

**AGENDA
REDWAY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

REGULAR BUSINESS MEETING

Location: RCSD Business Office, 3168 Redwood Drive

Date: May 20, 2026

Time: 6:00 P.M.

Posted: May 15, 2026

I. CALL TO ORDER:

II. ROLL CALL:

___ Arthur M^cClure Chairman

___ Marie Etherton

___ Tammy Willison

___ Dian Griffith Vice-Chairwoman

___ Michael McKaskle

III. LAND ACKNOWLEDGEMENT:

The Redway Community Services District acknowledges that it is located within the traditional lands of the Wailaki and other Indigenous peoples. On this unceded ancestral land along the river they call Sinkyokok, generations of people have stewarded this land and continue to care for the land and water. We look to our indigenous communities for their experience in caring for the water and land that we both inhabit and commit to working with them to provide quality water for all.

IV. APPROVAL OF THE AGENDA:

V. REPORT FROM CHAIRMAN OF THE BOARD:

VI. PUBLIC COMMENT:

An opportunity for any member of the public to address the Board of Directors on any matter not on the agenda but which is within the jurisdiction of the Board. The Board may limit time allowed for each speaker. An item may be discussed by the Board but no action will take place during this portion of the agenda as this would constitute an illegal act of the Board.

VII. PREVIOUS MINUTES:

1. Consider Approval of the Minutes of the following Board of Director meetings.
 - a) March 25, 2026, Regular Business Meeting Minutes. **PAGE 5**
 - b) April 20, 2026 Regular Business Meeting Minutes. **PAGE 11**

VIII. CONSENT CALENDAR:

All matters listed under the Consent Calendar are to be considered routine and without opposition. The Consent Calendar will be enacted by one motion.

1. Operation Manager's Report: Review of the April 2026 Operation Manager's Report. **PAGE 17**
2. Production Report: Review of April 2026 Production Report. **PAGE 21**

IX. FINANCIAL, OFFICE MANAGER AND GENERAL MANAGER'S REPORT:

1. Financial Report: Review of the April 2026 Financial Reports. **PAGE 23**
2. Office Manager's Report: Review of the April 2026 Office Manager's Reports. **PAGE 49**
3. General Manager's Report: Review of the April 2026 General Manager's Reports. **PAGE 51**

X. OPEN SESSION DISCLOSURE OF CLOSED SESSION:

XI. CLOSED SESSION:

1. *Security*

XII. RETURN TO OPEN SESSION; DISCLOSURE OF CLOSED SESSION:

XIII. ACTION / DISCUSSION ITEMS; CONTINUED AND NEW ITEMS:

1. *Updating Place of Use Boundary.* **PAGE 55**
ACTION REQUIRED: Discussion / Report / Action
2. *Ad-Hoc Committee Report:*
 - a) *Executive*
 - b) *Financial*
 - c) *Personnel*
 - d) *Infrastructure**ACTION REQUIRED: Discussion / Report / Action*
3. *New Connections:*
 - a) *New Connections Waiting List.*
 - b) *Houses Not Connect to Collection System.**ACTION REQUIRED: Discussion / Report / Action.*
4. *Grants:*
 - a) *Emergency Water Storage and Supply Project*
 - b) *Wastewater Improvements Project**ACTION REQUIRED: Discussion / Report / Action*
5. *Redway Community Services District Customer Assistance Program.* **PAGE 67**
ACTION REQUIRED: Discussion / Report / Action
6. *Potential Installation of Wells.*
ACTION REQUIRED: Discussion / Report / Action
7. *Call for Nominations for Special District Members to Serve on Humboldt LAFCo.*
ACTION REQUIRED: Discussion / Report / Action **PAGE 77**

8. *Adoption of Resolution 2025-2026-07; Updating Personnel Policy.* PAGE 81

ACTION REQUIRED: Discussion / Report / Action; Resolution 2025-2026-07

XIV. CORRESPONDENCE:

XV. BOARD MEMBER / STAFF REPORTS:

1. DIRECTORS' REPORT

a. RREDC

PAGE 155

CPO ACKNOWLEDGMENT PAGE 157

XVI. COMMENTS FROM MEMBERS OF THE BOARD: SONOMA REINFORCING PAGE 161

LAFCO BUDGET PAGE 163

XVII. MEDIA COMMUNICATION:

XVIII. ADVANCED AGENDA:

Further items may be placed by the Board Members for the June 2026 Regular Business Meeting of the Board of Directors under this item of business: No Action

XIX. ADJOURNMENT:

Location of related writings is available for public review: Redway CSD Office, 3168 Redwood Dr. Redway, Ca.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the RCSD at [\(707\)923-3101](tel:(707)923-3101). Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).

REDWAY COMMUNITY SERVICES DISTRICT
MINUTES OF THE REGULAR BUSINESS MEETING

March 25, 2026

CALL TO ORDER:

Chairman M^cClure called the March 25, 2026 Regular Business Meeting of the Redway Community Services District Board of Directors, to order at 6:05 P.M. in the Redway Community Services District Business Office.

ROLL CALL:

Directors Present: Arthur M^cClure, Chm, Dian Griffith, Vice- Chairwoman,
Michael McKaskle, Tammy Willison, Marie Etherton.

Staff Present:

Cody Cox, General Manager / Operations Manager
Glenn Gradin, Office Manager.
Nancy Jurrens, Secretary to the Board

LAND ACKNOWLEDGEMENT:

Marie Etherton read the District's Statement of its Land Acknowledgement as follows:

The Redway Community Services District acknowledges that it is located within the traditional lands of the Wailaki and other Indigenous peoples. On this unceded ancestral land along the river they call Sinkyokok, generations of people have stewarded this land and continue to care for the land and water. We look to our indigenous communities for their experience in caring for the water and land that we both inhabit and commit to working with them to provide quality water for all.

APPROVAL OF THE AGENDA:

Michael McKaskle motioned to move Consent Calendar Item 4. Consider Adoption of RREDC Joint Powers Agreement to directly after the Consent Calendar and to approve the March 25, 2026 Agenda as amended. Marie Etherton seconded the motion. Chairman M^cClure called for a roll call vote. Michael McKaskle, Yea, Tammy Willison, Yea. Dian Griffith, Yea, Marie Etherton, Arthur M^cClure, Yea The motion was carried by a roll call vote of five Yeas and zero Nays.

