Non-Priority</b>													
0.5" capacity increase													0
5/8" meter				2					8				10
3/4" meter													0
1" meter									2				2
1 1/2" meter													0
2" meter													0
3" meter													0
<b>HMB Priority</b>													
0.5" capacity increase													0
5/8" meter								1					1
3/4" meter													0
1" meter													0
1 1/2" meter													0
2" meter													0
<b>County Non-Priority</b>													
0.5" capacity increase													0
5/8" meter	2	3	1	1	1			1			1		10
3/4" meter													0
1" meter													0
<b>County Priority</b>													
5/8" meter													0
3/4" meter													0
1" meter													0
1.5" meter													0
<b>Totals</b>	2	3	1	3	1	0	0	2	10	0	1	0	23

5/8" meter = 1.0 connection  
3/4" meter = 1.5 connections  
1" meter = 2.5 connections  
1.5" meter = 5.0 connections  
2" meter = 8 connections  
3" meter = 17.5 connections

FY 2020 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority				2					7				9
HMB Priority								1					1
County Non-Priority	2	3	1	1	1			1	2.5		1		12.5
County Priority													
<b>Total</b>	2	3	1	3	1	0	0	2	9.5	0	1	0	22.5

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2022**

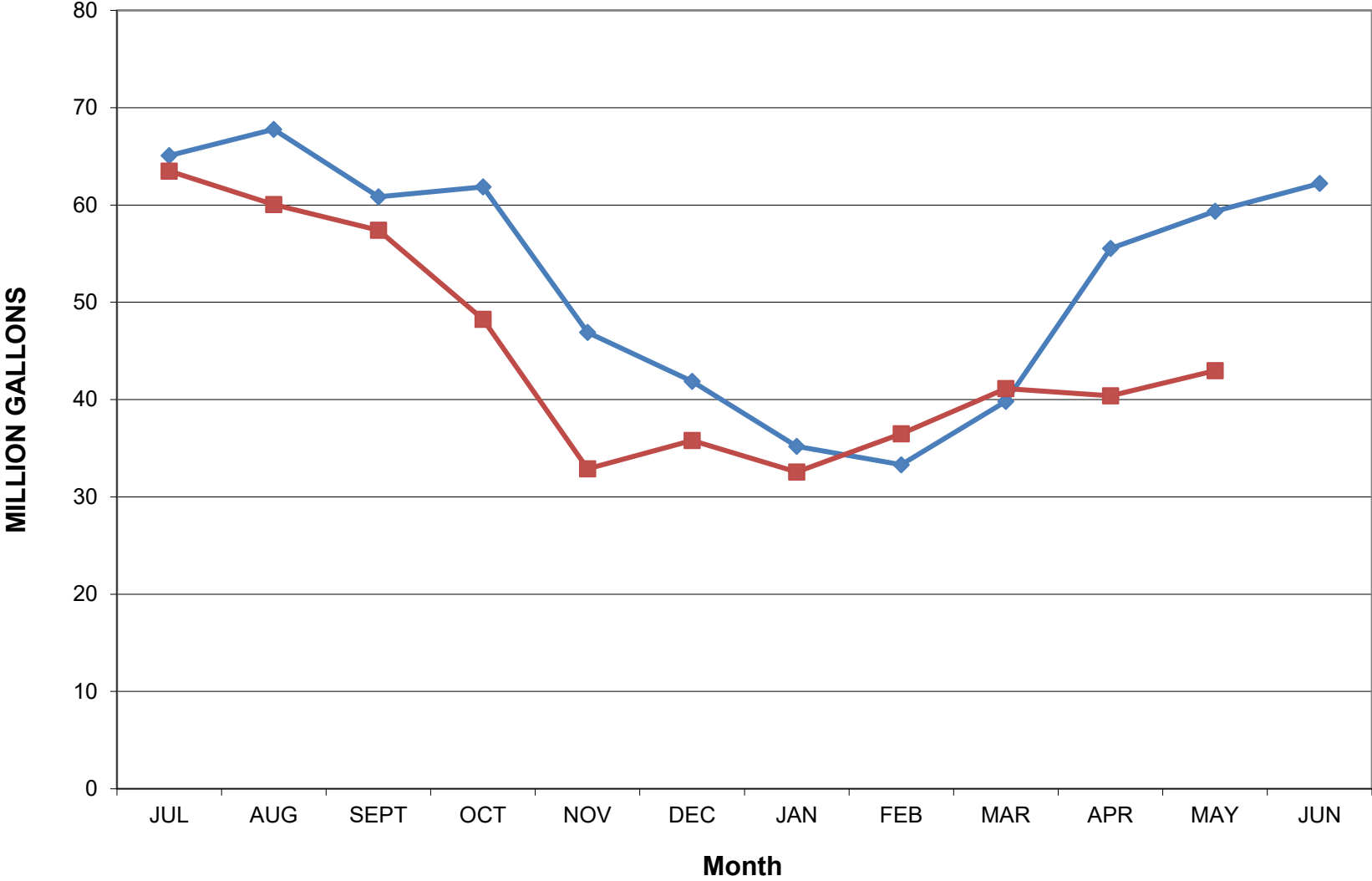
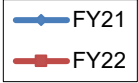
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.00	0.00	0.00	0.00	65.93	65.93	2.44	63.49
AUG	0.00	0.00	0.00	0.00	61.90	61.90	1.86	60.04
SEPT	0.00	0.00	0.00	0.00	59.74	59.74	2.34	57.40
OCT	0.53	1.57	0.00	3.69	44.32	50.11	1.87	48.24
NOV	1.62	17.20	9.78	0.00	7.87	36.47	3.58	32.89
DEC	0.69	5.75	21.2	0.00	10.80	38.44	2.64	35.80
JAN	0.00	7.62	24.44	0.00	3.16	35.22	2.66	32.56
FEB	0.00	14.10	21.88	0.00	3.63	39.61	3.13	36.48
MAR	0.00	14.97	24.71	0.00	5.16	44.84	3.72	41.12
APR	2.33	23.27	0.00	9.22	9.25	44.07	3.68	40.39
MAY	2.15	19.30	0.00	22.75	2.61	46.81	3.84	42.97
JUN								0.00
<b>TOTAL</b>	7.32	103.78	102.01	35.66	274.37	523.14	31.76	491.38
% MONTHLY TOTAL	4.6%	41.2%	0.0%	48.6%	5.6%	100.0%	8.2%	91.8%
% ANNUAL TO DATE TOTAL	1.4%	19.8%	19.5%	6.8%	52.4%	100.0%	6.1%	93.9%

CCWD vs SFPUC- month 45.8%  
 CCWD vs SFPUC- annual 40.7%

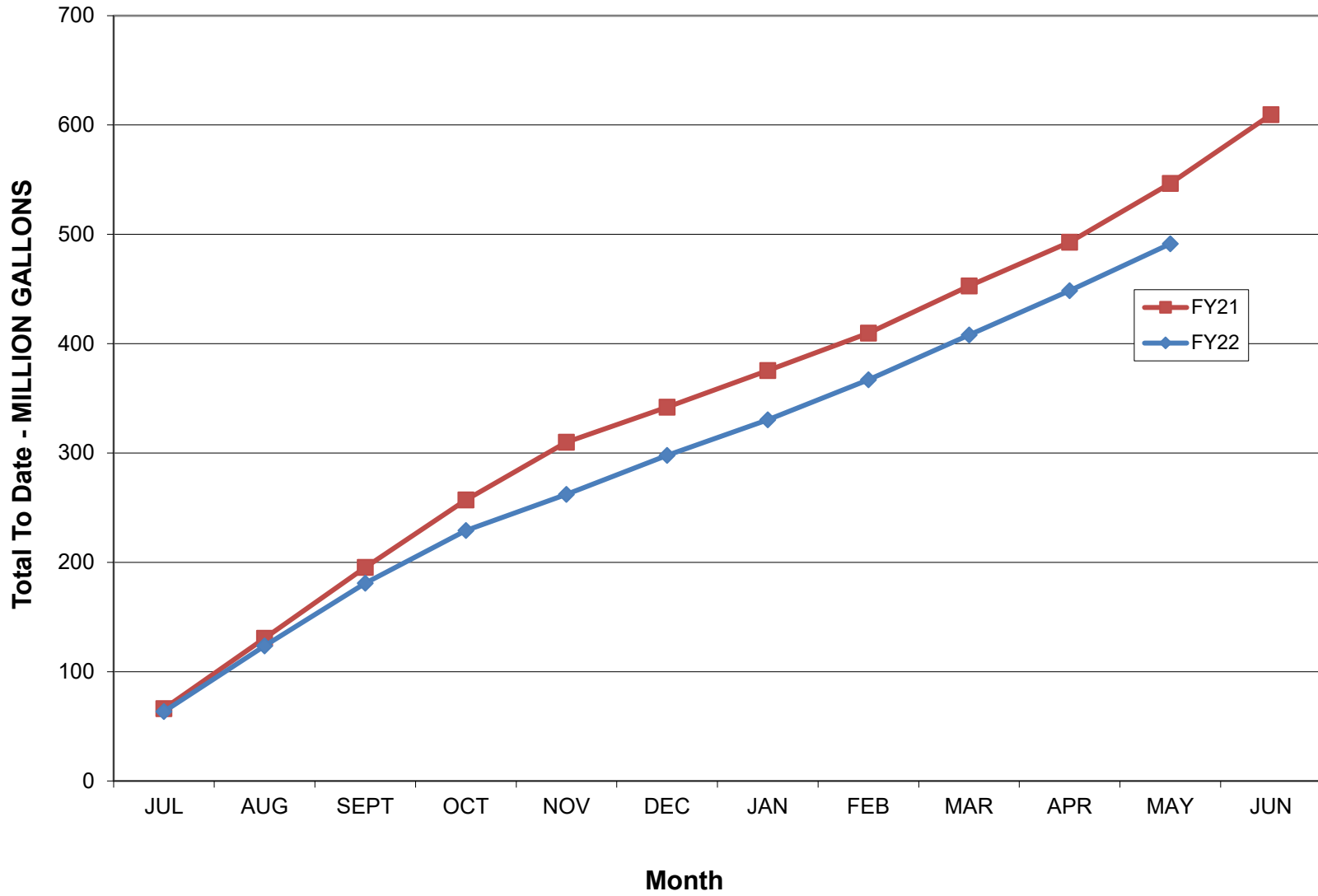
12 Month Running Treated Total **580.31**  
**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2021**

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.02	2.52	0.00	28.80	36.06	67.40	2.35	65.05
AUG	0.00	0.00	0.00	49.75	20.27	70.02	2.25	67.78
SEPT	0.00	0.00	0.00	1.31	60.84	62.15	1.31	60.84
OCT	0.00	0.00	0.00	0.00	63.97	63.97	2.11	61.86
NOV	0.00	0.00	3.91	14.39	29.52	47.82	0.93	46.90
DEC	2.26	10.43	11.17	14.25	4.16	42.27	2.67	39.60
JAN	1.73	11.31	11.06	1.99	10.86	36.95	3.50	33.45
FEB	0.78	15.73	10.87	0.00	9.60	36.98	4.45	32.53
MAR	1.98	15.13	10.47	0.00	13.08	40.66	2.82	37.84
APR	1.40	11.32	0.00	0.00	44.48	57.20	3.06	54.14
MAY	0.88	3.02	0.00	0.00	60.44	64.34	5.87	58.47
JUN	0.00	0.00	0.00	0.00	64.08	64.08	1.86	62.22
<b>TOTAL</b>	9.05	69.46	47.48	110.49	417.36	653.84	33.17	620.66
% TOTAL	1.4%	10.6%	7.3%	16.9%	63.8%	100.0%	5.07%	0.0%

Monthly Production FY 21 vs FY 22



Cumulative Production FY21 vs FY22





MONTH May-22						
Coastside County Water District Monthly Discharge Report						
EMERGENCY MAIN AND SERVICE REPAIRS						
	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (MG)
1	5/20/2022	5/20/2022	127 Madrona Ave	Service	3/4" Copper	0.000
2	5/20/2022	5/20/2022	117 Madrona Ave	Service	3/4" Copper	0.000
3						
4						
5						
6						
7						
8						
<b>Totals</b>						<b>0.000</b>

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.009
Reservoir Cleaning	
Automatic Blowoffs	0.204
Dewatering Operations	
Other (includes flow testing)	0.000
<b>DISCHARGES GRAND TOTAL (MG)</b>	
<b>0.213</b>	

Coastside County Water District  
 766 Main Street  
 July 2021 - June 2022

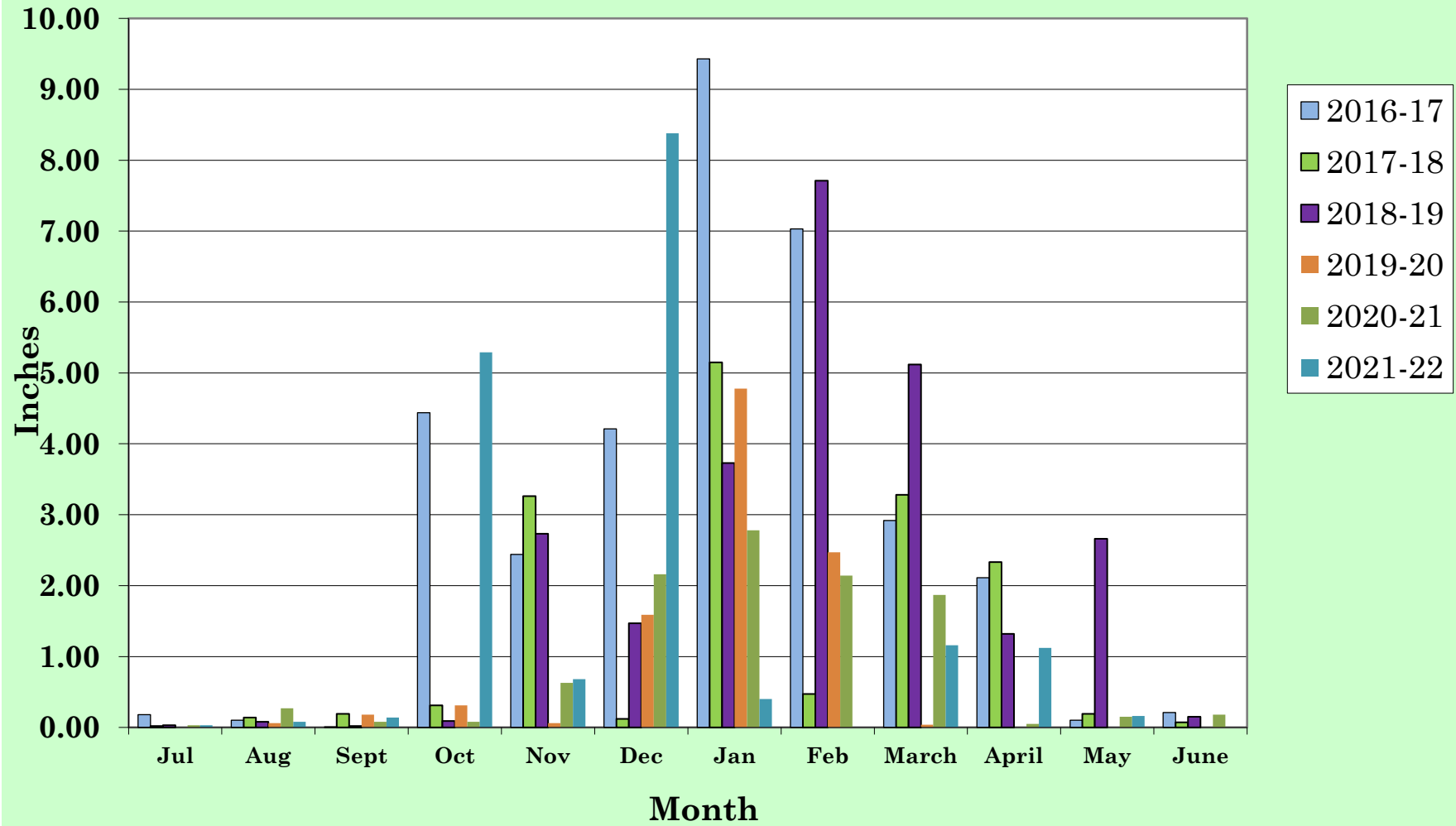
Nunes  
 Rainfall in Inches

	2021						2022					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0	0.27	0	0	0	0	0	0	
2	0	0	0	0	0.01	0	0	0	0.09	0	0	
3	0	0	0	0	0.11	0	0.18	0	0.2	0	0	
4	0	0.02	0	0	0.01	0	0.15	0	0.01	0	0	
5	0	0.02	0	0	0	0	0	0	0	0	0	
6	0	0	0	0	0	0.02	0.01	0	0	0	0.07	
7	0	0.02	0	0.01	0	0.07	0	0	0	0	0	
8	0	0.01	0	0	0.17	0.05	0	0	0	0	0	
9	0	0	0	0	0.06	0.03	0	0	0	0	0	
10	0	0	0	0	0	0	0	0	0	0	0	
11	0	0	0	0	0	0	0	0	0	0.14	0	
12	0	0	0	0	0	0.44	0	0	0.01	0	0	
13	0	0	0	0	0	4.23	0	0	0.03	0	0	
14	0	0	0	0	0	0.09	0	0	0	0.24	0	
15	0	0	0	0	0	0.31	0	0	0.23	0	0	
16	0	0	0	0	0	0.31	0	0	0	0.36	0.02	
17	0	0	0	0	0	0	0	0	0	0	0	
18	0	0	0.04	0.05	0	0	0	0	0.01	0.03	0	
19	0	0	0.01	0	0.04	0	0	0	0.18	0.06	0	
20	0.01	0	0	0.03	0	0	0	0	0	0.22	0	
21	0	0	0	1.08	0.01	0.34	0	0	0	0.04	0	
22	0	0	0	1.07	0	0.27	0	0	0	0.03	0	
23	0.02	0	0	0	0	0.67	0	0	0	0	0	
24	0	0	0.01	0.94	0	0.21	0	0	0	0	0	
25	0	0	0	2.08	0	0.31	0	0	0	0	0	
26	0	0	0.01	0.01	0	0.16	0	0	0	0	0	
27	0	0	0.06	0	0	0.3	0	0	0.36	0	0	
28	0	0	0.01	0	0	0.02	0	0	0.01	0	0.07	
29	0	0.01	0	0	0	0.55	0		0.01	0	0	
30	0	0	0	0	0	0	0		0.02	0	0	
31	0	0		0.02		0	0		0		0	
Mon.Total	0.03	0.08	0.14	5.29	0.68	8.38	0.4	0.00	1.16	1.12	0.16	
Year Total	0.03	0.11	0.25	5.54	6.22	14.60	15.00	15.00	16.16	17.28	17.44	

# Coastside County Water District

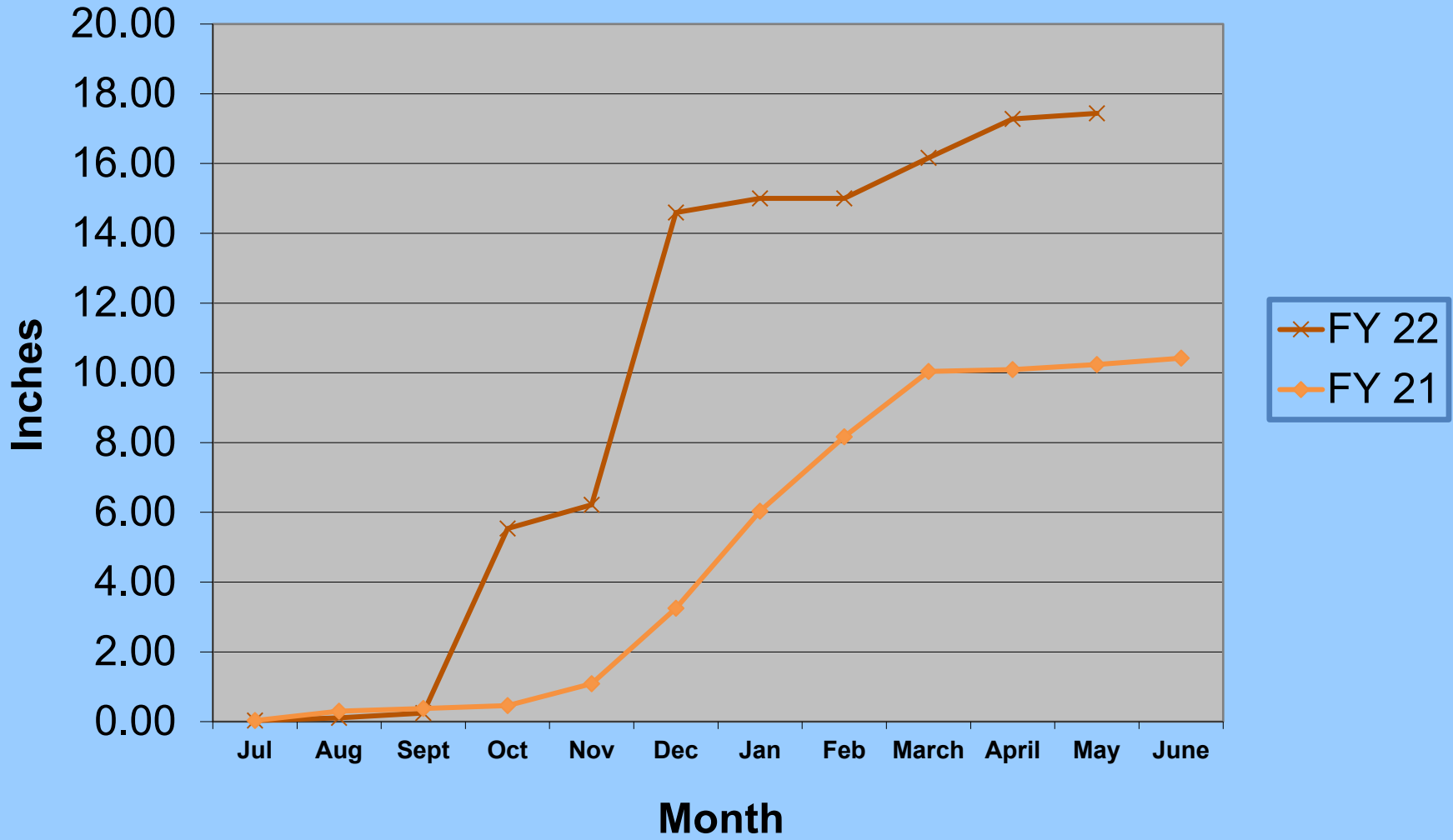
## Rainfall by Month

Fiscal Years 17 - 22



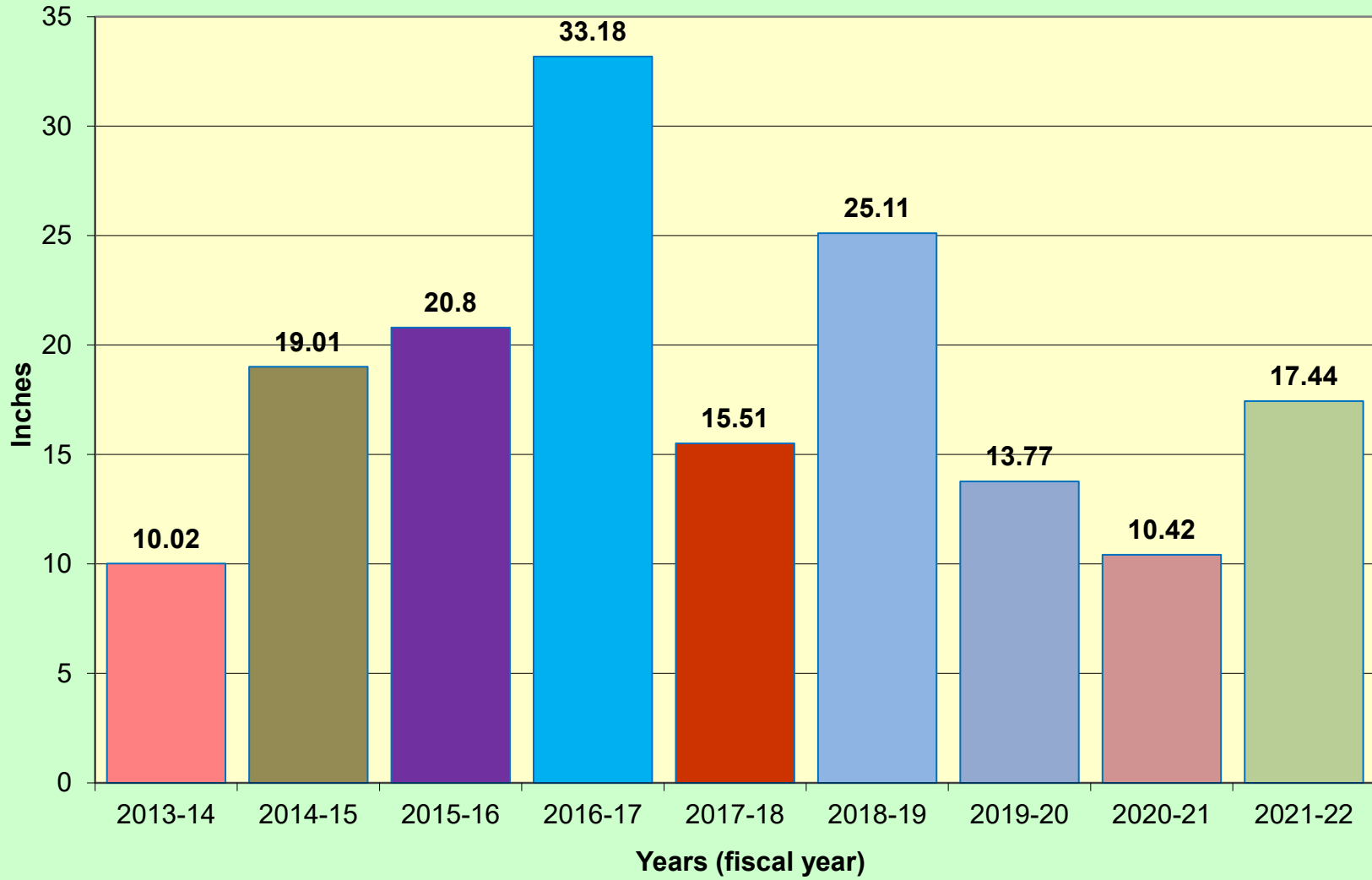


# Rainfall Total Comparison Fiscal Years 21-22



# Rain Totals

## Fiscal Years 14 - 22



# San Francisco Public Utilities Commission Hydrological Conditions Report April 2022

J. Chester, C. Graham, N. Waelty, May 10, 2022



This year forecasts show 40-60 TAF of spill from Hetch Hetchy Reservoir. The Upper Tuolumne River Ecosystem Program (UTREP) helps guide the SFPUC on how to maximize the ecological benefits of spill from Hetch Hetchy Reservoir. SFPUC staff consulted with scientists in Yosemite National Park to develop a release plan for a portion of the 2022 spill water. In the coming weeks, Hetch Hetchy Water and Power dam operators will release a pulse of water from O'Shaughnessy Dam Valves resulting in flows up to 4,100 cfs. At 4,100 cfs, the Poopenaut Valley floods (lower photo from 2018), which results in significant ecologic benefits to the flora and fauna of the valley. It is anticipated that Hetch Hetchy Reservoir will spill by the end of May.

## System Storage

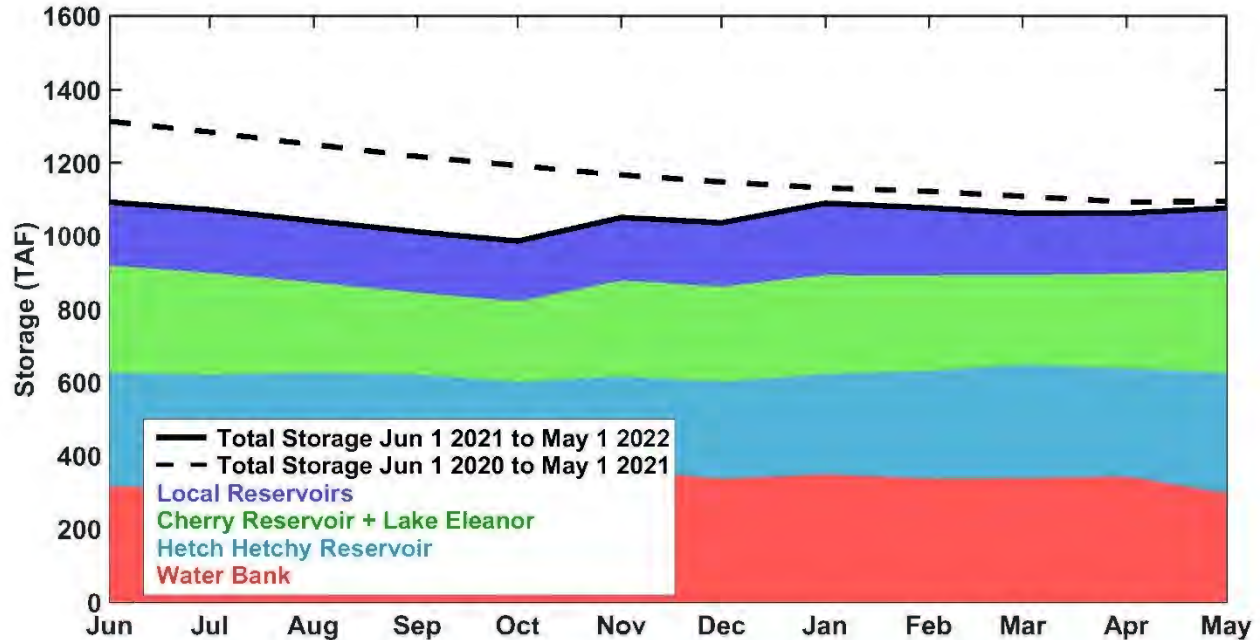
Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
<b>Tuolumne System</b>							
Hetch Hetchy Reservoir <sup>1</sup>	329,491		360,360		30,869		91%
Cherry Reservoir <sup>2</sup>	253,341		273,345		20,004		93%
Lake Eleanor <sup>3</sup>	25,588		27,100		1,512		94%
Water Bank	297,758		570,000		272,242		52%
Tuolumne Storage	906,178		1,230,805		324,627		74%
<b>Local Bay Area Storage</b>							
Calaveras Reservoir	62,973	20,520	96,824	31,550	33,851	11,030	65%
San Antonio Reservoir	43,308	14,112	52,506	17,109	9,198	2,997	83%
Crystal Springs Reservoir	47,492	15,475	58,377	19,022	10,884	3,547	81%
San Andreas Reservoir	14,287	4,656	18,996	6,190	4,709	1,534	75%
Pilarcitos Reservoir	2,864	933	2,995	976	130	42	96%
Total Local Storage	170,925	55,696	229,697	74,847	58,772	19,151	74%
<b>Total System</b>	<b>1,077,103</b>		<b>1,460,502</b>		<b>383,399</b>		<b>74%</b>

<sup>1</sup> Maximum Hetch Hetchy Reservoir storage with drum gates activated.

<sup>2</sup> Maximum Cherry Reservoir storage with flash-boards in.

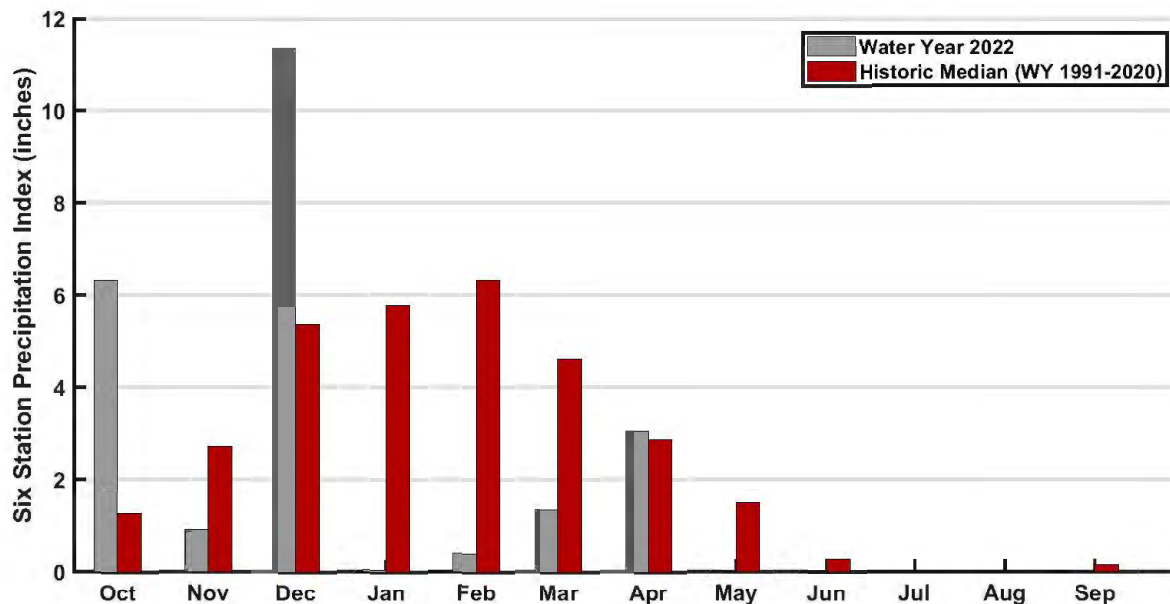
<sup>3</sup> Maximum Lake Eleanor storage with flash-boards in.



**Figure 1:** System storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

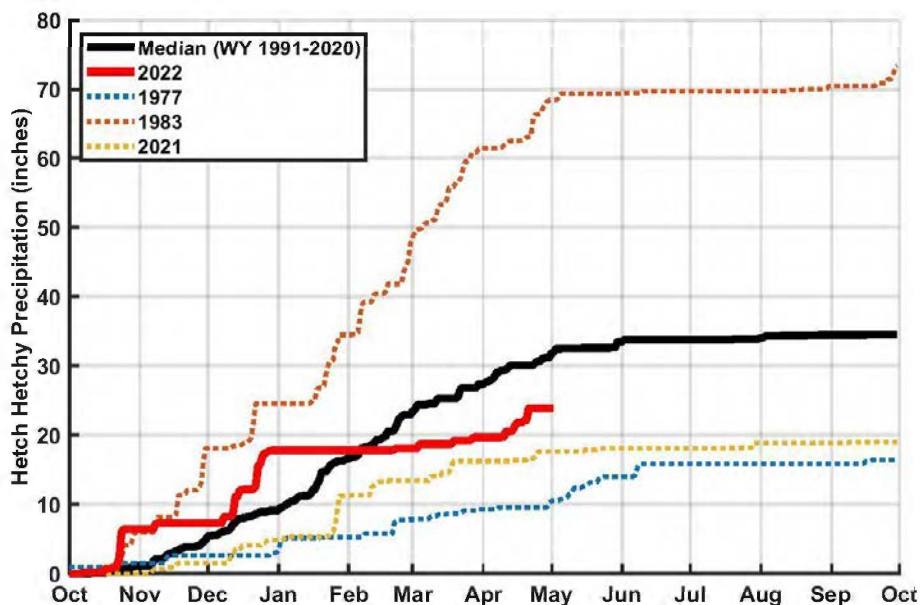
## Hetch Hetchy System Precipitation Index

*Current Month:* The April 2022 six-station precipitation index was 3.05 inches, or 106% of the average long-term index for the month. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.



**Figure 2:** Monthly distribution of the six-station precipitation index relative to the monthly precipitation averages. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

*Cumulative Precipitation to Date:* As of May 1, the six-station precipitation index for Water Year (WY) 2022 was 23.47 inches, which is 76% of the median annual total and 70% of average to-date. The Hetch Hetchy Weather Station received 4.12 inches of precipitation in March resulting in a total of 23.86 inches for WY 2022, or 65% of median to-date. The cumulative WY 2022 Hetch Hetchy precipitation is shown in Figure 3 in red.



**Figure 3:** Water Year 2022 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2021 for comparison purposes.

## Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for April 2022 and the water year to date is summarized below in Table 2.

<b>Table 2 Calculated Reservoir Inflows and Water Available to City</b>								
* All flows are in acre-feet	April 2022				October 1, 2021 Through May 1, 2022			
	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean
Inflow to Hetch Hetchy Reservoir	94,477	99,383	102,046	93%	279,184	232,271	247,718	113%
Inflow to Cherry Reservoir and Lake Eleanor	64,921	85,278	84,860	77%	260,741	238,994	257,647	101%
Tuolumne River at La Grange	200,390	277,191	298,503	67%	767,764	803,288	983,352	78%
Water Available to City	32,584	84,866	116,214	28%	177,928	236,654	402,185	44%

<sup>1</sup>Hydrologic Record: 1991-2020

## Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline were 245 MGD for the month of April.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 59,954 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for April were 60 cfs. Total precipitation for Water Year 2022, as of May 1, has resulted in a Water Year Type B for Hetch Hetchy Reservoir. Hetch Hetchy Reservoir instream releases increase from 60 cfs in April to 80 cfs for May.

Cherry Reservoir valve and power draft releases totaled 28,247 acre-feet for the month and were used to maintain seasonal target elevations. The required minimum instream release from Cherry Reservoir for April was 5 cfs and will remain at 5 cfs until July 1. Lake Eleanor required release for April was 15 cfs for the first half of the month and increased to 20 cfs on April 15. Lake Eleanor required releases will remain at 20 cfs until September 15.

## Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for April was 17 MGD. The Sunol Valley Water Treatment Plant average production for the month was 10 MGD.

## Regional System Water Delivery

The average April delivery rate was 188 MGD, which is a 3% increase over the March delivery rate of 182 MGD.

## Local Precipitation

The rainfall summary for April 2022 is presented in Table 3.

