

(1) COVID-19: SPECIAL BROWN ACT PROCEDURES

The Central Coast Water Authority has determined this meeting to be an essential public meeting and will be conducting the meeting pursuant to the provisions of the Governor's Executive Orders N-25-20, N-29-20 and N-35-20 and the corresponding Santa Barbara County Health Officer's order.

Since this is an evolving COVID-19 situation, the Central Coast Water Authority will provide updates to any changes to this policy as soon as possible. The Authority thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

(2) OPTIONS FOR THE PUBLIC TO PARTICIPATE IN THE PUBLIC MEETING

Consistent with the Governor's Executive Orders, all meetings of the Central Coast Water Authority will be conducted remotely – via video call and telephonically – until further notice. You are strongly encouraged to listen to all meetings live via RING CENTRAL MEETING (a Zoom affiliate) and TELEPHONE, as described in the agenda which is located on CCWA's website and was distributed to CCWA's "Notice of Meeting Distribution List" in compliance with the Brown Act.

Committee members, staff, and the public may participate remotely via computer using this URL:

<https://meetings.ringcentral.com/j/1499758847>

Or using this teleconference phone number and access code:

+1(623) 404-9000 Access Code: 149 975 8847 (press # after entering code)

When prompted, enter (speak) your full name.

You may provide the Committee with public comment in the following manner:

If you wish to make either a general public comment or to comment on a specific agenda item as it is being heard, or if you wish to make a comment on a specific agenda item, please: "raise your hand" digitally, or telephonically.

1. If you are joining via Zoom video, simply select "participants" at the bottom of your screen and choose the "raise your hand" icon on the right. This will notify us that you wish to speak.

2. If you are joining via telephone dial-in, please dial \*9 to raise your hand. All participants, with the exception of Board Members and certain staff, will remain muted.

Please note the Committee Chair has the discretion to limit the speaker's time for any meeting or agenda matter. Typically, the practice has been 3 minutes per speaker on each item.

## JOINT MEETING NOTICE



### A REGULAR MEETING OF THE PERSONNEL COMMITTEE <sup>(1)</sup> and A SPECIAL MEETING OF THE BOARD OF DIRECTORS <sup>(2)</sup> of the CENTRAL COAST WATER AUTHORITY

will be held at **2:00 PM June 2, 2020**  
via URL: <https://meetings.ringcentral.com/j/1499758847>  
or via telephone by dialing 1(623)404-9000 and entering code 149 975 8847#

THE FOLLOWING ITEMS WILL BE DISCUSSED AT THE MEETING OF THE COMMITTEE AND A VOTE MAY BE TAKEN FOR THE PURPOSE OF RECOMMENDING ACTION BY THE BOARD OF DIRECTORS.

#### AGENDA

- I. Call to Order and Roll Call
- II. Public Comment– (Any member of the public may address the Committee relating to any matter within the Committee’s jurisdiction. Individual speakers may be limited to five minutes; all speakers may be limited to a total of fifteen minutes.)
- III. \* Approve Minutes of the May 13, 2019 and September 26, 2019 Personnel Committee Meetings
- IV. \* 2020 Review of Personnel Policy Manual
- V. Closed Session:
  - A. Public Employee Performance Evaluation - Government Code Section 54957  
Title: Executive Director
  - B. Conference with Labor Negotiator - Government Code Section 54957.6  
Name of Negotiator: Jeffrey Dinkin  
Unrepresented Employees: Executive Director, Deputy Director
- VI. Reports from Committee Members for Information Only
- VII. Date of Next Meeting: *Unscheduled*
- VIII. Adjournment

Eric Friedman  
Chairman

Ed Andrisek  
Vice Chairman

Ray Stokes  
Executive Director

Brownstein Hyatt  
Farber Schreck  
General Counsel

*Member Agencies*

City of Buellton

Carpinteria Valley  
Water District

City of Guadalupe

City of Santa Barbara

City of Santa Maria

Goleta Water District

Montecito Water District

Santa Ynez River Water  
Conservation District,  
Improvement District #1

*Associate Member*

La Cumbre Mutual  
Water Company

**MINUTES OF THE  
CENTRAL COAST WATER AUTHORITY  
PERSONNEL COMMITTEE**

**May 13, 2019**

**I. Call to Order and Roll Call**

Director Burchardi called the May 13, 2019, Central Coast Water Authority Personnel Committee meeting held at 255 Industrial Way, Buellton, California, to order at 9:00 a.m. Attachment No. 1 is a list of those in attendance.