REPORT FROM CHAIRMAN OF THE BOARD:

Chairman M^cClure reported that the field staff are working on replacing fire hydrants and valves within the District and congratulated General Manager Cody Cox for passing the California Wastewater Grade 3 test. Chairman M^cClure also commented that he saw former board member Linda Sutton and she is doing as well as expected.

PUBLIC COMMENT:

Dian Griffith informed the Board that Hillary Clinton and several associates visited the Yurok Tribe to view the Klamath River, the Klamath River dam removal site and several other sites in the area. ^

PREVIOUS MINUTES:

Consider Approval of the Minutes of the following Board of Directors Meeting:

- a) February 18, 2026 Regular Business Meeting Minutes: Following review of the February 18, 2026 Regular Business Meeting minutes, Michael McKaskle moved to approve the February 18, 2026 Regular Business Minutes as presented. Dian Griffith seconded the motion. Chairman M^cClure called for a roll call vote. Michael McKaskle, Yea, Dian Griffith, Yea, Tammy Willison, Yea, Marie Etherton, Abstain, Arthur M^cClure Abstain. The motion was carried by a roll call vote of three Yeas and zero Nays and two Abstentions.

CONSENT CALENDAR:

- 1. Operation Manager's Report: The Board reviewed the February, 2026 Operations Manager's Report.
- 2. Production Report: The Board reviewed the February, 2026 Production Report.
- 3. Safety Report: The Board reviewed the February, 2026 Safety Report.

Following review of the Consent Calendar, Dian Griffith moved to accept the February 2026 Consent Calendar as presented. Michael McKaskle seconded the motion. Chairman M^cClure called for a roll call vote. Michael McKaskle, Yea, Tammy Willison, Yea, Dian Griffith, Yea, Marie Etherton, Yea, Arthur M^cClure, Yea. The motion was carried by a roll call vote of five Yeas and zero Nays.

CONSIDER ADOPTION OF RREDC JOINT POWERS AGREEMENT:

Marie Etherton moved to adopt the RREDC Joint Powers agreement. Michael McKaskle seconded the motion. Chairman M^cClure called for a roll call vote. Marie Etherton, Yea, Michael McKaskle, Yea, Dian Griffith, Yea, Tammy Willison, Yea, Arthur M^cClure, Yea. The motion was carried by a roll call vote of five Yeas and zero Nays.

FINANCIAL, OFFICE MANAGER AND GENERAL MANAGER REPORTS

- 1. Financial Reports: The Board reviewed the February, 2026 Financial Reports.
- 2. Office Manager's Report: The Board reviewed the February, 2026 Office Manager's Report. Cody Cox informed the Board that he has taken over the field supervision operations and that he will do post chlorination of one or two of the water filters in the summer of 2026.
- 3. General Manager's Report: The Board reviewed the February, 2026 General Manager's Report.

Following review of the February 2026 Financial, Office Manager's and General Manager's report, Michael McKaskle moved to accept the February 2026 Financial, Office Manager's and General Manager's reports as presented. Dian Griffith seconded the motion. Chairman M^cClure called for a roll call vote. Michael McKaskle, Yea, Dian Griffith, Yea, Tammy Willison, Yea, Marie Etherton, Yea, Arthur M^cClure, Yea. The motion was carried by a roll call vote of five Yeas and zero Nays.

OPEN SESSION DISCLOSURE OF CLOSED SESSION

Chairman McClure announced that there is no disclosure of Closed Session.

CLOSED SESSION:

1. Security: No current information on security within the District was revealed.

RETURN TO OPEN SESSION; DISCLOSURE OF CLOSED SESSION:

Chairman McClure announced that as no Closed Session was held no disclosure was announced.

ACTION / DISCUSSION ITEMS:

1. Update Place of Use Boundary: Cody Cox informed the Board that Jennie Short from 4J's Consulting will be contacting LACO Engineering to determine whether the language will be ready for the hearing that may occur on April 15, 2026.
2. Ad -Hoc Committee Reports:
 - a. Executive: No Executive Ad-Hoc Committee Meeting was held; therefore, no new information was available.
 - b. Financial: No Financial Ad-Hoc Committee Meeting was held; therefore, no new information was available.
 - c. Personnel: the Personnel Ad-Hoc Committee members reported that they met and continued reviewing and updating the Personnel Policy.
 - d. Infrastructure: No Infrastructure Ad-Hoc Committee Meeting was held; therefore, no new information was available. The Ad-Committee will schedule a meeting soon.
3. New Connections:
 - a. New Connections Waiting List: No new information on New Connections Waiting List was available for review by the Board.
 - b. Houses Not Connected to Collection System: No new information on Houses Not Connected to the Collection System was available for review by the Board.
4. Grants:
 - a. Emergency Water Storage and Supply Project: Cody Cox informed the Board that the sunset date for the project is firm. The District is acting under the Department of Water Resources guidance regarding the stop order between Mercer Fraser and Sonoma Reinforcing Inc.
 - b. Wastewater Improvements Project: Cody Cox informed the Board that he is working with engineers from GHD and that the project design has been completed. The District is not prioritized and was made secondary. All the data from the latest storm events have been compiled into reports. The applications for 100 % grant funding will be reapplied to the funding agency.
5. Redway Community Services District Customer Assistance Program: The Board reviewed the draft customer assistance program language. Glenn Gradin reported that no correspondence has been received from the attorney addressing the issue although the District has been billed for his services. Cody Cox will contact the District's attorney regarding the issue. Following discussion, Michael McKaskle moved to not adopt a customer assistance program. The motion died for lack of a second.