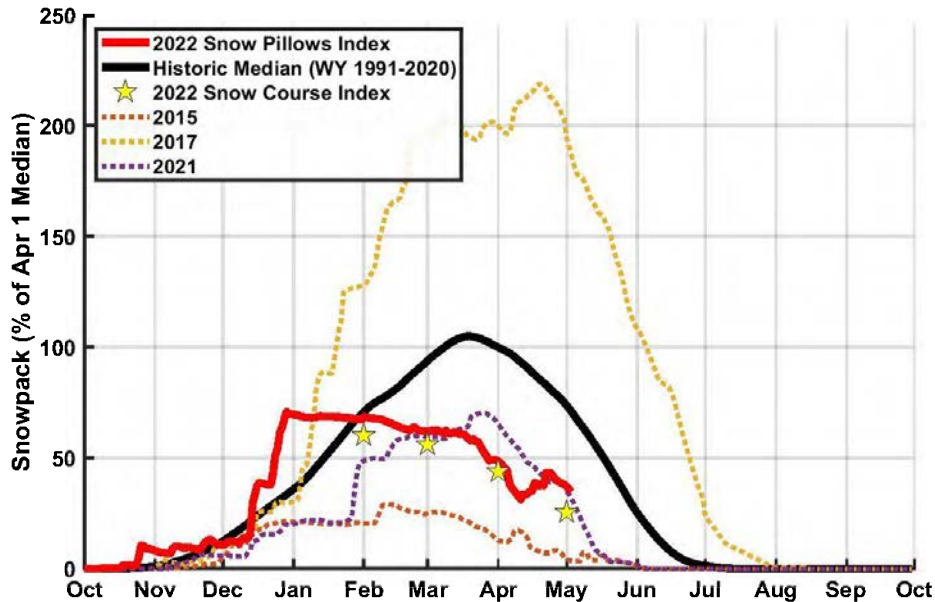
Weather Station Location	April		October 1, 2021 through April 30, 2022	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	4.42	151%	42.07	129%
Lower Crystal Springs Reservoir	2.14	124%	22.83	106%
Calaveras Reservoir	1.96	132%	15.45	88%

\*Mean Period = WY 1991-2020

## Snowpack, Water Supply and Planned Water Supply Management

The lower end of inflow forecasts has increased slightly in May, driven by the above average precipitation in April (Figure 6). Due to high carry over storage and measured snowpack remaining upcountry, current inflow forecasts are sufficient to fill Hetch Hetchy Reservoir, Cherry Reservoir and Lake Eleanor, assuming curtailments remain suspended on the Tuolumne River through the end of runoff.

Hetch Hetchy Reservoir is drafting via power generation and instream releases. Kirkwood Powerhouse and SJPL deliveries will be used to manage Hetch Hetchy Reservoir storage during spring runoff. Cherry Reservoir storage is being managed via scheduled generation at Holm Powerhouse. Lake Eleanor is drafting with instream release. The Cherry-Eleanor Pumps are activated and transferring 200 cfs from Lake Eleanor into Cherry Reservoir. Water Bank has begun debiting as upcountry reservoirs store water entitled to by the Modesto and Turlock Irrigation Districts.



**Figure 4:** Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements in the Tuolumne Basin.

As of May 1<sup>st</sup>, there has been 177,928 acre-feet of water available to the city (Figure 6).

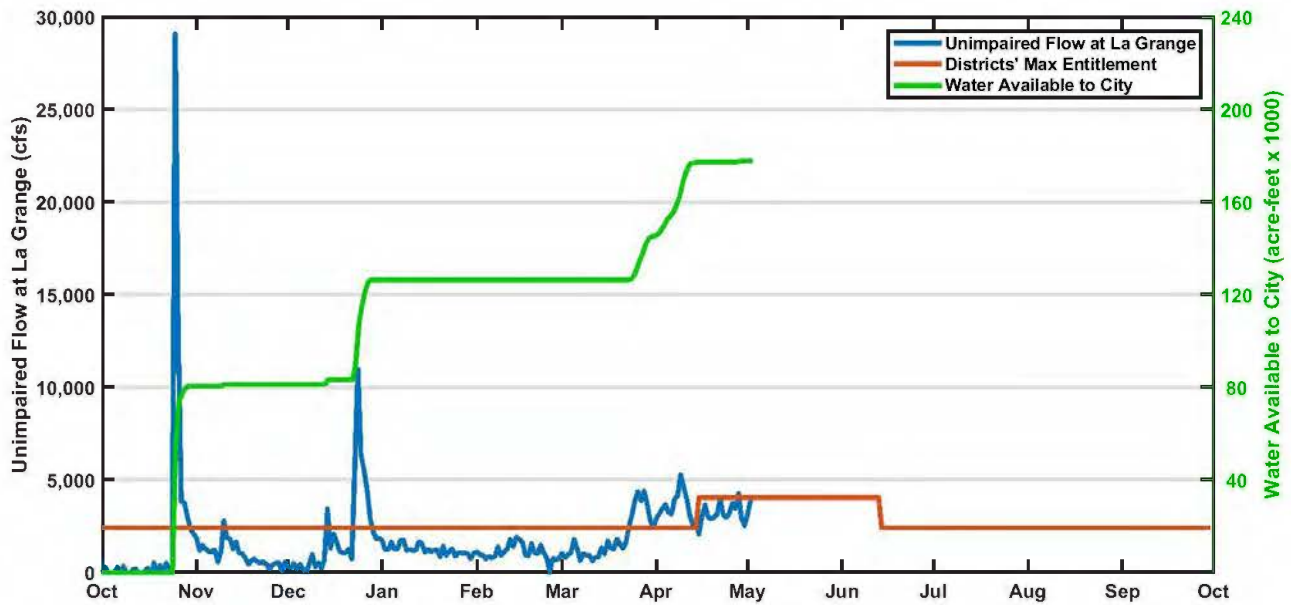


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

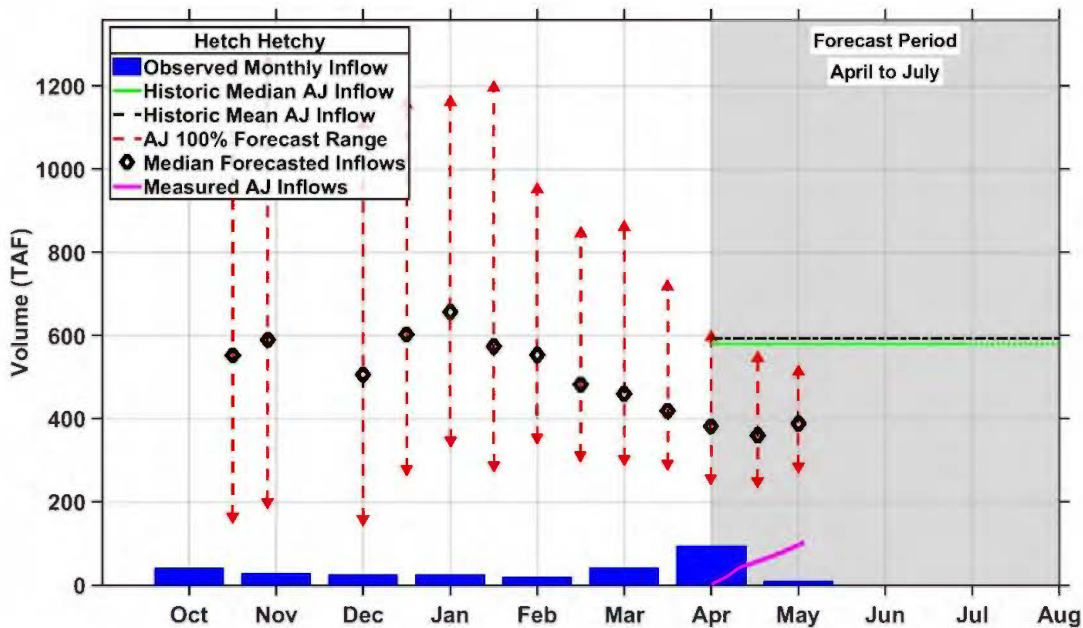


Figure 6: Water Supply Forecast Model of runoff (April to July) on the Tuolumne River at La Grange. This model is driven by precipitation from October to February, and by snow survey data from February through June. The forecast range decreases as time passes due to reduced potential future precipitation.



# San Francisco Public Utilities Commission Hydrological Conditions Report May 2022

J. Chester, C. Graham, N. Waelty, June 10, 2022



Hetch Hetchy Water and Power (HHWP) Watershed Keepers successfully operated the Lower Cherry Aqueduct (LCA) on May 17<sup>th</sup>. Water was diverted from Cherry Creek via the Cherry Creek Diversion Dam (upper left picture) through the aqueduct (right picture) to Early Intake Reservoir on the Tuolumne River (bottom left picture). This infrastructure was built at the beginning of the Hetch Hetchy Project to convey water to the old Early Intake Powerhouse, which generated power for building O’Shaughnessy Dam. The LCA is configured to deliver water from Cherry Reservoir or Lake Eleanor to the Hetch Hetchy Aqueduct, allowing these reservoirs to serve as a backup to Hetch Hetchy Reservoir.

## System Storage

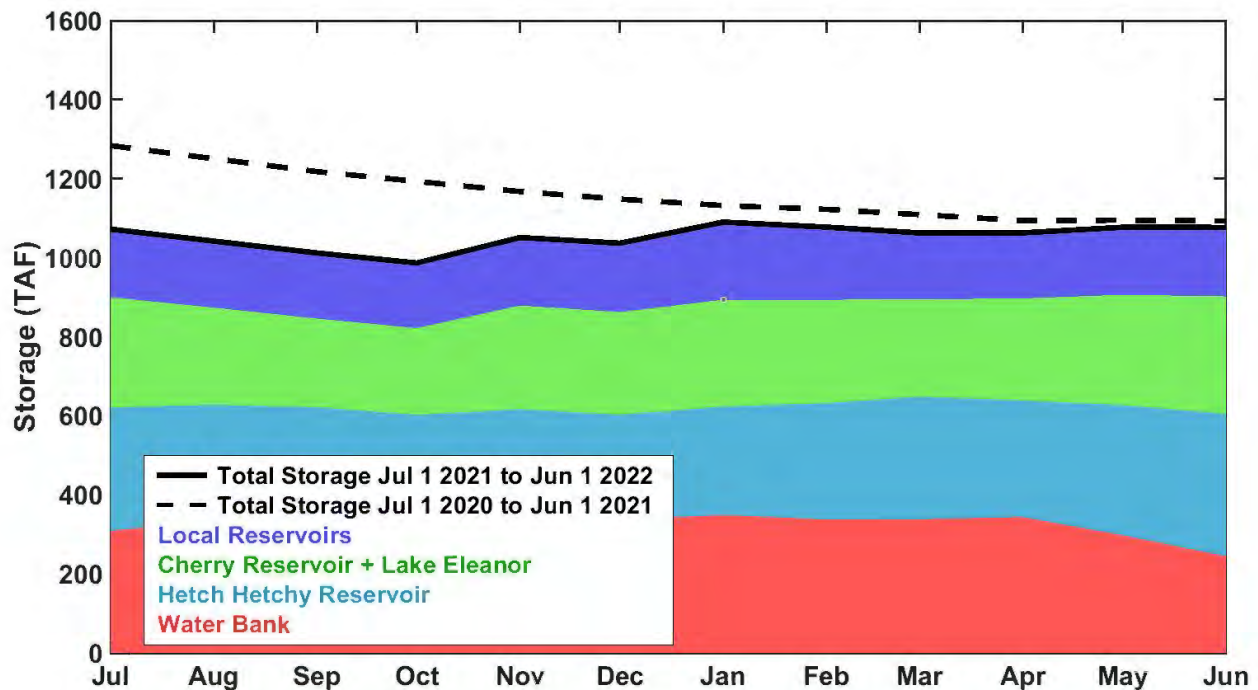
Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

Table 1 Current System Storage as of June 1, 2022							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
<b>Tuolumne System</b>							
Hetch Hetchy Reservoir <sup>1</sup>	360,360		360,360		0		100%
Cherry Reservoir <sup>2</sup>	270,443		273,345		2,902		99%
Lake Eleanor <sup>3</sup>	26,726		27,100		374		99%
Water Bank	244,596		570,000		325,404		43%
Tuolumne Storage	902,125		1,230,805		328,680		73%
<b>Local Bay Area Storage</b>							
Calaveras Reservoir	62,060	20,222	96,824	31,550	34,763	11,328	64%
San Antonio Reservoir	47,091	15,345	52,506	17,109	5,415	1,764	90%
Crystal Springs Reservoir	50,138	16,338	58,377	19,022	8,238	2,864	86%
San Andreas Reservoir	12,452	4,058	18,996	6,190	6,544	2,132	66%
Pilarcitos Reservoir	2,826	921	2,995	976	169	55	94%
Total Local Storage	174,568	56,883	229,697	74,847	55,129	17,964	76%
<b>Total System</b>	<b>1,076,693</b>		<b>1,460,502</b>		<b>383,809</b>		<b>74%</b>

<sup>1</sup> Maximum Hetch Hetchy Reservoir storage with drum gates activated.

<sup>2</sup> Maximum Cherry Reservoir storage with flash-boards in.

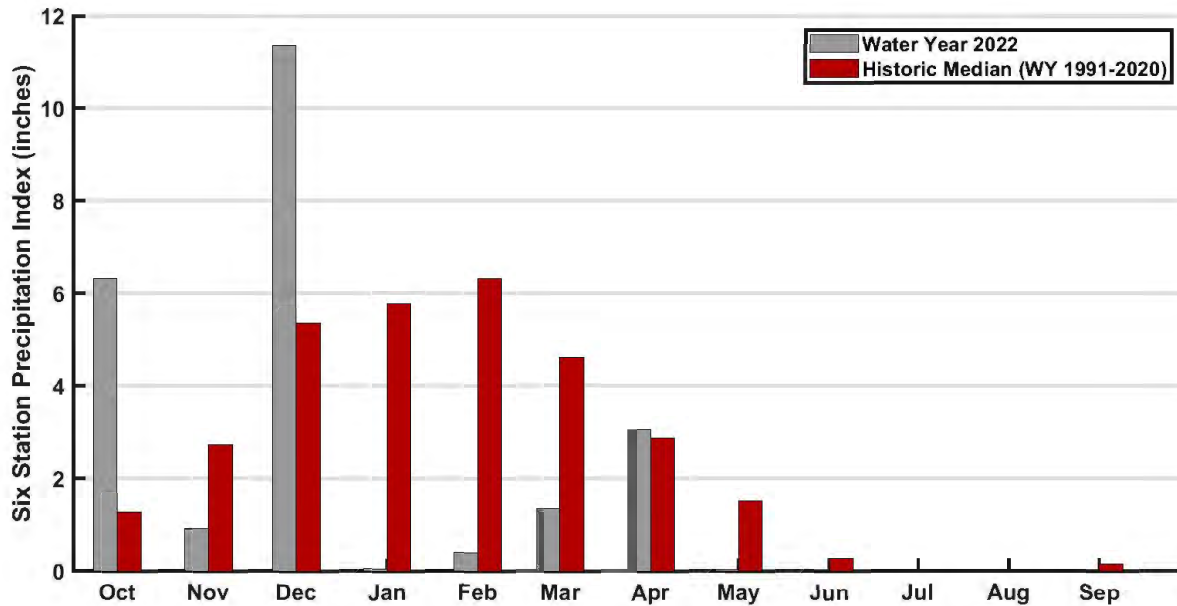
<sup>3</sup> Maximum Lake Eleanor storage with flash-boards in.



**Figure 1:** System storage for past 12 months. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

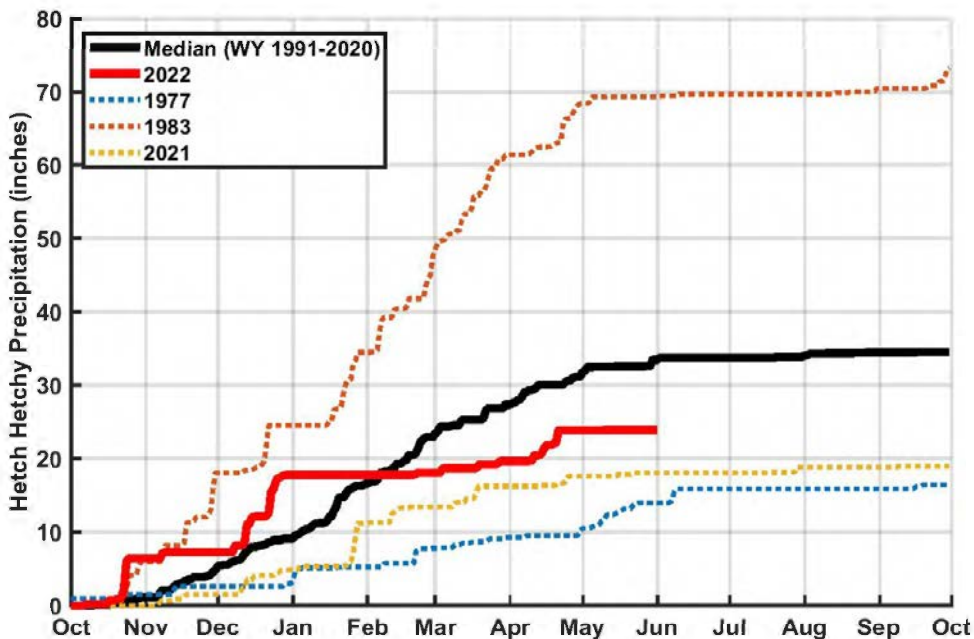
## Hetch Hetchy System Precipitation Index

*Current Month:* The May 2022 six-station precipitation index was 0.05 inches, or 3% of the average long-term index for the month. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.



**Figure 2:** Monthly distribution of the six-station precipitation index relative to the monthly precipitation averages. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

*Cumulative Precipitation to Date:* As of June 1, the six-station precipitation index for Water Year (WY) 2022 was 23.52 inches, which is 76% of the median annual total and 66% of average to-date. The Hetch Hetchy Weather Station received 0.10 inches of precipitation in May resulting in a total of 23.96 inches for WY 2022, or 69% of median to-date. The cumulative WY 2022 Hetch Hetchy precipitation is shown in Figure 3 in red.



**Figure 3:** Water Year 2022 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2021 for comparison purposes.

## Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for May 2022 and the water year to date is summarized below in Table 2.

Table 2 Calculated Reservoir Inflows and Water Available to City								
* All flows are in acre-feet	May 2022				October 1, 2021 Through June 1, 2022			
	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean
Inflow to Hetch Hetchy Reservoir	149,123	214,740	218,132	68%	428,307	462,650	465,850	92%
Inflow to Cherry Reservoir and Lake Eleanor	61,851	115,014	125,164	49%	322,592	378,983	382,811	84%
Tuolumne River at La Grange	237,636	400,953	444,403	53%	1,005,400	1,267,528	1,427,755	70%
Water Available to City	23,400	197,764	208,902	11%	201,328	459,193	611,087	33%

<sup>1</sup>Hydrologic Record: 1991-2020

### Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline were 275 MGD for most of month of May; delivery rate was reduced to 246 MGD on May 26.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 118,253 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for May were 80 cfs. Total precipitation for Water Year 2022, as of June 1, has resulted in a Water Year Type B for Hetch Hetchy Reservoir. Hetch Hetchy Reservoir instream releases increase from 80 cfs in May to 110 cfs for June.

Cherry Reservoir valve and power draft releases totaled 34,820 acre-feet for the month and were used to maintain seasonal target elevations. The required minimum instream release from Cherry Reservoir for May was 5 cfs and will remain at 5 cfs until July 1. Lake Eleanor required release for May was 20 cfs and will remain at that rate until September 15.

### Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for May was 31 MGD. The Sunol Valley Water Treatment Plant was in standby for the month, there was 0 MGD production.

### Regional System Water Delivery

The average May delivery rate was 203 MGD, which is an 8% increase over the April delivery rate of 188 MGD.

## Local Precipitation

The rainfall summary for May 2022 is presented in Table 3.

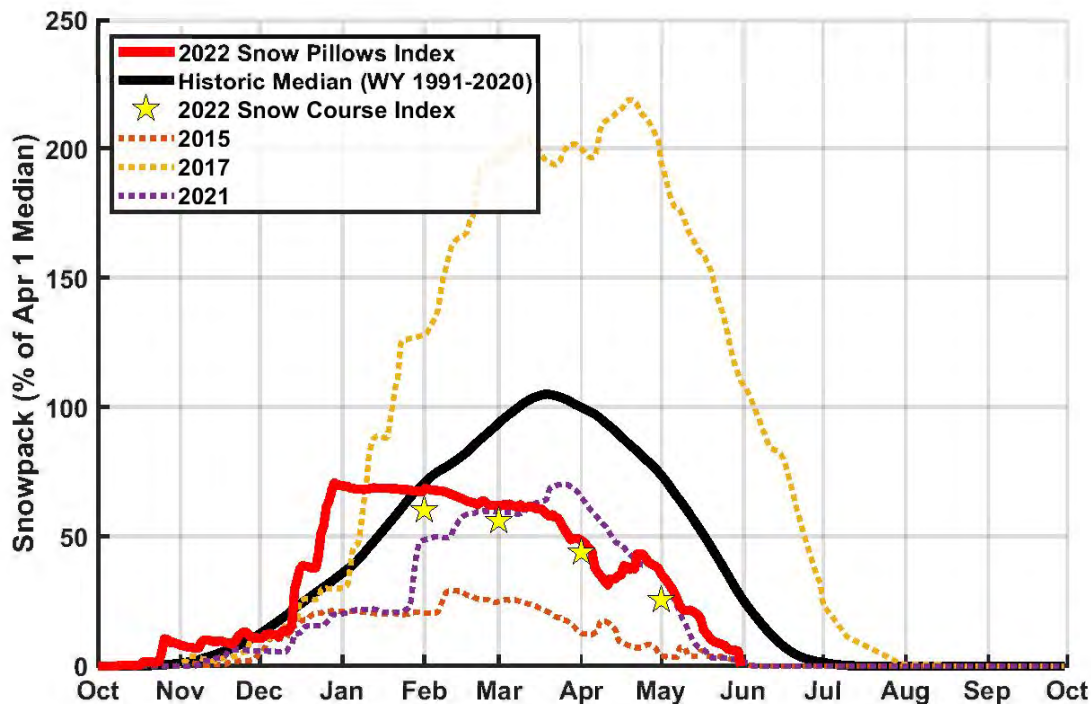
Weather Station Location	May		October 1, 2021 through May 31, 2022	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.14	21%	42.21	126%
Lower Crystal Springs Reservoir	0.02	4%	22.85	104%
Calaveras Reservoir	0.01	2%	15.46	86%

\*Mean Period = WY 1991-2020

## Snowpack, Water Supply and Planned Water Supply Management

Due to high carry over storage and conservative water resource management, all three upcountry reservoirs are full as of June 1, 2023. Current and forecasted inflows are sufficient to maintain full storage capacity at Hetch Hetchy Reservoir, Cherry Reservoir and Lake Eleanor through mid-June, assuming curtailments remain suspended on the Tuolumne River through the end of runoff.

Hetch Hetchy Reservoir is drafting via power generation and instream releases. Kirkwood Powerhouse and SJPL deliveries will be used to manage Hetch Hetchy Reservoir storage and spill during the tail end of spring runoff. Cherry Reservoir storage is being managed via scheduled generation at Holm Powerhouse. Lake Eleanor is drafting with instream release. The Cherry-Eleanor Pumps are activated and transferring 160 cfs from Lake Eleanor to Cherry Reservoir. Water Bank has begun debiting as upcountry reservoirs store water entitled to by the Modesto and Turlock Irrigation Districts. Due to the below normal water years, Water Bank will not fill this year.



**Figure 4:** Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements in the Tuolumne Basin.

As of June 1, there has been 201,328 acre-feet of water available to the city (Figure 6).

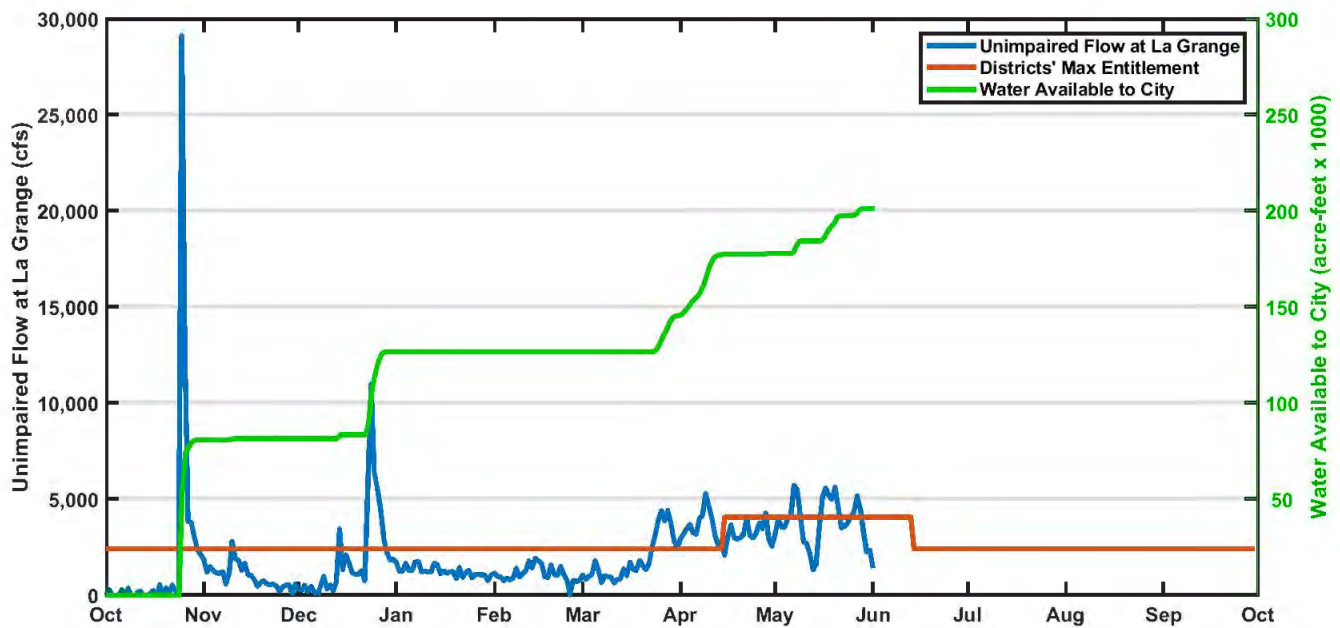


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

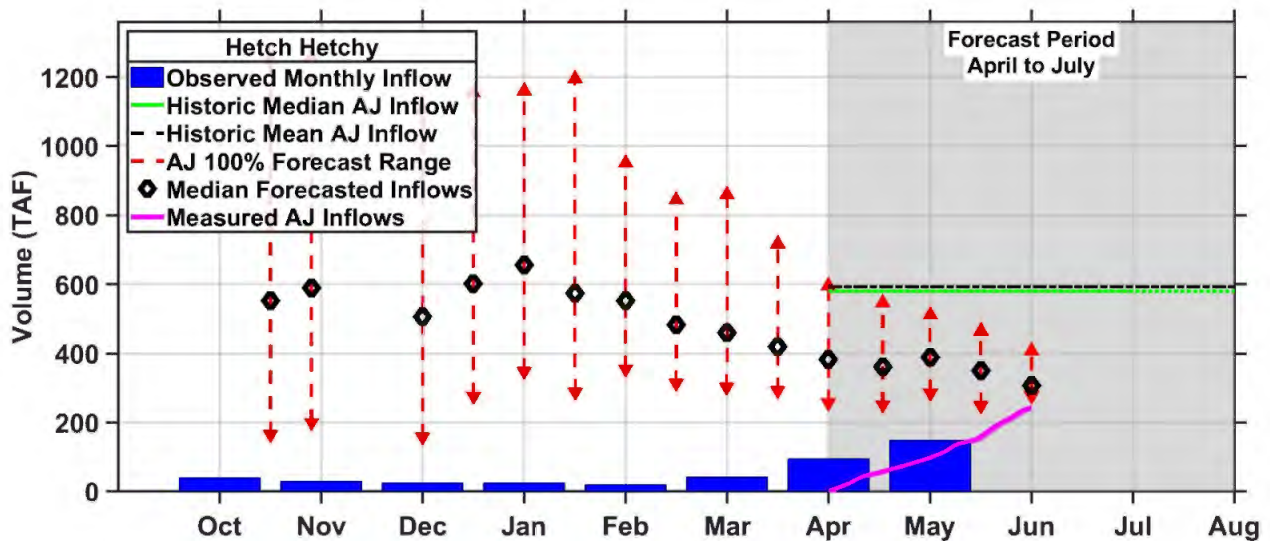


Figure 6: Water Supply Forecast Model of runoff (April to July) on the Tuolumne River at La Grange. This model is driven by precipitation from October to February, and by snow survey data from February through June. The forecast range decreases as time passes due to reduced potential future precipitation.

**STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: Mary Rogren, General Manager**

**Agenda: June 14, 2022**

**Date: June 9, 2022**

**Subject: Notice of Completion - Emergency Pipeline Replacement at Purisima Way Project**

---

**Recommendation:**

That the Board of Directors take the following actions:

- (1) Accept the Emergency Pipeline Replacement at Purisima Way Project as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

**Background**

Coastside County Water District entered into a contract with Andreini Bros., Inc. on December 15, 2021, for the Emergency Pipeline Replacement at Purisima Way Project.

The work consisted of approximately 690 linear feet of 2-inch IPS SDR 11 HDPE pipeline, abandonment of existing pipeline, reconnection of four existing customer water service connections, three valves, one blowoff and asphalt concrete repaving. The site of the work is located in Miramar, Unincorporated San Mateo County, California. All work was within the existing street right of way area.

The work was completed on June 7, 2022. The project was constructed according to District specifications.

**Fiscal Impact:** None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name  
Street  
Address  
City &  
State

COASTSIDE COUNTY WATER DISTRICT  
766 MAIN STREET  
HALF MOON BAY, CA 94019

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

### NOTICE OF COMPLETION

1. The undersigned is an owner of an interest or estate in the hereafter described real property, the nature of which is: Fee

2. The full name and address of the undersigned is:

COASTSIDE COUNTY WATER DISTRICT  
766 MAIN STREET  
HALF MOON BAY, CALIFORNIA 94019

3. On June 14, 2022, there was completed upon the hereinafter described real property a work of improvement as a whole named Emergency Pipeline Replacement at Purisima Way Project. The work consisted of approximately 690 linear feet of 2-inch IPS SDR 11 HDPE pipeline, abandonment of existing pipeline, reconnection of four existing customer water service connections, three valves, one blowoff and asphalt concrete repaving.

4. The name of the original contractor for the work of improvement as a whole was: Andreini Bros. Inc., 151 Main Street, Half Moon Bay, CA 94019.

5. The real property herein referred to is situated in the County of San Mateo, California as described as follows:

*The site of the work was in Miramar, Unincorporated San Mateo County, California. All work was completed within existing street right-of-way area.*

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

COASTSIDE COUNTY WATER DISTRICT

BY: \_\_\_\_\_  
Mary Rogren, Secretary



**VERIFICATION**

I, Mary Rogren, declare that I am the Secretary of the Coastside County Water District and am authorized to make this verification for that reason. I have read said Notice of Completion and know the contents thereof to be true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on June 14, 2022 at Half Moon Bay, California  
(Date) (Place where signed)

By: \_\_\_\_\_  
Mary Rogren  
Secretary of the District

**STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: Mary Rogren, General Manager**

**Agenda: June 14, 2022**

**Date: June 10, 2022**

**Subject: Award of Contract to Casey Construction Inc. for the Grandview Waterline Replacement Project**

---

**Recommendation:**

Authorize the General Manager to enter into a contractual agreement with Casey Construction Inc. for \$1,496,630 to replace the water mains in the Grandview neighborhood.

**Background:** The Grandview neighborhood is served by a 6" cast iron main with 2" Schedule 40 polyvinyl chloride (PVC) pipe serving the side streets. This project includes: Replacing approximately 2,300 linear feet of 2" (PVC pipe water mains on Golden Gate Avenue, Bancroft Avenue, Dwight Avenue, and Pacific Avenue with new 6" ductile iron pipe (DIP) via open trench construction; approximately 1,300 linear feet of 6" cast iron pipe (CIP) water mains with new 8" DIP on Grandview Boulevard; and the existing 6" CIP water main that crosses under Highway 1 to Grandview Boulevard connecting to the 16" transmission main with new 8" DIP via pipejacking construction methods. A pressure reducing valve station will be installed at the entrance of the neighborhood to drop the pressure from ~130 psi to 80psi.

The Project will abandon the existing 2" PVC lines and replace them with new 6" ductile iron pipe (DIP) mains. The project is intended to replace aging pipelines that have reached the end of their useful life and increase pipe sizes to meet current design and fire standards. Existing pipes will be capped and abandoned in place. All work will be completed within either the City of Half Moon Bay or Caltrans right-of-ways. This work is being done in anticipation of the City of Half Moon Bay's Highway 1 Safety and Operational Improvements Project in the project area which includes widening the highway, adding bike paths, and bus pull outs.

**STAFF REPORT**

**Agenda: June 14, 2022**

**Subject: Award of Contract to Casey Construction**

Page Two

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EKI Environment and Water Inc. prepared the plans and specifications for the work.

The results of the bid opening held on April 27, 2022 for the project follow below:

Casey Construction Inc.	\$1,496,630
Golden Bay Construction	\$1,652,375
Andreini Brothers Inc.	\$1,742,545

The Engineer's estimate of the construction cost was \$1,880,000

**Fiscal Impact:**

Funding for this project is included in the Fiscal Year 2021/2022 Capital Improvement Program Budget in the amount of \$2,000,000.

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, General Manager

**Agenda:** June 14, 2022

### **Report**

**Date:** June 10, 2022

**Subject:** Approval of Memorandum of Understanding between the District and Teamsters Local 856 and Approval of Resolution 2022-08 Amending the Coastside County Water District Personnel Manual

---

### **Recommendation:**

Authorize the General Manager to execute the Memorandum of Understanding between the District and Teamsters Local 856 covering the period July 1, 2022 through June 30, 2027. Adopt the attached Resolution No. 2022-08 amending the Coastside County Water District Personnel Manual to be effective June 14, 2022.

### **Background:**

The attached Memorandum of Understanding (MOU) is the product of discussions with the District's Teamsters Union bargaining unit and with the Board over the last several months. The Union has confirmed its agreement with the MOU (Exhibit A.)

The MOU includes a Cost-of-Living Adjustment (COLA) of 6.5% effective July 1, 2022 for Fiscal Year 2022-2023 based on the preceding February-February CPI movement for the SF-Bay Area Index W, 82-84=100 (U.S. Bureau of Labor Statistics, Consumer Price Index-Urban Wage Earners and Clerical Workers - San Francisco-Oakland-San Jose, CA.) Similar to the prior MOU, an annual COLA increase using the CPI movement will be effective July 1 for each year going forward for the MOU term.

The MOU and by reference, the Personnel Manual (Exhibit C), incorporate the following changes to the previous MOU:

- Unscheduled work on a holiday is to be paid at double time.
- For employees with greater than 25 years of service, 1 additional day of vacation will be earned annually for years 25-29.
- The federal holiday Juneteenth Day (June 19) is added.
- The safety shoe allowance is increased to \$500 per year.

**STAFF REPORT**

**Agenda: June 14, 2022**

**Subject: Approval of MOU with Teamsters Local 856 and Personnel Manual Revision**

**Page Two**

---

- Employees may purchase 1 pair of prescription safety glasses per fiscal year not to exceed \$200.
- Class B Driver's License Certification Pay of \$100/month is added.
- The Employee Wellness Benefit is increased to \$50/month.
- MOU provides for a Salary Survey to be commissioned during the first two years of the MOU term.

The MOU and Personnel Manual also adds clarification language, including:

- The District does not "pyramid" daily overtime or double time pay.
- When a holiday falls on a weekend, language has been added to clarify what day is eligible for overtime or double time payment.

In addition to authorizing the General Manager to execute the MOU, staff also recommends adopting Resolution 2022-08 (Exhibit B) to amend the District's Personnel Manual in order to incorporate the above changes.

**Fiscal Impact:** Ap. \$20,000 per year.

MEMORANDUM OF UNDERSTANDING

Between

COASTSIDE COUNTY WATER DISTRICT

And

TEAMSTERS LOCAL 856

For the period

July 1, 2022 through June 30, 2027

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## **PREAMBLE**

This Memorandum of Understanding (MOU) is entered into pursuant to the Meyers-Milias-Brown Act, California Government Code Section 3500, *et seq.*, by COASTSIDE COUNTY WATER DISTRICT (District) and Teamsters Local 856 (the Union). This MOU shall be deemed effective for the period from July 1, 2022, through June 30, 2027, upon signature by the Union and subsequent approval by the Board of Directors of the District.

### **ARTICLE 1. RECOGNITION**

The District recognizes the Union as the certified majority representative of the employees in the unit consisting of those classifications set forth in the attached Exhibit **A.**"

### **ARTICLE 2. TERM**

The effective date of this MOU shall be July 1, 2022 through June 30, 2027.

### **ARTICLE 3. DISCRIMINATION**

Neither the District nor the Union will interfere with the right of its employees to become members of or participate in, or to not become members of or participate in, the Union. Neither the District nor the Union, nor any of their agents will discriminate against, interfere with, restrain, or coerce any employee because of their membership or lack of membership, or participation or lack of participation in the Union.

### **ARTICLE 4. EMPLOYEE RIGHTS**

#### **A. REPRESENTATION**

The Union may designate up to two (2) employees to serve as employee representatives. The Union shall provide the District Manager each calendar year with a list of the designated employee representatives.

Employee representative shall be granted a reasonable amount of time with pay to investigate and process grievances during work hours, to bring about a prompt disposition of the matter. Before leaving their work location assignment to act as employee representatives, they must first obtain permission from their immediate supervisor and inform the supervisor of the nature of the business. Permission will be granted promptly unless absence would cause an undue interruption of work.

Upon entering a work location, an employee representative shall inform the proper supervisor of the general nature of the Union representative's business. Permission to leave the job will be granted to the employee involved unless such absence would cause an undue interruption of work.