Committee Members in Attendance:

Harlan Burchardi	Santa Ynez RWCD, ID #1
Floyd Wicks	Montecito Water District
Ed Andrisek	City of Buellton

Staff in Attendance:

Ray Stokes	CCWA Executive Director
John Brady	CCWA Deputy Director
Lisa Watkins	CCWA Secretary

**II. Public Comment**

There was no public comment.

**III. Approve Minutes of the March 12, 2018 Meeting**

Following discussion, motion to approve the minutes of the March 12, 2018 meeting was made by Director Andrisek, seconded by Director Wicks and carried with all in favor and none opposed.

**IV. Personnel Policy Manual Changes**

Ray Stokes, CCWA Executive Director, noted there was a memo detailing recommended changes to the CCWA Personnel Policy manual from CCWA's Personnel Counsel, Jeff Dinkin, included in the meeting materials. None of the changes proposed are mandated by law, but were at the request of CCWA.

Mr. Jeffrey Dinkin, CCWA's labor attorney, reviewed the revision to Section 3.3.2, Donation of Accrued Vacation Time. This is an existing program that allows employees to voluntarily donate vacation time, up to a maximum amount, that would then be converted to sick leave for employees who must remain off work for illness or injury but have exhausted their accrued paid leave (sick leave, vacation and compensatory time off) (again, up to a maximum amount). Previously, the donated time would be directed to a particular employee. Upon further consideration, it seems more appropriate for the donation of vacation time to be stored in a sick leave bank that eligible employees could then access subject to approval by management and up to stated limits. A redlined copy of the proposed sections was included in the meeting materials.

Second, a revision to Section 3.16.1, Retiree Health Insurance Benefits was reviewed. The purpose of the revisions is to clarify the maximum contribution amount that would be

made by CCWA toward the health insurance premiums for qualified retirees. One revision clarifies that for qualified retirees the increased medical contribution will be based on the lowest cost plan available in the area where the employee resided at the time of retirement. A further clarification pertains to Medicare eligible retirees, and makes clear that the contribution by CCWA will be limited to the actual cost of the plan for the employee only premium.

Upon a motion by Director Burchardi, seconded by Director Andrisek and carried with all in favor and none opposed, the committee recommended Board approval of the changes to the CCWA Personnel Policy Manual.

**V. Succession Planning Presentation**

A brief presentation on the steps CCWA is taking to prepare for an anticipated wave of staff turnover due to retirement eligibility was provided by Ms. Lisa Watkins, CCWA Office manager. The presentation highlighted that currently more than half of CCWA staff is eligible for retirement, and in the next five years a great deal of institutional knowledge could be lost. CCWA is looking at ways to retain staff, as well as create a staff trainee program for more specialized positions.

The Committee adjourned to closed session at 10:47 a.m.

**VI. Closed Session:**

- A. Public Employee Performance Evaluation - Government Code Section 54957  
Title: Executive Director
- B. Conference with Labor Negotiator - Government Code Section 54957  
Unrepresented Employees: Executive Director, Deputy Director

The Committee reconvened to open session at 12:01 p.m.

Upon reopening the meeting, the Committee announced that it had met to consider salary changes for the Executive Director and Deputy Director, to evaluate the Executive Director and had provided direction to the labor negotiator.

**VII. Reports from Committee Members for Information Only**

There were no reports from Committee Members.

**VIII. Items for Next Meeting Agenda**

**IX. Date of Next Meeting: Unscheduled**

**X. Adjournment**

The meeting was adjourned at 12:03 p.m.

Respectfully submitted,

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Elizabeth Watkins  
Secretary to the Board



**MINUTES OF THE  
CENTRAL COAST WATER AUTHORITY  
PERSONNEL COMMITTEE**

**September 26, 2019**

**I. Call to Order and Roll Call**

Director Burchardi called the September 26, 2019, Central Coast Water Authority Personnel Committee meeting held at 255 Industrial Way, Buellton, California, to order at 8:30 a.m. Attachment No. 1 is a list of those in attendance.

Committee Members in Attendance:

Harlan Burchardi	Santa Ynez RWCD, ID #1
Floyd Wicks	Montecito Water District
Ed Andrisek	City of Buellton

**II. Public Comment**

There was no public comment.

**III. CCWA Succession Planning – Accounting Staff**

CCWA's Controller will be retiring at the end of this calendar year, which presented an opportunity to evaluate current staffing and assignment of duties in order to continue proper succession planning for CCWA. Current Accounting staff consists of a full-time Controller, a full-time Deputy Controller, and a part-time Accounting Technician. This proposal would replace the Deputy Controller position with the re-instated position of Senior Accountant.