6. Potential Installation of a Well on Southern Humboldt Unified School District Property located within the District: The Board discussed the Southern Humboldt Unified School District renting the Little League Ball Field to nonprofit organizations. Chairman M^cClure appointed Michael McKaskle to schedule an appointment with the Southern Humboldt Unified School District Superintendent to discuss the proposed installation of a well near the Little League Ball Field.
7. Adoption of Humboldt County Multi-Jurisdictional Hazard Mitigation Plan Update (2025): Following discussion, Michael McKaskle moved to adopt Resolution 2025-2026-06 approving the adoption of the Humboldt County Multi-Jurisdictional Hazard Mitigation Plan Update (2025). Dian Griffith seconded the motion. Chairman M^cClure called for a roll call vote. Marie Etherton, Yea, Michael McKaskel, Yea, Dian Griffith, Yea, Tammy Willison, Yea, Arthur M^cClure, Yea. The motion was carried by a roll call vote of five Yeas and zero Nays.
8. Discussion Regarding the Q Zone; Lower Redway: The Board discussed the issue of the felled redwood trees which took place in Lower Redway. The trees were determined by the property owner to be dangerous during stormy weather. Chairman M^cClure reported that only Cal Fire has all control over the felling of trees in Lower Redway and that Humboldt County has no control. Dian Griffith reported that the Old Growth Neighborhood Association under the 501C3 of the Trees Foundation met with Supervisor Bushnell and John Ford, Humboldt County Planning & Building Department Director, to review how the original Q-Zone was worded and discussed how the wording can be strengthened. A Residential area, the Q-Zone and the California Department of Parks and Recreation property are located within a large area. Humboldt County has placed a stop order on additional logging on the residential property. The Board requested the Old Growth Neighborhood Association send a letter to the District addressing the issue.
9. Call for Nominations for Special District Members to Serve on Humboldt LAFCo: Michael McKaskel suggested nominating Heidi Benzonelli and/or Debra Lake to serve as Special District Member of Humboldt LAFCo. Glenn Gradin will contact Debra Lake to inquire whether she would be interested in being nominated for the Special District Member of Humboldt LAFCo.
10. Discussion Regarding Temporary Employment Policy: A Temporary Employee Policy draft was submitted to the Board for review. The draft was sent to the districts' attorney to obtain his legal opinion. The Board asked Cody Cox to begin investigating hiring help for the summer.

CORRESPONDENCE:

1. GHD, Eli Stockwell, Steven Pearl, February 23, 2026 Re, Bi-Weekly Construction Progress Meeting.
2. County of Humboldt Office of Elections and Voter Registration, Christina Stevey, March 03, 2026 Re, General Election; Officer Terms Expiring and District Preferences
3. Cybersecurity, and Infrastructure Security Agency; Environmental Protection Agency; Federal Bureau of Investigation Re, Top Cyber Actions for Securing Water Systems.
4. Redway Community Services District Mission Statement.

BOARD MEMBER / STAFF REPORTS:

1. Director's Reports:
 - A. Michael McKaskle.
 1. RREDC: No RREDC Report was submitted for review by the Board.

COMMENTS FROM MEMBERS OF THE BOARD:

1. Michael McKaskle expressed his appreciation.

MEDIA COMMUNICATIONS:

The local media will be asked to publicize that there will be a service interruption on March 30, 2026 commencing at 10:30 P.M. to approximately 2:30 A.M. on March 31, 2026. A 24 hour one minute boil order for drinking water will begin on March 30, 2026 at 10:30 P.M. and will cease at 10:30 P.M. on March 31, 2026.

The Local media is to continue asking their listeners to avoid pouring oils, grease and fats down their drains and to inform their listeners the time and date of the District's Business Meetings.

ADVANCED AGENDA

1. Current Legal Representative Issues.

ADJOURNMENT:

Dian Griffith moved to adjourn the March 25, 2026 Regular Business Meeting of the Redway Community Services District Board of Directors at 7: 27 P.M. Tammy Willison seconded the motion. Arthur M^cClure called for a roll call vote. Michael McKaskle, Yea, Tammy Willison, Yea, Dian Griffith, Yea, Marie Etherton, Yea, Arthur M^cClure, Yea. The motion was carried by a roll call vote of five Yeas and zero Nays.

Respectfully Submitted,

Nancy Jurrens,
Secretary to the Board

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REDWAY COMMUNITY SERVICES DISTRICT
MINUTES OF THE REGULAR BUSINESS MEETING

April 22, 2026

CALL TO ORDER:

Chairman M^cClure called the April 22, 2026 Regular Business Meeting of the Redway Community Services District Board of Directors, to order at 6:00 P.M. in the Redway Community Services District Business Office.

ROLL CALL:

Directors Present: Arthur M^cClure, Chm, Dian Griffith, Vice- Chairwoman,
Marie Etherton.

Directors Absent: Michael McKaskle, Tammy Willison.

Staff Present:

Cody Cox, General Manager / Operations Manager

Glenn Gradin, Office Manager.

Nancy Jurrens, Secretary to the Board

LAND ACKNOWLEDGEMENT:

Glenn Gradin read the District's Statement of its Land Acknowledgement as follows:

The Redway Community Services District acknowledges that it is located within the traditional lands of the Wailaki and other Indigenous peoples. On this unceded ancestral land along the river they call Sinkyokok, generations of people have stewarded this land and continue to care for the land and water. We look to our indigenous communities for their experience in caring for the water and land that we both inhabit and commit to working with them to provide quality water for all.

APPROVAL OF THE AGENDA:

Marie Etherton moved to approve the April 22, 2026 Regular Business Meeting agenda as presented. Dian Griffith seconded the motion. Chairman M^cClure called for a roll call vote. Dian Griffith, Yea, Marie Etherton, Yea, Arthur M^cClure, Yea The motion was carried by a roll call vote of three Yeas and zero Nays.

REPORT FROM CHAIRMAN OF THE BOARD:

Chairman M^cClure reported that the field staff did an exceptional job in repairing the main line leak on Redwood Drive.

PUBLIC COMMENT:

Ed Voice requested that Cody Cox read correspondence from Arvin Chi from the State Regional Water Quality Control Board regarding their effort to resolve protests by February 18, 2026. A written status report was to be provided by the protestant and petitioner by the same date. The State Regional Water Quality Control Board did not receive a status report from the parties. The Division requests status updates from both parties on the protest negotiations be submitted by April 30, 2026.

Cody Cox read an email he received from Ed Voice stating that all the issues in his protest have been addressed.

PREVIOUS MINUTES:

Consider Approval of the Minutes of the following Board of Directors Meeting:

a) February 18, 2026 Regular Business Meeting Minutes: As the members of the Board that were present at the February 18, 2026 Regular Business Meeting were absent, Marie Etherton moved to postpone action on the February 18, 2026 Regular Business Meeting minutes until the May 20, 2026 Regular Business Meeting. Dian Griffith seconded the motion. Chairman M^cClure called for a roll call vote. Dian Griffith, Yea, Marie Etherton, Yea, Arthur M^cClure, Yea The motion was carried by a roll call vote of three Yeas and zero Nays.