## **B. Membership**

Within thirty-one (31) days after the beginning of the Memorandum of Understanding, or within thirty-one (31) days of date of hire, whichever occurs later, each employee of the District covered by this Memorandum of Understanding shall be required as a condition of continued employment to:

- (a) Become and remain a member of the Union, or
- (b) Pay to the Union a service fee in an amount that will be established by the Union each year and communicated to the District Manager. The Union will use the service fee only for the purposes of labor relations' activities.
- (c) Employees who qualify under the California Government Code §3502.5(c) for an exemption from (a) or (b) above, will contribute the amount specified in (b) above, to a charity designated by the parties to this Memorandum of Understanding.

### Notification to the Union

The District shall supply the Union with names, classifications and work locations of newly hired employees and terminated employees in represented classes within fifteen (15) calendar days of hire or termination. The District will provide the Union with an up to date seniority and classification list for all bargaining unit employees upon reasonable request.

### Payroll Deduction

During the term of this Memorandum of Understanding, the District will deduct Union dues, service fee or charitable contribution from an employee's wages for any employee covered by this Memorandum of Understanding who has voluntarily provided the District with a written authorization for such deduction. The District shall provide authorization forms to all current and new employees. Such deductions will continue for the term of this Memorandum of Understanding. The monies deducted will be transmitted by the District to the Union within fifteen (15) calendar days of the payroll period pay date.

### Indemnification

The Union understands and agrees that the District assumes no liability in connection with any provision of this Section. Any question as to the correctness of the deductions authorized and made will be a matter to be resolved between the Union and the employee. The Union shall indemnify and hold the District harmless from any claims, demands, suits or any other action arising from any provisions of this Section.

### **C. Personnel Files**

Personnel files shall be made available for inspection by an employee, or by a Union representative with the written consent of an employee, within a reasonable time (for the purposes of this section 24 hours) after an employee's request and without loss of pay, provided that the employee makes arrangements with the District Manager if the inspection occurs on duty. Upon written request, an employee may obtain copies of the materials subject to inspection. The District may preclude inspection of certain information in accordance with the law, such as background and other pre-employment information, and materials relating to confidential investigations.

The District shall furnish the employee copies of all performance evaluation reports and letters of reprimand or warning prior to placement of such documents into the employee's personnel file. The employee may be required to acknowledge the receipt of any document entered into his personnel file without prejudice to subsequent arguments concerning the contents of such documents.

An employee who disagrees with the contents of a letter of reprimand or warning which is placed in the employee's personnel file may submit a written response thereto and have such response placed in the employee's personnel file.

### **D. Work Access**

A Union representative desiring access to a work location shall state the purpose of the visit and request the District Manager or his/her designee's authorization prior to the intended visit. If authorization for such access is not granted, the Union representative will be informed when time will be made available. Authorized Union representatives may be given access to work locations during working hours solely for the purpose of conducting grievance investigations, posting literature on bulletin boards, and/or observing working conditions. The Union agrees that its representatives will not interfere with operations of the District or any of its facilities.

### **E. Bulletin Boards**

The District shall furnish reasonable bulletin board space to the Union at all work locations. The boards may be used for the following subjects:

1. Union recreational, social and related Union news bulletins;
2. Scheduled Union meetings;
3. Information concerning Union election or results thereof; and
4. Reports of official business of Union, including newsletters and reports of committees.

Any other written material must first be approved and initialed by the District Manager or a designee. Material must be properly posted and shall be timely removed by Union representatives.

**ARTICLE 5. MANAGEMENT RIGHTS**

The Union recognizes that the District continues as the sole and exclusive manager of the District’s facilities, having all the power, rights, functions, and authority formerly or usually held by management, except to the extent these are limited by a specific expressed provision of this MOU.

**ARTICLE 6. WORK CURTAILMENT**

The purpose of this section is to ensure that the Health and Safety of the public are not compromised due to a failure of District employees to properly operate and maintain District facilities and equipment.

Under no conditions or circumstances shall the Union or any of the employees it represents individually or collectively cause, sanction, honor or engage in any strike, sit-down, stay-in, sick-out, slow-down, speed-up, work to rule or in any other type of job action, curtailment of work, restriction of production or restriction of service during the term of this Agreement.

**ARTICLE 7. WORK SCHEDULE**

**A. Hours of work**

The District Manager or designee shall determine the work schedule. The District Manager or designee shall schedule employees to work on regular work shifts, having regular starting and quitting times, currently set at 0700 and 1530, with one additional coverage shift from 0800 and 1630. The District Manager may implement a work schedule that provides for weekend work.

**B. Standby Duty**

Because of the potential consequences of an operating failure in the District’s treatment plants and pumping stations, it is necessary that all qualified and certified District employees must be available during non-working hours to receive and respond to emergency calls pursuant to Personnel Manual (dated June 14, 2022) Section 2.07 C. The District Manager may require work specific qualified employees to be on call during non-work hours, including Saturdays, Sundays and holidays.

The District may also contact an employee by phone and each employee who is contacted by phone outside their regular work hours to engage in a work related situation will receive a minimum of thirty (30) minutes of pay.

There will be only one two (2) hour payment for each two hour call out measured home portal to home portal.

Stand-by employees must also be prepared to comply with all District safety and substance abuse policies.

**C. Changes in Work Shifts**

The District shall have the sole discretion to determine the number, type, duration and start time of regular shifts for any classification and will provide employees a three (3) day notice.

#### **D. Lunch and Meal Breaks**

Lunch and Meal Breaks will be in accordance with section 2.05 of the Personnel Manual (date June 14, 2022).

#### **ARTICLE 8. OVERTIME**

Overtime is defined as work outside of the employee's regular work hours and as specified in Section 2.06B and section 2.07 of the Personnel Manual (dated June 14, 2022.) However, daily overtime under section 2.06 of the Personnel Manual shall not pyramid with Holiday Pay double time paid under section 2.07 of the Personnel Manual, i.e., no daily overtime is earned on Holiday Pay. Similarly, the district does not pyramid Holiday Pay double time on top of double time for work in excess of twelve hours in a day or for work in excess of 8 hours in the seventh day of the work week. In sum, daily pay for work on holidays is capped at no more than double time regardless of how many hours are worked on the holiday. It is the District's general policy to avoid the need for overtime work whenever possible. The District does not pyramid daily overtime, seven consecutive day overtime, or any other overtime. Overtime will be paid in quarter hour increments. All overtime work must be authorized in advance by the appropriate supervisor, except in cases of emergency.

#### **ARTICLE 9. COMPENSATORY TIME OFF**

A non-exempt employee may elect to be compensated for overtime with compensatory time off on the basis of 1.5 hours of time off for each hour of overtime worked at the discretion of the immediate supervisor, and approval of the District Manager, with due regard to District needs.

Compensatory time off may be accrued up to a maximum of eighty (80) hours of compensatory time in a calendar year. Once an employee accrues eighty (80) hours of compensatory time off, the employee ceases accruing compensatory time off. Compensatory time off may be carried over from one year to the next but an employee may not have more than 80 hours of compensatory time on the books at any time. Excess compensatory time off shall be considered overtime and paid for on the first paycheck after the accumulated total exceeds 80 hours. An employee, who wishes to use compensatory time off, must fill out a "Leave Request" form. Use of compensatory time off must be approved in advance by the employee's supervisor.

Any employee who separates from the District employment shall be paid for all unused compensatory time at the employee's salary at the time of the separation.

#### **ARTICLE 10. PROBATIONARY PERIOD**

A. All regular employee initial and promotional appointments to permanent full-time positions shall be subject to a probationary period. The probationary period shall be for six (6) months from the date of hire or promotion. Any employee's probationary period may be extended by the District Manager, upon recommendation of the employee's immediate supervisor, for a period of up to six (6) additional months to allow further observation of an employee's work performance or as otherwise appropriate. Periods of time during unpaid absences shall automatically extend the probationary period by the number of days of the absence. Further, periods of time on paid leave exceeding ten (10) working days shall automatically extend the probationary period by that number of days the employee is on leave.

B. Employees may be terminated during the probationary period for any reason and at any time, without cause, without notice, and without any right of appeal.

C. When a permanent employee is promoted, a promotional probationary period shall begin on the effective date of the promotion. During the probationary period of a promoted employee, the department manager may recommend that the employee be demoted to the former position, range and salary if the employee's performance and/or conduct do not meet the standards set for the position to which the employee was promoted. An employee on promotional probation shall have no rights of tenure in the promotional position and may be returned to his/her former position without cause, without notice and without any right of appeal.

D. Successful completion of the probationary period does not provide the employee any additional, or greater, rights to employment than those held by regular employees.

E. An employee will not under any circumstances have successfully passed probation until the employee receives written notification from the District Manager, prior to the expiration of the employee's probationary period.

## **ARTICLE 11. JOB CLASSIFICATIONS**

### **Classified Positions**

The District Manager, or his/her designee, shall recruit and appoint personnel to classified positions. The District may use any legitimate recruitment procedure for attracting qualified applicants.

The District Manager is the only District employee authorized to hire District employees. All candidates recommended for appointment by a department head are to be interviewed by the District Manager or his/her designee prior to appointment. This includes part-time, temporary, seasonal and promotional appointments.

## **COMPENSATION AND BENEFITS**

### **ARTICLE 12. WAGES**

The District's current Classification Plan and Salary Plan is attached as Exhibit A to this MOU.

### **ARTICLE 13. DEFERRED COMPENSATION PLAN**

Employees may contribute a portion of their salary in accordance with Internal Revenue Service (IRS) regulations to be invested into a Deferred Compensation Plan. Plan information may be obtained from the General Manager or designee.

### **Supplemental Income Trust Fund/SIP 401(k) Plan**

In recognition of the changes in Article 21 for employees hired prior to November 1, 2008, the District shall contribute to the WCT Supplemental Income Trust Fund for the purpose of providing a defined contribution plan for each employee monthly sums to be computed as set forth below:

The District shall contribute One Hundred and Forty Four Dollars (\$144.00) per month for each employee who has worked or been paid for one hundred sixty hours (160) straight-time hours or more during said month. For employees working less than said one hundred sixty (160) straight-time hours, the payment shall be computed at the rate of Ninety Cents (\$0.90) for each straight-time hour worked or paid for.

**ARTICLE 14. VACATION**

All full time employees (probationary and regular) are eligible to accrue vacation as follows:

<i>Years of Service Completed</i>	<i>Days of Vacation Earned Annually</i>
One Year of Service	10 days
Five Years of Service	15 days
Fifteen Years of Service	20 days
Twenty Years of Service	21 days
Twenty-One Years of Service	22 days
Twenty-Two Years of Service	23 days
Twenty-Three Years of Service	24 days
Twenty-Four Years of Service	25 days
Twenty-Five Years of Service	26 days
Twenty-Six Years of Service	27 days
Twenty -Seven Years of Service	28 days
Twenty-Eight Years of Service	29 days
Twenty-Nine or more Years of Service	30 days

Once an employee has reached the maximum cap on accrual for his/her particular years of service, as specified in 3.03.L of the Personnel Manual (Dated June 14, 2022) the employee ceases

accruing vacation. When the employee's vacation accrual falls below the maximum cap on accrual, the employee will resume accruing paid vacation time.

Part-time regular employees (both benefited and non-benefited) are eligible to accrue vacation leave on a pro rata basis. Temporary, seasonal, and emergency employees are not eligible to accrue paid vacation leave.

Eligible employees begin accruing paid vacation time as of the date of hire. Employees may request to take accrued vacation upon completion of at least six months of continuous service with the District, subject to approval by their supervisor. Employees may not request to take vacation that they have not yet accrued.

If a District-paid holiday falls within the employee's scheduled vacation, the employee will be credited with the holiday pay, and will not be charged vacation for that day.

Employees who separate from District service will be paid for any accrued but unused vacation time at the time of separation from District service.

Use of vacation leave must be approved in advance by the employee's supervisor. Employees shall give at least two (2) weeks' notice of a vacation leave request of five or more days and fill out a "Leave Request" form.

Deficit vacation leave requests (requesting vacation leave when an employee has a negative leave accrual balance) will not be approved. Leave taken in excess of that which is accrued will be considered leave without pay.

**ARTICLE 15. HOLIDAYS**

The following are the official District holidays and the date of their observance during which regular full-time employees shall be entitled to receive time off with pay:

<i><b>HOLIDAY</b></i>	<i><b>DATE OF OBSERVANCE</b></i>
New Years' Day	January 1
Martin Luther King, Jr. Day	3 <sup>rd</sup> Monday in January
Presidents' Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September



Columbus Day	2 <sup>nd</sup> Monday in October
Veterans Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	*

\*Each employee shall be entitled to one full day “Floating Holiday” per calendar year. The floating holiday must (1) be scheduled so as not to interfere with work requirements, and (2) be approved in writing at least 15 days in advance by the employee’s immediate supervisor. It is expected that a Floating Holiday will be used during the calendar year in which it is granted as it does not accrue.

When a holiday falls on a Sunday, the following Monday will be observed as the holiday. When a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. Holiday Pay double time paid under Section 2.07 of the Personnel Manual is paid on the “Date of Observance” by the District referenced above, except that the following holidays for which Holiday Pay shall be on the actual holiday only: (1) New Year’s Day (January 1); (2) Juneteenth (June 19); (3) Independence Day (July 4); (4) Veteran’s Day (November 11); (5) Christmas Eve (December 24); (6) Christmas Day (December 25.)

Only full-time probationary and regular employees of the District are eligible to receive paid holidays. Full time employees will be paid eight hours per holiday. Employees working an alternate work schedule, such as a 9/80, will also receive 8 hours of paid leave per holiday. Employees not scheduled to work on a holiday but who are called out to work on the holiday will receive double time for hours worked.

**ARTICLE 16. SICK LEAVE**

**A. Accrual**

Eligible employees may accrue paid sick leave time off to be used only in the event of the illness or injury of the employee or the employee’s family (parent, spouse, domestic partner, or children only), or for the employee’s or the employee’s family’s medical/dental or other appointment with a licensed health care provider for examination or treatment.

Full time employees (regular and probationary) earn paid sick leave at the rate of eight (8) hours for each calendar month of service. Part-time regular employees (both benefited and non-benefited) accrue paid sick leave on a pro-rata basis. Temporary and seasonal employees do not accrue paid sick leave.

**B. Certification**

If an employee is absent because of illness, he/she must notify his/her supervisor within one half hour of the time the employee is scheduled to report for work. An ill or injured employee is expected to call personally. Should the employee be hospitalized and if for some reason it is not possible to call, the employee must explain the reason upon return to work.

The District typically requires an employee who has been absent from work for three (3) consecutive workdays to provide certification of illness or injury from a healthcare provider before returning to work. As provided for in Section 3.03 of the Personnel Manual (dated June 14, 2022) the District Manager may require such certification after an absence shorter than three days.

### **C. Integration with Workers Compensation Benefits**

An employee receiving workers' compensation insurance benefits will have his/her sick leave, vacation and compensatory time off benefits integrated, unless the employee indicates in writing that the employee does not desire that to occur, so that the employee's pay equals, but does not exceed, the employee's regular straight-time earnings **with employee's permission**.

### **D. Use of Sick Leave**

In cases where the employee knows in advance of the need to take sick leave, the employee shall complete the Leave Request Form in advance of the requested time off and receive approval for the use of sick leave time prior to its use. Employees on unanticipated sick leave shall complete the leave request form immediately upon return to work. The District reserves the right to require a statement from a certified healthcare provider whenever an employee misses work and takes sick leave under this policy. This statement must contain: 1) a verification that the employee had a health justification for his/her absence from work; 2) the beginning and ending dates of the health-related absence; and 3) a statement that the employee is released to work. If the health care provider recommends any work restrictions be placed on the employee, the certification must set forth those restrictions, as well as the anticipated duration of those restrictions. Violation of sick leave provisions will result in disciplinary action.

### **E. Separation From Employment**

Upon separation from District employment, an employee is entitled to receive payments for any unused sick leave pursuant to Section 3.03 A.3d. of the Personnel Manual (dated June 14, 2022).

### **F. Sick Leave Abuse**

Sick leave is to be used only in the case of real sickness, disability, medical or dental care for the employee or to attend to the health needs of an immediate family member. If the supervisor finds that an employee is abusing the sick leave program, those findings will be reviewed by the District Manager or designee and presented to the employee. The employee may request the presence of the Shop Steward. The employee shall be notified in writing that he/she will be required to provide a doctor's certification for any additional sick leave. This requirement, once invoked, will remain in effect for a period of six (6) months. At the end of the six month period, the employee and his/her immediate supervisor and the District Manager will review the employee's sick leave record and decide if the requirement should be continued or discontinued. In any case, the employee shall receive a written

notice outlining the decision. Failure of an employee to provide a doctor's certification when required under these terms may result in a loss of pay for the day(s) or time in question.

**ARTICLE 17. OTHER LEAVE WITH PAY**

**A. Bereavement Leave**

Leave will be granted in accordance with Section 3.03 I. of the Personnel Manual (dated June 14, 2022).

**B. Jury Duty and Court Witness Leave**

An Employee who receives a jury duty summons or a witness subpoena shall bring the summons or subpoena to the employee's supervisor within three (3) working days of receipt so that arrangements can be made to accommodate the employee's need for time off. Employees must keep their supervisors informed of jury or witness service schedule. If called to jury duty or witness duty, any regular full-time employee will be paid up to a maximum of ten (10) working days per year for the working hours lost while on jury or witness duty. Payment for working days lost while on jury duty in excess of (10) working days will be at the discretion of the District Board.

This policy does not apply to witnesses testifying as an expert in any matter. Employees wishing to testify as an expert witness must apply for unpaid leave or use vacation, floating holiday, or compensatory time off. For the period of District-paid jury or witness leave, any Court-issued payment, with the exception of travel pay, shall be submitted to the District.

**C. Military Leave**

Military leave shall be granted in accordance with applicable state and federal law.

**ARTICLE 18. PERSONAL LEAVE WITHOUT PAY**

The District, in its sole discretion and such discretion is not grievable, may permit employees to be on a personal leave without pay for a maximum of six (6) months. Employees must obtain permission in writing for personal leave without pay from the District Manager. Leave without pay in excess of six (6) months will not be granted unless specifically approved by the District Board upon recommendation of the District Manager Engineer. Personal Leave without pay shall be granted only after all other applicable available accrued leave time is exhausted.

Employees on Personal leave without pay will not accrue vacation, sick leave or other benefits, or receive service credit. Depending on the length of leave, the employee's anniversary date may be adjusted to thereby delay any scheduled date for salary increase. Health and life insurance benefits ordinarily provided by the District, and for which the employee is otherwise eligible, will be continued but not to exceed thirty (30) days. After thirty (30) days, an employee may elect to continue health insurance benefits at their own expense.

Failure of any employee on leave without pay to report to work promptly at the conclusion of the approved leave without pay shall be considered a voluntary resignation effective as of the scheduled return to work date.

## **ARTICLE 19. INDUSTRIAL INJURY LEAVE**

Incidents involving injury or illness of an employee in connection with District employment must be reported promptly to the employee's supervisor.

Employees suffering injuries in the course and scope of their work may be entitled to workers' compensation benefits in accordance with state law. To the extent that earned compensatory time off, or vacation leave and sick leave time is available, an employee on workers' compensation leave may choose to be paid the difference between his/her full salary and the compensation insurance payment he/she receives. Or, an employee may elect to receive only the workers' compensation benefits to which the employee is entitled under state law rather than have his/her available accumulated leave charged while on workers' compensation leave.

## **ARTICLE 20. SPECIAL PAYMENTS**

### **A. Certificates/Licenses**

When certificates are required for a position, the District will reimburse the employee for the cost of renewing the certificate.

The District will provide reimbursement for employees who renew/maintain their Class B Drivers Licenses that are required by their job description.

Employees who receive certification reimbursement or awards are responsible for keeping that certificate current.

Payment of Certificates will be in accordance with the Personnel Manual (dated June 14, 2022).

### **B. Safety Shoes and Prescription Safety Glasses**

The District provides an allowance of \$500/year for safety shoes in conformance with the District's safety policy. For personnel who require and use prescription glasses, the District shall also provide a reimbursement for the purchase of 1 pair of prescription safety glasses which shall not exceed \$200 per fiscal year.

### **C. Meal Allowance**

Employees will be reimbursed in accordance with IRS guidelines .

## **ARTICLE 21. HEALTH & WELFARE BENEFITS AND RETIREMENT**

### **A. Health and Welfare Coverage**

The health insurance coverage available for eligible full-time regular employees will be in accordance with Section 4 (Insurance Benefits) of the Personnel Manual (dated June 14, 2022), as of the date the Board of Directors adopts this MOU, which is currently through the Association of California Water Agencies Joint Powers Insurance Authority (JPIA).

If an employee elects to participate in District offered medical insurance, the District's contribution towards the premium cost of any District offered medical plan for an eligible full-time regular employee and their dependents shall not exceed the higher of the monthly premium for Anthem Blue Cross Advantage PPO Plan (Family Incentive Rate) or Kaiser North HMO with Chiro & Optical offered through the JPIA. This monthly premium is the maximum contribution to be paid by the District and is the full and total contribution amount that the District will contribute toward medical benefits. Employees who select a medical plan with a higher monthly premium than the maximum monthly premium paid by the District shall pay the difference through payroll deduction. Should an employee select a medical plan with a lower monthly premium than the maximum monthly premium paid by the District, the District's contribution shall be limited to the cost of the monthly premium.

**Dental Care Insurance** will be provided as per Section 4.07 of the Personnel Manual (dated June 14, 2022.) the District will provide coverage equivalent to the JPIA Delta Dental PPO Plan (\$2,000 Annual Max Benefit.)

**Group Life Insurance** will be provided to employees at the rate of double the employee's annual base pay rate up to \$200,000 total. Eligibility begins after 30 consecutive days of employment. The District pays all premiums for regular full-time employees only. This plan does not provide benefits to retirees.

#### **B. Retirement**

The retirement coverage for current active employees hired by the District will be in accordance with Section 5 of the District Personnel Manual (dated June 14, 2022)

Effective July 1, 2016, employees are responsible for 100% of the employee contribution to the PERS retirement system.

Further, the District's contribution towards each eligible employee's gross monthly compensation to PERS shall comply with the California Public Employees' Pension Reform Act of 2013 (PEPRA).

#### **C. Retiree Medical**

Retiree medical will be provided in accordance with Section 5 of the District Personnel Manual (dated June 14, 2022).

#### **D. Supplemental Income Trust Fund/SIP**

For employees hired on or after November 1, 2008, the District shall contribute to the WCT Supplemental Income Trust Fund for the purpose of providing a post-retirement medical defined contribution plan for each employee monthly sums to be effective and computed as set forth below:

In recognition of the changes in Article 21, for employees hired after November 1, 2008, the District shall contribute to the WCT Supplemental Income Trust Fund for the purpose of providing a defined contribution plan for each employee monthly sums to be computed as set forth below:

The District shall contribute One Hundred and Forty Four Dollars (\$144.00) per month for each employee who has worked or been paid for one hundred sixty hours (160) straight-time hours or more

during said month. For employees working less than said one hundred sixty (160) straight-time hours, the payment shall be computed at the rate of Ninety Cents (\$0.90) for each straight-time hour worked or paid for.

**E. Medicare**

All employees hired after April 1, 1986, shall be required to participate in Social Security's Medicare Coverage Program. The cost of the program will be deducted from the employee's salary.

**ARTICLE 22. EVALUATIONS**

All regular employees shall receive an annual performance evaluation. This evaluation will be reviewed with the employee in a pre-planned private counseling session. A copy of the final evaluation shall be given to the employee. All evaluations will be performed in a timely manner, no later than thirty (30) days after the evaluation is due.

**ARTICLE 23. DISCIPLINE**

**A. General Rules of Conduct**

It is expected that all employees shall render the best possible service and reflect credit on the District. Therefore, the highest standards of professional conduct are essential and expected of all employees.

**B. Disciplinary Actions**

The District may invoke the following types of disciplinary actions:

1. Oral Counseling or Reprimand;
2. Written Reprimand;
3. Suspension without Pay;
4. Reduction in Pay;
5. Demotion;
6. Disciplinary Probation; and
7. Discharge/Termination

**C. Grounds for Discipline**

Personnel Manual (dated June 14, 2022) Section 6.03 shall be the appropriate authority for this section C.

**D. Authority to Discipline**

Any authorized supervisory employee may institute disciplinary action for cause against an employee under his/her supervision in accordance with the procedures outline in these Rules.

**E. Pre-Discipline Procedure**

1. For an oral counseling, oral reprimand or written reprimand, an employee may submit a written response to the discipline which shall be lodged in the employee's personnel file. No further appeal shall be permitted.

2. For all other discipline, the District shall issue a notice of intent to impose discipline, which shall describe the intended discipline, include a summary of the facts on which the intended discipline is based, and attach any documents upon which the intended discipline is based. The notice shall state that the employee has a right to respond, orally and/or in writing, before the discipline is imposed. A meeting with the District Manager or designee who shall be a neutral decision-maker shall be scheduled approximately one (1) week from the date of the notice, unless a different time and/or date is set by a mutual agreement. The employee may bring a representative or his/her choice; however, the inability of a particular representative to attend the meeting shall be cause requiring continuance of the meeting. The meeting shall not be an evidentiary hearing, and the employee shall not have the right to call or examine witnesses at this meeting. Rather, the employee shall be provided the opportunity to respond to the charges and to present any new information the employee believes the District should consider.

3. At some reasonable time after the employee has been provided the opportunity to respond to the notice of intent, the District shall render a written decision. If the decision is to issue discipline, the notice shall be a final notice of discipline. The notice shall include the final decision, the effective date of the discipline, and the facts upon which the discipline is based.

#### **F. Post-Discipline Appeal**

For suspensions of five (5) working days or more, demotions and terminations, employees shall have the right to appeal from the final notice of discipline.

1. The notice of appeal must be in writing and must be received by the District Manager within seven (7) working days from the date of the final notice of discipline. Failure to timely file a written notice of appeal shall constitute a forfeiture of the employee's right to appeal the discipline.

2. The appeal shall be heard by an independent hearing officer selected by the District.

3. The District shall pay the cost of the hearing officer. Either party or the hearing officer may request that the hearing be transcribed. If the hearing officer or the District requests that a court reporter transcribe the hearing, the District shall pay the cost of the court reporter and one transcript for each party. If only the employee desires the hearing be transcribed, the employee shall pay the cost of the court reporter and for the cost of the employee's copy of the transcript.

4. The hearing officer shall have the authority to convene the hearing, receive evidence through testimony and documents and to make findings of fact and conclusions about the discipline. Within two (2) months of the close of the hearing, the hearing officer shall serve a recommended decision on the District Manager and the employee. The hearing officer's decisions must contain detailed findings of fact related to the disciplinary charges. The decision may include a recommendation regarding outcome, but the final decision regarding discipline rests with the District Manager. After consideration of the hearing officer's recommended decision, the District Manager shall issue a final decision in writing. The District Manager's decision is reviewable by administrative writ of mandamus within the timeframes established by law.

## **ARTICLE 24. GRIEVANCE PROCEDURE**

### **A. Definitions**

A “grievance” shall mean a complaint concerning the interpretation or application of this Memorandum of Understanding. This grievance procedure may not be used for any of the following: to change wages, hours or working conditions; to challenge the content of performance evaluations, to contest discipline; or to challenge a reclassification, layoff, transfer, denial of reinstatement or denial of salary increase. If any party initiates litigation, including but not limited to, administrative proceedings with a state or federal agency such as OSHA, EEOC, DFEH, PERB, etc. concerning a matter which is otherwise subject to the grievance process, the other party may (at their discretion) deem the litigating party as having elected judicial/administrative remedies and waived any rights under this grievance procedure.

A “grievant” is any employee adversely affected by an alleged violation of the specific provisions of the MOU, or the Union, on behalf of one or more represented employees adversely affected by an alleged violation of the specific provisions of the MOU. An employee has the right to the assistance of a representative in the preparation of a written grievance and to be represented in all grievance meetings.

### **B. Procedure**

1. Grievances must be in writing, and initiated within ten (10) working days following the occurrence, or knowledge of the events on which the grievance is based. Failure to do so will result in the grievant being barred from advancing the grievance. A grievance, or a copy of the grievance, should be provided to the grievant’s supervisor and the District Manager.

#### 2. Elements of a Grievance

The written grievance should include:

- a. A description of the specific facts and grounds upon which the grievance is based including the names, dates, and places necessary for a complete understanding of the grievance;
- b. A specific explanation of how the grievant has been adversely affected;
- c. Listing of the provisions of the MOU which are alleged to have been violated;
- d. A listing of specific actions requested by the grievant of the District which will remedy the grievance, including a specific dollar amount, and the basis for the dollar amount, of any alleged damages at issue, provided the employee has access to relevant financial data;
- e. A statement declaring self-representation or the selection of representation by the Union for said grievance
- f. The printed name and signature of the grievant



- g. The name, address, and telephone number of the person(s) to whom notices may be sent regarding the grievance; and
- h. date of grievance

Grievances that fail to include these elements may not be considered or appealed unless the District waives this section.

### 3. Waiver of Timelines

Any level or review, or any time limits established in this procedure may be waived or extended by mutual agreement confirmed in writing. If a particular grievance is of an unusual or unique nature, which may place it outside the scope of authority of an immediate supervisor, the grieving party may contact the District Manager to determine the appropriate level for filing such grievance. The determination of the District Manager in this regard shall be final.

### 4. Level I- Informal Resolution

It is the intent to deal with and resolve grievances informally, at the nearest practical organizational level, and as promptly and fairly as possible.

An employee who has a grievance shall first try to settle it through discussions with the employee's immediate supervisor. The immediate supervisor shall respond within thirty (30) working days which may be extended ten (10) working days with notice to the grievant. Any decisions rendered shall be consistent with the authority to do so.

### 5. Level II- District Manager

If the employee is not satisfied with the outcome of the informal resolution, the employee may file a formal written appeal to the District Manager within five (5) working days after the date a decision was rendered by the supervisor. The appeal shall contain an explanation why the grievant believes the decision of the supervisor was unsatisfactory.

In considering the grievance the District Manager or designee may, but is not required, to schedule a meeting with the grievant and/or other relevant persons. If the District Manager or designee schedules a meeting, the District Manager or designee shall have the right to decide how the meeting is conducted. The meeting shall not be a formal hearing, and examination and cross-examination of witnesses typically shall not be permitted.

The District manager or designee shall submit a written decision within the later of either twenty (20) working days after receipt of the grievance or the grievance meeting(s).

### 6. Level III- Appeal to Non-Binding State Mediation

If the Union is dissatisfied with the District Manager's or designee's response, the Union has the

sole right to appeal the decision by submitting a request for non-binding mediation. The appeal must be received by the District Manager within ten (10) working days of the District Manager's or designee's response to the grievance.

The Union and District shall attempt to agree upon a mediator. If no agreement can be reached, they shall request that the State Conciliation Service to supply a mediator experienced in hearing grievances involving public employees.

If either the District or the Union so requests, a mediator shall hear the merits of any issue raised regarding process first. No hearing on the merits of the grievance will be conducted until the issue of process has been decided.

The mediator shall, as soon as possible, hold a hearing and hear evidence regarding the grievance.

Following the hearing, and receipt of post-hearing written argument, if any, the mediator shall submit written findings if requested by both parties and a non-binding recommendation to the District's Board of Directors. The District Manager and the Union shall receive a copy. The Board of Directors may accept, reject, or modify the recommendation(s). The Board shall issue a written decision which shall be provided to the Union. The decision of the Board of Directors shall be final.

**ARTICLE 25. FULL UNDERSTANDING**

A. The parties agree that this MOU sets forth the full and entire understanding of the parties regarding the matters set forth herein.

B. Except as specifically otherwise provided herein, it is agreed that neither the District nor Union shall be required to meet and confer with respect to any subject or matter covered in this MOU.

C. All Ordinances, Resolutions, Rules, and Practices not inconsistent with this MOU, whether known by the parties at the time this MOU was negotiated and signed or not, shall not be superseded, modified, or repealed by implication or otherwise by this MOU.

**ARTICLE 26. SEVERABILITY**

If any provisions of this agreement should be held invalid or restrained by operation of law or by any court of competent jurisdiction, the remainder of this agreement shall not be affected thereby, and the parties shall enter into negotiations for the sole purpose of arriving at a mutually satisfactory replacement for such provision.

\_\_\_\_\_  
CCWD General Manager

  
\_\_\_\_\_  
Teamsters Local 856

Dated \_\_\_\_\_

Dated June 8, 2022 \_\_\_\_\_

Exhibit A – Classification and Salary Plan for Period July 1, 2022, through June 30, 2023, Effective

July 1, 2022, the salary ranges for the classifications listed below are as follows:

<i>Employee Position</i>	<i>Fiscal Year 2022-2023 Hourly Range</i>
Water Treatment Plant Supervisor	\$\$64.436 to \$78.509
Distribution Supervisor	\$56.955 to \$69.394
Sr. Water Treatment Operator	\$52.885 to \$64.435
Sr. Distribution Operator	\$46.820 to \$57.046
Treatment/Distribution Operator (Assigned to Treatment)	\$43.161 to \$52.588
Treatment/Distribution Operator (Assigned to Distribution)	\$39.018 to \$47.540
Maintenance Worker	\$32.292 to \$39.345
Maintenance Worker II	\$33.907 to \$41.312

Effective July 1, 2022, and each July 1 thereafter over the term of this agreement, the classifications listed above will receive an annual Cost of Living Adjustment (COLA), based on the Consumer Price Index (CPI). The CPI used shall be based on the preceding February-February CPI movement for the SF-Bay Area Index W, 82-84=100 (U.S. Bureau of Labor Statistics, Consumer Price Index – Urban Wage Earners and Clerical Workers – San Francisco-Oakland-San Jose, CA). By agreement of the parties, the District implemented the first COLA increase (6.5%) for FY 2022-2023 effective July 1, 2022, and this increase is reflected in the above-referenced salary ranges.

During the first two years of this agreement, the District shall commission a compensation study (“Salary Survey”) to ensure its overall compensation paid to employees during years three, four, and five of the MOU remains competitive, equitable, and in the best interest of the long-term health of the District, District residents and ratepayers, and District employees. The Salary Survey may consider among other things the following: (1) Market Based Salary Findings inclusive of CPI increases; (2) Total Compensation Findings; (3) Benefit Cost Detail; (4) Design of a Compensation Pay Plan; (5) Policies and Procedures; (6) Internal Equity Analysis; (7) Implementation Strategies; and (8) a Summary of Market Trends, including the difficulty of the District in retaining and/or recruiting employees.

RESOLUTION NO. 2022 - 08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
COASTSIDE COUNTY WATER DISTRICT

AMENDING THE COASTSIDE COUNTY WATER DISTRICT'S PERSONNEL  
MANUAL

**WHEREAS**, the Board of Directors of the Coastsides County Water District first adopted a Personnel Manual establishing written guidelines for employee policies in 1969 and has revised and updated such policies from time to time thereafter, most recently by Resolution No. 2021-06 approved on August 10, 2021; and

**WHEREAS**, the Board of Directors wishes to amend the Personnel Manual as specified herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Coastsides County Water District that:

1. Section 2.01.D of the Personnel Manual is hereby amended to read as follows to be effective beginning June 14, 2022:

**“D . Certification Incentive Program.** Any employee of the District who, with advance approval from the District General Manager, achieves any of the following certifications shall receive, as additional compensation, the amount indicated in the table below. A new employee who has attained one or more certifications at the time of hire will be entitled to additional compensation for such qualifications to the extent, if any, that the General Manager determines the certifications to be necessary and/or useful in the job classification for which he/she is being hired.

Certification Attained	Additional (Gross) Compensation per Month
State of California Water Treatment Plant Operator	
Grade T-1	\$100
Grade T-2	\$200
Grade T-3	\$600

Grade T-4	\$800
Grade T-5	\$1,000

*(Maximum amount of additional compensation is \$1,000 per month for an employee who has attained Grade T-5.)*

State of California Distribution License Classification	Additional (Gross) Compensation per Month
Water Distribution Operator:	
Grade D1	\$100
Grade D2	\$200
Grade D-3	\$600
Grade D-4	\$800
Grade D-5	\$1,000

*(Maximum amount of additional compensation is \$1,000 per month, for an employee who has achieved all five of the State of California Distribution License Classifications.)*

Other Certification Attained	Additional (Gross) Compensation per Month
Backflow/Cross Connection Control Program Specialist	\$100
Backflow Prevention Assembly General Tester	\$100
Spanish Fluency	\$100
Class B Driver's License	\$100

“

- Section 2.06.B of the Personnel Manual is hereby amended to read as follows to be effective beginning June 14, 2022:

**“B. Overtime Pay - Non-Exempt Employees.** In accordance with federal law, the District will pay overtime pay at the rate of one and one-half times the employee's regular rate of pay to non-exempt employees for all hours worked in excess of forty hours in a work week. In addition, the District will pay overtime for all hours worked in excess of 8 hours in a day. And, the District will pay double-time for work in excess of twelve hours in a day or for work in excess of 8 hours in the seventh day of the work week. The District elects to pay daily

overtime but does not pyramid overtime, and does not pay daily overtime on double time earned under Section 2.07, nor does it pyramid double time on double time earned for work in excess of twelve hours in a day or for work in excess of 8 hours in the seventh day of the work week. The District's workweek begins Saturday at 12:01 a.m. and ends Friday at midnight.”

3. Section 2.07.B of the Personnel Manual is hereby amended to read as follows to be effective beginning June 15, 2022:

“**B. Holiday Pay.** A non-exempt employee who is scheduled to work on an officially observed District holiday listed under Section 3.02 shall be compensated at double time for all hours worked on that holiday up to 8 hours and, in addition, shall receive 8 hours of comp time. Unscheduled work on an official holiday shall be compensated at double time. However, daily overtime pay does not pyramid with Holiday Pay, i.e.. daily pay for work on holidays is capped at no more than double time. Comp time accrued pursuant to this paragraph shall be used within 90 days of accrual on a date approved in advance by the employee’s supervisor in accordance with the operational needs of the District. No more than 8 hours of accrued comp time shall be maintained by an employee pursuant to this paragraph, and unused accrued comp time shall not be compensated. Work on a holiday in excess of 8 hours shall be paid at time and one half. When a holiday falls on a weekend, it will be observed either the prior Friday or following Monday. Holidays which fall during a vacation period or when an employee is absent because of illness shall not be charged against the employee’s vacation or sick

leave balance. When a holiday falls on an employee's scheduled day off, the day shall be added to the employee's vacation balance or compensated for."