Mr. Stokes explained the accounting system of CCWA is very complex, so cross-training and redundancy is critical in order to meet CCWA's business needs without interruption. This proposal will allow for cross-training of the Senior Accountant to provide back-up to the Controller, as well as some Human Resources duties to provide back-up to our Office Manager and water accounting/reporting to assist the Deputy Director.

Staff recommendation is to reinstate the position of Senior Accountant at Pay Grade 25 and leave the position of Deputy Controller unfilled, resulting in an approximate annual savings of \$70,000. Because the current Controller is retiring at the middle of the Fiscal Year, this change is proposed to take place in January and would result in an approximate savings in the current Fiscal Year of \$35,000.

Upon a motion by Director Wicks, seconded by Director Andrisek and carried with all in favor and none opposed, the committee recommended Board approval of the re-instatement of the Senior Accountant position at Pay Grade 25.

**IV. Reports from Committee Members for Information Only**

There were no reports from Committee Members.

**V. Items for Next Meeting Agenda**

**VI. Date of Next Meeting: Unscheduled**

**VII. Adjournment**

The meeting was adjourned at 8:42 AM

Respectfully submitted,

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Elizabeth Watkins  
Secretary to the Board

/lfw



STRADLING YOCCA CARLSON & RAUTH, P.C.

MEMORANDUM

**TO:** Ray Stokes, Executive Director **FILE NUMBER:** 102869-0001  
**FROM:** Jeffrey Dinkin  
**DATE:** April 3, 2020  
**SUBJECT:** 2020 Review of Personnel Policy Manual

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I have reviewed the CCWA Personnel Policy Manual (“Manual”), consulted with Lisa Watkins, and suggest the revisions.

1. Discrimination/Harassment. A recent change in California law specifies that the prohibition against discrimination or harassment based on race extends to traits historically associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. We therefore recommend revisions the following section of the Manual so it reads as follows:

“Section 1.5 Equal Employment Opportunity. CCWA supports equal employment opportunities and does not unlawfully discriminate against its employees or applicants because of race (including traits historically associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin, ancestry, age (40 and above), marital status, military or veteran status, physical or mental disability, medical condition (genetic characteristics, cancer or a record or history of cancer), gender, gender identity, or gender expression, genetic information, or any other characteristic protected by state, federal or local law. CCWA also makes reasonable accommodations, as required by law, for employees who have a physical or mental disability. Finally, CCWA prohibits the harassment of any individual on any of the basis listed above. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.”

“Section 4.16 Harassment and Discrimination. CCWA is committed to providing a workplace free of sexual harassment or discrimination (which includes harassment or discrimination based on pregnancy, childbirth, breastfeeding and/or related medical conditions) as well as harassment or discrimination based ancestry, age (40 and above), color, gender, gender identity, or gender expression, genetic information, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin, physical or mental disability, race (including traits historically associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), religion, sexual orientation, or any other characteristic protected by state, federal or local law. ....”

2. Add New Section 1.14.2.2 Treatment Plant Operator Portal to Portal Pay. This new section addresses the time required for a Treatment Plant Operator to report back to the treatment plant when on standby.

“Section 1.14.2.2. Treatment Plant Operator Portal to Portal Pay. Treatment Plant

Operators who are assigned to Standby duty shall receive an additional two hours of pay at their regular hourly rate when required to report to the treatment plant with less than twelve hours' prior notice. This additional pay is intended to address the travel time for mobilizing and demobilizing to and from the Water Treatment Plant and therefore, no mileage reimbursement will be provided for mobilizing and demobilizing to and from the Water Treatment Plant."

3. Section 3.21.1 Paid Family Leave Insurance. Legislative changes require modification of the last sentence of the first paragraph to read as follows: "~~Effective July 1, 2004,~~ PFL provides up to ~~six~~eight weeks of wage replacement benefits to employees who take time off work to care for a seriously ill child, spouse, parent, or domestic partner, or to bond with a new child."

4. Add New Section 4.24 Lactation Accommodation. Due to legislative changes, add the following section to Section 4, Employment Policies:

"Section 4.24. Lactation Accommodation. CCWA will provide a reasonable amount of break time and an appropriate location, consistent with state and local requirements, to any employee desiring to express breast milk for the employee's infant child. Wherever possible, the break time must run concurrently with any break time already provided to the employee and in such circumstances will be paid. However, if such break time does not run concurrently with the employee's normal break times, such time may be unpaid.

An employee may request an accommodation for lactation breaks by submitting a lactation accommodation request form to her Supervisor. The Supervisor must respond to the employee's accommodation request in writing on the same lactation accommodation request form submitted by the employee indicating the approval of the request or whether CCWA cannot provide break time or a location in compliance with this policy or state law. The completed request form must be returned to the employee and a copy sent to human resources.

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