CONSENT CALENDAR:

1. Operation Manager's Report: The Board reviewed the March, 2026 Operations Manager's Report.
2. Production Report: The Board reviewed the March, 2026 Production Report.
3. Safety Report: The Board reviewed the March, 2026 Safety Report. By consensus of the Board the Safety Report will be removed from the packet and will be available for review by board members at the Regular Business Meetings.

Following review of the Consent Calendar, Dian Griffith moved to accept the March 2026 Consent Calendar as presented. Marie Ehterton seconded the motion. Chairman M^cClure called for a roll call vote. Dian Griffith, Yea, Marie Etherton, Yea, Arthur M^cClure, Yea. The motion was carried by a roll call vote of three Yeas and zero Nays.

FINANCIAL, OFFICE MANAGER AND GENERAL MANAGER REPORTS

1. Financial Reports: The Board reviewed the March, 2026 Financial Reports. The check register will be removed from the monthly Financial Report.
2. Office Manager's Report: The Board reviewed the March, 2026 Office Manager's Report. Glenn Gradin informed the Board that some District customers are having excessive usage. Recommendations to the owners on reducing their water usage and where to apply for assistance will be submitted for the Boards review at the May 2026 Regular Business Meeting. The Board discussed the yearly swimming pool fill policy which ends May 31, 2026.
3. General Manager's Report: The Board reviewed the March, 2026 General Manager's Report.

Following review of the March 2026 Financial, Office Manager's and General Manager's report, Marie Etherton moved to accept the March 2026 Financial, Office Manager's and General Manager's reports as presented. Dian Griffith seconded the motion. Chairman M°Clure called for a roll call vote. Dian Griffith, Yea, Marie Etherton, Yea, Arthur M°Clure, Yea. The motion was carried by a roll call vote of three Yeas and zero Nays.

OPEN SESSION DISCLOSURE OF CLOSED SESSION

Chairman M°Clure announced that there is no disclosure of Closed Session.

CLOSED SESSION:

1. Security: No current information on security within the District was revealed.

RETURN TO OPEN SESSION; DISCLOSURE OF CLOSED SESSION:

Chairman M°Clure announced that as no Closed Session was held no disclosure was announced.

ACTION / DISCUSSION ITEMS:

1. Update Place of Use Boundary: Cody Cox informed the Board that Jennie Short from 4J's Consulting informed him that the public hearing will be held on June 17, 2026 and that LACO will be modifying the CEQA Document to address the California Department of Fish and Wildlife CEQA letter. This will require an increase in charges from LACO. An updated CEQA document will be provided to the California Department of Fish and Wildlife, the State Regional Water Quality Control Board and the public.
2. Ad -Hoc Committee Reports:
 - a. Executive: No Executive Ad-Hoc Committee Meeting was held; therefore, no new information was available.
 - b. Financial: No Financial Ad-Hoc Committee Meeting was held; therefore, no new information was available.
 - c. Personnel: the Personnel Ad-Hoc Committee members reported that they met and completed reviewing and updating the Personnel Policy.
 - d. Infrastructure: The Infrastructure Ad-Hoc Committee members reported that the Rusk Lane 250,000-gallon water tank and the restoration of the spring strategy which include the possibility that the District will qualify to receive two grants was discussed.
3. New Connections:
 - a. New Connections Waiting List: No new information on New Connections Waiting List was available for review by the Board.
 - b. Houses Not Connected to Collection System: No new information on Houses Not Connected to the Collection System was available for review by the Board.
4. Grants:
 - a. Emergency Water Storage and Supply Project: Cody Cox informed the Board that the District will meet the project sunset date. Mercer Fraser has paid Sonoma Reinforcing Inc. in full for their services.
 - b. Wastewater Improvements Project: Cody Cox informed the Board that there is no new information until the end of summer. Mr. Cox reported that there is a residence that has a septic tank issue that is being addressed.

5. Redway Community Services District Customer Assistance Program: The District's attorney informed the District that it can go forward offering a Customer Assistance Program to low-income customers. Glenn Gradin contacted several districts and received information regarding their policies in providing relief to low-income customers. Mr. Gradin read a summary that he generated outlining a low-income customer policy and eligibility tiers.
6. Potential Installation of a Well on Southern Humboldt Unified School District Property located within the District: As Michael McKaskle was absent, no new information was available regarding Potential Installation of a Well on Southern Humboldt Unified School District Property. The Board discussed placing installation of wells on the capitol improvement list for future consideration.
7. Discussion Regarding the Q Zone; Lower Redway: The Board continued discussing the issue of the felled redwood trees which took place in Lower Redway. Also, under discussion was understanding the Q Zone in lower Redway in addition to the Meadows Industrial Park and who has oversight.
8. Call for Nominations for Special District Members to Serve on Humboldt LAFCo: No nominations of candidates were made for the Special District Members to Serve on Humboldt LAFCo.
9. Discussion Regarding Temporary Employment Policy: A Temporary Employee Policy draft was submitted to the Board for review. The personnel Ad-Hoc Committee will address the Temporary Employment Policy at their next Ad-Hoc Committee meeting.
10. Current Legal Representative Issues: The Board discussed the issues regarding District's legal representative's lack of prompt communication.
11. Adoption of Resolution 2025-2026-07; Updating Personnel Policy: Adoption of Resolution 2025-2026-07; Updating Personnel Policy will be addressed at the May 20, 2026 Regular Business Meeting.

CORRESPONDENCE:

1. Redway Community Services District to Diego Banos, Department of Water Resources Small Community Drought Relief Program, April 15, 2026 Re, Request to Reallocate Remaining Task 2 Funds to Task 1.
2. Eastern Research Group, Inc., Shaomeng Hou, April 22, 2026 Re, Update on EPA Water Engineering Support Report.

BOARD MEMBER / STAFF REPORTS:

1. Director's Reports:

A. Michael McKaskle.

1. RREDC: A written RREDC Report was submitted for review by the Board.

COMMENTS FROM MEMBERS OF THE BOARD:

1. Marie Etherton stated that the infrastructure list which provided projects to be addressed was amazing.

MEDIA COMMUNICATIONS:

The Local media is to continue asking their listeners to avoid pouring oils, grease and fats down their drains and to inform their listeners the time and date of the District's Business Meetings.