4. Section 2.08 of the Personnel Manual is hereby amended to read as follows to be effective beginning June 14, 2022:

**“Section 2.08                    Uniforms, Safety Shoes, and Prescription Safety Glasses.**

The District provides uniforms for all regular full-time employees assigned to work in the field and the water treatment plants. Accordingly, the District expects that all personnel will wear their uniforms at all times during the workday when the employee is performing services for the District. The District will report to CalPERS, the monetary value for providing the employee's required uniforms. The District will report the uniform allowance on a semi-annual basis to CalPERS in June and December of each year. The uniform amount reported to CalPERS will derive from the District's total fiscal year budgeted amount for providing the employees' uniforms, not to exceed \$1,000 per fiscal year, per employee.

In addition, it is expected that all field and water treatment plant personnel wear safety shoes at all times during the workday. For the benefit of District employees, the District provides a safety shoe allowance of up to \$500.00 per fiscal year. An employee's continued refusal or neglect to wear safety shoes will result in discipline up to and including discharge.

The District also provides safety glasses for field and water treatment plant personnel. For personnel who require and use prescription glasses, the District will provide for a purchase of (1) pair of prescription safety glasses per fiscal year with a cost not to exceed \$200."

5. Section 3.02 of the Personnel Manual is hereby amended to read as follows to be effective beginning June 14, 2022:

**Section 3.02 Holidays.** The following are the official District holidays and the date of their observance during which regular full-time employees shall be entitled to receive time off with pay:

Holiday	Date of Observance
New Year's Day	January 1
Martin Luther King Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	

Each employee shall be entitled to one full day "Floating" holiday per calendar year. The floating holiday must (1) be scheduled so as not to interfere with work requirements, and (2) be approved in writing at least 15 days in advance by the employee's immediate supervisor.

If a holiday falls on a Saturday, it will be observed the preceding Friday. If a full day holiday falls on a Sunday, it will be observed the following Monday. An employee scheduled for duty on an observed listed holiday shall receive holiday pay as provided by Section 2.07.B. however, for purposes of Holiday Pay, double time paid under section 2.07 of the Personnel Manual is paid on the Date of Observance by the District referenced above,



except that the following holidays, for which Holiday Pay shall be paid on the actual holiday only: (1) New Year’s Day (January 1); (2) Juneteenth (June 19); (3) Independence Day (July 4); (4) Veteran’s Day (November 11); (5) Christmas Eve (December 24); and (6) Christmas Day (December 25.)

Floating holidays shall not accrue from year to year and compensation will not be provided for unused floating holidays.”

6. Section 3.03L of the Personnel Manual is hereby amended to read as follows to be effective beginning June 15, 2022:

“**L. Vacation.** Regular full-time employees shall earn vacation in accordance with the following schedule:

Years of Service Completed	Days Of Vacation Earned Annually
One Year service	10 days
Five Years' service	15 days
Fifteen Years' Service	20 days
Twenty Years of Service	21 days
Twenty-One Years of Service	22 days
Twenty-Two Years of Service	23 days
Twenty-Three Years of Service	24 days
Twenty-Four or more Years of Service	25 days
Twenty-Five or more Years of Service	26 days
Twenty-Six or more Years of Service	27 days
Twenty-Seven or more Years of Service	28 days
Twenty-Eight or more Years of Service	29 days
Twenty-Nine or more Years of Service	30 days

Employees may take regular pay in lieu of time off for the balance of the vacation time earned. Accrued vacation time may be carried over from year to year up to a maximum of six weeks of accrued vacation time.

All vacation leave must be earned prior to being taken. Vacations shall be arranged so as not to interfere with work requirements. All vacation schedules must be first

submitted to the employee's immediate supervisor for approval and, upon that approval, shall then be reviewed and approved by the General Manager. Vacation scheduling will be subject to the operational needs of the District. Changes to an approved vacation schedule must be approved in writing by the General Manager.”

7. Section 3.04 of the Personnel Manual is hereby amended to read as follows to be effective beginning June 15, 2022:

**“Section 3.04 Employee Wellness Program.** The District has developed a Wellness Program for its employees whereby the District will contribute fifty dollars (\$50.00) monthly towards a health or fitness facility of their choice, upon proper documentation by the employee of the expenditure.”

8. Appendix A of the Personnel Manual is hereby amended to read as follows to be effective beginning June 15, 2022:

#### **“APPENDIX A**

#### **SAFETY-SENSITIVE EMPLOYEE (FUNCTION AND/OR POSITION) CLASSIFICATIONS FOR COASTSIDE COUNTY WATER DISTRICT**

Funded and Unfunded Classifications\* Impacted by the Regulations

- Treatment/Distribution Operator (Assigned to Treatment)
- Treatment/Distribution Operator (Assigned to Distribution)
- Senior Water Treatment Operator
- Senior Distribution Operator
- Distribution Supervisor
- Water Treatment Plant Supervisor
- Maintenance Worker I
- Maintenance Worker II

- Any other employee classification in which a B Driver's License is required

An Administrator will maintain a list of the specific positions within the above-listed classifications that are covered under Department of Transportation Regulations.

\*subject to change”

**BE IT RESOLVED FURTHER** that the General Manager is directed to incorporate the foregoing amendment into the Personnel Manual and distribute an updated copy to each District employee and post the updated Personnel Manual on the District's website.

**PASSED AND ADOPTED** this 14th day of June, 2022, by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

---

Robert Feldman  
President, Board of Directors  
Coastside County Water District

ATTEST:

---

Mary Rogren, Secretary of the Board

**COASTSIDE COUNTY WATER DISTRICT**

**PERSONNEL MANUAL**

**AUGUST-JUNE XX1454, 2022 10, 2021**

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## SECTION 1 EMPLOYMENT

### Section 1.01 Employment Status. The District is governed by provisions of the

California Water Code (Water Code section 30000 and following sections). Under the Water Code, the District's General Manager is given authority to employ and discharge all employees and assistants "at-will." This means that your employment with the District may be terminated by the District at any time, with or without cause.

Also under the Water Code, the General Manager is given the authority to set and change the compensation, hours of work and shift assignments of employees and assistants, subject to approval by the Board of Directors and within the compensation and wage structure adopted by the Board.

Section 1.02 Open Door Policy. Any employee may meet with the General Manager on an open-door basis to discuss his or her complaints or comments about his or her terms and conditions of employment or any workplace issues.

### Section 1.03 Equal Opportunity Employment/Prohibition of Harassment Policy.

#### A. Purpose.

The purpose of this policy is to confirm that the District is an equal opportunity employer, and is committed to maintaining a work environment free from unlawful discrimination and/or harassment for all its current and prospective employees.

#### B. Policy.

The District prohibits unlawful discrimination, harassment, and retaliation by any supervisor, manager, coworker, and/or any other workplace source, including any third party that comes into contact with a current or prospective employee.



It is the District's policy to provide all current and prospective employees with equal opportunity in employment without discrimination and/or harassment on the basis of race, religious creed, color, national origin, ancestry, religion, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, gender, gender identity, gender expression, age, military and veteran status, sexual orientation, or any other basis protected by law. This policy pertains to all aspects of employment with the District or the application for employment with the District, including, but not limited to, recruitment, selection, placement, assignment, training, transfer, promotion, evaluation, discipline, termination, compensation, and benefits. This policy also applies at all District locations, work sites, District-sponsored social or other events, as well as, activities at which the employee represents the District.

This policy prohibits any form of unlawful conduct and the District shall take aggressive steps to prevent discrimination and/or harassment from occurring in the workplace. When such harassment or discrimination is detected in the workplace, the District will take aggressive, prompt and fair measures to eradicate the misconduct. To this end, the District, upon confirming the existence of discrimination or harassment prohibited by this Policy, shall take disciplinary action against those responsible for the discrimination or harassment up to and including termination.

All persons who witness or experience discrimination or harassment of the type prohibited by this Policy shall report the discrimination or harassment in order to facilitate early, effective and impartial investigation and intervention by the District. Any retaliation against a person filing a discrimination/harassment complaint, reporting discrimination/harassment which he or she has witnessed, or assisting in a discrimination/harassment investigation is strictly prohibited. Employees found to have participated in retaliatory action in contravention to this Policy shall be subject to disciplinary action up to and including termination.

**C. Definitions.**

1. **Discrimination.** "Discrimination" as used in this Policy is defined to include, but is not limited to:

- a. Basing an employment decision as to a job applicant or employee (e.g., decision to hire, promote, transfer, terminate, etc.) on one's protected status (e.g., race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, military and veteran status, sexual orientation;

b. Treating an applicant or employee differently with regard to any aspect of employment because of his or her protected status;

c. Engaging in harassment, as more specifically defined below;

d. Taking adverse employment action (i.e., demotion, transfer, discipline, termination) against an employee based on the employee opposing discrimination in the workplace, assisting, supporting, or associating with a member of a protected group who complains about discrimination, or assisting in an investigation of discrimination.

2. **Harassment** "Harassment" as used in this Policy is defined to include, but is not limited to:

- a. Speech, such as epithets, derogatory comments or slurs, and lewd propositioning on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, gender, gender identity, gender expression, age, military and veteran status, sexual orientation, or organizational affiliation. Prohibited speech may include inappropriate sex-orientated comments on appearance, including dress or physical features, or race-oriented stories and jokes.

b. Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement when directed at an individual on the protected bases listed in the policy. Prohibited physical acts include, pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.

c. Visual insults, such as derogatory posters, cartoons, or drawings related to the protected bases listed in the policy (e.g., race, sex, religion, etc.).

d. Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

**D. Additional Remedies.**

Complainants may file complaints of discrimination or harassment with the State of California Department of Fair Employment and Housing and the Federal Equal Employment Opportunity Commission, whether or not the complainants choose to use the District's complaint procedure. Time limits for filing complaints with the State and Federal agencies may vary and those agencies should be contacted directly for specific information.

Department of Fair Employment and Housing  
 San Francisco District Office  
 455 Golden Gate Avenue, Suite 7600  
 San Francisco, California 94102-6073  
 (415) 703-4175

Equal Employment Opportunity Commission  
 San Francisco District Office

At the conclusion of the investigation, the investigator shall report his or her findings to the General Manager, the President of the District Board or their designees. The General Manager, the President of the Board or their designees will then promptly make the final determination regarding the complaint, and what corrective action, including discipline, if any is appropriate. The complainant and alleged perpetrator and/or harasser will be notified of the General Manager's or the President of the District Board or their designees' determination, and depending on the

Complaints will be documented and tracked to ensure reasonable progress. As confidentially as possible under the circumstances and responded to in a timely manner. may appoint an outside investigator to head such investigations. Complaints shall be investigated Board or any other qualified personnel will promptly investigate complaints of harassment or discrimination in a thorough and impartial manner. The General Manager or the District Board The employee's immediate supervisor, the General Manager, the President of the District Board or any other qualified personnel will promptly investigate complaints of harassment or discrimination shall report it to the District's designated representative.

Complaints or reports of harassment or discrimination may be directed to the District's designated representative, the Assistant General Manager, or to the employee's immediate supervisor, any supervisor or manager within or outside of the employee's department, the General Manager, or the President of the District Board as soon as possible after the incident giving rise to the complaint. Complaints may be presented orally or in writing. Any supervisor, General Manager, or President of the District Board who receives a complaint or report of harassment or discrimination shall report it to the District's designated representative.

#### **F. Discrimination/Harassment Complaint Procedure.**

901 Market Street, Suite 500  
San Francisco, California 94103

circumstances and interests involved, the results of the investigation. The investigation will then be closed in a timely manner.

**Section 1.04 Categories of Employment**

**A. Regular Full-Time Employees.** The District has two categories of regular

employment: (1) Regular full-time employees are those who work more than 32 hours per week.

(2) Regular part-time employees are those who work 32 hours per week or less. All regular

employees (full-time and part-time) serve an initial introductory period of six months duration.

During that time, the District and the employee each evaluate on a regular basis the suitability of

the employee for District employment. The District may release an employee at any time during

the introductory period and the complaint and review procedures outlined at Section 6 shall not

apply. At the end of the six months introductory period, the employee may be offered further

employment by the District if, in the District's sole determination, the employee has demonstrated

the ability, aptitude and willingness to perform the duties assigned to regular status. If the District

determines the employee has not made such a demonstration, the employee will not be offered

further employment with the District. In certain circumstances, with the approval of the General

Manager, the six months introductory period may be extended. Completion of the introductory

period shall not alter the at-will status of the employment relationship.

**B. Temporary Employees.** In addition to Regular Employees, the General Manager

may, when District operations require, hire employees to work temporarily. Temporary employees

shall not work for the District, within a fiscal year (July 1 through June 30), more than six

consecutive months, or 125 consecutive days or, if employed on other than a per diem basis, 1000

hours. Temporary employees shall not be entitled to any District employee benefits, but shall be

eligible for sick leave as described in Section 3.03B.

**Section 1.05 Appointment to Positions.** Appointments to vacant positions shall be made by the General Manager. In filling vacancies, the General Manager may choose the candidate he or she believes to be most qualified for the job. Appointment to any one position does not exempt an employee from working at any or all tasks as directed by a supervisor or the General Manager.

## SECTION 2 COMPENSATION AND HOURS OF WORK

### Section 2.01. Compensation.

**A. Compensation Schedule.** Each position classification, other than the General Manager, has a compensation range which includes nine steps with a 2.5% differential between each step.

**B. Starting Compensation for New Employees.** New employees will generally start at the initial step of the established compensation range for the position. However, the General Manager may appoint a newly hired employee at any of the first six steps of the pay grade for the employee's classification, where the employee's experience and qualifications or other appropriate considerations support such appointment.

**C. Compensation Step Increase.** When the six months introductory period of service at the starting step is successfully completed, an employee employed at the initial step may receive an increase of one to three steps, depending upon satisfactory performance, as determined by the General Manager. All subsequent compensation step increases, if any, may be made on July 1 (concurrent with the District's fiscal year) provided that the employee's performance has been satisfactory in the opinion of the General Manager, until the top step is reached. The determination of whether to provide a step increase shall be at the discretion of the General Manager.

**D. Certification Incentive Program.** Any employee of the District who, with advance approval from the District General Manager, achieves any of the following certifications shall receive, as additional compensation, the amount indicated in the table below. A new employee who has attained one or more certifications at the time of hire will be entitled to additional compensation for such qualifications to the extent, if any, that the General Manager determines the certifications to be necessary and/or useful in the job classification for which he/she is being hired.

Certification Attained	State of California Water Treatment Plant Operator
Additional(Gross) Compensation per Month	
	Grade T-1
	Grade T-2
	Grade T-3
	Grade T-4
	Grade T-5
	\$100
	\$200
	\$600
	\$800
	\$1,000

(Maximum amount of additional compensation is \$1,000 per month for an employee who has attained Grade T-5.)

State of California Distribution License Classification	Water Distribution Operator:
Additional(Gross) Compensation per Month	
	Grade D-1
	Grade D-2
	Grade D-3
	Grade D-4
	Grade D-5
	\$100
	\$200
	\$600
	\$800
	\$1,000

(Maximum amount of additional compensation is \$1,000 per month, for an employee who has achieved all five of the State of California Distribution License Classifications.)

Other Certification Attained	Class B Driver's License
Additional(Gross) Compensation per Month	
	Backflow/Cross Connection Control Program Specialist
	Backflow Prevention Assembly General Tester
	Spanish Fluency
	\$100
	\$100

minute unpaid lunch break and field staff shall take a thirty (30) minute lunch period. the morning and one in the afternoon. In addition, administrative staff shall take a sixty (60) choose to do so. Hence, the District permits employees to take two fifteen minute breaks – one in to the workplace to allow employees rest during the day and an opportunity to eat, should they

**Section 2.05 Hours of Work and Breaks.** The District recognizes that it is beneficial

request of the employee.

deductions may be made, such as credit union and deferred compensation deductions, at the written made as a result of garnishments due to court orders, liens and wage assignments. Further taxes, social security and Medicare taxes, and state disability insurance. Other deductions may be deductions from an employee's paycheck. These deductions include state and federal income

**Section 2.04 Payroll Deductions.** The District is required by law to make certain

their personal account.

Employees may pick up their paychecks at the Districts office or may opt for direct deposit into

**Section 2.03 Pay Day.** District employees are paid bi-weekly (every other Friday).

up to and including termination.

Manager. Failure to fill out time cards accurately and promptly is ground for disciplinary action period, time cards shall be reviewed by the employee's immediate supervisor and the General Each employee shall accurately complete a time card daily in ink. At the end of each payroll are a means by which the District records the time you work so that you will be paid accurately.

**Section 2.02 Time Cards.** Time cards are provided for all non-exempt employees. They



effectiveness of the operation. If an hour of employment would otherwise be compensable at a time in lieu of compensation does not impair the District's ability to maintain the efficiency and of employment for which overtime compensation is earned, provided that the use of compensatory may receive compensatory time off at a rate of not less than one and one-half hours for each hour

**C. Compensatory Time Off; Limits.** In lieu of overtime compensation, an employee

District's workweek begins Saturday at 12:01 a.m. and ends Friday at midnight.

twelve hours in a day or for work in excess of 8 hours in the seventh day of the work week. The

under Section 2.07, nor does it pyramid double time on double time earned for work in excess of

overtime but does not pyramid overtime, and does not pay daily overtime on double time earned

work in excess of 8 hours in the seventh day of the work week. The District elects to pay daily

day. ~~And, the~~ District will pay double-time for work in excess of twelve hours in a day or for

~~In addition, the District will pay overtime for all hours worked in excess of ~~eight~~ hours in a~~

rate of pay to non-exempt employees for all hours worked in excess of forty hours in a work week.

law, the District will pay overtime pay at the rate of one and one-half times the employee's regular

**B. Overtime Pay - Non-Exempt Employees.** In accordance with ~~California-Federal~~

exempt":

Welfare Commission and the Fair Labor Standards Act. All other employees' positions are "non-

otherwise meet the tests for exempt status in accordance with the wage orders of the Industrial

responsibilities require the regular exercise of discretion and independent judgment, and who

salaried employees who are primarily engaged in management or administration, whose

classified as either "exempt" or "non-exempt" for payroll purposes. Exempt employees are those

**A. Employee Classification.** All employees at the District work in positions that are

**Section 2.06 Overtime Pay.**

rate of more than one and one-half times the employee's regular rate of compensation, then the employee may receive compensating time off commensurate with the higher rate. All of the following criteria apply to the use of compensating time off:

1. Compensating time off may be provided under subsection (1) if the following conditions are met: (a) the employee has not accrued compensating time in excess of the limit prescribed by subsection 2; (b) The employee has requested, in writing, compensating time off in lieu of overtime compensation no sooner than two weeks prior to the requested days off; (c) the employee is regularly scheduled to work no less than 40 hours in a workweek; and (d) the General Manager and Superintendent of Operations determine that the employee's absence will not impair the District's operations.

2. An employee may not accrue more than 80 hours of compensating time off. Any employee who has accrued 80 hours of compensating time off shall, for any additional overtime hours of work, be paid overtime compensation.

3. If compensation is paid to an employee for accrued compensating time off, the compensation shall be paid at the regular rate earned by the employee at the time the employee receives payment.

4. An employee who has accrued compensating time off authorized to be provided under this section shall, upon termination of employment, be paid for the unused compensating time at a rate of compensation not less than the average regular rate received by the employee during the last three years of the employee's employment, or the final regular rate received by the employee, whichever is higher.

5. An employee who has accrued compensating time off authorized to be provided under this section, and who has requested the use of that compensating time, shall be

Work on a holiday in excess of 8 hours shall be paid at time and one half. When a holiday falls employee pursuant to this paragraph, and unused accrued comp time shall not be compensated. needs of the District. No more than 8 hours of accrued comp time shall be maintained by an on a date approved in advance by the employee's supervisor in accordance with the operational double time. Comp time accrued pursuant to this paragraph shall be used within 90 days of accrual

~~not pyramid with– Holiday Pay, i.e., daily pay for work on holidays is capped at no more than District's overtime policy and not pursuant to this paragraph. However, daily overtime pay does~~

~~Unscheduled work on an official holiday shall be compensated at double time. pursuant to the~~ hours worked on that holiday up to 8 hours and, in addition, shall receive 8 hours of comp time.

observed District holiday listed under Section 3.02 shall be compensated at double time for all **B. Holiday Pay.** A non-exempt employee who is scheduled to work on an officially

weekend duty.

**A. Weekend Duty.** Designated non-exempt employees shall be assigned to rotate on

**Section 2.07 Weekend Duty and Holiday/Standby Pay.**

and to the extent that the amount of accrued compensatory time falls below 80 hours.

may continue to use his or her accrued compensatory time in lieu of receiving compensation, until on the effective date of this subparagraph 7 shall not accrue additional compensatory time, but

7. An employee who with more than 80 hours of accrued compensatory time

two pay periods.

in cash in lieu of compensating time off for any compensating time off that has accrued for at least 6. Upon request of an employee, the District will pay overtime compensation

compensating time does not unduly disrupt the District's operations.

permitted to use the time within a reasonable period after making the request, if the use of the

fall during a vacation period or when an employee is absent because of illness shall not be charged against the employee's vacation or sick leave balance. When a holiday falls on an employee's scheduled day off, the day shall be added to the employee's vacation balance or compensated for. **C. Standby Pay.** An employee who is on standby for emergency calls shall be compensated at a rate of 1/8 the regularly hourly rate during such standby period. During such standby period designated standby employees shall be available to respond to a call for service within thirty (30) minutes of receiving a call.

**Section 2.08 Uniforms, ~~and Safety Shoes,~~ and Prescription Safety Glasses.** The

District provides uniforms for all regular full-time employees assigned to work in the field and the water treatment plants. Accordingly, the District expects that all personnel will wear their uniforms at all times during the workday when the employee is performing services for the District. The District will report to CalPERS, the monetary value for providing the employee's required uniforms. The District will report the uniform allowance on a semi-annual basis to CalPERS in June and December of each year. The uniform amount reported to CalPERS will derive from the District's total fiscal year budgeted amount for providing the employees' uniforms, not to exceed \$1,000 per fiscal year, per employee. In addition, it is expected that all field and water treatment plant personnel wear safety shoes at all times during the workday. For the benefit of District employees, the District provides a safety shoe allowance of up to **\$300500.00** per fiscal year. An employee's continued refusal or neglect to wear safety shoes will result in discipline up to and including discharge.

The District also provides safety glasses for field and water treatment plant personnel. For

personnel who require and use prescription glasses, the District will provide for a purchase of (1)

pair of prescription safety glasses per fiscal year with a cost not to exceed \$200.

**Section 2.09 Promotions and Reclassifications.** When an employee is promoted or he

or she is reclassified (as a result of an increase in responsibilities on a permanent basis) the employee will be appointed to the starting step of the compensation range for the new position classification or to that step in the compensation range of the promotive class which represents, in the opinion of the General Manager, in consultation with the employees direct Supervisor, an appropriate increase (up to 10%) over the employee's previous compensation.

**Section 2.10 Review of Salaries.** The Board of Directors normally reviews the District's

compensation schedule annually and may, in its discretion, adjust compensation ranges at any time.

The General Manager reports to the Board during May of each year the change in the Consumer Price Index for the San Francisco Bay Area (Urban Wage Earners Index), and makes a recommendation for compensation schedule adjustments based upon the change in the CPI during the previous 12 months, and on the comparability of each job classification to comparable job classifications within the nine Bay Area Counties. The Board may also approve additional compensation, for outstanding performance, length of service, or other circumstances.

**Section 2.11 Special Assignment Pay for Board Meeting Minutes.** Effective August

15, 2003 through June 30, 2016, an employee in the position of Administrative Assistant who is assigned the responsibility for preparing formal Board meeting minutes shall be compensated \$221

per pay period in addition to his or her regular hourly rate. Effective July 1, 2016, the Administrative Assistant's base pay rate will be adjusted to include this special assignment pay.

## SECTION 3 BENEFITS

**Section 3.01 Eligibility.** All full-time regular employees are entitled to participate in the following benefits:

All full-time regular employees are entitled to the benefits outlined in this section. Part-time regular employees are entitled only to a pro-rata accumulation of vacation benefit.

**Section 3.02 Holidays.** The following are the official District holidays and the date of their observance during which regular full-time employees shall be entitled to receive time off with pay:

Holiday	Date of Observance
New Year's Day	January 1
Martin Luther King Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	

Each employee shall be entitled to one full day "Floating" holiday per calendar year. The floating holiday must (1) be scheduled so as not to interfere with work requirements, and (2) be approved in writing at least 15 days in advance by the employee's immediate supervisor.

If a holiday falls on a Saturday, it will be observed the preceding Friday. If a full day holiday falls on a Sunday, it will be observed the following Monday. An employee scheduled for duty on an observed listed holiday shall receive holiday pay as provided by Section 2.07.B. however, for

purposes of Holiday Pay, double time paid under section 2.07 of the Personnel

Manual is paid on the Date of Observance by the District referenced above, except that the

following holidays, for which Holiday Pay shall be paid- on the actual holiday –only: (1) New

Year's Day (January 1); (2) Juneteenth (June 19); (3) Independence Day (July 4); (4) Veteran's

Day (November 11); (5) Christmas Eve (December 24); and (6) Christmas Day (December 25).

Floating holidays shall not accrue from year to year and compensation will not be provided

for unused floating holidays.

**Section 3.03 Leave Policy.**

**A. Sick Leave – Regular Full-Time Employees.** "Sick leave" means an absence

from duty of an employee as a result of the diagnosis, care, or treatment of an existing health condition of, or preventive care, including but not limited to, an illness, an injury or an exposure to contagious disease. Sick leave may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking, for the following purposes:

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

The sick leave benefit is offered to and may be utilized by regular full-time employees for these reasons. Temporary, part-time, and seasonal employees do not receive sick leave benefits under this provision but are instead covered by the Healthy Workplaces Healthy Families Act of 2014 ("WHHFA") as described below in section 3.03 B. Employees who abuse the sick leave benefit are subject to discipline, including termination from employment. Abuse of sick leave is defined as making a false claim.

1. Accrual. Each regular full-time employee accrues sick leave each pay period on a prorated basis equivalent to one-day credit for sick leave with pay for each month period of service.

2. Use of Sick Leave for a Family Member. Consistent with the WHHFA, an employee may utilize the sick leave benefit for time off from work for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee's family member.

For purposes of this section, "family member" means any of the following:

- A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in *loco parentis*. This definition of a child is applicable regardless of age or dependency status;
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in *loco parentis* when the employee was a minor child;

- A spouse;
  - A registered domestic partner;
  - A grandparent;
  - A grandchild; and
  - A sibling.
3. Rules Governing Use-of Sick Leave.



a. Medical Leave of Absence Required. When an employee because of illness, injury, or exposure to contagious disease, will need to be absent from District employment for a period of fifteen or more consecutive work days, the employee is required to apply for a medical leave of absence as discussed in Section 3.03.B, regardless of whether the employee has available sick leave credits accumulated. Failure to apply for a leave of absence may, in such circumstances, lead to a denial of sick leave benefits and, in certain cases, to a forfeiture of employment.

b. Accumulation. If an employee does not take the full amount of sick leave accrued in any calendar year, the amount not taken may be accumulated from year to year without limitation. Accrued sick leave credits are recorded in District records, and an employee's use of sick leave credits is charged against the employee's sick leave account at the time of use.

c. Coordination with Disability Insurance. The District presently participates in the State sponsored short-term disability program and maintains a long-term, insured disability income insurance plan for its employees. An employee who is eligible for disability income insurance under the District's plans must apply for such disability insurance in order to continue to draw on his or her sick leave account once eligibility under either disability plan commences. A failure to apply for disability benefits may lead to a determination that the employee is not eligible to draw down his or her District sick leave account.

i. Sick leave. An employee who has applied for long term

disability benefits may continue to receive sick leave benefits at his regular rate until the employee receives benefits under the group disability income policy. In order to continue to receive sick leave after filing an application for benefits under the disability income insurance policy, the employee must agree in writing to notify the District immediately when he does receive disability benefits and must agree to pay back the District any compensation received which would otherwise

any unaccrued advance from the employee's final paycheck. who has been advanced unaccrued sick leave, the District will reconcile the account and recoup

In the event of a termination of or resignation from District employment by an employee advance of sick leave is at the discretion of the General Manager.

of up to, but not exceeding, 30 days of unaccrued paid sick leave. Such authorization for an Manager, experiences extreme and unusual circumstances, may request and be given an advance more years of continuous years of service with the District, who, in the opinion of the General

e. Advances for Unaccrued Sick Leave. An employee with five or

from employment on any basis. (See section 5.02 for retiree sick leave benefits.)

leave credits. Nor shall unused sick leave credits be used to extend the effective date of separation

employment as a result of termination or resignation or receive payment for unused sick

d. Payment for Unused Sick Leave. An employee who leaves District

employee makes written request for this benefit.

rate in effect at the time the disability commences. No integration will take place until the

payment from sick leave and disability benefits may not exceed the employees' regular net pay

benefits, the employee can extend the duration of sick pay during a period of disability. Total

term disability benefits by making a timely request to the payroll department. By integrating these

disability benefits, the employee may integrate remaining available accrued sick leave with long

ii. Sick leave integration. Once an employee starts to receive

and sick leave pay.

cause the employee to receive more than his net pay as a result of receiving both disability benefits

4. Healthy Workplaces Healthy Families Act of 2014 Compliance for

Employees Covered by MOU.

For employees covered by the Memorandum of Understanding between Coastside County

Water District and Teamsters Local 856 ("the MOU"), Article 16 shall be interpreted consistent

with the HWHFA. More specifically, sick leave may be used for the purposes set forth in this

Section of the Personnel Manual upon the oral or written request of an employee. If the need for

sick leave is foreseeable, the employee must provide reasonable advance notice to his/her

supervisor. If the need for leave is unforeseeable, the employee must provide notice as soon as

practicable.

**B. Sick Leave for Temporary, Part-Time, or Seasonal Employees: Healthy**

**Workplaces, Health Families Act of 2014 Compliance.** Consistent with the Healthy

Workplaces, Healthy Families Act of 2014 ("HWHFA"), temporary, part-time, and seasonal

employees who are not covered by a collective bargaining agreement are eligible for paid sick

leave as follows: (1) employee will accrue one hour paid sick leave for every 30 hours worked;

(2) employee may begin using accrued sick leave on the 90th calendar day of employment;

(3) employee may carryover unused sick leave to the following fiscal year, capped at 6 days (48

hours) of total sick leave; and (4) the District may limit Employee's use to 3 days (24 hours) per

fiscal year.

**C. Medical Leave.** In cases where an employee has either exhausted available sick

leave or has been unable to come to work for 15 consecutive working days, whichever comes first,

the General Manager may grant a medical leave of absence, in response to a written request, for a

period not to exceed six months. Failure to apply for medical leave of absence in such

circumstances may lead to forfeiture of District employment. Employees on medical leave shall

be considered to be on inactive status.

An employee initially granted a leave of absence for less than a full six months who wishes to extend his leave must apply to extend the leave and present medical evidence in support of that application before the time his original leave of absence expires.

During the time a medical leave is in effect, the District shall continue to pay the employee's premiums for District insurance benefits for life, long term disability health and welfare, vision and dental insurance. During the leave, however, the employee does not earn vacation or sick leave credits.

1. Duration. The maximum time which an employee may remain on medical leave is six months, and the specific duration depends upon the reason for the leave, the amount of seniority the employee has, and the operational needs of the District.

2. Eligibility. Unless otherwise required by law, an employee must have been continuously employed by the District for at least six months to be eligible for medical leave.

3. Procedure. An employee who wishes a medical leave of absence must first submit to the General Manager a written statement from his/her physician detailing the diagnosis of the employee and the doctor's best estimate of when the employee will be able to return to work. In submitting the form, the patient's doctor agrees that he will cooperate with District inquiries concerning the status of the employee.

An employee who wishes to return to active status from medical leave shall furnish to the General Manager or, in the case of field employees, to the Superintendent, a written report from his/her physician confirming that the employee is able to resume performance of the duties of the job in a satisfactory and safe manner.

An employee who fails to return in a timely fashion from medical leave of absence shall be deemed to have resigned his District employment.

4. Holding Positions Vacant During Leaves. The District will use its best efforts to hold open an employee's job during the employee's approved medical leave of absence. However, when operational needs require, the District may take steps to fill the position of an employee on leave. In this case the employee shall receive the first available position which the employee is capable of performing, on expiration of leave and certification from the physician that the employee is fit to return to work.

5. Medical Certification. The District may require an employee who has requested a leave or who requests return to work from a leave to submit to examination by a physician appointed by the District or to provide other appropriate medical evidence to support the request.

**D. Family Care and Medical Leave (CFRA Leave).** Under the California Family Rights Act of 1993 (CFRA), employees more than 12 months of service with the District and who have worked at least 1,250 hours in prior twelve months may take unpaid family or medical leave of up to 12 workweeks in a 12 month period for the birth, adoption or foster care placement of the employee's child or for the employee's own serious health condition or that of the employee's child, parent or spouse. CFRA and Medical leave shall be taken concurrently and not consecutively.

Employees who are ineligible for CFRA leave and who are disabled by pregnancy, childbirth or related medical conditions are entitled to take a pregnancy disability leave of up to four months, depending upon the period(s) of actual disability. Employees who are CFRA eligible may take both a pregnancy disability leave and CFRA leave after the birth of a child. After CFRA leave and/or pregnancy disability leave, a returning employee shall not be denied reinstatement to the same or a comparable position on the grounds of having taken such leave.

Employees must provide at least thirty (30) days notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or a family member). Employees who are required to take leave under this policy for unforeseeable events must notify the District, at least verbally, as soon as the Employee learns of the need for such leave. Failure to comply with these notice rules shall constitute grounds for deferral of the leave until the notice policy has been complied with.

The District may require certification from the employee's health care provider of the health care provider of a child, parent or spouse who has a serious health condition before allowing an employee to take leave under this policy.

When medically necessary, leave may be taken on an intermittent basis or on a reduced leave schedule.

For an employee who is taking leave for the birth, adoption or foster care placement of a child, the basis minimum duration of the leave is two weeks. Such leave must be concluded within one year of the birth or placement for adoption or foster care.

Vacation, sick leave and other accrued leave shall not accrue during periods of an employee's family and medical leave and/or pregnancy disability leave

**F. Pregnancy Disability Leave.** Employees who are disabled by pregnancy,

childbirth or any related medical conditions are eligible to take a pregnancy disability leave (PDL). Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or duties, or to receive other minor accommodation. The PDL for any period(s) of actual disability caused by pregnancy, childbirth or any related medical condition is up to four months (or 88 workdays) per pregnancy. The PDL may be taken in a continuous period of time or on an as-needed basis. Prenatal care, morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth are all covered by PDL.

The District may require verification of the pregnancy disability by the employee's health care provider.

Accrued vacation, sick leave or other accrued time off may be used during PDL, with the remainder of the leave being unpaid. State disability insurance may also be available.

Vacation, sick leave and other accrued leave shall not accrue during period of pregnancy

disability leave.

**F. Personal Leave.**

1. General. If an employee wishes to be absent from work for any reason other

than vacation or medical disability, the employee must seek a personal leave of absence. Such

leaves of absence shall be without pay and shall be granted only under unusual circumstances. At

the discretion of the District, an employee requesting personal leave may be required to exhaust

all accrued vacation time before being granted such a leave. Personal leaves of absence generally

may not exceed 30 calendar days.

2. Personal Leaves of Absence Greater Than 30 Days. In the case of an

employee who has ten (10) or more continuous years of service with the District, and at the

discretion of the District, a personal leave of absence greater than 30 calendar days may be granted

to such employee to take care of an immediate family member with a serious medical condition.

An employee requesting such personal leave is required to exhaust all accrued vacation time before

being granted such a leave. The General Manager may grant a personal leave of absence request

under this section for a period not to exceed twelve (12) weeks. An employee who fails to return

to work following an extended personal leave shall be deemed to have resigned his/her District

employment.

3. Holding Positions Vacant During Leaves. In the case of a personal leave of

absence greater than 30 calendar days, the District will use its best efforts to hold open an

employee's position. However, when operational needs require, the District may take steps to fill the position of an employee on leave. In this case, the employee shall receive the first available position, which the employee is capable of performing on expiration of the leave.

4. Medical Certification. The District may require an employee who has requested a personal leave of more than 30 days to take care of an immediate family member to provide appropriate medical evidence to support the request.

5. Benefits. During the time a personal leave is in effect, the District shall continue to pay the employee's premiums for District insurance benefits for life, long term disability, health, vision and dental insurance. During the leave, however, the employee does not earn vacation or sick leave credits.

**G. Workers' Compensation – Leave for On the Job Injuries.** When an employee

incurs a job related injury, the employee must notify the General Manager, or in the case of field personnel the Superintendent, and fill out a report of injury immediately. Employees requiring medical attention or those unable to work due to job related injury will not have time away from work charged against their cumulated sick leave credits for up to thirty calendar days. During these thirty calendar days, the District will pay the injured employee his/her regular rate of pay, less any amount received by the employee in workers' compensation benefits. The employee is required to notify the District of the receipt of any workers' compensation benefits and, if the District issues checks to the employee for regular compensation, the employee must then remit his/hers workers' compensation benefit payments to the District. Failure to follow this provision may lead to termination of employment.

An employee injured on the job may make application for long-term disability benefits

and, regardless of whether such benefits are available, may integrate sick leave with long term disability pay or workers' compensation benefits or both, provided the combined payment does not



exceed the employee's rate of regular straight time pay at the time of his job related injury. No integration under this section will take place until the employee makes written request for this benefit.

**H. Jury Duty.** An employee summoned to court to serve as required by law on a jury

panel or as a witness in court shall be given time off from work. Prior to taking time off to serve in such capacity, employees must give reasonable notice to the General Manager of the date(s) such jury or witness services is to begin and, if possible, the estimated duration of the amount of time off which will be necessary. Time off for jury or witness duty shall be with pay. An employee who receives witness or jury duty pay and his District compensation must remit witness or jury duty pay to the District.

Employees on approved jury or witness duty shall continue to receive District insurances and medical coverage in accordance with the District's benefit policies as discussed above.

**I. Bereavement Leave.** Five days' leave with pay will be granted for an employee to

attend to the funeral and related responsibilities for a member of the employee's immediate family. (The definition of "immediate family" is outlined in Section 3.03A(2) above.). One day's leave will be granted for attendance at a funeral for any other close relative. Such leaves are with pay and do not count against either vacation or sick leave.

**J. Military Leave.** Pursuant to the Uniformed Service Employment and Re--

Employment Act ("USERRA"), the District provides a leave of absence to allow employees to perform their military obligation and re-hires employees upon their return from military leave, as required by the USERRA. District health benefits will continue for the first eighteen (18) months of military leave.

**K. School Activity Leave.** Under certain circumstances, eligible employees may be

entitled to take time off to participate in activities of their child's school or licensed day care

facility. To be eligible, an employee must be a parent; guardian or grandparent of a child who is in grades kindergarten through 12 or who is attending a licensed child care facility, college or university. The employee must provide reasonable notice to their Supervisor before taking the time off. The employee is entitled to up to 40 hours per school year of time off to participate in these school related activities (but no More than eight (8) hours per month).

An employee who takes time off under this policy must provide documentation from the child's school or day care facility documenting the fact that the employee participated in a school activity. Any employee who wishes to take time off under this policy must first use his/her accrued vacation or personal leave for the absence. If the employee does not have sufficient accrued time, the time off will be unpaid

**L. Vacation.** Regular full-time employees shall earn vacation in accordance with the following schedule:

Years of Service Completed	Days Of Vacation Earned Annually
One Year service	10 days
Five Years' service	15 days
Fifteen Years' Service	20 days
Twenty Years of Service	21 days
Twenty-One Years of Service	22 days
Twenty-Two Years of Service	23 days
Twenty-Three Years of Service	24 days
Twenty-Four or more Years of Service	25 days
Twenty-Five or more Years of Service	26 days
Twenty-Six or more Years of Service	27 days
Twenty-Seven or more Years of Service	28 days
Twenty-Eight or more Years of Service	29 days
Twenty-Nine or more Years of Service	30 days

Employees may take regular pay in lieu of time off for the balance of the vacation time earned. Accrued vacation time may be carried over from year to year up to a maximum of six weeks of accrued vacation time.

All vacation leave must be earned prior to being taken. Vacations shall be arranged so as not to interfere with work requirements. All vacation schedules must be first submitted to the employee's immediate supervisor for approval and, upon that approval, shall then be reviewed and approved by the General Manager. Vacation scheduling will be subject to the operational needs of the District. Changes to an approved vacation schedule must be approved in writing by the General Manager.

**M. Administrative Leave.** In addition to vacation leave, the General Manager,

Assistant General Manager, and Superintendent of Operations shall receive administrative leave in the amount of 120 hours (3 weeks) per year. Administrative leave is not accumulative from year to year and must be used within a one-year period (measured, from the date this policy becomes effective or the date employment commences). The District will not buy-out administrative leave at resignation or retirement.

**N. Voting In Statewide Elections.** An employee may take time off that is necessary,

when added to available nonworking time, to vote in a Statewide Election. Up to two hours may be taken for this purpose, and shall either be taken at the beginning or end of a shift, whichever will minimize the time off. Employees who intend to take time off for voting shall notify their immediate supervisor at least two working days ahead of time, in order to receive paid time off for voting.

**Section 3.04 Employee Wellness Program.** The District has developed a Wellness

Program for its employees whereby the District will contribute **twenty-five thousand dollars (\$25,000)** monthly towards a health or fitness facility of their choice, upon proper documentation by the employee of the expenditure.

their cost.

covered employees and covered retired employees may continue coverage under "COBRA" at time to time as determined by the Board of Directors. Surviving spouses and dependents of benefits, employee share of premiums, if applicable, deductibles and co-pays may be changed from the District's office. The District's payment of health insurance premiums, as well as covered Covered benefits under the respective plans are described in separate plan summaries available at District's health program on the first day following 30 calendar days of continuous employment. and their spouses and dependents are eligible to receive medical insurance coverage under the **Section 4.05 Medical Insurance.** Regular full-time and regular part-time employees

employees only. This plan does not provide benefits to retirees.

after 30 consecutive days of employment. The District pays all premiums for regular full-time provides insurance at the rate of double the employee's annual compensation. Eligibility begins **Section 4.04 Life Insurance.** The District's existing Group Life Insurance Policy

District pays all premiums for regular full-time employees only.

Disability Insurance Policy. Eligibility begins after 60 consecutive days of employment. The **Section 4.03 Disability Income Insurance.** The District maintains a Group Long Term

California State Disability Program. Deductions for this program are made from your paycheck. **Section 4.02 State Disability.** All District employees are automatically enrolled in the

leave benefits, the District currently provides the following additional benefits:

**Section 4.01 Eligibility.** In addition to the paid holidays, vacation, sick leave, and special

## SECTION 4 INSURANCE BENEFITS

**Section 4.06 Vision Care Insurance.** The District will pay the premiums on its group vision care plan for regular full-time employees, their eligible dependents, and eligible retirees (who retired after April 19, 2001.) This plan does not provide benefits to spouses of deceased employees or deceased retirees. Eligibility begins the first day of the month after 30 consecutive days of employment. See section 5 below for more information on eligibility for Retiree medical benefits.

**Section 4.07 Dental Care Insurance.** The District pays the premiums of its group dental care plan for the employee and eligible dependents for: (1) regular full-time employees; and (2) eligible retirees until age 65. Coverage begins the first day of the month after 30 consecutive days of employments. After age 65, retired employees are no longer eligible to continue to participate in the District's dental care insurance program, but may apply for COBRA coverage. See Section 5 below for more information on eligibility for Retiree medical benefits.

**Section 4.08 Employee Assistance Program.** The District will pay all premiums on its group employee assistance program for regular full-time employees. This plan does not provide benefits to retirees. Eligibility begins after 30 consecutive days of employment.

**Section 4.09 Changes to Policy and Plans.** The District reserves the right to eliminate or change benefits, insurance carriers or other plan provisions. If it does so, you will be notified.

**Section 4.10 Plan Documents Control.** The benefit plans described above are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. This means that should any question ever arise about the nature and extent of plan benefits, the formal language of the plan documents and not the informal wording of

**Section 5.01 Retirement.** The District participates in the Federal Social Security System. The District is also enrolled in the Public Employees Retirement System. The District pays a percentage of each eligible employee's gross monthly compensation to PERS (employer contribution). Effective July 1, 2016, employees will be responsible for 100% of the employee contribution to the PERS retirement system. Further, the District's contribution towards each eligible employee's gross monthly compensation to PERS shall comply with the California Public Employees' Pension Reform Act of 2013 (PEPRA.) Specific details of the program can be obtained from the District Office Manager. As with all benefits, the District may eliminate or change benefits, insurance carriers or other provisions at any time.

**Section 5.02 Sick Leave Payout at Retirement.** Employees, who separate from District employment (1) as a result of retirement, are at least age 55, and are eligible for a CalPERS Retirement, or (2) are eligible for long term disability as defined in and qualified under the

## SECTION 5 RETIREMENT

this personnel manual must necessarily govern. All of these official documents are available from the General Manager, PERS or the insurance company as the case may be. In addition, in some cases plan summaries are available which are less formal and technical than the legal documents but much more detailed than this manual. Employees are encouraged to obtain these plan summaries and become familiar with them.

District's long term disability plan (which includes termination at the conclusion of the maximum medical leave of absence period provided by Section 3.03C above if other conditions are satisfied) will be paid for unused sick leave credits to a total maximum payout of fifty percent of accrued, unused leave, not to exceed 60 days of pay, regardless of total days accrued.

**Section 5.03 Health Benefits – Retirees Hired Before November 1, 2008**

BENEFIT:	Employees Hired before November 15, 2006	Employees Hired After November 2006 but before November 1, 2008
<u>Medical Plan Coverage</u>	100% of Retiree only premium. Spouse and dependents may participate at own expense (reimbursed to the District on a monthly basis.)	50% of Retiree only premium. Spouse and dependents may participate at own expense (reimbursed to the District on a monthly basis.)
<i>Eligibility (pre-Medicare eligible)</i>	1) Separates from employment with District as a result of retirement or long-term disability (directly from the District and moving directly to retired or disabled status); and 2) Is at minimum, age 55 and eligible for a CAL PERS Retirement or is eligible for a long term disability (defined in, and qualified under the District's long-term disability plan, which includes termination at the conclusion of the maximum medical leave of absence period provided by Section 3.03C); and 3) Has 15 years of consecutive employment with the District, moves directly from active to retired status, and has not had a lapse in coverage in group insurance coverage with the District.	Upon eligibility for Medicare, retirees must enroll in Medicare and pay all required Medicare coverage charges. (This means that, upon attaining eligibility for Medicare, retirees must enroll in Medicare Parts A and B ("Original Medicare") and that Medicare - eligible retirees are responsible for all costs associated with their enrollment in Original Medicare, e.g., the Medicare Part B premium and any late enrollment penalty required to be paid to the federal government (Centers for Medicare and Medicaid Services.) Moreover, Medicare-eligible retirees must enroll in a District group plan in effect that coordinates with Original Medicare. For Medicare-eligible retirees, the District's medical insurance premium contribution is limited to the premium charged for the private Medicare coordinated plan in which the retiree enrolls, e.g. Kaiser Permanente Senior Advantage or the Anthem Blue Cross or other District group plan coordinated Medicare plan.
<i>Additional Medicare Requirements</i>	Retiree only premium. The retiree's spouse and dependents may participate on the group plan at own expense. Before age 65, District pays 100% of the Retiree only premium. The retiree's spouse and dependents may participate on the group plan at own expense. After age 65, retiree, spouse, and dependents are no longer eligible to	Retiree only premium. The retiree's spouse and dependents may participate on the group plan at own expense. Before age 65, District pays 50% of the retiree's spouse and dependents may participate on the group plan at own expense. After age 65, retiree, spouse, and dependents are no longer eligible to
<u>Dental Plan Coverage</u>		

<p>After age 65, retiree, spouse, and dependents are no longer eligible to participate on the District's group plan, but may be eligible for "COBRA coverage" at own expense.</p>	<p>participate on the District's group plan, but may be eligible for "COBRA coverage" at own expense.</p>	
<p>50% of Retiree only premium. Spouse and dependents may participate in group plan at own expense.</p>	<p>100% of Retiree only premium. Spouse and dependents may participate in group plan at own expense.</p>	<p><u><i>Vision Plan Coverage</i></u></p>
<p><b>Surviving spouse and dependents</b> may elect to continue medical, dental, or vision plan coverage (at their own expense) as a COBRA participant.</p> <p><b>Monthly Premium Payments:</b> If applicable, monthly premiums are due on the first of each month. Retiree will have a maximum (30) day grace period following the due date in which to make these premium payments. If payment is not made within the grace period, then coverage will be canceled back to the end of the prior month. Once continuation coverage is cancelled, retiree will not be reinstated, and the District will not make further payments for retiree's medical coverage.</p>		<p><u><i>Other</i></u></p>

**Section 5.04 No Retiree Health Benefits are available for employees hired after**

**November 1, 2008.**

**SECTION 6 EMPLOYEE RELATIONS**

**Section 6.01 Performance Evaluations.**

**A. Purpose.** Evaluations provide a basis for compensation adjustments, to determine

potential for promotion, to notify the employee of performance deficiencies and to help the employee plan and obtain career growth.

The General Manager is authorized to conduct, or have conducted by appropriate

assistants, at minimum annual performance evaluations of all District employees. Each employee

shall be informed, at an individual conference, of his or her evaluation by the person who

conducted the evaluation. An employee dissatisfied with his or her evaluation may request a

meeting with the General Manager to discuss it. CCWD Personnel Manual

Update: ~~August 10, 2021~~ June XX1454, 2022



If an employee is promoted, the employee will be evaluated after six months in the new position. Special evaluations may be conducted at any time.

**Section 6.02 Employee Complaint Procedure.**

**A. Complaints.**

1. Complaints Subject to Procedure. An employee may lodge a complaint in writing to dispute a disciplinary warning or termination, a performance evaluation or the application of any policy in the District Personnel Manual to that employee.

2. Procedure. The complaint must be in writing and must be lodged within 10 calendar days following the incident or event-giving rise to the complaint. The complaint must first be lodged with the employee's first line supervisor who will consider the materials presented by the employee and issue a written determination, ordinarily within 10 calendar days after reviewing the complaint. An employee who is dissatisfied with the determination of the first line supervisor may request review by the General Manager by making a written request for such review within 10 calendar days after receiving the determination of the first line supervisor. The determination of the General Manager shall be final except that in cases of termination, the employee may appeal to the District Board of Directors, as set forth in Section 6.03.A below.

**Section 6.03 Disciplinary Action and Termination.** Employment at the District is at the pleasure of the General Manager, and accordingly, an employee may be disciplined or may be terminated without regard to cause. Nonetheless, guidelines concerning employees' behavior and job performance are necessary to promote the consistency, efficiency, safety and decorum in the workplace of the District.

Examples of conduct which the District considers to be contrary to its operational needs and which may result in discipline, including termination, are set forth below. The level of

discipline to be imposed in any given circumstance depends upon the District's needs, the nature and severity of the misconduct or other deficiency at issue and the employee's overall record. The list below is by way of example and provides illustration of the kinds of conduct which, in the District's sole discretion, it believes warrant discipline up to and including termination. By listing the types of conduct which will result in discipline, and possibly termination, it is not to be implied that the grounds for discipline and/or termination are limited to those grounds specified herein, and it is not to be implied that termination must be for "cause".

- Theft
- Destruction or unauthorized possession or use of District or customer property.
- Reporting to work or working under the influence of drugs or alcohol.
- Possession or ingestion of controlled substances or other unlawful non-prescription drugs or alcohol on District premises or on the job.
- Insubordination
- Disorderly conduct
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or incompetence
- Excessive absenteeism or tardiness
- Unauthorized absences
- Falsification of District records, including employment applications or employee time cards
- Conviction of a crime
- Personal use of District premises or equipment without prior written approval
- Use of District vehicles for transportation of family members or other persons who are not District employees, except for officials, consultants or agents of the District who are engaged in District business.

schedule.

classifications, or by asking all employees within a job classification to work less than a full time imposing short term leaves of absence without pay for employees in some but not all job at the District. The District may also decide to reduce staff on a selective or partial basis by consideration of their seniority, performance, reliability, skill and ability to do the work remaining within a classification affected by lay off shall be considered for retention based upon necessary because of operational considerations, lay off shall be by classification. Employees A. **Selection.** In the event District Management determines that a reduction in staff is

**Section 6.04 Staff Reductions.**

is final.

consideration of written materials. The decision of the Board with respect to such a determination termination, it may establish any reasonable procedure for doing so including a hearing or deny such a request and in the event that it determines to review the facts and circumstances of a of receiving the decision of the General Manager. The Board may in its sole discretion, grant or review the facts and circumstances of the termination. The employee must do so within 30 days may submit a request in writing to the President of the Board of Directors asking the Board to discharged from employment and who has exhausted the procedure set forth in Section 6.02 above

A. **Terminations: Request for Board Review.** Any regular employee who is

opportunity to improve his/her performance.

When appropriate, the District will utilize progressive discipline to give an employee an

- Failure to follow safety standards or engaging in unsafe conduct
- Failure to comply with District rules, directives or other guidelines including this Personnel Manual.

**B. Rehire.** Employees subject to layoff who are in good standing, at the time of their layoff, are eligible for rehire for a period of up to one year following their layoff to any vacancy in their classification or in a lower classification for which they are qualified. An employee on layoff who is offered reinstatement and declines forfeits any rights to further offers to rehire under this section.

**Section 6.05 Personnel Records.** The District maintains a personnel file for each

employee. These records typically include the employee's job application, pertinent payroll information, performance evaluations, and letters of commendation, attendance records, disciplinary action, reference letters and other documents related to the employee's employment. These records are the property of the District but are considered confidential and generally only District management and the employee's immediate supervisor will be permitted access. Additionally, from time to time, District agents, government officials, agencies and others with a right to review personnel documents may have access to personnel records.

Any employee who wishes to review his or her personnel file may ask the General Manager or Office Manager to do so. An appropriate time will then be arranged for the employee to review his or her file, except that letters of reference will not be disclosed.

1. No material may be removed from an employee's personnel file without the written

approval of the General Manager or Office Manager. The approval shall remain in the employee's

file.

An employee may obtain a copy of his or her personnel file by submitting a request in

writing to his or her supervisor. The District may require an employee to reimburse the District

confidential.

customers, including without limitation, whether their account is in good standing, shall be  
1. Customer Records. To the extent permitted by law, information about

information considered confidential include those listed below:

related to District operations will be granted access to medical information. Types of records and  
(including the Board of Directors, as necessary) who must have access to medical information  
disciplinary action up to and including termination. Only members of District management  
including the Public Records Act. Anyone breaching the confidentiality policy will be subject to  
its business and personnel records and information to the extent required and/or permitted by law,  
referred to the General Manager. It is the policy of the District to maintain the confidentiality of  
copy District records or customer records or for information about District employees should be  
written request and requires that many types of documents be disclosed. All requests to inspect or  
Public Records Act, which provides a procedure for the District to disclose its records upon,  
A. General Policy. As a government agency, the District is subject to the California

**Section 6.06 Confidentiality of District Records.**

or her personnel file.

3. The District may require that a monitor be present while an employee examines his  
emergency is necessary.

immediately in writing. This procedure is critical because up-to-date information in case of an  
pertinent information, he or she should report the updated information to the General Manager

2. When an employee has a change of name, address, telephone number or other  
any given calendar year.

for the reasonable cost of providing more than one copy of the employee's personnel file during

**Section 6.07 Request for Employee Information.** The District will respond to inquiries requesting employee data by providing only a verification of the dates of current or past employment, job title and, if requested, compensation. An employee who wishes additional information to be provided by the District must submit a written authorization to the General

up to and including termination.

members as well as other members of the public. Violation of this policy will result in discipline divulged. This policy precludes disclosure of confidential information to friends or family face of any uncertainty, employees should assume that the information in question should not be what is regarded as confidential information should seek clarification from their supervisor. In the **Questions Concerning Confidentiality.** Employees who have questions about

which are necessary to fulfill legal, operational and administrative requirements.

The medical records maintained by the District pursuant to this policy shall only be those records to medical information related to District operations will be granted access to medical information. applicable provisions of federal law. Only members of District management who must have access California Confidentiality of Medical Information Act (Civil Code section 56 et seq.) and and will be protected from unauthorized disclosure in accordance with the requirements of the maintained in strict confidence, will be stored separately from an employee's personnel record, **Employee Medical Records.** Employees' medical records shall be held and

access, in addition to District agents, government officials with a right to such access.

personnel records shall be confidential and only those members of District management who need to have access to information in the personnel files for District operations will be permitted such **Employee Personnel Records.** To the extent permitted by law, employee

The individual should present evidence of a disability to the General Manager and his/her accommodation requests. The General Manager will discuss the request with the supervisor and evaluate whether the request may be accommodated given the operational needs of the District. The General Manager will also explore other options that may be available and will communicate the decision to the applicant or employee.

The individual should discuss that accommodation with the hiring supervisor or their current supervisor. believes that he or she is qualified for a certain position and can perform the position with a reasonable accommodation, that individual should discuss that accommodation with the retaining qualified individuals. If an applicant or a current employee with a disability and Section 7.01 Employees With Disabilities. The District is committed to hiring and

**SECTION 7 MISCELLANEOUS**

entity in a fiscal year. shall not exceed twenty-five Dollars (\$25) in retail value for any single gift, nor shall any employee accept gifts or gratuities with a total value of Fifty Dollars (\$50) or more from any one person or B. Limitation on Gratuities Accepted. Gifts and gratuities accepted by employees business with the District.

A. No Solicitation of Gratuities. It is the policy of the District to prohibit employees from soliciting gifts or gratuities from customers, vendors or others who do or propose to do

**Section 6.08 Gifts and Gratuities.**

District to release. Manager describing with specificity the information, which the employee wishes the

**Section 7.02 Immigration Law Compliance.** The District is committed to full compliance with federal immigration laws. These laws require all employers to verify each new employee's identity and legal authorization to work in the United States. All offers of employment are conditional upon the District's receipt of satisfactory evidence in the form of a completed federal I-9 Form of an employee's identity and legal ability to work.

**Section 7.03 Workplace Violence Policy.** The District has established a "zero tolerance" policy for actual or threatened violence against co-employees, District customers, visitors and any other persons who are on District property or come into contact with District employees in the course of District business.

Compliance with the District's "zero tolerance" policy is a condition of employment. An employee who violates the District's prohibition against violence is subject to discipline up to and including discharge,

Every verbal and physical threat of violence will be taken seriously and must be reported immediately to the General Manager who will be responsible for investigating the matter and taking appropriate action. Employees should report any workplace violence to their immediate supervisor or directly to the General Manager if the employee's supervisor is not immediately available.

If employees have any doubt as to whether they have been victims of or witnesses to an incident of workplace violence they should contact the General Manager.

**Section 7.04 Non-Smoking Policy.** The District is committed to providing a healthy and

safe work environment for its employees. Accordingly, smoking is prohibited inside District offices, vehicles and work areas. The District will reimburse employees up to \$500 for attendance in a program specifically directed towards quitting. The reimbursement will



be available one year after an employee has successfully quit smoking. Employees may take time off from work to attend such a program provided, in the opinion of the employee's supervisor, that such absence will not unduly hamper District operations.

**Section 7.05 Controlled Substance and Alcohol Policy.** The District strictly prohibits

the use or possession of alcohol and illegal drugs on its premises. No employee may use or possess any illegal drug or any alcohol while on District property, while on duty, while on on-call status or while driving a District vehicle. In addition, Appendix One "Substance Abuse Policy Statement and Procedures" attached to this Personnel Manual and incorporated herein by reference shall apply to all "safety-sensitive" employees, as that term is defined in Appendix One.

No employee may work if he or she is under the influence of drugs or alcohol. Violation of this policy will be the cause for discipline up to and including discharge.

The District encourages employees to seek help for any drug or alcohol related dependencies. The district has established a confidential Employee Assistance Program. Information about the program may be obtained at the District's offices.

**APPENDIX ONE Substance Abuse Policy Statement and Procedures**

As with any District policy, COASTSIDE COUNTY WATER DISTRICT reserves the right to change, alter, amend and interpret this policy without prior notice.

The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from risks posed by the use of alcohol and controlled substances. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation has enacted 49 CFR Part 382 that mandates urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the Department of Transportation. The policy incorporates those requirements of safety-sensitive employees and others when so noted.

COASTSIDE COUNTY WATER DISTRICT recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions. In order to promote a safe, health and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of alcohol and controlled substances.

**A. APPLICABILITY**

This policy applies to all "safety-sensitive" employees as that term is defined herein. It applies to off-site lunch periods and breaks when a safety-sensitive employee is scheduled to return to work. A safety-sensitive position is defined as any position requiring the use of a Class "A" or Class "B" commercial driver's license. A listing of COASTSIDE COUNTY WATER DISTRICT safety-sensitive employee (function and/or position) classifications can be found in Appendix "A" of this policy statement. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. All safety-sensitive employees must be furnished with a copy of this policy statement: (1) at the time of hiring; or (2) whenever this policy is amended or restated. On such occasions, each safety-sensitive employee must execute the "Acknowledgment and Consent" form attached hereto as Appendix B and a copy thereof will be placed in the employee's personnel file.

**B. PROHIBITED SUBSTANCES**

"Prohibited substances" addressed by this policy include the following:

**Drugs:**

All safety-sensitive employees are subject to controlled substance testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and be referred to a Substance Abuse Professional (SAP). Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid medical explanation, as

### **Compliance with Testing Requirements**

Abuse Professional (SAP).  
and will subject the employee to removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).  
of reporting for duty or during hours that he/she is on call. Violation of this provision is prohibited and will subject the employee to removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).  
perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No safety-sensitive employee shall use alcohol within four hours of reporting for duty or during hours that he/she is on call. Violation of this provision is prohibited and will subject the employee to removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).

### **Alcohol Use**

Transportation guidelines.  
prohibited substance in the body above the minimum thresholds defined in the Department of Transportation guidelines.  
is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the Department of Transportation guidelines.  
and be referred to a Substance Abuse Professional (SAP). A controlled substance or alcohol test failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to a Substance Abuse Professional (SAP).  
be required to undergo a reasonable suspicion controlled substance or alcohol test. Employees of a prohibited substance, or not fit for duty shall be removed from safety-sensitive job duties and failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to a Substance Abuse Professional (SAP).  
Any safety-sensitive employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from safety-sensitive job duties and failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to a Substance Abuse Professional (SAP).  
prohibited substance in the body above the minimum thresholds defined in the Department of Transportation guidelines.

### **Impaired/Not Fit For Duty**

in removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).  
while conducting District business is absolutely prohibited. Violation will result in removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).  
possession or use of a controlled substance or alcohol on District premises, in District vehicles or Any safety-sensitive employee engaging in the unlawful manufacture, distribution, dispensing, while conducting District business is absolutely prohibited. Violation will result in removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).

### **Manufacture, Trafficking, Possession, and Use**

## **C. PROHIBITED CONDUCT**

The uses of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of that stated in Department of Transportation guidelines while actually performing, ready to perform, or immediately available to perform any District business is prohibited. "Alcohol" is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.

### **Alcohol:**

Marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine,

well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

**Treatment/Rehabilitation Program**

An employee with a controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:

**Positive Controlled Substance and/or Alcohol Test: A Rehabilitation Program** is available for safety-sensitive employees who have tested positive for a prohibited substance on a one-time basis only. Employee will be immediately terminated on the occurrence of a second verified positive test result. The safety-sensitive employee will pay program costs and subsequent controlled substance and/or alcohol testing costs. When recommended by the Substance Abuse Professional (SAP), participation and completion of the rehabilitation program is mandatory. Failure of a safety-sensitive employee to attend and/or complete a prescribed program will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one year or longer than five years.

**Voluntary Admittance:** All employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program. Request must be submitted to an Administrator or his/her designee for review. **The safety-sensitive employee will pay program costs and subsequent controlled substance and/or alcohol testing costs.** An employee failing to complete the program will be subject to termination from employment. An employee completing a rehabilitation program must agree to sign a Return-To-Duty Agreement, pass a return-to-duty controlled substances and/or alcohol test and be subject to unannounced follow-up testing for 36 months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests within a 36-month period will result in termination from employment. Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any.

**D. NOTIFYING THE DISTRICT OF CRIMINAL DRUG CONVICTION**

Pursuant to the "Drug Free Workplace Act of 1988" any employee who fails to immediately notify the District of any criminal controlled substance statute conviction shall be subject to disciplinary action, up to and including termination of employment.

**E. PROPER APPLICATION OF THE POLICY**

The District is dedicated to assuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or

who is found to deliberately misuse the policy with respect to his/her subordinates shall be subject to disciplinary action, up to and including termination.

## **F. TESTING FOR PROHIBITED SUBSTANCES**

Analytical urine controlled substance testing and breath testing for alcohol will be conducted as required under Department of Transportation guidelines. All safety-sensitive employees shall be subject to testing prior to employment, randomly, for reasonable suspicion, and following an accident, as defined in the Department of Transportation guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests for up to five years, as determined by a Substance Abuse Professional (SAP). Safety-sensitive employees who perform safety-sensitive functions as defined in the Department of Transportation guidelines shall also be subject to testing on a randomly selected, unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities that have been approved by the Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in the Department of Transportation guidelines.

Any safety-sensitive employee who has a confirmed positive controlled substance or alcohol test will be removed from his/her position, informed of educational and rehabilitation program available, and evaluated by a Substance Abuse Professional (SAP).

The District affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process.

**Employees in safety-sensitive positions may be tested under any of the following circumstances:**

### **Pre-employment Testing**

All applicants for safety-sensitive classifications shall undergo urine controlled substance testing prior to employment. Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the applicant from further consideration for employment. Pre-employment testing requirements will be conducted in compliance with current law.

### **Reasonable Suspicion Testing**

All safety-sensitive employees will be subject to urine and/or breath testing when there is a reason to believe that controlled substance or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

1. Adequate documentation of unsatisfactory work performance or on-the-job behavior.

2. Physical signs and symptoms consistent with substance use.

3. Occurrence of a serious or potentially serious accident that may have been caused by human error.

4. Fights (to mean physical contact), assaults and flagrant disregard or violations of established safety, security, or other operational procedures.

A supervisor who is trained to detect the signs will make reasonable suspicion determinations and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

### **Post-Accident Testing**

Safety-sensitive employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with a District vehicle that results in a fatality. This includes all safety-sensitive employees who are on duty in the vehicles and any other whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; and the safety-sensitive employees receives a citation under State or local law for a moving traffic violation arising from the accident.

Following an accident, the safety-sensitive employee will be tested as soon as possible, but not to exceed eight hours for alcohol and 32 hours for controlled substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and subject to termination. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but also any other covered employees whose performance could have contributed to the accident.

### **Random Testing**

Employees working in safety-sensitive classifications will be subject to randomly selected, unannounced testing. The random selection will be by a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. Safety-sensitive employees will be tested either just before departure, or during duty, or just after the safety-sensitive employee has ceased performing his/her duty.

### **Return-to-Duty Testing**

All safety-sensitive employees who previously tested positive on a controlled substance or alcohol test must test negative and be evaluated and released to duty by the Substance Abuse Professional (SAP) before returning to duty. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following return to duty. The SAP will

determine the duration and frequency of testing. However, it shall not be less than 6 tests during the first 12 months, nor longer than 60 months in total, following return to duty.

**Employee Requested Testing**

Any safety-sensitive employee who questions the result of a required controlled substance test under Department of Transportation guidelines may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidates the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the Department of Transportation guidelines. The safety-sensitive employee's request for a retest must be made to the MRO within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay is due to documentable facts are beyond the control of the employee.

**G. EMPLOYEE ASSESSMENT**

Any safety-sensitive employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum thresholds set forth in the Department of Transportation guidelines will be assessed by a Substance Abuse Professional (SAP). A SAP is a licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substances or misuse.

If a safety-sensitive employee is returned to duty following rehabilitation, he/she must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one to five years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is borne by the safety-sensitive employee and is on a one-time basis only. Employee will be immediately terminated on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, vacation and floating holidays, if any, to participate in the prescribed rehabilitation program.

**H. CONTACT PERSON**

Any employee with questions regarding this policy should contact the following District representative:

Name: Mary Rogren  
Title: General Manager  
Address: 766 Main Street, Half Moon Bay, CA 94019  
Telephone: (650)726-4405

# 1. PROCEDURES – REASONABLE SUSPICION TESTING

1. Any employee may identify someone suspected of alcohol and/or controlled substances to any supervisor. Employees should realize however, that it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action being taken against the offending employee. However, the supervisor must witness first hand the safety-sensitive employee's signs and symptoms.

2. The supervisor is then obligated to insure that the matter is immediately investigated. If possible, two supervisors determine (independently or together) that the safety-sensitive employee in question may indeed be under the influence of alcohol and/or controlled substances.

3. When the supervisor(s) suspect and believe that the safety-sensitive employee may be under the influence of alcohol and/or controlled substances, the safety-sensitive employee is then immediately suspended from duty (with pay) and driven by District staff (or others designated) to the District specified collection site. Because of a testing facility requirement, the safety-sensitive employee in question must show proof of identification, such as a photo driver's license or state-issued photo-identification card.

Whenever practical, an Administrator should be notified in advance of the employee being taken to the collection site.

4. At the collection site, the safety-sensitive employee will be required to submit a urine sample in the event that controlled substances are suspected or a breath sample in the event that alcohol intoxication is suspected to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

5. The District will take precautions to prevent the safety-sensitive employee being tested from going back to work and driving their own car home. Instead, the safety-sensitive employee will be given assistance in obtaining a ride home from the collection site.

6. The safety-sensitive employee whose test results are negative will be reinstated. The safety-sensitive employee, whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified outside Substance Abuse Professional (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in termination.



7. The safety-sensitive employee whose controlled substance test results are verified negative will be reinstated. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified Substance Abuse Professional (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in termination.

## J. PROCEDURES – RANDOM TESTING

1/ The District is notified to send the safety-sensitive employee to the collection site for alcohol and/or controlled substance testing.

2. The supervisor notifies the safety-sensitive employee to go to the collection site for alcohol and/or controlled substance testing immediately. The safety-sensitive employee must carry proof of identification, such as a photo driver's license or state-issued photo identification card.

3. At the collection site, the safety-sensitive employee **will be required to submit a urine or breath sample to the on-duty technician.** Care will be taken to provide the safety-sensitive employee with privacy without compromising the integrity of the testing.

4. The safety-sensitive employee whose test results are negative will be reinstated. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified outside Substance Abuse Professional (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in termination.

5. The safety-sensitive employee whose controlled substance test results are verified negative will be reinstated. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified Substance Abuse Professional (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in termination.

## K. PROCEDURES – POST ACCIDENT

1. The safety-sensitive employee notifies a supervisor that an accident has occurred.

2. The supervisor determines that the circumstances of the accident warrant a post-accident test. Thereafter, the supervisor directs the safety-sensitive employee to immediately go to the collection site for alcohol and controlled substances testing. The safety-sensitive employee must carry proof of identification, such as a photo driver's license or state-issued photo identification card.

3. At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with privacy without compromising the integrity of the testing.

4. The supervisor will notify the General Manager that an accident has occurred and that the safety-sensitive employee was instructed to go to the collection site.

5. The safety-sensitive employee whose test results are negative will be reinstated. The safety-sensitive employee, whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified outside Substance Abuse Professional (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in termination.

6. The safety-sensitive employee whose controlled substance test results are verified negative will be reinstated. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified Substance Abuse Professional (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in termination.

## L. PROCEDURES – RETURN TO DUTY and FOLLOW-UP

1. The compliance company notifies the District to send the safety-sensitive employee to the collection site for alcohol and controlled substance testing.

2. The supervisor notifies the safety-sensitive employee to immediately go to the collection site for alcohol and controlled substance testing. The safety-sensitive employee must carry proof of identification, such as a photo driver's license or state-issued photo identification card.

3. At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to

- 4. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 or whose controlled substance test is verified positive will be terminated.

**M. PROCEDURES – CHAIN OF CUSTODY FOR CONTROLLED SUBSTANCE SPECIMENS**

- 1. At the time a specimen is collected, the safety-sensitive employee will be given a copy of the specimen collection procedures.

- 2. Urine will be in a wide-mouthed clinic specimen container which will remain in full view of the safety-sensitive employee until split, transferred to, sealed and initialed in two tamper-resistant urine bottles.

- 3. Immediately after the specimens are collected, the urine bottles will, in the presence of the safety-sensitive employee, be labeled and then initialed by the employee. If the sample must be collected at the site other than the controlled substance and/or alcohol testing laboratory, the specimens will then be placed in a transportation container. The container will be sealed in the safety-sensitive employee's presence and the safety-sensitive employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business available.

- 4. A chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with the specimen.

**N. PROCEDURES – ALCOHOL CONCENTRATION**

- 1. The safety-sensitive employee and the on-duty Breath Alcohol Technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded.

- 2. After an explanation of how the Breathalyzer works, an initial breath sample is taken.

- 3. If the results of the initial test show an alcohol concentration of 0.02 or greater a second or confirmation test must be conducted. The confirmation test must not be conducted.

- 4. The confirmation test will utilize Evidential Breath Testing devices that print out the results, date and time, a sequential test number, and the name and serial number of the Evidential Breath Testing device to ensure reliability of the results.

**O. DEFINITIONS**

**ACCIDENT** – means an unintended happening or mishap where there is loss of human life (regardless of fault), bodily injury or significant property damage.

**ALCOHOL** – means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

**ALCOHOL CONCENTRATION** – means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this regulation. For example, 0.02 means 0.02 grams of alcohol in 210 liters of expired deep lung air.

**ALCOHOL USE** – means consumption of any beverage, mixture, or preparation, including any medication containing ethyl alcohol. Since ingestion of a given amount of alcohol produces the same alcohol concentration in an individual whether the alcohol comes from a mixed drink or cough syrup, the Department of Transportation prohibits the use of any substance containing alcohol, such as prescription or over-the-counter medication or liquor-filled chocolates. Prescription medications containing alcohol may have a greater impairing effect due to the presence of other elements (e.g., antihistamines).

**BREATH ALCOHOL TECHNICIAN (BAT)** – means a person trained to proficiency in the operation of the Evidential Breath Testing (EBT) device that the technician is using in the alcohol testing procedures. BATs are the only qualified personnel to administer the EBT tests.

**CHAIN OF CUSTODY** – means the procedures to account for the integrity of each urine specimen by tracking its handling and storage from the point of collection to final disposition.

**COLLECTION SITE** – means a place designated by the District where individuals present themselves for the purpose of providing a specimen of either urine and/or breath.

**COMMERCIAL MOTOR VEHICLE** – means a motor vehicle, or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: (1) has a gross combination weight rating of 26,001 or ore pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or (2) has a gross vehicle weight rating of 26,001 or more pounds; or (3) is designed to transport 16 or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be hazardous for purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Transportation Act.

**CONFIRMATION TEST** – for alcohol means a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration. For controlled substances testing this means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (CG/MS) is the only authorized confirmation method of cocaine, marijuana, opiates, amphetamines, and phenylethylamine.)

**CONTROLLED SUBSTANCE (DRUG) TESTING** – means a method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or a confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration. Controlled substances will be tested in accordance with Department of Health and Human Services guidelines.

A confirmation drug test is a second analytical procedure to detect the presence of a specific drug or its metabolite. The confirmation procedure is conducted independent of the initial test and uses a different technique and chemical principle in order to confirm reliability and accuracy.