ADVANCED AGENDA

1. No new items were placed on the advanced agenda

ADJOURNMENT:

Marie Etherton moved to adjourn the April 22, 2026 Regular Business Meeting of the Redway Community Services District Board of Directors at 6:58 P.M. Dian Griffith seconded the motion. Arthur M^cClure called for a roll call vote. Dian Griffith, Yea, Marie Etherton, Yea, Arthur M^cClure, Yea. The motion was carried by a roll call vote of three Yeas and zero Nays.

Respectfully Submitted,

Nancy Jurrens,
Secretary to the Board

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OPERATIONS REPORT

Report Date: May 2026

Cody Cox
General Manager / Operations Manager / CPO
RCSD

Water Treatment

Backwash Meter Installation and Production Accounting

- District staff completed installation of the new backwash meter, and the unit is now actively reporting to the Waterscope system.
- The new meter will allow staff to compare backwash production totals against the existing 8-inch Endress+Hauser effluent/discharge meter readings.
- At this time, staff has not yet completed the final production comparison calculations, but once the monthly production report is finalized, the District will be able to evaluate how closely the two systems align.
- The District continues evaluating the condition and long-term reliability of the existing Endress+Hauser meters installed during previous grant-funded water treatment plant upgrades completed prior to current management.
- Two additional Endress+Hauser meters remain in service, including the raw water meter and finished water meter.
- Current replacement cost for both units is estimated at approximately \$12,000 combined.
- If these replacements move forward, the meters would integrate directly with the Waterscope reporting system and provide automated daily production reporting alongside the District's residential metering network.
- This would significantly reduce manual data collection and hand-entry requirements while improving operational efficiency, reporting consistency, and long-term production tracking capabilities.

Instrumentation and Electrical Maintenance

- Staff remains on schedule with planned turbidimeter replacement activities.
- During nighttime operations this reporting period, the main electrical breaker at the water treatment plant unexpectedly tripped.
- Eric Moore responded immediately and staff determined the failure originated from the Variable Frequency Drive (VFD) associated with Raw Water Pump No. 2.
- The failed VFD was the older 2012 unit currently serving the plant.
- District staff coordinated with Bob Downing Electric regarding replacement of the failed equipment.



- Estimated replacement cost for the VFD is approximately \$10,500.
- District staff also discussed installation of additional surge protection downstream of the main disconnect and PG&E service entrance.
- At this time, staff suspects intermittent incoming power quality fluctuations may be contributing to premature electrical equipment stress.

Certification and Staff Development

Todd Lewis recently passed his California Treatment Grade 2 Operator certification examination.

The District congratulates Todd on this achievement and appreciates his continued work throughout water treatment and distribution operations.

Water Distribution

West Coast Mainline Improvement Project

- District staff completed the West Coast mainline installation project.
- Project work included installation of approximately 800 feet of new 6-inch C-900 water main and approximately 400 feet of new 4-inch water line along Mill Street.
- Five new fire hydrants were installed as part of the overall project.
- The majority of field installation work was completed by Todd Lewis and Eric Moore.

Metering, Backflow, and GIS Mapping

- Todd Lewis continues leading residential meter replacement efforts throughout the District.
- Staff is currently installing seven double-check backflow prevention assemblies identified during routine water system maintenance and distribution inspections.
- Customer outreach and water conservation communication efforts continue throughout the District.
- District GIS mapping updates also continue using ArcGIS field verification, drone imagery, and ongoing infrastructure locating activities.
- Located infrastructure is being verified in the field and incorporated into the District GIS mapping system to improve long-term infrastructure records and operational response capabilities.

Wastewater Treatment

Clarifier and Drying Bed Improvements



- District staff continues performing in-house clarifier maintenance and operational improvements at the wastewater treatment plant.
- Both sludge drying beds were cleaned during this reporting period using rented equipment.
- Staff also completed cleanup and restoration work on the previously damaged drying bed.
- Additional sand material remaining from prior construction work performed by Brett Van Meter Construction is being utilized to complete conversion of the adjacent concrete area into an additional operational drying bed.
- With completion of this work, the District now officially has two functioning drying beds available for wastewater solids handling operations.
- Staff anticipates this additional capacity will significantly improve solids management flexibility and reduce the need for unnecessary winter wasting if plant operations continue performing efficiently.

Operational Transition and Efficiency

- Rogelio Martinez is currently transitioning out of his role as Contract Operator for the wastewater treatment facility.
- Since District staff assumed direct operational oversight responsibilities, the plant has already shown measurable reductions in operational power consumption by RCSD staff, the new CPO has made changes that started in August (Cody Cox).
- For this reporting period alone, wastewater treatment plant electrical usage was reduced by more than \$1,000 compared to prior operational conditions.
- District staff will continue identifying operational inefficiencies and implementing corrective operational adjustments where appropriate.
- Historically, operational reporting frequently characterized plant conditions as 'normal operations.' Current management continues conducting detailed evaluations to ensure operational conditions are not only stable, but also efficient, compliant, and sustainable long-term.

Wastewater Collection

Collection System Maintenance and CIPP Operations

- The District has now fully established core Collection System Maintenance (CSM) operational capabilities.
- District staff now has active access to CCTV inspection equipment, vacuum truck operations, and cured-in-place pipe (CIPP) repair capabilities.
- The District successfully completed its first in-house CIPP repair during this reporting period.
- Staff remains on schedule with the larger Wastewater Capital Improvement Project planning efforts discussed in the General Manager's Report.



- Moving forward, additional focus will be placed on utilizing CIPP repair methods proactively to reduce long-term maintenance costs, improve collection system reliability, and minimize unnecessary excavation work where feasible.