**COVERED EMPLOYEE** - means a person including a volunteer, applicant, or transferee, who performs a safety-sensitive function for the District.

**DEPARTMENT OF TRANSPORTATION GUIDELINES** – means the controlled substance and alcohol testing rules (49 CFR Part 199 (RSPA – Pipeline), Part 219 (FRA – Railroad), Part 382 (FHWA – Commercial Motor Vehicle), 654 (FTA – Mass Transit) and 14 CFR 61 (FAA – Aviation) et al.) setting forth the procedures for controlled substance and alcohol testing (49 CFR Part 40) in all the transportation industries.

**DISTRICT** – means the COASTSIDE COUNTY WATER DISTRICT.

**DISTRICT TIME** – means any period of time in which the safety-sensitive employee is actually performing, ready to perform, or immediately available to perform, any safety-sensitive functions.

**DRIVER** – means any person who operates a commercial motor vehicle. This includes full time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers and independent owner-operator contractors who are either directly employed by or under lease to an employer who operates a commercial vehicle at the direction of or with the consent of an employer. For the purposes of pre-employment/pre-duty testing only, the term driver includes a person applying to an employer to drive a commercial motor vehicle.

**DRUG (CONTROLLED SUBSTANCE) METABOLITE** – means the specific substance produced when the human body metabolizes (changes) a given drug (controlled substance) as it passes through the body and is excreted in urine.

**EVIDENTIAL BREATH TESTING DEVICE (EBT)** – means the device to be used for breath alcohol testing.

**MEDICAL REVIEW OFFICER (MRO)** – means a licensed physician responsible for analyzing laboratory results generated by an employer's controlled substance (drug) testing program. The MRO is knowledgeable about substance abuse disorders and has appropriate medical training to interpret and evaluate positive test results.

**POST-ACCIDENT ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING** – conducted after accidents on employees whose performance could have contributed to the

accident. For drivers this is determined by a citation for a moving traffic violation and for all fatal accidents even if the driver is not cited for a moving traffic violation.

**PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING** – are conducted before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time, and are also required when an employee transfers to a safety-sensitive position.

**RANDOM ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING** – conducted on a random unannounced basis just before, during or just after performance of safety-sensitive functions.

**REASONABLE SUSPICION ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING** – conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol misuse or controlled substance abuse.

**RETURN-TO-DUTY AND FOLLOW-UP ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING** – is conducted when an individual who has violated the prohibited alcohol or controlled substance standards returns to performing safety-sensitive duties.

**SAFETY-SENSITIVE FUNCTION**- an employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

**SUBSTANCE ABUSE PROFESSIONAL (SAP)** – means a licensed physician or a licensed or certified psychologist, social worker (with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders—the license alone does not authorize this), Certified Employee Assistance Professional (CEAP), or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

As with any policy, the District reserves the right to change, alter, amend, and interpret this policy with or without prior notification.

APPENDIX A

SAFETY-SENSITIVE EMPLOYEE (FUNCTION AND/OR POSITION)  
CLASSIFICATIONS FOR COASTSIDE COUNTY WATER DISTRICT

Funded and Unfunded Classifications\* Impacted by the Regulations

- Treatment-/Distribution Operator (Assigned to Treatment)
- Treatment/Distribution Operator (Assigned to Distribution)

Senior Water Treatment Distribution Operator

Senior Distribution Operator

Distribution Supervisor

Water Treatment Distribution Plant Supervisor

- Maintenance Worker I
- Maintenance Worker II
- Any other employee classification in which a B Driver's License is required

An Administrator will maintain a list of the specific positions within the above-listed classifications that are covered under Department of Transportation Regulations. \*subject to change

APPENDIX B

SAFETY-SENSITIVE EMPLOYEE

Acknowledgment and Consent Form

I, \_\_\_\_\_ [print name], hereby acknowledge receipt of the

COASTSIDE COUNTY WATER DISTRICT Substance Abuse Policy Statement (the

“Policy”) dated \_\_\_\_\_ . I understand that I am employed in a safety-

sensitive position as defined in the Policy and Federal Department of Transportation

Guidelines and, as such, I consent to allow the District to require me to submit to alcohol

and/or controlled substance testing in accordance with the policies and procedures set forth

in the Policy. I also give my consent for the release of the test results to appropriate

management employees of the District. I understand that if I decline to sign this consent or

decline to comply with the Policy, I can be subject to disciplinary action including

termination or, if I am applying for a new position, my application for employment with the

District may be rejected.

\_\_\_\_\_  
[Signature]



**Revised and restated by Resolutions:**

1.	Amended	by	Resolution No. 795	(08/91)	(amends Section 2.03.D)
2.	Amended	by	Resolution No. 842	(08/93)	(amends Sections 2.02, 3.01, 3.09 & 4.07)
3.	Amended	by	Resolution No. 867	(04/95)	(amends section 2.03.D)
4.	Amended	by	Resolution No. 874	(07/95)	(amends Section 3. 10.D)
5.	Amended	by	Resolution No. 884	(12/95)	(amends Sections 3.02.C & 3.06)
6.	Amended	by	Resolution No. 922	(05/97)	(amends section 3.01)
7.	Amended	by	Resolution No. 1999-03	(03/99)	(amends Section 2.01)
8.	Amended	by	Resolution No. 2000-06	(07/00)	(amends Section 5.01)
9.	Amended	by	Resolution No. 2001-06	(04/01)	
10.	Amended	by	Resolution No. 2001-14	(08/01)	(amends Section 6.03)
11.	Amended	by	Resolution No. 2002-16	(11/02)	(amends Section 1.01, 2.03, 2.08, 3.03, 6.05 & 7.05)
12.	Amended	by	Resolution No. 2003-03	(01/03)	(amends Section 4.05)
13.	Amended	by	Resolution No. 2003-10	(06/03)	(amends Section 2.06)
14.	Amended	by	Resolution No. 2005-11	(07/05)	(amends Sections: 1.04, 1.05, 2.01, 2.06, 2.07, 3.02, 3.03, 4.05, 4.06 and 4.07)
15.	Amended	by	Resolution No. 2006-22		(amends Sections 1.04, 4.11, 4.05, 4.07 and 5.01)
16.	Amended	by	Resolution No. 2006-25		(amends Section 2.07.B)
17.	Amended	by	Resolution No. 2011-12		(amends Section 4.11 & 5.01)
18.	Amended	by	Resolution No. 2016-05		(amends Sections: 1.03, 1.04, 2.01, 2.08, 2.11, 3.02, 3.03, 4.04, 4.05, 4.06, 4.07, 4.08, 4.11, 5.01, 5.02, 5.03, 5.04, Appendix A)
19.	Amended	by	Resolution No. 2018-01		(amends Section 2.01.D)

DRAFT

21. Amended by Resolution No. 2022-08  
Amends Section 2.01.D, 2.06.B, 2.07.B, 2.08, 3.02, 3.03.L, 3, 04, Appendix A

20. Amended by Resolution No. 2021-06  
Amends Section 2.01.D

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, General Manager

**Agenda:** June 14, 2022

### **Report**

**Date:** June 10, 2022

**Subject:** Approve Salary Schedule with a Cost-of-Living Adjustment Increase for Fiscal Year 2022-2023 effective July 1, 2022

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### **Recommendation:**

Approval of Salary Schedule with a Cost-of-Living Adjustment increase for Fiscal Year 2022-2023 effective July 1, 2022.

### **Background:**

CalPERS requires Board approval of the salary schedule. The proposed schedule reflects a 6.5% Cost-of-Living Adjustment based upon the change in the Consumer Price Index - Urban Wage Earners and Clerical Workers - San Francisco-Oakland-San Jose, CA from February to February.

**COASTSIDE COUNTY WATER DISTRICT  
SALARY SCHEDULE FOR FISCAL YEAR 2022-2023**

**EFFECTIVE: July 1, 2022**

**Approved at Board Meeting:**

**Draft**

JOB TITLE	HOURLY RANGE BOTTOM	ANNUAL	HOURLY RANGE TOP	ANNUAL
<b>MANAGEMENT</b>				
GENERAL MANAGER				\$ 255,594
ASSISTANT GENERAL MANAGER/ADMINISTRATIVE MANAGER		\$ 173,983		\$ 211,981
SUPERINTENDENT OF OPERATIONS		\$ 151,633		\$ 184,750
<b>ADMINISTRATIVE</b>				
ADMINISTRATIVE ASSISTANT	\$ 47.389	\$ 98,569	\$ 57.739	\$ 120,097
OFFICE MANAGER	\$ 51.372	\$ 106,854	\$ 62.592	\$ 130,191
UTILITY BILLING/ACCOUNTING MANAGER	\$ 51.372	\$ 106,854	\$ 62.592	\$ 130,191
CUSTOMER SERVICE SPECIALIST I	\$ 32.292	\$ 67,167	\$ 39.345	\$ 81,838
CUSTOMER SERVICE SPECIALIST II	\$ 35.624	\$ 74,098	\$ 43.404	\$ 90,281
UTILITY BILLING SPECIALIST	\$ 43.379	\$ 90,228	\$ 52.853	\$ 109,934
WATER RESOURCE ANALYST	\$ 54.392	\$ 113,135	\$ 66.271	\$ 137,844
WATER EFFICIENCY SPECIALIST	\$ 39.320	\$ 81,786	\$ 47.908	\$ 99,649
<b>OPERATIONS</b>				
DISTRIBUTION SUPERVISOR	\$ 56.955	\$ 118,466	\$ 69.394	\$ 144,340
WATER TREATMENT PLANT SUPERVISOR	\$ 64.436	\$ 134,027	\$ 78.509	\$ 163,299
MAINTENANCE WORKER	\$ 32.292	\$ 67,167	\$ 39.345	\$ 81,838
MAINTENANCE WORKER II	\$ 33.907	\$ 70,527	\$ 41.312	\$ 85,930
TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO DISTRIBUTION)	\$ 39.018	\$ 81,157	\$ 47.540	\$ 98,883
TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO TREATMENT)	\$ 43.161	\$ 89,775	\$ 52.588	\$ 109,384
SR. DISTRIBUTION OPERATOR	\$ 46.820	\$ 97,386	\$ 57.046	\$ 118,656
SR. WATER TREATMENT OPERATOR	\$ 52.885	\$ 110,001	\$ 64.435	\$ 134,025

\* Reflects CPI-W - San Francisco-Oakland-Hayward - Feb 2021 to Feb 2022

6.5%

*Note: Employees who are eligible for Certification Incentive Pay, including Bilingual (Spanish Fluency) Pay, shall be paid an additional flat dollar amount, in accordance with the Coastside County Water District Personnel Manual*

**STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: Mary Rogren, General Manager**

**Agenda: June 14, 2022**

Report

Date: June 10, 2022

**Subject: Approval of Fiscal Year 2022-2023 Operations and Maintenance Budget and Fiscal Year 2022/2023 to Fiscal Year 2031/2032 Capital Improvement Program**

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**Recommendation:**

Approve the Fiscal Year 2022-2023 Operations and Maintenance Budget and Fiscal Year 2022/2023 to Fiscal Year 2031/2032 Capital Improvement Program.

**Background:**

Prior to the commencement of the new Fiscal Year 2022-2023, staff recommends that the Board approve a Fiscal Year (FY) 2022-2023 Operations and Maintenance (O&M) Budget and FY 2022/2023 to FY 2031/2032 Capital Improvement Program (CIP). These plans are not only used for measuring performance on an ongoing basis but will also be used in the development of the District's Financial Plan, Cost of Service and Rate Study to be used in arriving at the District's future rate adjustments.

Staff met with the Facilities Committee and the Finance Committee in April 2022 and introduced the drafts. At the May 10, 2022 Board meeting, staff presented a draft of the FY 2022-2023 O&M Budget and a draft FY 2022/2023 to FY 2031/32 CIP for Board discussion. Staff met again with the Facilities Committee and the Finance Committee in June to finalize the draft plans.

Staff will present a brief overview of the details of the draft FY 2022-2023 O&M Budget and draft FY 2022/2023 to FY 2031/32 CIP during the June 14, 2022 Board meeting.

**Draft Fiscal Year 2022-2023 Operations and Maintenance Budget:**

**STAFF REPORT****Agenda: June 14, 2022****Subject: FY2022-23 O&M Budget and Capital Improvement Program****Page 2**

A summary of the Draft FY 2022-2023 O&M Budget as compared to the prior year's budget follows below.

	FY 2022/23 Draft Budget	FY 2021/22 Approved Budget	\$ Change from Prior Budget	% Change from Prior Budget
<b>REVENUE</b>				
<i>Water Sales in Million Gallons</i>	<b>550 MG</b>	<b>603 MG</b>		
<b>Water Revenue (1)</b>	\$ 12,791,000	\$ 13,387,000	\$ (596,000)	-4.5%
<b>Non-Operating Revenue</b>	\$ 1,792,000	\$ 1,539,250	\$ 252,750	16.4%
<b>Total Revenue</b>	<u>\$ 14,583,000</u>	<u>\$ 14,926,250</u>	<u>\$ (343,250)</u>	<u>-2.3%</u>
<b>OPERATING EXPENSES</b>	\$ 10,197,169	\$ 9,396,221	\$ 800,948	8.5%
<b>DEBT SERVICE</b>	\$ 1,589,462	\$ 1,093,888	\$ 495,574	45.3%
<b>CONTRIBUTION TO CIP AND RESERVES</b>	<u>\$ 2,796,369</u>	<u>\$ 4,436,141</u>	<u>\$ (1,639,772)</u>	<u>-37.0%</u>
(1) FY 2022/23 Water Revenue does not include a rate increase - still to be determined				

**Revenue** reflects water sales of 550 million gallons (MG), down from the prior year's budget of 603 MG due to the impact of the Stage 2 Water Shortage mandates. The (\$596,000) water revenue shortfall is partially offset by \$270,000 of additional County tax and ERAF projected receipts. The revenue projection does not yet reflect a rate increase which would potentially occur in January 2023.

**Operating expenses** are \$801,000 higher than the prior year's budget primarily due to higher BAWSCA bond surcharge fees, personnel related expenses (COLA increase), and increases in billing and credit card fees, software and computer related services, and water shortage outreach programs. The budget also includes a 15.9% increase in SFPUC water rates.

**Debt service** includes a loan payment for the new \$7 Million loan financing entered into in March 2022 for the Nunes Water Treatment Plan Improvement Project.

See Exhibit A for the Draft FY 2022-2023 O&M Budget and detailed explanations of the variances.

**Draft 2022/2023 to Fiscal Year 2031/2032 Capital Improvement Program:**

- Draft 5 Year Plan - \$33,315,000 (includes \$7,250,000 of carryover projects)
  - Average spend/year excluding carryover projects = \$5.3 million
- Draft 10 Year Plan - \$68,315,000

**STAFF REPORT****Agenda: June 14, 2022****Subject: FY2022-23 O&M Budget and Capital Improvement Program****Page 3**

The draft 5 Year CIP includes \$7.3 Million of projects carried over from prior years including the Nunes Water Treatment Plant (WTP) Improvement Project (\$4.5 million remaining) and three pipeline projects (\$2.8 million). Highlights of the draft 5 Year Plan include the replacement of (2) tanks at the Carter Hill site with a single 2.1 MG concrete tank; replacements of many of the District's wells; and continued work on the Denniston/San Vicente Water Supply Project.

In the 6-10 year horizon, plans include continued work on replacing tanks including a second tank at Carter Hill, several pipeline replacements, and improvements to the Denniston WTP.

The changes from the prior 10 Year CIP prepared in 2020 are shown below:

Category:	(New)		Approved CIP (July 2020)	
	Draft 10 Year CIP FY 22/23 to FY 31/32		FY 20/21 to FY 29/30	Budget Changes
Equipment Purchase & Replacement	\$ 1,400,000	\$	1,605,000	(\$205,000)
Facilities and Maintenance	\$ 1,540,000	\$	1,460,000	\$80,000
Pipeline Projects	\$ 21,100,000	\$	17,850,000	\$3,250,000
Tanks/Pump Stations/Wells	\$ 26,700,000	\$	12,280,000	\$14,420,000
Water Supply Development	\$ 8,350,000	\$	4,000,000	\$4,350,000
Water Treatment Plants	\$ 9,225,000	\$	7,735,000	\$1,490,000
<b>Total</b>	<b>\$ 68,315,000</b>	<b>\$</b>	<b>44,930,000</b>	<b>\$23,385,000</b>

### Cash/Reserves Impact

The projected cash reserves on June 30, 2022 are \$17 million which includes \$7 million of financing recently acquired for the Nunes WTP Improvement Project. The projected CIP spend for FY 2022-2023 is \$8.2 million, leaving ap. \$11 million of cash on June 30, 2023 (assuming the draft O&M budget.)

**COASTSIDE COUNTY WATER DISTRICT  
Operations & Maintenance Budget - FY 2022-2023**

Account Number	Description	Draft FY 2022/23 (before rate adjustment) Budget	Approved 10.9.2020 FY2021/22 Budget	FY22/23 Budget Vs. FY 21/22 Budget \$ Change	FY22/23 Budget Vs. FY 21/22 Budget % % Change	Proj Year End FY21/22	FY 22/23 Budget Vs. FY 21/22 Projected Actual \$ Change	FY 22/23 Budget Vs. FY 21/22 Projected Actual % Change	YTD Actual as of April 30, 2022	
<b>OPERATING REVENUE</b>										
4120	Water Sales *	\$12,791,000	\$13,387,000	(596,000)	-4.5%	\$12,500,000	291,000	2.3%	\$10,441,516	Reflects change in budgeted sales 53 MG
	Water Sales in MG	550 MG	603 MG							
<b>Total Operating Revenue</b>		<b>\$12,791,000</b>	<b>\$13,387,000</b>	<b>(596,000)</b>	<b>-4.5%</b>	<b>\$12,500,000</b>	<b>291,000</b>	<b>2.3%</b>	<b>\$10,441,516</b>	
<b>NON-OPERATING REVENUE</b>										
4170	Hydrant Sales	\$48,000	\$52,000	(4,000)	-7.7%	\$50,000	(2,000)	-4.0%	\$48,172	Reflects lower sales due to drought
4180	Late Penalty	\$50,000	\$50,000	0	0.0%	\$0	50,000		\$0	CCWD will reinstitute late charges in 7/2022
4230	Service Connections	\$10,000	\$10,000	0	0.0%	\$17,000	(7,000)	-41.2%	\$15,105	
4920	Interest Earned	\$32,000	\$56,250	(24,250)	-43.1%	\$15,000	17,000	113.3%	\$12,030	Higher interest rate/higher cash balance
4930	Property Taxes	\$950,000	\$780,000	170,000	21.8%	\$950,000	0	0.0%	\$926,801	Reflects estimated receipts for FY2022
4950	Miscellaneous	\$10,000	\$7,000	3,000	42.9%	\$10,000	0	0.0%	\$10,000	
4955	Cell Site Lease Income	\$192,000	\$184,000	8,000	4.3%	\$184,000	8,000	4.3%	\$149,981	
4965	ERAF Refund	\$500,000	\$400,000	100,000	25.0%	\$676,164	(176,164)	-26.1%	\$676,164	ERAF fluctuates; also legislation could reduce ERAF receipts
<b>Total Non-Operating Revenue</b>		<b>\$1,792,000</b>	<b>\$1,539,250</b>	<b>252,750</b>	<b>16.4%</b>	<b>\$1,902,164</b>	<b>(110,164)</b>	<b>-5.8%</b>	<b>\$1,838,253</b>	
<b>TOTAL REVENUES</b>		<b>\$14,583,000</b>	<b>\$14,926,250</b>	<b>(343,250)</b>	<b>-2.3%</b>	<b>\$14,402,164</b>	<b>180,836</b>	<b>1.3%</b>	<b>\$12,279,769</b>	
<b>OPERATING EXPENSES</b>										
5130	Water Purchased	\$2,187,719	\$2,176,101	11,618	0.5%	\$2,000,000	187,719	9.4%	\$1,493,956	Includes 15.9% rate increase from SFPU; lower sales
5130A	BAWSCA Bond Surcharge	\$279,784	\$145,620	134,164	92.1%	\$145,620	134,164	92.1%	\$121,350	\$134K increase in BAWSCA allocation of bond-primarily due to higher % of water used from SFPU during drought
5230	Electrical Exp. Nunes WTP	\$48,000	\$44,800	3,200	7.1%	\$44,800	3,200	7.1%	\$36,650	
5231	Electrical Expenses, CSP	\$366,000	\$342,000	24,000	7.0%	\$342,000	24,000	7.0%	\$261,320	Used 7% increase for PG&E (reflects lower increase than PG&E give use of Peninsula Energy Efficient Use)
5232	Electrical Expenses/Trans. & Dist.	\$25,000	\$23,000	2,000	8.7%	\$23,000	2,000	8.7%	\$17,981	see above
5233	Elec Exp/Pilarcitos Cyn	\$64,000	\$36,000	28,000	77.8%	\$60,000	4,000	6.7%	\$57,880	see above
5234	Electrical Exp., Denn	\$77,000	\$64,000	13,000	20.3%	\$62,000	5,000	6.9%	\$53,116	see above
5242	CSP - Operation	\$12,000	\$17,000	(5,000)	-29.4%	\$10,000	2,000	20.0%	\$7,491	
5243	CSP - Maintenance	\$35,000	\$38,000	(3,000)	-7.9%	\$38,000	(3,000)	-7.9%	\$24,004	
5246	Nunes WTP Oper	\$97,000	\$92,500	4,500	4.9%	\$70,000	27,000	38.6%	\$47,848	Includes 27% increase in caustic; 8% increase in Alum
5247	Nunes WTP Maint	\$119,000	\$128,400	(9,400)	-7.3%	\$90,000	29,000	32.2%	\$57,930	
5248	Denn. WTP Oper.	\$64,000	\$56,500	7,500	13.3%	\$50,000	14,000	28.0%	\$33,424	
5249	Denn WTP Maint	\$140,000	\$135,600	4,400	3.2%	\$170,000	(30,000)	-17.6%	\$158,482	
5250	Laboratory Expenses	\$77,000	\$77,000	0	0.0%	\$70,000	7,000	10.0%	\$45,027	
5260	Maintenance Expenses	\$380,000	\$358,000	22,000	6.1%	\$375,000	5,000	1.3%	\$296,983	Includes higher costs due to inflation/supply chain issues
5261	Maintenance, Wells	\$50,000	\$30,800	19,200	62.3%	\$90,000	(40,000)	-44.4%	\$80,511	Well rehab -- FY2022 includes substantial repair/rehab costs to Pilarcitos Wells; many need a higher budget for FY2023
5263	Uniforms	\$12,000	\$10,300	1,700	16.5%	\$12,063	(63)	-0.5%	\$12,063	
5318	Studies/Surveys/Consulting	\$157,000	\$154,000	3,000	1.9%	\$154,000	3,000	1.9%	\$135,073	
5321	Water Resources	\$26,700	\$26,700	0	0.0%	\$20,000	6,700	33.5%	\$5,431	
5322	Community Outreach	\$68,000	\$60,000	8,000	13.3%	\$60,000	8,000	13.3%	\$31,548	
5325	Water Shortage Program	\$50,000	\$0	50,000		\$50,000	0	0.0%	\$37,749	Budget includes drought outreach costs
5381	Legal	\$110,000	\$100,000	10,000	10.0%	\$120,000	(10,000)	-8.3%	\$101,053	
5382	Engineering	\$76,000	\$67,800	8,200	12.1%	\$77,000	(1,000)	-1.3%	\$65,509	
5383	Financial Services	\$23,000	\$22,600	400	1.8%	\$22,600	400	1.8%	\$12,731	
5384	Computer Services	\$309,025	\$217,300	91,725	42.2%	\$260,000	49,025	18.9%	\$190,022	Includes annual fees for new software \$50K+ (Cityworks, ESRI, Accela, WIMS); new cybersecurity software; change to annual subscription models for existing software (capitalized in prior years)
5410	Salaries, Admin.	\$1,267,717	\$1,181,400	86,317	7.3%	\$1,025,000	242,717	23.7%	\$811,350	Salaries include COLA adjustments - 6.5% effective 7/1/2022; FY21/22 Projected Actuals includes savings on open positions (including an Asst GM/Admin position)
5411	Salaries - Field	\$1,764,505	\$1,666,000	98,505	5.9%	\$1,666,000	98,505	5.9%	\$1,282,041	Salaries include COLA adjustments - 6.5% effective 7/1/2022
5420	Payroll Taxes	\$224,338	\$206,700	17,638	8.5%	\$190,000	34,338	18.1%	\$150,935	
5435	Employee Medical Insurance	\$505,000	\$542,100	(37,100)	-6.8%	\$482,000	23,000	4.8%	\$401,228	Includes 6% increase 1/1/2022; other changes reflect changes in mix of benefits; AGM on hold



**Operations & Maintenance Budget - FY 2022-2023**

Account Number	Description	Draft FY 2022/23 (before rate adjustment) Budget	Approved 10.9.2020 FY2021/22 Budget	FY22/23 Budget Vs. FY 21/22 Budget \$ Change	FY22/23 Budget Vs. FY 21/22 Budget % % Change	Proj Year End FY21/22	FY 22/23 Budget Vs. FY 21/22 Projected Actual \$ Change	FY 22/23 Budget Vs. FY 21/22 Projected Actual % % Change	YTD Actual as of April 30, 2022	
5436	Retiree Medical Insurance	\$52,000	\$63,900	(11,900)	-18.6%	\$53,000	(1,000)	-1.9%	\$43,361	Reflects changes in mix of recipients
5440	Employee Retirement	\$600,506	\$518,600	81,906	15.8%	\$525,000	75,506	14.4%	\$455,432	Budget includes \$42K increase in payment on unfunded liability on Classic PERS Plan (\$342K); benefit is as calculated (and newer employees on PEPRA with lower benefits.)
5445	SIP 401a Plan	\$36,000	\$35,000	1,000	2.9%	\$36,000	0	0.0%	\$0	
5510	Motor Vehicle Exp.	\$80,000	\$77,100	2,900	3.8%	\$77,100	2,900	3.8%	\$59,808	
5620	Office & Facilities Expenses	\$192,500	\$168,500	24,000	14.2%	\$200,000	(7,500)	-3.8%	\$171,790	Includes (\$12K) Laserfiche software monthly fees (new), increased janitorial and other supplies (\$12K) given COVID
5620A	Credit Card/bank Fees & Billing Expenses	\$200,000	\$150,000	50,000	33.3%	\$200,000	0	0.0%	\$141,877	Includes outside services for billing, credit card fees, Utility billing website payment processing fees (increased from \$5K/year to \$44K due to cybersecurity processing)
5620B	Bad Debt Expense	\$20,000	\$10,000	10,000	100.0%	\$20,000	0	0.0%		
5625	Meetings/Training/Seminars	\$41,000	\$33,000	8,000	24.2%	\$28,000	13,000	46.4%	\$13,948	Actual costs were reduced in COVID; staff needs to increase onsite training in the new year
5630	Insurance	\$161,000	\$163,300	(2,300)	-1.4%	\$140,000	21,000	15.0%	\$116,148	FY2022 actual includes \$30K refund for low claims experience
5687	Memberships & Subscriptions	\$99,975	\$87,400	12,575	14.4%	\$90,000	9,975	11.1%	\$76,425	Includes BAWSCA fee increases up 25%
5688	Election Expense	\$20,000	\$0	20,000		\$30,000	(10,000)	-33.3%	\$30,000	TBD - Election is in November 2022
5689	Labor Relations	\$6,000	\$6,000	0	0.0%	\$6,000	0	0.0%	\$0	
5700	County Fees	\$31,400	\$25,700	5,700	22.2%	\$29,031	2,369	8.2%	\$14,509	
5705	State Fees	\$42,000	\$37,500	4,500	12.0%	\$40,000	2,000	5.0%	\$37,687	
<b>Total Operating Expenses</b>		<b>\$10,197,169</b>	<b>\$9,396,221</b>	<b>800,948</b>	<b>8.5%</b>	<b>\$9,263,214</b>	<b>933,955</b>	<b>10.1%</b>	<b>\$7,191,671</b>	
<b>CAPITAL ACCOUNTS</b>										
5715	Existing Bond-CIEDB 11-099	\$335,508	\$335,825	(317)	-0.1%	\$335,669	(161)	0.0%	\$335,669	
5716	CIEDB 16-111	\$322,417	\$322,895	(478)	-0.1%	\$322,895	(478)		\$322,895	
5717	Chase-2018 Loan	\$436,027	\$435,168	859	0.2%	\$434,895	1,132		\$434,895	
5718	First Foundation Bank - 2022	\$495,510		495,510			495,510			New loan for financing Nunes Water Treatment Plant Improvement Project
<b>Total Capital Accounts</b>		<b>\$1,589,462</b>	<b>\$1,093,888</b>	<b>495,574</b>	<b>45.3%</b>	<b>\$1,093,459</b>	<b>496,003</b>	<b>45.4%</b>	<b>\$1,093,459</b>	
<b>TOTAL REVENUE LESS TOTAL EXPENSE</b>		<b>\$2,796,369</b>	<b>\$4,436,141</b>	<b>(1,639,772)</b>	<b>-37.0%</b>	<b>\$4,045,491</b>	<b>(1,249,122)</b>	<b>-30.9%</b>	<b>\$3,994,639</b>	
5713	Cont. to CIP & Reserves	\$2,796,369								

\* EXCLUDES ANY RATE ADJUSTMENT (Last increase was 1/1/2022)

Project #	Project Name	Status	Priority	Projected FY 22/23 to FY 30/32 Total	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY27/28	FY28/29	FY 29/30	FY 30/31	FY 31/32	Projected FY 22/23 to FY 30/32 Total
<b>Equipment Purchase &amp; Replacement</b>															
06-03	SCADA/Telemetry/Electric Controls Replacement	Ongoing		\$ 500,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000
15-04	Vactor Truck/Trailer		4	\$ 500,000							\$ 500,000				\$ 500,000
99-02	Vehicle Fleet Replacement	Ongoing		\$ 400,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 400,000
	<b>Equipment Purchase &amp; Replacement Totals</b>			<b>\$ 1,400,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 590,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 1,400,000</b>
<b>Facilities &amp; Maintenance</b>															
09-09	Fire Hydrant Replacement	Ongoing	2	\$ 1,400,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 1,400,000
NN-00	Pilarcitos Canyon Culvert Replacement	Not started	1	\$ 40,000	\$ 40,000										\$ 40,000
99-01	Meter Change Program	Ongoing	2	\$ 100,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 100,000
	<b>Facilities and Maintenance Totals</b>			<b>\$ 1,540,000</b>	<b>\$ 190,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 1,540,000</b>
<b>Pipeline Projects</b>															
13-02	Pipeline Replacement Under Creek at Pilarcitos Ave. (Strawflower) - CARRYOVER FROM FY 2021/2022	In Construction (June-July 2022)	1	\$ 400,000	\$ 400,000										\$ 400,000
14-01	Highway 92 - Replacement of Welded Steel Line (CARRYOVER from FY 2021/2022)	In Design	1	\$ 3,700,000	\$ 700,000				\$ 1,000,000	\$ 2,000,000					\$ 3,700,000
20-08	Grandview Pipeline Replacement Project CARRYOVER FROM FY2021/2022	100% Design; Bid Opening 4.26.2022; Construct Summer 2022	1	\$ 1,650,000	\$ 1,650,000										\$ 1,650,000
14-33	Miramar Cast Iron Pipeline Replacement	Not started	5	\$ 2,500,000						\$ 1,000,000	\$ 1,500,000				\$ 2,500,000
16-09	Magellan at Hwy 1/Miramar Dead Ends	Not started	5	\$ 500,000							\$ 500,000				\$ 500,000
18-01	Pine Willow Oak Pipeline Replacement	100% Design	2	\$ 2,500,000				\$ 2,500,000							\$ 2,500,000
21-01	Redondo Beach Loop to St Andrews Road	Not started	4	\$ 150,000		\$ 150,000									\$ 150,000
21-09	Miramar Tank/Pipeline Replacement (600 ft)	Not started	4	\$ 500,000							\$ 500,000				\$ 500,000
22-01	Miramontes Point Road Water Main Replacement	In Design	2	\$ 3,800,000					\$ 2,800,000	\$ 1,000,000					\$ 3,800,000
22-07	Alameda Ave Crossing at Medio Creek	Study	1	\$ 400,000		\$ 400,000									\$ 400,000
23-01	Seahaven/Spindrift Neighborhood Pipeline Replacement	Not started	4	\$ 2,000,000									\$ 2,000,000		\$ 2,000,000
23-02	Poplar Avenue Pipeline Replacement	Not started	5	\$ 2,000,000										\$ 2,000,000	\$ 2,000,000
NN-00	Unscheduled CIP			\$ 1,000,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,000,000
	<b>Pipeline Projects Totals</b>			<b>\$ 21,100,000</b>	<b>\$ 2,850,000</b>	<b>\$ 650,000</b>	<b>\$ 100,000</b>	<b>\$ 2,600,000</b>	<b>\$ 3,900,000</b>	<b>\$ 4,100,000</b>	<b>\$ 2,600,000</b>	<b>\$ 100,000</b>	<b>\$ 2,100,000</b>	<b>\$ 2,100,000</b>	<b>\$ 21,100,000</b>
<b>Pump Stations/Tanks/Wells</b>															
21-07	Carter Hill Tank Improvement Project	In Design	1	\$ 19,200,000	\$ 200,000	\$ 1,000,000	\$ 6,000,000	\$ 2,000,000				\$ 500,000	\$ 5,000,000	\$ 4,500,000	\$ 19,200,000
08-14	Alves Tank Rehabilitation/Replacement	100% Design Rehab	3	\$ 3,000,000							\$ 3,000,000				\$ 3,000,000
19-01	EG#1 Tank Improvement Project/New Pump Station	Design	3	\$ 1,000,000						\$ 1,000,000					\$ 1,000,000
14-33	Miramar Tank Rehabilitation	Not started	5	\$ 200,000							\$ 200,000				\$ 200,000
08-16	Cahill Tank Rehabilitation	Not started	3	\$ 125,000				\$ 125,000							\$ 125,000
20-16	Denniston Tank Rehabilitation	Not started	3	\$ 125,000				\$ 125,000							\$ 125,000
09-18	Upper Pilarcitos Well Field Replacements	Not started	2	\$ 1,000,000		\$ 500,000			\$ 500,000						\$ 1,000,000
16-08	Denniston Well Field Replacements	Not started	2	\$ 1,500,000	\$ 500,000		\$ 500,000				\$ 500,000				\$ 1,500,000
20-01	CSP Pump #1 Replacement		2	\$ 100,000			\$ 100,000								\$ 100,000
21-03	CSP Pump #3 Replacement	Not started	2	\$ 250,000				\$ 250,000							\$ 250,000
23-03	CSP Fire Sprinklers	Not started	1	\$ 150,000	\$ 150,000										\$ 150,000
19-05	Tanks - THM Control	Ongoing	1	\$ 50,000	\$ 50,000										\$ 50,000
	<b>Pump Stations/Tanks/Wells Totals</b>			<b>\$ 26,700,000</b>	<b>\$ 900,000</b>	<b>\$ 1,500,000</b>	<b>\$ 6,600,000</b>	<b>\$ 2,250,000</b>	<b>\$ 750,000</b>	<b>\$ 1,000,000</b>	<b>\$ 3,700,000</b>	<b>\$ 500,000</b>	<b>\$ 5,000,000</b>	<b>\$ 4,500,000</b>	<b>\$ 26,700,000</b>
<b>Water Supply Development</b>															

Project #	Project Name	Status	Priority	Projected FY 22/23 to FY 30/32 Total	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY27/28	FY28/29	FY 29/30	FY 30/31	FY 31/32	Projected FY 22/23 to FY 30/32 Total
12-12	San Vicente/Denniston Water Supply Project	Ongoing	1	\$ 4,500,000	\$ 300,000	\$ 1,000,000	\$ 1,000,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,000,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 4,500,000
13-04	Denniston Reservoir Restoration	Ongoing	1	\$ 1,000,000				\$ 1,000,000							\$ 1,000,000
23-04	Lower Pilarcitos Well Development	Not started	2	\$ 2,750,000		\$ 250,000			\$ 500,000	\$ 1,000,000	\$ 1,000,000				\$ 2,750,000
17-12	Recycled Water Project Development	Not started	1	\$ 100,000	\$ 100,000										\$ 100,000
	<b>Water Supply Development Totals</b>			<b>\$ 8,350,000</b>	<b>\$ 400,000</b>	<b>\$ 1,250,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,300,000</b>	<b>\$ 800,000</b>	<b>\$ 1,300,000</b>	<b>\$ 2,000,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 8,350,000</b>
<b>Water Treatment Plants</b>															
20-14	Nunes Water Treatment Plant Improvement Project	Construction	1	\$ 4,500,000	\$ 3,500,000	\$ 1,000,000									\$ 4,500,000
23-05	Sodium Hypochlorite Generator Replacement (Nunes)	Not started	2	\$ 200,000	\$ 200,000										\$ 200,000
23-06	Existing Sedimentation Basin Rehabilitation	Not started	1	\$ 300,000		\$ 300,000									\$ 300,000
23-07	Denniston Contact Clarifier Hatch Replacements	Not started	2	\$ 75,000	\$ 75,000										\$ 75,000
NN-00	Denniston Water Treatment Plant Improvement Project	Not started	3	\$ 4,000,000								\$ 4,000,000			\$ 4,000,000
21-06	Nunes Effluent Meter	In design	2	\$ 150,000		\$ 150,000									\$ 150,000
	<b>Water Treatment Plants Totals</b>			<b>\$ 9,225,000</b>	<b>\$ 3,775,000</b>	<b>\$ 1,450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,225,000</b>
<b>GRAND TOTAL</b>				<b>\$ 68,315,000</b>	<b>\$ 8,205,000</b>	<b>\$ 5,090,000</b>	<b>\$ 7,940,000</b>	<b>\$ 6,390,000</b>	<b>\$ 5,690,000</b>	<b>\$ 6,640,000</b>	<b>\$ 9,040,000</b>	<b>\$ 4,940,000</b>	<b>\$ 7,440,000</b>	<b>\$ 6,940,000</b>	<b>\$ 68,315,000</b>

Carryover	\$ 6,250,000	\$ 1,000,000				
New	\$ 1,955,000	\$ 4,090,000	\$ 7,940,000	\$ 6,390,000	\$ 5,690,000	

## **STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: Mary Rogren, General Manager**

**Agenda: June 14, 2022**

### **Report**

**Date: June 10, 2022**

**Subject: Approval of Professional Services Agreement with Raftelis Financial Consultants, Inc. for a Cost of Service and Rate Study Update**

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### **Recommendation:**

Authorize the General Manager to execute a professional services agreement with Raftelis Financial Consultants, Inc. to provide a Cost of Service and Rate Study Update at a time-and-materials cost not to exceed \$59,773.