Respectfully Submitted,

Cody Cox
General Manager / Operations Manager
Redway Community Services District

Redway CSD – Production/Treatment Activity

May 12 , 2026

Unit of measure is gallons

Water Production Report: For April 2026

	<u>Water Produced</u>	<u>District Use</u>	<u>Unmetered</u>	<u>Sold</u>	<u>Daily Avg.</u>
<u>Feb 2024</u>	<u>4,101,414</u>	<u>1,439,971</u>	<u>21,818</u>	<u>2,639,625</u>	<u>141,128</u>
<u>Feb 2025</u>	<u>4,111,650</u>	<u>1,358,892</u>	<u>155</u>	<u>2,752,603</u>	<u>164,845</u>
<u>Feb 2026</u>	<u>3,755,513</u>	<u>822,254</u>	<u>602,671</u>	<u>2,330,588</u>	<u>134,125</u>
<u>Mar 2024</u>	<u>4,677,125</u>	<u>1,458,175</u>	<u>1,162,803</u>	<u>2,056,147</u>	<u>150,875</u>
<u>Mar 2025</u>	<u>4,050,657</u>	<u>971,615</u>	<u>233,779</u>	<u>2,845,265</u>	<u>130,666</u>
<u>Mar 2026</u>	<u>3,779,133</u>	<u>754,869.16</u>	<u>969939.84</u>	<u>2,054,324</u>	<u>121,908</u>
<u>Apr 2024</u>	<u>3,806,867</u>	<u>654,863</u>	<u>1,001,564</u>	<u>2,150,440</u>	<u>126,896</u>
<u>Apr 2025</u>	<u>3,545.858</u>	<u>862,182</u>	<u>729,489</u>	<u>1,954,187</u>	<u>118,195</u>
<u>Apr 2026</u>	<u>3,846,152</u>	<u>583,225.36</u>	<u>1,208,602.64</u>	<u>2,054,324</u>	<u>128,205</u>

Wastewater Treatment Report: For April 2026

	<u>Influent</u>	<u>Effluent</u>	<u>Difference</u>
<u>Feb 2026</u>	<u>6,833,719</u>	<u>4,826,530</u>	<u>2,007,189</u>
<u>Mar 2026</u>	<u>4,546,899</u>	<u>4,621,543</u>	<u>74,644</u>
<u>APR 2026</u>	<u>3,248,857</u>	<u>3,526,124</u>	<u>277,267</u>

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Redway Community Services District
 Monthly Financial Statement to APRIL 30TH, 2026

Primary Checking Account	Previous Balance = \$274,441.20	As of March 31st, 2026
Revenues		
1 Customer Revenues Collected per QuickBooks	\$109,924.65	
2	\$0.00	
3	\$0.00	
4	\$0.00	
5 POU reimbursement from savings - LACO	\$0.00	
6 REIMBURSEMENT DWR #12 REWSP	\$192,091.00	
7 REIMBURSEMENT DWR #10 REWSP	\$37,636.00	
8 REIMBURSEMENT DWR #8 REWSP	\$33,968.00	
9 ATT rebate	\$10.00	
10	\$0.00	
11	\$0.00	
	\$0.00	
	\$0.00	
Total Income (reconciled bank deposits)	\$373,629.65	
Total Withdrawals (reconciled withdrawals)	\$584,858.65	
	\$0.00	
Quick Books Balance - Primary Checking Account	\$63,212.20	As of April 30th, 2026

EI Dorado Income: Payments Received	
Water payments - w/ late, reconnect fees, adjustments and deposits	\$48,919.70
Sewer Payments	\$55,293.29
SEF Water fees paid	\$0.00
SEF Sewer fees paid	\$3,660.25
Water Syst. Loan Fund	\$5,767.25
Total Payments Received	\$113,640.49
Other Income	\$263,705.00
Net Total Income	\$377,345.49

Billing for Sales of Water & Sewer Services					
Date: This Year			Date: Prior Year		
	April-26			April-25	
	WATER	SEWER		WATER	SEWER
WSLF	\$6,180.06		WSLF	\$6,485.50	
Residential	\$37,141.49	\$49,353.94	Residential	\$32,620.08	\$44,756.49
Commercial	\$7,663.76	\$11,174.15	Commercial	\$7,635.06	\$13,772.19
Sub total W&S only	\$50,985.31	\$60,528.09	Sub total W&S only	\$46,740.64	\$58,528.68
SEF	\$0.00	\$3,905.36	SEF	\$0.00	\$4,075.50
Sub total	\$50,985.31	\$64,433.45	Sub total	\$46,740.64	\$62,604.18
Reconnect fees	\$0.00		Reconnect fees	\$0.00	
Late Fees	\$1,194.00		Late Fees	\$1,776.00	
Adjustments	-\$624.84		Adjustments	-\$917.19	
Total Sales/Use	Apr-26	\$115,987.92	Total Sales/Use	Apr-25	\$110,203.63

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Redway Community Services District
Balance Sheet - Collapsed w/ Prior Year

As of April 30, 2026

	Apr 30, 26	Apr 30, 25
ASSETS		
Current Assets		
Checking/Savings		
1006 · UMPQUA - 4992	40,609.18	0.00
1004 · Cash in Bank CCUSH - 71	0.00	47,361.20
1010 · CCUSH - Business Savings -00	0.00	25.01
1015 · CCUSH - Connection Fees -52	0.00	2.26
1020 · CCUSH - Meadows Deposits - 51	0.00	16,093.20
1025 · JET/VAC	0.00	14,885.49
1030 · Umpqua - Meadows Deposits -3892	16,096.31	0.00
1035 · Umpqua - Jet/Vac - 1897	19,473.22	0.00
1040 · Umpqua - New Connections- 3003	180,000.06	0.00
1050 · Petty Cash	362.01	134.68
Cash in County - Water		
1100 · #2546 SRF Water Proj Loan Fund	315,685.24	322,115.40
1105 · #2547 SRF Payment Reserve Fu...	90,190.24	88,807.78
1110 · #2548 Davis Grunsky '68 Reserve	0.51	64.63
1115 · #2549 Davis Grunsky '74 Reserve	2.52	317.05
1120 · #2550 Tax Revenue Fund-Water	92,845.40	53,595.69
1125 · #2555 SEF - Water	20,350.54	78,628.40
1130 · #2557 T & D Rehab Proj. Fund	26.73	3,363.86
Total Cash in County - Water	519,101.18	546,892.81
Cash in County - Sewer		
1135 · #2551 Tax Revenue -Sewer	130,754.49	52,953.16
1140 · #2554 RCSD RECD Grant Sewer	7.21	907.27
1145 · #2556 SEF - Sewer	137,771.06	109,237.27
1150 · #2558 I & I Project Fund-Sewer	52.25	6,574.85
1155 · #9855 95 COP Payment Fund-Se...	11.22	1,412.17
1160 · #9856 '95 Reserve Fund Sewer	54,209.00	51,976.96
Total Cash in County - Sewer	322,805.23	223,061.68
Total Checking/Savings	1,098,447.19	848,456.33
Other Current Assets		
Prepaid Expenses	0.00	3,000.00
Prepaid Insurance	12,193.33	10,278.77
Employee Advance	209.14	264.58
Prepaid Rent	900.00	1,600.00
1300 · Accounts Receivable		
1301 · Allowance for Doubtful Accounts	-4,500.00	-4,500.00
1300 · Accounts Receivable - Other	253,451.15	300,289.89
Total 1300 · Accounts Receivable	248,951.15	295,789.89
1400 · Other Receivables	20,495.85	0.00
1500 · Grants Receivable	-758,784.75	0.00
1600 · Inventory - Water	15,820.61	15,820.61
1650 · Inventory - Sewer	1,742.98	1,742.98
Total Other Current Assets	-458,471.69	328,496.83
Total Current Assets	639,975.50	1,176,953.16