### **Background:**

In 2018, Raftelis Financial Consultants (“Raftelis”), prepared a Cost-of-Service Analysis and Rate Study for the District in order to develop cost of service-based water rates which would meet the requirements of Proposition 218. This Study was used to set the District’s rates effective July 1, 2019 and July 1, 2020. In 2020, Raftelis prepared a Rate Study Update utilizing the 2018 Cost of Service Analysis, and that Rate Study Update was used to set the District’s rates effective January 1, 2021 and January 1, 2022 as well to develop the District’s Drought Rates (effective January 2022.)

As the District considers future rate increases, the District’s Cost of Service and Rate Study needs a comprehensive update. The attached proposal (Exhibit A) includes an updated Cost of Service Analysis, Financial Plan Update, a Water Rate Update and a Drought Rate Update. The Financial Plan Update will include a long-range financial plan/model that can be utilized to develop the rates to be effective January 1, 2023 and January 1, 2024. Raftelis will also prepare an updated water rate study report in order to comply with the Proposition 218 requirements. The cost includes one in-person Board workshop (planned for August, 2022), up to three virtual Board workshops, and one in-person Public Hearing.

Raftelis Financial Consultants is recognized as one of the leading rate consultants in California in helping utilities design water rates to maintain financial sustainability. Raftelis has extensive experience in providing rate structure design, and clients include City of Hayward, Contra Costa Water District, and Santa Cruz Water District among many others.

**STAFF REPORT**

**Agenda: June 14, 2022**

**Subject: Agreement with Raftelis Financial Consultants, Inc.**

**Page Two**

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The Raftelis team for the project includes Nancy Phan, Project Manager and Kevin Kostiuk, Project Director. District staff have worked with both Nancy and Kevin on past studies. (See Exhibit B for resumes of the project team.)

Fiscal Impact: Cost of \$59,773. (Note that the cost for the 2018 Rate Study with Raftelis was \$52,725.)



June 7, 2022

Mary Rogren  
General Manager  
Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019

**Subject: Letter Proposal for Cost of Service and Rate Study Update**

Dear Ms. Rogren:

Raftelis is pleased to submit this letter proposal to assist the Coastside County Water District (District) with a Cost of Service and Rate Study Update. We believe that our prior experience assisting the District with cost of service and rate studies and a drought rate study will help make this study process more efficient. As the District has come to expect from us, we will continue to prioritize clear and effective communication: at internal staff meetings to facilitate productive discussion, at Board meetings to gain stakeholder buy-in, and at public meetings to enhance customer understanding and acceptance. We are grateful for the opportunity to collaborate with the District on this important study. If you have any questions, please do not hesitate to contact Nancy Phan, the Project Manager, at 626-236-0600 or [nphan@raftelis.com](mailto:nphan@raftelis.com).

**SCOPE OF SERVICES**

The tasks shown below define the technical approach for the scope of services. While these tasks are listed consecutively, some tasks may overlap and will be conducted concurrently.

**Task 1 – Kick-Off Meeting and Data Retrieval**

We believe that the execution of a productive kick-off meeting is the most effective way to begin a water rate study. The kick-off meeting serves as an opportunity to:

- Establish goals and objectives of the study and develop a roadmap for success
- Review the scope of work and make necessary changes
- Determine communication channels, set expectations, and define project milestones
- Review and discuss data needs for the project

Raftelis will prepare a detailed data request list which will identify the necessary information required to complete the various analyses. Ideally, we would receive data prior the kick-off meeting so we can discuss any outstanding data needs and ask clarifying questions if needed. The data request list may include items such as:

- Actual revenues and expenses
- Projected revenues and adopted budgets
- Detailed customer billing information (to determine customer accounts and billed consumption)
- 10-year capital improvement plan (CIP)
- Various other data to complete the rate study

**Deliverables:** Kick-off meeting agenda and minutes, data request list

**Meetings:** One (1) virtual kick-off meeting

## Task 2 – Financial Plan Update

After conducting the virtual kick-off meeting and compiling all necessary data, Raftelis will update the District's financial plan based on the existing financial planning and rate model that we developed for the District in 2020. The updated financial plan will project water rate revenues, operating and maintenance (O&M) expenses, capital expenditures and planned funding sources, and fund balances over a 10-year study period. In this task, we will analyze the impacts of up to two financial plan scenarios.

This analysis will determine the potential revenue adjustments needed to meet the District's financial obligations and policies, such as reserve targets, debt service coverage (if applicable), and other relevant metrics. The revenue requirement, which is the amount of revenue to be recovered from water rates, will be based on the resulting revenue adjustments developed in the financial plan.

**Deliverables:** Updated financial plan model

**Meetings:** Up to two (2) virtual meetings with District staff

## Task 3 – Cost of Service Analysis Update

Raftelis will update the cost of service analysis in the District's existing financial planning and rate model. Based on initial discussions with District staff, the District is not expecting substantial changes to its cost structure. We will review the existing cost allocation methodology with District staff to ensure that they are accurate and representative of the District's operations and cost structure. The cost of service analysis will include an update of the District's system-wide peaking factors, customer-specific peaking factors, operating cost allocations, capital asset allocations, units of service, etc. This analysis will determine the amount of revenue to be recovered from each customer class and tier.

**Deliverables:** Updated cost of service analysis

**Meetings:** One (1) virtual meeting with District staff

## Task 4 – Water Rate Update

After updating the cost of service analysis and determining the amount of revenue to be recovered from each customer class and tier, we can then calculate the water rates by updating the existing financial planning and rate model. As requested by District staff, we will develop two years of water rates. Based on discussion with District staff, the District does not wish to change its existing water rate structure. The District's existing water rates include a fixed monthly base charge by meter size, a fire service charge per inch, a three-tiered quantity charge for residential customers, and a uniform quantity charge for multi-family customers and all other customers. The updated water rates will reflect the results from the financial plan (revenue adjustments) and the cost of service analysis (allocation of revenue requirements). We will also develop a customer impact analysis as a result of the proposed rates.

**Deliverables:** Updated water rates (two-year schedule)

**Meetings:** Up to two (2) virtual meetings with District staff

## Task 5 – Drought Rate Update

Raftelis assisted the District with a drought rate study, which was completed in 2021. We will update the drought rate calculation based on any revised drought-related assumptions and the updated water rates based on Task 4. Raftelis will calculate drought rates based on the existing drought rate structure, which is a uniform percentage increase to the District's commodity rates. Based on the prior study, we understand that the District's customers were concerned about drought rate impacts to those that are already using very low amounts of water. We can calculate drought rates with an

option for a minimum water allotment (dependent on approval from the District’s legal counsel). We have conducted this type of analysis for other agencies, such as the City of Pleasanton. Implementing a minimum water allotment that is exempt from drought rates will allow the District to recover its drought costs while not negatively impacting customers with low water usage. We will also develop a customer impact analysis as a result of the drought rates.

**Deliverables:** Updated drought rates

**Meetings:** Up to two (2) virtual meetings with District staff

### **Task 6 – Report Preparation**

Raftelis will prepare a report documenting the water rate study. The draft report will include an executive summary highlighting the major issues and decisions reached during the development of rates and the main body of the report will include: a brief description of the water system and service area, an overview of O&M expenses, CIP, multi-year financial plan including long-term cash flows, cost-of-service analysis, rate design methodology, proposed rates, and customer impacts. The methodology describing the cost-of-service and rate calculations will be described in detail so that the nexus between costs and rates is clearly defined and understandable. The draft report will be submitted to District staff for review and comment. We will incorporate revisions and comments into the final report.

**Deliverables:** Draft and final water rate study reports

**Meetings:** One (1) virtual meeting with District staff

### **Task 7 – Board Meetings and Public Hearing**

As requested by District staff, Raftelis will present at one in-person Board workshop to discuss the water rate study update, at up to three virtual Board workshops, and one in-person Public Hearing to adopt the water rates. Based on prior discussions with District staff, we will plan for a Public Hearing in October 2022 to implement rates starting January 1, 2023. The Project Director, Kevin Kostiuk, and the Project Manager, Nancy Phan will be attending the in-person meetings. Our Communications Specialist, Gina DePinto, is also available to assist with internal (Board) and external (public) stakeholder communications to ensure that our presentations and message are both clear and effective. We will prepare presentation materials prior to each meeting and submit to District staff for review and comment.

**Deliverables:** Presentation materials

**Meetings:** One (1) in-person Board workshop, up to three (3) virtual Board workshops, one (1) in-person Public Hearing



**SCHEDULE AND FEES**

With a notice-to-proceed in June 2022, we are planning to complete the study in October 2022 and develop rates to be implemented on January 1, 2023.

Raftelis will complete the above tasks based on time and material. The below table provides the estimated fee amount based on hours and tasks, with a not-to-exceed fee of \$59,773.

Tasks	Web Meetings	In-person Meetings	Hours					Total Fees & Expenses
			KK	NP	GdP	LR	Total	
1. Kick-Off Meeting and Data Retrieval	1	0	4	4	2	12	22	\$4,640
2. Financial Plan Update	2	0	4	12	0	20	36	\$7,560
3. Cost of Service Analysis Update	1	0	2	8	0	20	30	\$6,000
4. Water Rate Update	2	0	2	8	0	20	30	\$6,000
5. Drought Rate Update	2	0	2	8	0	20	30	\$6,000
6. Report Preparation	1	0	4	20	2	40	66	\$13,560
7. Board Meetings and Public Hearing	3	2	20	20	4	16	60	\$16,013
<b>Total Meetings / Hours</b>	<b>12</b>	<b>2</b>	<b>38</b>	<b>80</b>	<b>8</b>	<b>148</b>	<b>274</b>	
<b>Hourly Billing Rate</b>			<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$160</b>		
<b>Total Professional Fees</b>			<b>\$9,500</b>	<b>\$20,000</b>	<b>\$2,000</b>	<b>\$23,680</b>	<b>\$55,180</b>	
							<b>Total Fees</b>	<b>\$55,180</b>
							<b>Total Expenses</b>	<b>\$4,593</b>
							<b>Total Fees &amp; Expenses</b>	<b>\$59,773</b>

KK - Kevin Kostiuk, Project Director  
 NP - Nancy Phan, Project Manager  
 GdP - Gina DePinto, Communications Specialist  
 LR - Lindsay Roth, Analyst

# Kevin Kostiuik

## PROJECT DIRECTOR

Manager

### ROLE

Kevin will provide overall project oversight, ensuring it meets the District's objectives, Raftelis standards, and industry best practices.

### PROFILE

Kevin has a background in economics and accounting and possesses extensive analytical skills. His expertise lies in water resources management, environmental economics, environmental policy, and federal water supply and flood control policy. Kevin is a member of the American Water Works Association (AWWA) Young Professionals and the Young Professionals Summit Committees in conjunction with the AWWA Utility Management Conference (UMC). He has authored an article on potable reuse in Journal AWWA discussing the treatment, financing structures, and pricing of treated water at advanced purification treatment plants; an article on municipal water demand pattern changes during the recent State-wide drought; and an article on proactive financial planning in times of drought for California Society of Municipal Finance Officers (CSMFO) Magazine. Most recently Kevin presented at the AWWA UMC discussing a recent evaluation of the conceptual CustomerSelect rate model for Soquel Creek Water District.

### KEY PROJECT EXPERIENCE

#### City of Hayward (CA)

Raftelis assisted the City with reviewing water rate structures, financial planning, and water cost-of-service. The City serves an urban retail base with very low per capita demands and has a relatively large share of low-income customers. Raftelis assisted the City of Hayward (City) with a comprehensive water cost-of-service and rate study in 2021. Kevin served as the project manager for this engagement, which involved developing a 10-year financial plan, a two-year rate proposal, a water rate model, and a technical report (or administrative record). The City receives 100% of its water supply from the San Francisco Public Utilities Commission (SFPUC); the increasing costs of purchasing water from SFPUC is often unpredictable. The key drivers in the financial plan included developing a reserve policy which mitigated the risk of volatile SFPUC costs and minimizing the financial impact to customers to the greatest extent possible. Additionally, Raftelis recommended a simplified rate structure based on a detailed cost-of-service allocation. The proposed rate structure helped improve equity among customer classes, provided affordability for low water users, and enhanced customer understanding. The water rates were successfully approved and implemented by City Council.

#### Placer County Water Agency (CA)

Placer County Water Agency (PCWA) contracted with Raftelis to evaluate its water system. PCWA provides retail and wholesale water service to treated water and raw water users throughout western Placer County. In Phase I of the project Kevin evaluated the current system's four service zones and numerous service classes and customer classes. Raftelis then provided recommendations to consolidate and simplify the water system organization and structure. In Phase II Raftelis performed a cost allocation study between the four proposed classes of service to identify the cost of providing service to



#### Specialties

- Water & Drought rate design
- Water budget rate structures
- Utility cost-of-service
- Sustainable Groundwater Management Act
- Data analysis
- Environmental policy analysis

#### Professional History

- Raftelis: Manager (2020-present); Senior Consultant (2014-2019); Consultant (2014-2015)
- Turner New Zealand, Inc.: Director of Operations (2009-2012); Accounting Manager (2007-2009)
- Lesley, Thomas, Schwarz & Postma, Inc.: Staff Accountant (2007)

#### Education

- Master of Environmental Management - Duke University (2014)
- Bachelor of Arts in Business-Economics & History - University of California, Santa Barbara (2006)

these distinct users. Phase III consisted of performing cost-of-service analyses for PCWA's four service classes and developing corresponding rates.

Additional to the water system evaluation and cost-of-service study, Kevin developed a water budget model for PCWA's internal use. The water budget model allows PCWA to examine their Single Family Residential (SFR) customer's usage patterns relative to efficiency standards, climate, and account level characteristics. The model will aid in water management and give insight into water demand pattern changes with the Agency's new rate structure and rates.

### **Mammoth Community Water District (CA)**

Raftelis provided the Mammoth Community Water District (District) with a 10-year financial plan model for both the water and wastewater enterprises, as well as performing a cost-of-service analysis for the water enterprise. The district carries out operating and capital activities that are indirectly assigned to the two enterprises. Kevin worked with District staff to carry out a cost allocation study to distribute administrative costs appropriately. Raftelis recommended changes to the water rate structure as part of the study to simplify the rates and make them more legally defensible.

The study took place at the height of the statewide drought and as part of the project Kevin developed drought rates for the District to implement in times of mandatory conservation or water supply shortage. Being an agency with a large seasonal population Raftelis worked with staff to determine the most appropriate and effective means of charging the drought rates. Kevin designed drought rates for each stage of the District's water conservation plan, effective on the meter-based fixed charge of a customer's bill. This ensured that every connection in the water system shared in the burden caused by the drought, irrespective of water use. Raftelis also evaluated existing capacity fees for both enterprises. This task is ongoing. The water rates, wastewater rates, and drought rates were adopted and implemented January 2016.

In 2018 the District again contracted with Raftelis to conduct a wastewater cost-of-service and rate study as well as a capacity fee study for both utilities. Raftelis developed updated water and wastewater capacity fees which meet the District's financial and policy objectives. Capacity are scheduled for adoption in Summer 2019. The cost-of-service study is ongoing.

### **Soquel Creek Water District (CA)**

The Soquel Creek Water District (District) contracted with Raftelis in 2017 to evaluate a novel rate structure for its ratepayers. Kevin participated in several workshops with the District's citizen Water Rates Advisory Committee and Board of Directors to develop of policy framework for the rate structure and conduct pricing objectives exercises with both groups. Kevin developed a report for the District which informed the rate design in 2018.

In 2018 Raftelis contracted with the District for a long-term financing plan and rate study. Kevin served as the assistant project manager and oversaw the model creation for the financial plan, tiered rate model, and CustomerSelect rate model. The District adopted our recommended three years of rates in February 2019.

### **Goleta Water District (CA)**

Kevin completed a full water cost-of-service study for the Goleta Water District (District) which included design of inclining tiered rates for their single-family residential class, as well as agricultural rates for two classes. Complexities in customer classes' access to District water supplies, interruptibility during times of drought, and benefit (or lack thereof) from treatment made the analysis unique and challenging. The study included development of a long term financial plan model, rate model, and corresponding bill impacts.

To achieve the District's demand reduction targets as outlined in their Drought Management Plan, the District wished to explore drought rates/drought surcharges to curb demand. Ultimately, Kevin developed three options of revenue neutral

drought surcharges for the Board's consideration. These various options ranged from targeted surcharges on an inter and intra-class basis, to a surcharge applied to non-drought commodity rates, to a uniform commodity surcharge irrespective of customer class or use. The proposed rates and drought surcharges were adopted and implemented July 1, 2015.

### **City of Camarillo (CA)**

Raftelis has provided rate consulting services to the City of Camarillo (City) for the past seven years with Kevin serving as lead analyst the past three years. In the current rate cycle Kevin serves as project manager. The City adopts rates on a two-year cycle and the most recent study included rebuilding long term financial plan models, revising the wastewater utility's rate structure, and performing a cost-of-service analysis for the sewer utility. Kevin has made presentations to the City Manager, City's Utility Committee, and City Council in consecutive years. Kevin successfully presented rates to City Council in December 2016, November 2017, and November 2018.

During the height of the most recent state-wide drought, the City contracted with Raftelis to evaluate emergency drought rates as a conservation and revenue recovery tool. Kevin adapted the existing financial plan model and developed multiple scenarios based upon the City's water supply condition stages. Kevin developed drought rates utilizing the City's financial plan at each stage and estimating water reductions. The rates were not adopted prior to the end of the state-wide drought however the drought tool is available for quick implementation should drought conditions return. Raftelis is currently contracted with the City for another two-year rate and capacity fee study for 2019 with Kevin as project manager.

### **Crescenta Valley Water District (CA)**

Kevin developed a combined water and sewer financial plan and rate model for the Crescenta Valley Water District (District) in 2016. The cost-of-service and rate study included several workshops with the District Board which culminated in structural changes to the District's existing water and sewer rate structures. In addition to the tiered water rate structure, which was ultimately adopted, Kevin developed a water budget rate model for evaluation by District staff and the District Board.

Prior to the cost-of-service and rate study, Kevin performed an economic analysis for the District to determine the feasibility of offsetting imported water supply with the production of local groundwater. Kevin created a customized model for the District to use under different scenarios of capital requirements, lease options, and contract lengths. As part of the study, he reviewed the District's prior consultant's work, determined internal rate of returns, calculated the net present value of district savings, and determined the cost at which the District should lease water rights for groundwater production.

### **City of Buena Ventura (Ventura)**

Raftelis developed long-range financial plans so that the water and wastewater utilities could be financially stable and save costs in the long run. Raftelis also assisted the City of Buena Ventura (City) with developing different water and wastewater rate alternatives with various scenarios based upon estimated water sales and capital improvement plan (CIP) funding. The study is being conducted with several meetings and input from stakeholders comprised of customers within the City. Raftelis educates the Water Commission on the basics of rates, cost allocations, and rate design to obtain their buy-in using the dashboards in the rate models that were developed. This allows us to demonstrate the impacts of various revenue adjustments on the long-term financial stability of the enterprises. As of May 2019 the studies are ongoing.

# Nancy Phan

## PROJECT MANAGER

Manager

### ROLE

Nancy will manage the day-to-day aspects of the project ensuring it is within budget, on schedule, and effectively meets the District's objectives. She will also lead the consulting staff in conducting analyses and preparing deliverables for the project. Nancy will serve as the District's main point of contact for the project.

### PROFILE

Nancy has worked with over 80 water, wastewater, stormwater, and solid waste utilities across the nation. Her work focuses on helping clients build and design robust, yet easy to use financial models to support long-term planning and facilitate decision-making at both staff and executive levels. Her approach to financial planning and ratemaking – while highly technical – is clear, consistent, and based on industry best practices. Her expertise in conducting utility rate studies is represented in her technical reports which distill complex ratemaking concepts into easy-to-understand language. She is particularly interested in providing simple, creative, and defensible solutions for her clients to meet key policy objectives while encouraging transparency and customer understanding. She has co-authored an article in Journal AWWA discussing the use of Advanced Metering Infrastructure (AMI) data to improve water use efficiency and conservation.

### KEY PROJECT EXPERIENCE

#### City of Pleasanton (CA)

The City of Pleasanton (City) is updating its water, recycled water, and wastewater rates. Nancy currently serves as project manager of the City's rate study. The rate study involves developing long-term financial plans, cost-of-service analyses, and rate structures for all three enterprises. The City receives the majority of its water from Zone 7 Water Agency, the costs of which are pass-throughs to customers. The rate study will identify a proposed rate structure that maintains financial sufficiency, enhances revenue stability, and encourages customer understanding of the various components of the water, recycled water, and wastewater rates. The study also involves determining the appropriate financial plan which includes costs for the City's PFAS treatment facility which treats its local groundwater supply. The PFAS treatment costs are substantial, and Raftelis collaborated with City staff to minimize rate shock and customer impacts to the extent possible. Nancy engages with the City's Water Liaison Subcommittee (part of City Council) regularly to discuss the rate study methodology and results to gain buy-in from key stakeholders.

#### City of Hayward (CA)

Nancy served as the assistant project manager for the City of Hayward's (City) comprehensive water cost-of-service and rate study in 2021, which involved the development of a two-year rate proposal, a long-range financial plan and rate model, and a detailed administrative record (study report). The main financial driver was adequately planning for the increasing and often unpredictable costs of purchasing water from the San Francisco Public Utilities Commission (SFPUC), which the City is entirely reliant on for its water supply. She led consulting staff in building a customized financial and rate model for the City to use as a long-term planning tool, reallocating water system costs to align with cost-of-service principles, updating the water rate structure to improve equity and enhance affordability, and developing a



#### Specialties

- Financial modeling
- Utility rate studies
- Administrative records / technical reports

#### Professional History

- Raftelis: Manager (2022-present); Senior Consultant (2020-2021); Consultant (2018-2019); Associate Consultant (2016-2017)
- Microsoft Corporation: Partner Account Specialist (2015-2016)

#### Education

- Bachelor of Arts in Business Economics - University of California, Irvine (2015)

two-year rate proposal and a comprehensive rate study report. The water rates were successfully approved and implemented by City Council.

### **Stanford University (CA)**

Raftelis assisted Stanford University with a water and sewer rate structure study and a benchmarking study. Nancy served as project manager on both engagements. Stanford was considering alternative rate structures for water and sewer services, including the incorporation of a fixed rate to enhance revenue stability. The analysis involved examining the rate structures of other BAWSCA member agencies, preparing customized bill impacts, evaluating the ratio of fixed and variable charges in neighboring agencies, and preparing presentations and memoranda for diverse audiences within Stanford to encourage a shared understanding across different stakeholder groups. The benchmarking study involved developing cost comparisons between Stanford and five other BAWSCA utilities for major cost categories (such as O&M, capital, and debt), funding mechanisms of those major cost categories, connection fees, funding for system expansion, number of service connections, and staff count. The benchmarking analysis provided Stanford with insight on cost structures across neighboring agencies to help inform decision-making on rate structure and cost recovery in the future.

### **City of Santa Cruz (CA)**

Nancy served as project manager and project lead for the City of Santa Cruz's (City) water cost-of-service and rate study and drought rate study, which was completed in 2021. The rate study process involved close collaboration with City staff, Water Advisory Committee, the City Council, and the City's customers to select a water rate structure that meets the top policy objectives: ensuring accessibility and affordability for essential use, providing sufficient and stable revenues, maintaining transparency and equity, and promoting conservation. Nancy worked with the City to update its water rate structure to meet the defined objectives, which included revising residential tier definitions, fire service charges, elevation zone surcharges, and Agriculture rate options; eliminating Outside City surcharges; and updating drought cost recovery fees. Nancy led the model development, presented project status and results to key stakeholders, and documented the process in a final report. The five-year rate proposal was successfully adopted and implemented by City Council.

### **Zone 7 Water Agency (CA)**

Nancy served as project manager of the Zone 7 Water Agency's (Agency) wholesale treated and untreated water rate studies (2019-2022). In previous years, she served as lead consultant for prior iterations of the Agency's rate studies (2017-2019). She has assisted with wholesale treated and untreated rate reviews, studies, and updates which involved projecting a long-range financial plan for each enterprise, developing a cost-of-service analysis, and determining fair and equitable rates for the Agency's direct and retail customers. Water supply and reliability, and the costs associated with acquiring additional supply, was a key driver in the rate studies considering potential reduction in supply availability. The Agency was previously experiencing revenue shortages due to low water usage and has since adopted a modified multi-year rate structure to enhance revenue stability based on the recommendations and results of these studies.

### **Contra Costa Water District (CA)**

Nancy served as the project manager for Contra Costa Water District's (District) drought rate study and project lead for the District's comprehensive water rate study. The study involved developing a new rate structure for the District's treated water, retail untreated, and wholesale untreated water enterprises. The project involved a complete restructuring of the District's treated and untreated water rates to sustain operational and capital needs, enhance equity and fairness amongst the different customer classes, and minimize customer impacts to the extent possible. The results and recommendations were documented in a comprehensive administrative record that detailed the concepts, methodologies, and rationale behind the final recommendations. The drought rates were developed based on the drought stages adopted in the District's Water Shortage Contingency Plan and are designed to fully recover the lost commodity revenues, change in water supply costs, and additional drought-related costs (such as customer service).

# Gina DePinto APR

## COMMUNICATIONS SPECIALIST

Manager



### ROLE

Gina will serve as a communications specialist to ensure that presentations and materials are clear and effective for relevant stakeholder groups.

### PROFILE

Gina is an award-winning and accredited public relations professional with more than 34 years of experience and leadership in crisis communications, community outreach, advocacy, stakeholder engagement, marketing, and media relations in the public and private sectors. Gina's leadership experience includes communications program management for \$2 billion in public transportation and water infrastructure projects, including the Port of Long Beach Gerald Desmond Bridge Replacement Project and the Orange County Groundwater Replenishment System. The GWRS has been covered by international media including National Geographic, Wall Street Journal, New York Times, BBC, CNN, and NPR to name a few. Prior to joining Raftelis, Gina served the residents of Santa Barbara County as the first executive Communications Manager in the County of Santa Barbara's 171-year history. She advised the County Executive Team on strategic communications programs, crisis communication, media relations, issues management, internal communications, branding and culture change. During her tenure, the County Emergency Operations Center was activated 15 times and included two federally declared disasters, a global pandemic, and two mass casualty incidents. Born and raised in Phoenix, Arizona, DePinto served as public information officer for the city of Phoenix, public relations director for Farnam Companies, Inc. (animal health and pet products), and coordinated publicity for Olympic and World Champion figure skater Dorothy Hamill prior to relocating to California. Gina has a bachelor's degree in organizational communication from Arizona State University and is accredited in public relations from the Public Relations Society of America. Gina is currently a member of the California Association of Public Information Officials (CAPIO), Public Relations Society of America (PRSA), and the California Gold Coast Chapter of PRSA.

### KEY PROJECT EXPERIENCE

#### Crisis Communications and Disaster Response (Santa Barbara County, CA)

One month after being recruited by the County of Santa Barbara (County) to serve as its first executive Communications Manager, a wildfire began on the Gaviota Coast. Without a central communications structure in place, Gina pulled together and led a team of employees through a nine-day activation of the County Emergency Operations Center/Joint Information Center to issue 24/7 critical timely and accurate information. The fire forced evacuations for people, pets and livestock, and intermittent closures of Hwy 101, CA State Route 1, and regional

### Specialties

- Strategic communications planning
- Crisis & risk communications
- Reputation management
- Stakeholder engagement
- Media relations & media training
- Development & oversight of earned social and paid media
- Writing, copyediting, script writing
- Collateral development and art direction
- Branding and marketing
- Public speaking

### Professional History

- Raftelis: Manager, Strategic Communications (2022-present)
- County of Santa Barbara: Communications Manager (2016-2022)
- Westbound Communications: Account Director (2013-2016)
- Orange County Water District: Communications Specialist (2006-2013)
- Bylines Public Relations & Marketing: Owner/Principle (1996-2006)
- Farnam Companies: Public Relations Director (2000-2003)
- City of Phoenix: Public Information Officer (1998-2000)
- Martz Goldwater Public Relations: Senior Account Executive (1996-1997)
- Dorothy Hamill's Ice Capades: Marketing Manager & Publicist (1993-1995)

### Education

- Accredited in Public Relations – PRSA (2013)
- Bachelor of Arts in Organizational Communication - Arizona State University (1987)

### Professional Memberships

- Public Relations Society of America
- California Association of Public Information Officials

and interstate passenger trains and freight service. Two months later, another fire burned near the Santa Ynez Valley and Cachuma Lake impacting a busy commuter route. Gina initiated custom bilingual emergency messaging across all communication channels, which is now the standard in California. Over nearly six years, Gina developed bilingual communication strategies for 15 extended emergencies including two federally declared disasters, a global pandemic, and two mass casualty incidents: the Montecito 1/9 debris flow and “Conception” dive boat tragedy, California’s worst maritime accident. The back-to-back fire and debris flow disasters in December 2017 and January 2018 necessitated staffing the JIC for seven continuous months to issue public information on preparedness, recovery and rebuilding; a 16-month Local Assistance Center; and long-term Recovery Strategic Plan for Montecito.

### **Crisis Communication Messaging and Media Training (Santa Barbara County, CA)**

Gina developed a crisis communication plan, key messaging, Q&A, and media spokesperson training for two separate high-profile issues at the County of Santa Barbara (County): a \$40 million pension rebalance and \$2 million embezzlement in the Public Works Department. For the media training, Gina and a media training consultant provided off and on-camera guidance where participants learned how to bridge, flag and deflect. Participants were filmed so they could apply what they learned in mock, on-camera interviews. For the pension rebalance, employees were engaged through a series of face-to-face meetings with the executive and budget teams to address questions and concerns. The pension rebalance program ultimately led the County to embark on a 5-year transformation initiative and strategic plan called Renew 2022. Following the embezzlement, process improvements were implemented, and Gina developed messaging and collateral for a whistleblower program overseen by the County Auditor’s Office.

### **Corporate Strategic Planning (Santa Barbara County, CA)**

In 2017, the County of Santa Barbara embarked on a five-year initiative to transform how County government does its work. The Renew 2022 initiative originated with an internal strategic organizational plan in 2015, followed by the Budget Rebalance effort in 2016, which was intended to address significant pension costs increases. Recognizing that the pressures and challenges the County faces were unlikely to abate in the near term, Renew ‘22 seeks to build the County’s capacity for innovation and continuous improvement through organizational transformation. The importance of this need was fortified after the Thomas Fire and Montecito debris flow disasters and most recently the COVID-19 pandemic. Quarterly and annual reporting to the Board, employees and the public provided an overview of the County’s continuing progress toward achieving “big picture goals” and other Renew ‘22 initiatives. The transformation was not limited to a re-evaluation and re-tooling of how and what the County does; it sought to empower change, improve operations, develop sustainable revenue strategies, prepare the next generation of leaders, and refocus on customer service including multicultural and equitable public outreach – all in alignment with the priorities set by the community and the Board of Supervisors. In her role at the County, Gina was a member of the executive decision-making team and developed a comprehensive Communications and Engagement Plan, along with a “mission-vision-values” campaign to communicate the County’s commitment to Renew ‘22 and its core values and behaviors that were defined and honed through the strategic planning process, employee surveys, and department leadership workshops. Deliverables included a messaging platform, fact sheets, video presentations, employee and public presentations, employee feedback surveys, logo development and branding guide, and four sessions of a one-day custom leadership development seminar scripted by Gina that was offered to 300 middle managers.

### **Infrastructure Outreach and Communications (Port of Long Beach, CA)**

As Account Director at Orange County-based Westbound Communications, Gina led a team of six practitioners to design and manage the communication strategy for the \$1.8 billion Port of Long Beach Gerald Desmond Bridge Replacement Project, one of the largest and most significant highway infrastructure projects in California. Roughly 15 percent of the nation’s waterborne cargo is trucked over it, and the bridge is a critical access route for commuters between the Port of Long Beach (Port), downtown Long Beach and surrounding communities. The new bridge supplants an old one in dire need of replacement and is the centerpiece of the Port’s \$4 billion capital improvement plan. At 205 feet above the shipping channel, the new cable-stayed bridge is 50 feet higher than the old bridge, thus enhancing the Port’s capacity



to handle today's larger cargo ships. The Port established a unique design-build project team headquarters where the contractor, traffic engineers, Caltrans inspectors, construction managers and communications worked side-by-side to enhance collaboration and decision making.

### **Infrastructure Outreach and Communications Mobile App (Port of Long Beach, CA)**

The challenges of a seven-year transportation construction project replete with long-term road closures, detours and congestion required clear communication and solid relationships with a broad spectrum of audiences and media. The comprehensive outreach plan to update stakeholders at every phase of the project included development of a content-rich website and mobile application to deliver real-time information directly to app customers. The app provided traffic conditions, construction updates, links to social media and live cameras, and bilingual audio reports to deliver hands-free updates to professional truck drivers and commuters. The app quickly became an important tool to reach stakeholders and build loyalty by keeping them informed through this highly visual and easily accessible new media platform. Within months of launching the app it was featured as a successful communications case study in PR Week magazine.

### **Infrastructure Outreach and Communications For Reuse Project (Orange County, CA)**

Gina led communications and outreach for the world's largest advanced water purification system for potable reuse. While Orange County's Groundwater Replenishment System (GWRS) is one of the most celebrated civil engineering and water reuse projects in the world, its success is equally recognized for the robust strategic public engagement and outreach program. In the early 2000s, public opposition had prevented or shuttered similar water reuse projects in Los Angeles and San Diego, but Orange County's (County) system earned the public's trust and overwhelming support. The strategic communications plan included a support letter campaign, citizens advisory group, multicultural outreach, media outreach, speaker's bureau, and facility tour program with technology demonstrations and water tasting. To date, the GWRS has never been publicly opposed. Initially producing 70 million gallons of purified water per day in 2012, the GWRS final expansion will increase capacity from 100 MGD to 130 MGD, enough to secure water reliability for more than 1 million people.

### **Water Education and Outreach Program Development (Orange County, CA)**

Community engagement is important to educate and inform stakeholders about critical and emerging issues. While leading strategic communications at the Orange County Water District (OCWD), Gina was engaged with planning and directing content, and engaging partners and sponsors for several signature events to engage generational audiences about regional and state water resources and supplies, water efficiency and environmental sustainability. Key partners and sponsors include The Walt Disney Company, National Geographic, Wyland Foundation, UC Irvine, UCLA, NASA JPL, USGS, National Water Research Institute, California Department of Water Resources, and others to support events like the annual O.C. Water Summit, Children's Water Education Festival, and the Groundwater Adventure Tour. The Water Summit brings together academics, business professionals, elected officials, and water industry representatives to talk about water issues, projects, and emerging technologies in a dynamic forum atmosphere. The Children's Water Education Festival is the largest of its kind in the U.S. reaching 7,000 elementary students annually with interactive presentations that complement or expand upon subject matter taught in California elementary schools and adhere to Next Generation Science Standards. OCWD's all-day Groundwater Adventure Tour takes participants to its H2O Learning Center, Groundwater Replenishment System, Advanced Water Quality Assurance Laboratory, downstream Anaheim Recharge Basins, and upstream Prado Wetlands in Riverside County.

### **Stakeholder Engagement Program (County of Santa Barbara, CA)**

In 2016, recreational cannabis was overwhelmingly approved by voters in Santa Barbara County (County), but it remains a controversial and divisive land use, water, agriculture, and environmental issue. Gina led proactive and transparent outreach to ensure all stakeholders were engaged throughout the ongoing development of the permitting and licensing ordinance that included more than 100 public meetings. In 2018, the County Board of Supervisors voted to limit retail storefront licenses to no more than six total countywide. For the industry, six was not enough and securing a license

would be competitive. For many community members, six were six-too-many. Gina developed an outreach program to address the challenge of creating a fair and legal process for retail storefront operators to apply for a license while also ensuring the community had every opportunity to provide input and address questions and concerns about security, traffic, parking, odor, and proximity to schools, daycare, and youth sports. Six in-person community engagement meetings were replaced with virtual meetings due to the COVID-19 public health emergency at a time when using Zoom was new, uncomfortable, and seen as a barrier to participation by those who preferred in-person meetings. The objective was to create as many ways as possible to engage and inform the community leading up to and long after the series of virtual meetings. Tactics included interactive maps, bilingual videotaped presentations available on the website ahead of the meetings, FAQs and a Zoom how-to guide, custom email and business hours phone access, videos of the meetings including public comment, and a neighborhood compatibility survey. The cannabis retail storefront outreach program was recognized by the California State Association of Counties with a 2021 Infrastructure Challenge Award. Out of 433 entries, only 21 Challenge Awards were distributed.

### **Stakeholder Engagement for Groundwater (Orange County Water District, CA)**

As the agency responsible for managing the groundwater basin, the Orange County Water District (OCWD) initiated the South Basin Groundwater Protection Program (SBGPP) to detect the location, size and source of groundwater contamination after levels of volatile organic chemicals and perchlorate that exceeded the maximum contaminant level allowed by the California Department of Public Health were detected in drinking water wells. Orange County's groundwater basin is the source of 75 percent of the drinking water for 2.4 million people. To measure the direction and speed of the migrating contamination, OCWD planned to construct six new monitoring wells. Gina developed and managed the construction outreach plan to build support from municipal leaders and assure residents that while their drinking water was safe, construction of the monitoring wells was needed to protect the deep aquifer and assure future water supplies. Construction impacts to businesses and residents required an outreach plan to determine potential impacts, mitigation efforts, and methods to communicate with stakeholders. Outreach tactics included written materials, face-to-face communication, and community meetings with maps, pictures, visuals and experts to address questions. The successful outreach program achieved 100% support of the program from all municipal partners, no public opposition, 80% acceptance from businesses and residents, and laid the foundation for the construction phase of extraction wells, pipeline and treatment facility.

### **Habitat Restoration Communications and Engagement (Phoenix, AZ)**

Gina developed the initial strategic communications and engagement plan for the Rio Salado Habitat Restoration Project to restore the native wetland and riparian habitats of the Salt River, replacing what had become a waste disposal area with an ecosystem supporting both flora and fauna. Gina guided a multi-disciplinary team of city employees through a discovery and planning process to assure key stakeholders were informed of the project and opportunities to provide input into the design. Gina also guided the production and dissemination of bilingual information about the project.

### **Strategic Media Relations for Groundwater (Orange County, CA)**

Gina drove media relations for Orange County's Groundwater Replenishment System (GWRS) interfacing with national and international broadcast, print and online journalists. As the world's largest water reuse project of its kind, the GWRS was covered extensively by broadcast and print media including The Wall Street Journal, New York Times, Time, National Geographic, USA Today, The Economist, Der Spiegel (Germany), Christian Science Monitor, Discovery Channel, CNN, NBC News and NPR. GWRS water was featured in the 2011 water documentary, "Last Call at the Oasis" written by Alex Prud'homme and directed by Oscar-winning documentarian Jessica Yu. In a National Geographic story about California's water supply crisis (April 2010), the GWRS opened and closed the article with the quote about the ultra-pure recycled water tasting like "California's future." Following the publication, a National Geographic Vice President of Communications said of Gina's efforts that, "Nobody pitches 'National Geographic,' but somehow you found a way." Gina also initiated relationships with National Geographic "Emerging Explorer" Alexandra

Cousteau, and EarthEcho International founded by Philippe Cousteau. The GWRS is featured in EarthEcho's educational book series called "Going Blue."

### **Results Driven Marketing and Media Relations (Phoenix, AZ)**

As the Public Relations Director for Farman Companies, Inc., Gina led public and media relations efforts for one of the largest privately held animal health product manufacturers that launched an average of 40 new products annually on top of an aggressive acquisition and strategic alliance program (Farnam was acquired in 2006 by Central Garden & Pet). Gina developed strategies and communication programs to generate brand awareness and consumer trust, ultimately influencing image, reputation, user knowledge and sales. Tactics included press releases, newsletters, video news releases, satellite media tours, advertorials, mat releases, and collateral development. In her first 18 months, earned media results included more than 75 million impressions valued at about \$6 million. On average, she generated a minimum of \$4 million worth of editorial coverage annually on a budget of only \$250,000.

### **PRESENTATIONS**

- "Business Communications," County of Santa Barbara Employee University training and development curriculum (2019)
- "Elevate Your Leadership Communication Strategies," County of Santa Barbara Leadership Certificate Program curriculum (2018)
- "Front Line Crisis Communications: Are You Prepared?" 2019 Public Relations Society of America Western District Conference, Phoenix, Ariz.
- "Emergency Communications: Technical Solutions, Political Risks, Community Information and Lessons Learned" (panelist), 2019 League of California Cities City Manager Conference, San Diego, Calif.
- "Emergency Situations and Crisis Plans for PEG Channels" (panelist), National Association of Telecommunications Officers and Advisors (NATOA), Webinar
- "Communication Tools and Methods During Times of Crisis," 2018 California Association of Public Information Officials (CAPIO) Annual Conference, Santa Rosa, Calif.
- "California's Year of Wildfires" (panelist), 2018 California Association of Public Information Officials (CAPIO) Annual Conference, Santa Rosa, Calif.
- "Emergency Communications and the Joint Information Center" (panelist), 2018 Summer Session, Municipal Managers Association of Southern California (MMASC), Pasadena, Calif.
- "Natural Disasters" panelist "Santa Barbara County Thomas Fire and 1/9 Montecito Debris Flow Communications," 2018 National Information Officers Association (NIOA) Annual Conference, Clearwater Beach, Fla.

### **PUBLICATIONS**

- "Alisal Fire – Flood After Fire Threat Preparations," consumer preparedness article, October 17, 2021
- "Behind the Scenes with the Emergency Public Information Communicators (EPIC)," guest editorial, Santa Barbara Noozhawk, April 13, 2017
- "Environmental Law Practice Grows," guest editorial, Arizona Capitol Times, March 28, 1997
- "Build Brand Equity: A Race to the Finish," guest editorial, Equestrian Retailer (B2B), September 2003
- "A New Way to Behave," contributed feature article, Pet Business (B2B), February 2003

# Lindsay Roth

## LEAD ANALYST

Associate Consultant

### ROLE

Lindsay will work at the direction of Nancy in conducting analyses and preparing deliverables for the project.

### PROFILE

Lindsay has over two years of experience working in the environmental field and has a graduate degree in water resources management. At Raftelis, she has contributed to financial models and analyses for water and wastewater rate studies as well as bill impact analyses. Prior to joining Raftelis, Lindsay was a student consultant for the North Carolina Department of Environmental Quality, assessing the state's algal bloom monitoring program and nutrient criteria. She also interned for the Conservation Trust for North Carolina, developing best practices for the organization to participate in community-based environmental justice. She is based in Raftelis' Los Angeles Office.

### KEY PROJECT EXPERIENCE

#### City of Hayward (CA)

The City of Hayward (City) engaged Raftelis in 2021 to conduct a comprehensive water cost-of-service and rate study proposing rates for the next two years and to provide a financial plan and rate model to serve as a planning resource for future use. The project required a balance of multiple financial objectives, including managing increasing water costs from the San Francisco Public Utilities Commission while also producing rates that were affordable for all customer classes. Lindsay served as an associate consultant on the project and assisted in the development of an updated 10-year financial plan for the City and a detailed rate study report explaining each step of the rate study process.

#### City of Pleasanton (CA)

City of Pleasanton (City) engaged Raftelis in 2019 to update its water, recycled water, and wastewater rates as well as conduct capacity fee and drought rate studies. Lindsay is serving as lead analyst on the City's rate study. The study involves developing long-term financial plans, conducting cost-of-service analyses, and designing rate structures for each of the three enterprises. The main considerations for the study include funding capital projects to remediate PFAS groundwater contamination, maintaining financial sufficiency for all enterprises, encouraging conservation during periods of drought, and reducing rate shock to customers.

#### City of Hollister (CA)

City of Hollister (City) engaged Raftelis in 2021 to conduct a water and wastewater cost-of-service and rate study as well as a water and wastewater capacity fee study. Lindsay served as an associate consultant on the project and was the lead analyst for the water cost-of-service and rate study. The study required Raftelis to develop rates that built up reserves over time without creating rate shock to water users as well as work with the project team and City staff to evaluate various rate structure options. Lindsay also wrote a detailed rate study report explaining every step of the water rate study and water capacity fee study process.



### Specialties

- Data analysis & visualization
- Water & sewer financial analysis
- Statistical analysis

### Professional History

- Raftelis: Associate Consultant (2020-present)
- North Carolina Department of Environmental Quality: Student Consultant (2019-2020)
- Conservation Trust for North Carolina: Disaster Mitigation and Climate Resiliency Intern (2019)

### Education

- Master of Environmental Management in Water Resources Management - Nicholas School of the Environment, Duke University (2020)
- Bachelor of Science in Earth and Environmental Sciences - Tulane University (2016)

### **City of Thousand Oaks (CA)**

City of Thousand Oaks (City) engaged Raftelis in 2021 to conduct water and wastewater financial plan update as well as a water rate study. Lindsay served as an associate consultant on the project and helped to develop an updated water rate model and an updated wastewater financial plan model forecasting projected revenues and expenditures for the next 5 years. The study required Raftelis to develop rates that accounted large CIP project expenditures planned for the study period for both the water and wastewater utilities while avoiding rate shock for customers. The updated models also included various capital expenditure and rate adjustment scenarios in order to aid in the City's decision-making process.

### **City of Torrance (CA)**

City of Torrance (City) engaged Raftelis in 2021 to conduct wastewater rate study update. Lindsay served as the lead analyst on the project and helped to build a wastewater rate model projecting revenues and expenditures for the next 5 years. The City had recently taken on more CIP projects under the wastewater fund due to a new policy that required stormwater projects to fall under wastewater's jurisdiction. The study required Raftelis to develop cost-of-service rates that generated enough revenue to fund these projects without having to issue any debt while maintaining fairness and affordability goals for all customer classes.

### **San Benito County Water District (CA)**

San Benito County Water District (SBCWD) engaged Raftelis in 2021 to develop a longer-term financial plan to capture planned major capital improvements that will come from the pending water master plan, as well as updating the cost allocating methodology. The SBCWD has a unique water system driven by allocations of purchased water, groundwater sources, and maintaining adequate water reserves in storage. Lindsay is building the financial planning and cost-of-service model.

### **Carpinteria Valley Groundwater Sustainability Agency (CA)**

The Carpinteria Groundwater Sustainability Agency (Agency) engaged Raftelis in 2021 to conduct a GSA Fee Study to proposed groundwater user fees to fund Phase Two of GSA Operations. Lindsay served as the lead analyst on the fee study. She developed a financial plan and worked with the project team as well as Agency staff to evaluate the best methodology for calculating the GSA user fee.

### **City of Coronado (CA)**

The City of Coronado (City) engaged Raftelis in 2021 to review and evaluate the City's current rate-setting methodology, update the financial plan for a five-year period, and propose rates for 2022. The City's sewer rates included contracted transportation and treatment fees for three US Navy Campuses. Lindsay served as the lead analyst on the study update. She developed a financial plan and worked with the project team to evaluate potential rate structure alternatives.

## **PROJECT LIST**

- City of Ventura (CA) – Water and wastewater rate study
- Borrego Water District (CA) – Water and wastewater capacity fees
- Carpinteria Valley Water District (CA) – Water rate study
- Coastside County Water District (CA) – Drought rate study
- Contra Costa Water District (CA) – Drought rate study
- City of Coronado (CA) – Wastewater rate study
- Montecito Water District (CA) – Financial plan update
- Rincon Del Diablo (CA) – Reserve policy survey study
- Yorba Linda Water District (CA) – Capacity fee study

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, General Manager

**Agenda:** June 14, 2022

### **Report**

**Date:** June 10, 2022

**Subject:** Consider Approval of Resolution 2022-09 Establishing Appropriations Limit Applicable to District During Fiscal Year 2022/2023

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### **Recommendation:**

Adopt Resolution establishing appropriations limit applicable to District during Fiscal Year 2022/2023.

### **Background:**

Article XIII B of the California Constitution, and its implementing legislation, requires each local agency to review the "appropriations limit" applicable to it annually. The "appropriations limit" is the maximum amount of "proceeds of taxes" which the District can appropriate during the fiscal year. Last year, the Board of Directors adopted the appropriations limit applicable during FY 2021/2022. The District has obtained data from the State Department of Finance concerning inflation and population changes from which the limit for the upcoming fiscal year has been calculated. The calculations are shown on the following page.

### **Fiscal Impact:**

Because the appropriations limit is far in excess of the amount of "proceeds of taxes" available to the District, the increase will not have any effect upon the District's budget this year or in the foreseeable future.

**RESOLUTION NO. 2022 - 09**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE COASTSIDE COUNTY WATER DISTRICT  
ESTABLISHING THE APPROPRIATIONS LIMIT  
APPLICABLE TO THE DISTRICT DURING FISCAL YEAR 2022-2023**

WHEREAS, by Resolution No. 2021-05, the Board of Directors established the appropriations limit applicable to the District during Fiscal Year 2021-2022 as \$7,045,671; and

WHEREAS, Article XIII B of the California Constitution and Sections 7902(b) and 7910 of the Government Code require that each local agency subject thereto establish by resolution the appropriations limit applicable during Fiscal Year 2022-2023 by applying, to the limit for Fiscal Year 2021-2022, the factors, as issued by the California Department of Finance, reflecting changes in population and per capita personal income; and

WHEREAS, the calculations showing the application of those factors were made available for public review at least fifteen days prior to the date hereof; and

WHEREAS, the applicable factors are as follows: (1) the change in the California per capita personal income was 7.55%, and (2) the applicable change in population from January 1, 2021 to January 1, 2022 was -0.92%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Coastside County Water District that the appropriations limit for Fiscal Year 2022-2023 is hereby established as \$7,521,867.

PASSED AND ADOPTED this 14th day of June, 2022, by the following vote of the Board:

AYES:

NOES:

ABSENT:

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Robert Feldman, President  
Board of Directors

ATTEST:

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Mary Rogren, General Manager  
Secretary of the District

## **COASTSIDE COUNTY WATER DISTRICT**

### **NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022-2023**

State law (Section 7910 of the Government Code) requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIII B of the California Constitution applicable during the following fiscal year. The limit must be adopted at a regularly scheduled meeting or a noticed special meeting and the documentation used in determining the limit must be made available for public review fifteen days prior to such meeting.

Set out below is the methodology proposed to be used to calculate the Fiscal Year 2022-2023 appropriations limit for the District. The limit as set forth below will be considered and adopted at the meeting of the Board of Directors on June 14, 2022.

1. Appropriations limit for Fiscal Year 2021-2022	\$7,045,671
2. Population change (January 1, 2021-January 1, 2022)	-0.92%
3. Change in California per capita personal income Fiscal Year 2021-2022	7.55%
4. Fiscal Year 2022-2023 adjustment factor (1.0775 x 0.9908)	1.067587
5. Fiscal Year 2022-2023 appropriations limit (\$7,045,671 x 1.067587)	\$7,521,867

Dated: May 17, 2022



## **STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: Mary Rogren, General Manager**

**Agenda: June 14, 2022**

**Report Date: June 10, 2022**

**Subject: Consider Approval of Resolution 2022-10 Calling for an Election to be Held on Tuesday, November 8, 2022, for the Election of Two (2) Members of the Governing Board**

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### **Recommendation:**

Adopt Resolution 2022-10 calling for an election to be held on Tuesday, November 8, 2022 for the election of two members of the District's Board of Directors and requesting the County Elections Department to conduct this election. The resolution also authorizes the General Manager to enter into an Elections Services Agreement with the Chief Elections Officer to outline the detailed services to be provided by both the District and the Chief Elections Officer.

### **Background:**

The regular District election will be held on November 8, 2022. Two zones (Zone 2 and Zone 5) are up for election (4-year terms). These zones are currently held by Director Chris Mickelsen (Zone 2) and Director Robert Feldman (Zone 5).

Under state law, the District must submit a formal request to the County Elections Department to perform all of the services required to conduct the District election. Having those services consolidated with other county and statewide elections that may be held on November 8, 2022 results in a substantial cost savings to the District. The resolution authorizes the General Manager to enter into an Elections Service Agreement with the County of San Mateo's Chief Election Officer to outline the detailed services to be provided by both the District and the Chief Elections Officer, and to pay an invoice for all services to the County of San Mateo within 45 days.

Candidate's statements will be included in the ballot materials prepared by the Elections Department. The Board has discretion to determine whether candidate's statements will be a maximum of 200 or 400 words, and whether the cost attributed to the statements will be charged to the District or the candidates. The draft Resolution presented here specifies a 200-word limit to be paid by the candidates themselves, in accordance with past District practice.

Candidate filing for the election will be open July 18, 2022 and close on August 12, 2022. All candidates running for office must file a Form 700 Statement of Economic Interest. Online candidate seminars have been scheduled for Thursday, July 7, 2022 and Thursday, July 28, 2022.

***STAFF REPORT***

**Agenda: June 14, 2022**

**Subject: Resolution 2022-10 Calling for an Election**

**Page Two**

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**Fiscal Impact:**

Estimated election expense of \$20,000. is included in the Fiscal Year 2022-2023 budget.

## RESOLUTION NO. 2022-10

### A RESOLUTION OF THE COASTSIDE COUNTY WATER DISTRICT CALLING FOR AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2022, FOR THE ELECTION OF TWO (2) MEMBERS OF THE GOVERNING BOARD

The Governing Board of the Coastside County Water District hereby resolves as follows:

**WHEREAS**, an election is hereby called to be held in and for the Coastside County Water District on Tuesday, November 8, 2022 to elect two (2) members of the Governing Board for a full term of four (4) years each.

**WHEREAS**, pursuant to Elections Code 10002, the Governing Board of the Coastside County Water District hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & Assessor – County Clerk – Recorder (the “Chief Elections Officer”) as the County Elections Official for the purpose of rendering services in the conduct of the election to be held on Tuesday, November 8, 2022.

**WHEREAS**, the election to be held on Tuesday, November 8, 2022 will be conducted by district. Each governing board member shall reside in the sub district area where she or he seeks to represent and shall be elected by the registered voters of that particular sub district area.

**WHEREAS**, pursuant to Elections Code 10509, not less than 125 days prior to the date of the election, the jurisdiction secretary shall deliver a notice to the Chief Elections Officer. The notice shall bear the secretary's signature and the district seal and shall also contain both of the following:

(a) The elective offices of the jurisdiction to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.

(b) Whether the jurisdiction or the candidate is to pay for the publication of a candidate statement.

**WHEREAS**, pursuant to Elections Code 10522, not less than 125 days prior to the date of the election, the Coastside County Water District shall deliver to the Chief Elections Officer a map showing the boundaries of the jurisdiction and the boundaries of the divisions of the jurisdiction, if any, within the County and a statement indicating in which divisions a member of the Governing Board is to be elected and whether any elective officer is to be elected at large at the next general district election.

**WHEREAS**, the General Manager of the Coastside County Water District hereby is authorized and directed to enter an Elections Service Agreement with the Chief Elections Officer regarding the election to be held on Tuesday, November 8, 2022 to outline the detailed services to be provided by both the Coastside County Water District and the Chief Elections Officer.

**WHEREAS**, the Chief Elections Officer shall send an itemized invoice to the Coastside County Water District for all services provided pursuant to the Elections Service Agreement after the election is conducted and all related costs are determined. The Coastside County Water District agrees to submit payment on the full amount of the invoice to the County of San Mateo within forty-five (45) days of the date of the invoice.

**BE IT FURTHER RESOLVED** that pursuant to Elections Code 13307, each candidate for the Governing Board to be voted in the election to be held on Tuesday, November 8, 2022 may prepare a candidate statement on the appropriate form provided by the Chief Elections Officer. Such statement shall be limited to 200 words. The prorated costs of printing, mailing and translating the statements shall be paid by the Candidate.

*I hereby certify the foregoing Resolution was duly and regularly passed and adopted by the Governing Board of the Coastside County Water District at a regular meeting thereof held on this 14 day of June, 2022, by the following votes:*

**AYES:**

**NOES:**

**ABSENT:**

ATTEST:

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Robert Feldman, President  
Board of Directors

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Mary Rogren, General Manager  
Secretary of the District

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, General Manager

**Agenda:** June 14, 2022

**Report Date:** June 10, 2022

**Subject:** California Special Districts Association (CSDA) - 2022 Board Election - Bay Area Network, Seat B

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### **Recommendation:**

Designate Coastside County Water District's vote for a candidate to serve as one of the representatives to the California Special Districts Association (CSDA) Board of Directors in the Bay Area Network, for Seat B.

### **Background:**

As a member of the California Special Districts Association, the Coastside County Water District's Board of Directors has the opportunity to participate in the Board Elections process by casting a vote for one of the candidates seeking to represent the Bay Area Network.

Attached is the CSDA mail ballot information, including candidate statements for:

Ryan Clausnitzer – General Manager, Alameda County Mosquito Abatement District

Mathew Fuzie – General Manager, Livermore Recreation and Park District

### **Fiscal Impact:**

None

**CSDA Board of Directors Election Ballot - Term 2023-2025; Seat B - Bay Area Network**

**Please vote for your choice**

Choose **one** of the following candidates:

- Ryan Clausnitzer, Alameda Mosquito Abatement District\*
- Mathew Fuzie, Livermore Area Recreation and Park District

\*Incumbent

This question is **required**. You may select **one** of the following.  
Click on any **view details** link to view more information.

Ryan Clausnitzer\* [\[view details\]](#)

Mathew Fuzie [\[view details\]](#)

**Continue**

**Cancel**



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

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

**Name:** Ryan Clausnitzer, MPA, CSDM

**District/Company:** Alameda County Mosquito Abatement District

**Title:** General Manager

**Elected/Appointed/Staff:** Staff

**Length of Service with District:** Ten years total: three as Trustee, seven as General Manager

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

Ex officio membership in all CSDA committees: Legislative, Professional Development, Fiscal (former Chair), Member Services, Audit, Bylaws and Elections, Executive (chair). Speaker and Panelist at GM Summit and Annual Conference. Certified Special District Manager (CSDM). Recognition of Special District Governance, SDLF Leadership Academy, District Board Secretary/ Clerk.

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

Coastal Region representative on the MVCAC Legislative Committee and the Ad-Hoc Sterile Insect Technique Sub-committees

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

Board member of the Alameda County Special District Chapter, Executive Committee member of the East Bay Economic Development Agency, special district representative to CA Secretary of State's 2020 election task force.

**4. List civic organization involvement:**

Member of Rotary Club of Alameda leading the program to find employment for Afghan refugees. Youth girls basketball and track coach, girls basketball athletic coordinator.

**\*\*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 March 31, 2022 will not be included with the ballot.**



March 11, 2022

Bay Area Special Districts

**Re: CSDA Board of Directors Bay Area Network Seat B**

I am seeking your support for a third term on the CSDA Board of Directors in the Bay Area Network based on my CSDA leadership, my involvement in the community specifically focused on raising awareness of special districts, my 25 years of experience in all levels of government, and my academic background in public policy.

In my current 3-year term on the Board of CSDA, my fellow directors chose me as Vice-President for the first year and President the following two. Other than serving on the Board of the Alameda CSDA chapter, I was pleased to be able to attend several virtual county chapter meetings in Santa Clara, San Mateo, Contra Costa, Marin, with a formation meeting in Sonoma County. These connections allow me to better represent the entire region at CSDA meetings and advocacy events. Regarding events, in 2021, I led CSDA to make its first connections with the Boys and Girls State of California leading to a presentation and career day inclusion at the 2021 virtual Boys State. CSDA has assurances from both the Girls and Boys State that we will engage again in 2022 and beyond. This fulfills my goal in my first year as President to increase the visibility of special districts to future directors and as a viable career option.

The goal in my second year of CSDA Presidency is for special districts to better represent the communities that they serve. I began this process by working with the Institute for Local Government and will be bringing these initiatives directly to CSDA's strategic planning session this summer.

The San Francisco Bay Area is a very amazing place to live and it is our job to make life here even better by delivering critical services to our communities as efficiently and effectively as possible. I would be honored to represent your special district once again on the CSDA Board of Directors.

Sincerely,

Ryan Clausnitzer, MPA, CSDM, REHS  
General Manager  
Alameda County Mosquito Abatement District  
23187 Connecticut Street  
Hayward, CA 94545  
510-925-1756  
ryan@mosquitoes.org

Encl: Nomination form, candidate information sheet, Board resolution



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Mathew L. Fuzie

District/Company: Livermore Area Recreation and Park District (LARPD)

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 3.5 Years

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

Member, Alameda County Special Districts Association

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

Served on the Board of Directors for CAPRI (the California Association for Park & Recreation Indemnity)

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

Livermore Valley Intergovernmental Committee

4. List civic organization involvement:

N/A

**\*\*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 March 31, 2022 will not be included with the ballot.**



**California Special  
Districts Association**  
*Districts Stronger Together*

## Candidate Statement: Mathew L. Fuzie

I have been in Recreation and Law Enforcement since 1981. After a 33-year career with California State Parks finishing as Deputy Director, I retired on August 4 of 2018. On August 6, 2018, I started as General Manager of the Livermore Area Recreation and Park District (LARPD). My experiences with State Government translated very well into the management of a special district. My experience translates very well into this position as well. I have worked in every corner of California and at high levels in Sacramento. I know my way around the Capitol buildings and have many contacts. I am very comfortable working with legislators and their staff. I am a very good problem solver and professional who can get things done.

**STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: James Derbin, Superintendent of Operations**

**Agenda: June 14, 2022**

**Date: June 10, 2022**

**Subject: Nunes Water Treatment Plant Upgrades Project Update #10**

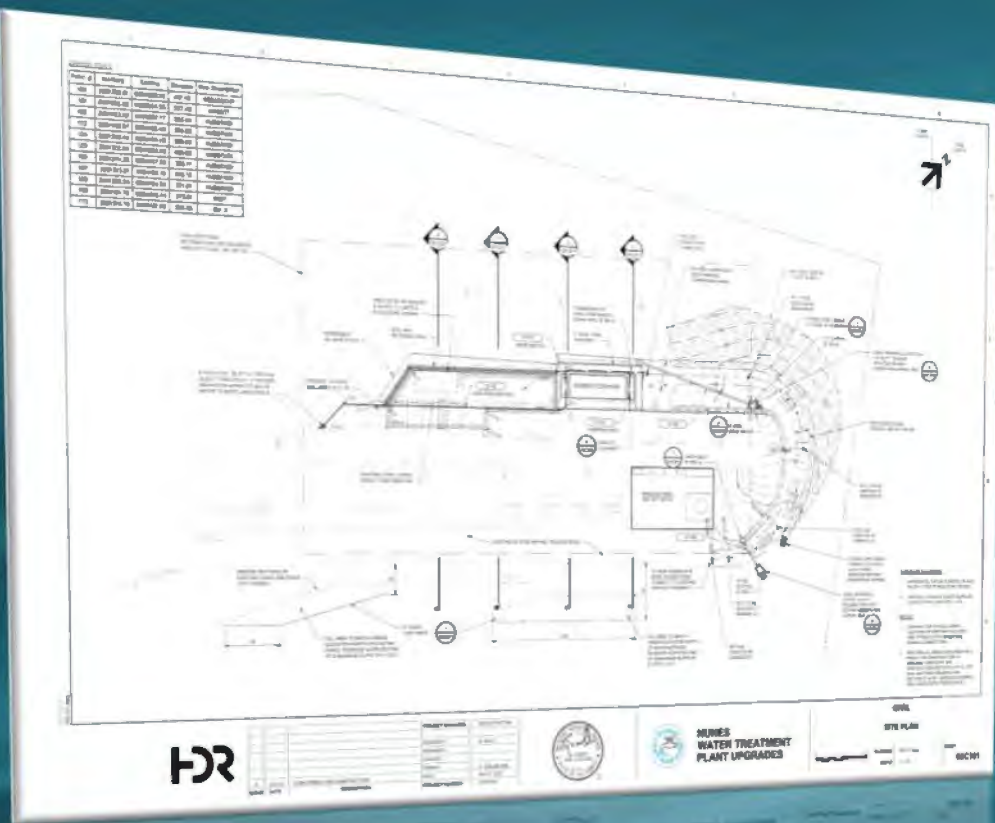
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**Informational Item**

The Nunes Water Treatment Plant Upgrade Project official contractual start date was August 16, 2021. This monthly project update is #10 of several updates staff plans to present to the Board on progress of this important project.

Unfortunately supply chain issues on the valves needed for this project are likely going to require Ranger to pause for ~3-4 months until the valves arrive. This will extend the estimated completion date to January 2024. Ranger has worked diligently on the many supply chain issues and is attempting to get the new sedimentation basin online and tested before this pause in work.

Freyer and Loretta, Inc., the Construction Management firm on this project has put together a brief summary of progress to date. See Attachment A.



# Coastside County Water District Nunes Water Treatment Plant Upgrades June 14, 2022 Board Meeting

# Contract Data as of Board Meeting Date

Contract Time (Calendar Days)		Contract Value	
Base Contract Duration	720	Base Contract	\$8,339,915.00
<i>Approved Change Order Days Added</i>	0	Approved Change Order Added	\$0
<i>Approved Change Order Days Subtracted</i>	0	Approved Change Order %	0%
Total Contract Duration	720	Total Contract Approved	\$8,339,915.00
Elapsed (Start Date 8/16/2021)	302	Billed to Date <sup>1</sup>	\$3,801,900.00
Remaining Days	418	Remaining Value	\$4,538,015.00

<sup>1</sup> Billed to date value is the contract work complete including the 10% retention that will be paid to Contractor upon project completion.

# Construction Progress Update #10

## Progress since Previous Board Meeting:

- Installation of plate settler supports.
- Installation of air scour blower.
- Setting of caustic soda storage tank.
- Earthwork for access road and new trailer/parking area.
- Concrete placement for v-ditch at soil nail wall and access road.
- Stain finishing of soil nail wall.
- Hydroseeding, jute netting, and wattles installation on hillside slopes.

# Construction Progress Update #10

## Three-Week Look Ahead Schedule:

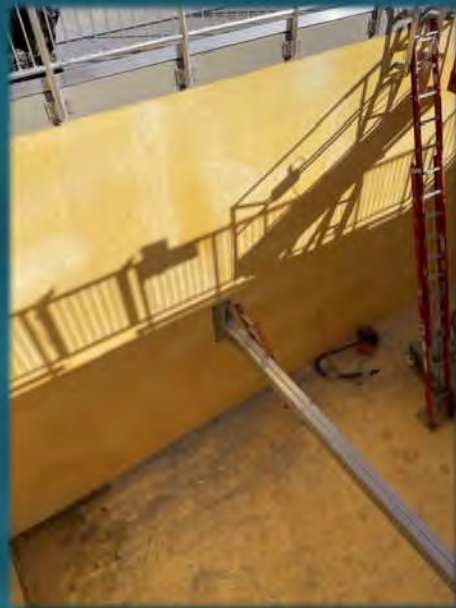
Major items of work anticipated over next 3-4 weeks are as follows:

- Finish earthwork at new trailer/parking area.
- Placement of final aggregate layer on access road.
- Install wharf hydrant and piping per design change #5.
- Install 8-inch air scour piping at caustic soda process area.

## Overall Project Schedule:

- Project progress is very good, but valve supply-chain issues are delaying the end-date of the project.
- Estimated completion date is January 2024.
- Work onsite will be relatively light between July-November 2022 as the project awaits material deliveries.





Construction Photos

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, General Manager

**Agenda:** June 14, 2022

**Report**

**Date:** June 10, 2022

**Subject:** General Manager's Report

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**Recommendation:**

Information Only.

**75th Anniversary**

Staff to provide brief update on 75th Anniversary activities.

Important Dates:

July 4, 2022 - 4th of July Parade

July 19, 2022 - Special Board of Directors Meeting at 1:00 p.m. to Celebrate 75th Anniversary

## **MONTHLY REPORT**

**To:** Mary Rogren, General Manager  
**From:** James Derbin, Superintendent of Operations  
**Agenda:** June 14, 2022  
**Report**  
**Date:** June 10, 2022

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### **Monthly Highlights**

- Denniston Water Treatment Plant online at 400 gpm
- Staff replaced air balancing solenoids on Crystal Springs Pump Station (CSP) surge tank
- CSP P2 removed/replaced, waiting on motor
- Divers inspected wetwell and pumps at CSP and inspected and cleaned inlet screens
- Fire break maintenance on Pilarcitos Pipeline easement and CSP
- Mike McDermott passed the AWWA Backflow Tester recertification exam.

**May Sources:** Pilarcitos Lake, Denniston Reservoir/Wells, Crystal Springs

### **Projects**

- Purisima Way pipe replacement project complete
- Denniston Access Road repairs underway
- Nunes Water Treatment Plant Improvement Project
  - Ranger mobilized on 8/16/21. Soil nail wall complete, installation of Caustic tank, Chemical transfer pump and air blower has begun, V ditches and curb gutter below soil nail wall complete.
- EKI
  - Grandview/Hwy 1 crossing and main replacement bid opening on 4/27/22. Apparent low bidder was Casey Construction at \$1.5M. Engineers Estimate was \$1.88M
  - Pilarcitos Crossing – Securing easements before processing contract documents with Golden Bay Construction.
  - Miramontes Point Road – Design expected Fall 2022
- HDR
  - Half Moon Bay Tank replacement project – HDR engineering a design to replace HMB tanks 1&2 first. 90% design under review for comments from staff.

## STAFF REPORT

**To:** Board of Directors  
**From:** Cathleen Brennan, Water Resources Analyst  
**Agenda:** June 14, 2022  
**Report:** June 9, 2022  
**Subject:** Water Shortage Emergency Warning and Public Outreach Update

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### Background

The Board of Directors adopted Ordinance No. 2022-01 declaring a Water Shortage Emergency under Stage 2 of the District's Water Shortage Contingency Plan on March 24, 2022.

### San Francisco Public Utilities Commission (SFPUC) Update

On May 24, the SFPUC adopted Stage 2 of their Water Shortage Contingency Plan and went from a 10 percent shortage to an 11 percent shortage. The Tier 1 Plan allocation (division of water between San Francisco Water Retail Customers and Wholesale Customers) will be recalculated.

BAWSCA informed wholesale customers that there will be adjustments to how the Tier 2 allocation is calculated under Stage 2. The Tier 2 allocation is the water allocated among wholesale customers. The changes include using FY2021 data for water purchases and consumption. In addition, a rolling average of the previous three years of purchases will be factored into the calculation, along with monthly average production values for the three years preceding the drought.

The District should receive a revised final monthly allocation (water budget) by June 15 based on the Tier 2 agreement among BAWSCA member agencies. Staff anticipates that these changes should result in a more favorable monthly allocation for the District even with the water shortage increasing by 1 percent.

### State Water Resources Control Board (SWRCB)

On May 24, the SWRCB approved additional emergency water conservation regulations because of data showing that water consumption has been increasing statewide instead of decreasing. The regulations include certain requirements the District has already adopted with Ordinance 2022-01, but the District will need to incorporate the following two items into a revised ordinance.

- Non-functional turf at commercial, industrial, and institutional (includes HOA's) shall not be watered (irrigated) with potable water.
- Irrigation with potable water shall not take place between 10:00 a.m. and 6:00 p.m. .

There was also a special reporting requirement in the emergency conservation regulations. On June 1, the District submitted a preliminary water supply and demand assessment for FY2023 to the state. The final assessment is due to the state on July 1, 2022.

### Outreach Update for the Month of April

- Ø New Water Conservation Banner Installed on Main Street.
- Ø WaterSmart mailed a water report to every single-family customer.



*New Water Conservation Banner*

### Milestones

The last page of this report has a list of milestones related to the current Water Shortage Emergency.

<b>Milestones</b>	
4/21/2021	Governor Newsom issued proclamation of state of emergency for the counties impacted the most severely by drought conditions, after two years of below normal precipitation. San Mateo County was not included on this initial proclamation.
4/15/2021	SFPUC requests voluntary 10 percent reduction in irrigation (outdoor) water use starting July 1, 2021. Goal is not to exceed 2019 summer water demand.
5/10/2021	Governor Newsom expanded on the 4/21/2021 proclamation and included more counties.
5/11/2021	The BOD approved Coastside CWD implementing Stage 1 of the District's WSCP - Water Shortage Advisory
7/8/2021	Governor Newsom's Executive Order N-10-21 includes San Mateo County and Santa Clara County in the declaration of a drought emergency. Alameda County was already included in the drought emergency. "I call on all Californians to voluntarily reduce their <i>(total)</i> water use by 15 percent from their <i>(CY)</i> 2020 levels."
7/12/2021	SFPUC revises their request to align with Governor Newsom's request that total water use be voluntarily reduced by 15 percent from 2020 water usage levels.
8/19/2021	Curtailment order for the Delta Watershed (including the San Joaquin River watersheds) authorized by the State Water Resources Control Board and approved by the Office of Administrative Law on August 19, 2021. <a href="https://www.waterboards.ca.gov/drought/delta/">https://www.waterboards.ca.gov/drought/delta/</a>
9/26/2021	Warning from BAWSCA of elevated water rationing status from SFPUC. Mandatory rationing request by SFPUC of at least 10 percent as early as late October due to curtailment orders on the SF Bay-Delta tributaries.
11/23/2021	SFPUC declared a water shortage emergency with voluntary measures to meet a 10 percent reduction for wholesale customers, which triggers Tier 1 and Tier 2 allocation agreements. SFPUC retail customers will voluntarily reduce 5 percent.
1/1/2022	Coastside County Water District's allocation/water budget from SFPUC was implemented as of the first of January 2022.
1/3/2022	SFPUC staff sent the wholesale customers their final monthly allocations for calendar year 2022.
1/4/2022	The SWRCB adopted emergency regulations regarding water conservation to title 23 of the California Code of Regulations.
1/31/2022	Initial Water Supply Availability Estimate received from SFPUC. January turned out to be the driest January on record for precipitation in the Hetch Hetchy Watershed.
2/16/2022	Coastside CWD received its first report on the status of compliance with SFPUC's water allocation/water budget.
2/17/2022	SFPUC provide an update on water supply conditions.
3/1/2022	SFPUC provided an update on water supply conditions.
3/8/2022	Staff presented a water shortage emergency ordinance to the Board of Directors.
3/24/2022	A public hearing was conducted regarding the proposed water shortage emergency ordinance and Ordinance 2022-01 was adopted declaring a Water Shortage Emergency.
3/28/2022	Governor Newsom issued Executive Order N-7-22, directing the SWRCB to consider adopting additional emergency conservation regulations and additional reporting requirements for urban water retailers.
4/15/2022	Water Availability Update by SFPUC
4/26/2022	Fact sheet on mandatory restrictions (Ordinance 2022-01) was mailed to each unique customer.
5/24/2022	<b>SFPUC approved going to a Stage 2 of their Water Shortage Contingency Plan with an 11 percent water shortage.</b>
5/24/2022	<b>The SWRCB adopted additional emergency conservation regulations - Resolution 2022-0018</b>
6/15/2022	<i>San Francisco Water will provide the District with a revised final monthly water allocation (water budget).</i>
7/2022	<i>Staff will bring a revised Ordinance to the Board of Directors to consider.</i>