Redway Community Services District
Balance Sheet - Collapsed w/ Prior Year

As of April 30, 2026

	Apr 30, 26	Apr 30, 25
Fixed Assets		
Fixed Assets - Water		
1700 - Land	31,282.45	31,282.45
1705 - Source of Supply Plant	457,413.70	457,413.70
1710 - Autos & Trucks	46,657.32	36,157.32
1715 - Pumping Plant	197,376.49	83,511.68
1720 - Water Treatment Plant	312,246.11	288,733.63
1725 - Structures & Improvements	4,260,537.66	4,260,537.66
1730 - Water Plant - Small Equipment	289,754.58	289,754.58
1735 - Construction in Progress	274,616.70	139,299.24
Total Fixed Assets - Water	5,869,885.01	5,586,690.26
Fixed Assets - Sewer		
1786 - ROU Jet Vac Truck	412,237.28	0.00
1740 - Land	93,493.07	93,493.07
1742 - Road Improvements	116,000.00	116,000.00
1745 - New WW Plant & Lift Stations	2,042,448.66	2,042,448.66
1750 - New Collection Facility	1,748,872.91	1,748,872.91
1755 - Lab Equipment - Plant	43,665.29	43,665.29
1760 - Permanent Seasonal Perc Pond	166,654.40	166,654.40
1765 - Easements	4,633.00	4,633.00
1770 - Collection Facilities - Lift St	640,507.64	630,254.62
1775 - Treatment Plant - Structures	466,708.60	466,708.60
1776 - Treatment Plant - Improvements	100,333.88	100,333.88
1780 - Sludge Bed Construction	64,884.76	64,884.76
1790 - Office Furniture & Equipment	22,544.53	22,544.53
1795 - Autos & Trucks	46,657.32	36,157.32
1796 - Tools & Equipment	215,717.02	215,717.02
1797 - Construction in Progress	1,331,553.76	600,446.40
Total Fixed Assets - Sewer	7,516,912.12	6,352,814.46
Accumulated Depreciation-Water	-3,162,001.05	-3,040,861.76
Accumulated Depreciation-Sewer	-4,152,739.23	-3,982,615.72
Total Fixed Assets	6,072,056.85	4,916,027.24
Other Assets		
1900 - COP Issuance Costs	12,002.95	12,766.68
Total Other Assets	12,002.95	12,766.68
TOTAL ASSETS	6,724,035.30	6,105,747.08
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - Accounts Payable	54,108.13	111,617.04
Total Accounts Payable	54,108.13	111,617.04
Credit Cards		
VISA - Umpqua Bank	0.00	3,103.41
Total Credit Cards	0.00	3,103.41

Redway Community Services District
Balance Sheet - Collapsed w/ Prior Year

As of April 30, 2026

	Apr 30, 26	Apr 30, 25
Other Current Liabilities		
2025 · Gym Memberships	0.00	30.00
2100 · Accrued FWH/FICA	0.00	-379.48
2105 · Accrued SWH/SDI	-403.41	-169.19
2110 · Accrued SUI/ETT	25.19	-33.82
2125 · Accrued Vacation	13,177.44	21,671.20
2200 · Interest Payable	8,362.50	8,943.75
2300 · Customer Deposits	6,850.00	8,000.00
2400 · Temporary Inv - W&J Project	11,900.00	11,900.00
Current Portion of Long-Term De	101,840.00	107,500.00
Total Other Current Liabilities	141,751.72	157,462.46
Total Current Liabilities	195,859.85	272,182.91
Long Term Liabilities		
2500 · Loan Payable - SRF Loan	612,000.00	688,500.00
2600 · Loan Payable - 95 WW Project	414,000.00	446,000.00
2750 · Columbia Bank Lease	412,237.28	0.00
Less Current Portion of LTD	-101,840.00	-107,500.00
Total Long Term Liabilities	1,336,397.28	1,027,000.00
Total Liabilities	1,532,257.13	1,299,182.91
Equity		
Water Equity		
3050 · Retained Earnings - Water	2,392,164.81	2,033,238.40
3100 · Debt Reserve - Water	382,031.83	428,059.32
3200 · Contributed Capital - Water		
3250 · Less Accumulated Amortization	-150,001.65	-150,001.65
3200 · Contributed Capital - Water - Oth...	409,340.77	409,340.77
Total 3200 · Contributed Capital - Water	259,339.12	259,339.12
Total Water Equity	3,033,535.76	2,720,636.84
Sewer Equity		
3000 · Retained Earnings - Sewer	-197,121.13	-1,163,187.59
3150 · Debt Reserve - Sewer	53,795.91	52,227.25
3300 · Contributed Capital - Sewer		
3350 · Less Accumulated Amortization	-939,028.76	-939,028.76
3300 · Contributed Capital - Sewer - Ot...	3,743,489.16	3,743,489.16
Total 3300 · Contributed Capital - Sewer	2,804,460.40	2,804,460.40
Total Sewer Equity	2,661,135.18	1,693,500.06
32000 · Retained Earnings	0.00	249,087.90
Net Income	-502,892.77	143,339.37
Total Equity	5,191,778.17	4,806,564.17
TOTAL LIABILITIES & EQUITY	6,724,035.30	6,105,747.08

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Redway Community Services District
Profit & Loss
 April 2026

	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income			
Water Charges			
4100 · Residential	0.00	37,141.49	37,141.49
4150 · Commercial	0.00	7,663.76	7,663.76
Total Water Charges	0.00	44,805.25	44,805.25
Sewer Charges			
4200 · Residential	49,353.94	0.00	49,353.94
4250 · Commercial	11,174.15	0.00	11,174.15
Total Sewer Charges	60,528.09	0.00	60,528.09
4500 · Late Charges	0.00	1,194.00	1,194.00
Total Income	60,528.09	45,999.25	106,527.34
Gross Profit	60,528.09	45,999.25	106,527.34
Expense			
Administrative & General			
5015 · Bank Charges	0.00	55.94	55.94
Insurance			
5040 · Employee Health Insurance			
Employee Portion Health	-1,149.79	-1,149.79	-2,299.58
5040 · Employee Health Insurance - O...	6,495.67	6,495.69	12,991.36
Total 5040 · Employee Health Insurance	5,345.88	5,345.90	10,691.78
5041 · Employee Life Insurance			
Employee Portion Life	-210.55	-210.55	-421.10
5041 · Employee Life Insurance - Other	373.65	373.65	747.30
Total 5041 · Employee Life Insurance	163.10	163.10	326.20
Total Insurance	5,508.98	5,509.00	11,017.98
5070 · Licenses, Permits & Fees	0.00	60.00	60.00
5075 · Mileage/Travel	82.43	82.43	164.86
Office Expense			
5060 · Computers & Software Expense	207.00	207.00	414.00
5062 · Finance Charges	4.75	4.75	9.50
5081 · Office Expense	464.42	427.52	891.94
5105 · Postage	130.79	130.79	261.58
5106 · Rent	450.00	450.00	900.00
5130 · Office Supplies	318.38	318.38	636.76

Redway Community Services District
Profit & Loss
 April 2026

	Sewer	Water	TOTAL
5135 · Telephone-all phones	750.34	366.37	1,116.71
5145 · Utilities-pg&e & blue star only	-7.96	-7.97	-15.93
Total Office Expense	2,317.72	1,896.84	4,214.56
5100 · Payroll Taxes	1,498.91	1,886.15	3,385.06
Professional Fees			
5111 · Accounting	205.00	205.00	410.00
5112 · Director Fees	175.00	175.00	350.00
Total Professional Fees	380.00	380.00	760.00
5125 · Retirement	1,098.03	1,098.04	2,196.07
5150 · Wages	9,719.38	9,698.73	19,418.11
Total Administrative & General	20,605.45	20,667.13	41,272.58
Water Treatment			
5200 · Lab Tests	0.00	1,114.50	1,114.50
5205 · Repairs & Maintenance	0.00	3,820.53	3,820.53
5210 · Supplies-water treatment	0.00	180.75	180.75
5215 · Utilities	0.00	4,354.01	4,354.01
5220 · Wages	0.00	10,464.24	10,464.24
5230 · Tools & Safety Equipment	0.00	29.81	29.81
Total Water Treatment	0.00	19,963.84	19,963.84
Water Trans & Distribution			
5310 · Supplies	0.00	27.70	27.70
5315 · Utilities	0.00	209.84	209.84
5320 · Wages	0.00	4,382.02	4,382.02
5330 · Tools and Safety Equipment	0.00	68.84	68.84
Total Water Trans & Distribution	0.00	4,688.40	4,688.40
Sewer Treatment			
5400 · Lab Tests	3,563.50	0.00	3,563.50
5405 · Repairs & Maintenance	1,612.50	0.00	1,612.50
5410 · Supplies-sewer treatment	764.40	0.00	764.40
5415 · Utilities	3,228.86	0.00	3,228.86
5420 · Wages	5,950.51	0.00	5,950.51
5430 · Tools & Equipment	70.24	0.00	70.24
Total Sewer Treatment	15,190.01	0.00	15,190.01

Redway Community Services District
Profit & Loss
April 2026

	Sewer	Water	TOTAL
Sewer Collection			
5505 · Repairs & Maintenance	1,562.50	0.00	1,562.50
5510 · Supplies	27.70	0.00	27.70
5515 · Utilities	952.55	0.00	952.55
5520 · Wages	3,808.70	0.00	3,808.70
5530 · Tools & Equipment	28.82	0.00	28.82
Total Sewer Collection	6,380.27	0.00	6,380.27
Total Expense	42,175.73	45,319.37	87,495.10
Net Ordinary Income	18,352.36	679.88	19,032.24
Other Income/Expense			
Other Income			
5900 · SEF Fees - Sewer	3,905.36	0.00	3,905.36
4400 · SRF Fees	0.00	6,180.06	6,180.06
Total Other Income	3,905.36	6,180.06	10,085.42
Other Expense			
8300 · Capital Improvements			
8340 · Cap Improvements - Sewer Collec	8,211.95	0.00	8,211.95
Total 8300 · Capital Improvements	8,211.95	0.00	8,211.95
Total Other Expense	8,211.95	0.00	8,211.95
Net Other Income	-4,306.59	6,180.06	1,873.47
Net Income	<u>14,045.77</u>	<u>6,859.94</u>	<u>20,905.71</u>

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 Accrual Basis

Redway Community Services District
 Savings Account Activity
 As of May 12, 2026

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1010 - CCUSH - Business Savings -00							25.01
General J...	10/07/2025	GAG		Closing Account moving to Umpqua		25.01	0.00
Total 1010 - CCUSH - Business Savings -00					0.00	25.01	0.00
1015 - CCUSH - Connection Fees -52							313.27
Deposit	07/31/2024			Interest	0.03		313.30
Deposit	08/31/2024			Interest	0.03		313.33
Deposit	09/30/2024			Interest	0.03		313.36
General J...	10/31/2024	GAG		572 orchard - tenario	15,065.00		15,378.36
Deposit	10/31/2024			Interest	0.07		15,378.43
Deposit	11/30/2024			Interest	1.26		15,379.69
General J...	12/31/2024	Transfer		transfer new connection to operations		15,378.69	1.00
Deposit	12/31/2024			Interest	1.26		2.26
General J...	09/29/2025	GAG				2.26	0.00
Total 1015 - CCUSH - Connection Fees -52					15,067.68	15,380.95	0.00
1020 - CCUSH - Meadows Deposits - 51							16,080.45
Deposit	07/31/2024			Interest	1.37		16,081.82
Deposit	08/31/2024			Interest	1.37		16,083.19
Deposit	09/30/2024			Interest	1.32		16,084.51
Deposit	10/31/2024			Interest	1.37		16,085.88
Deposit	11/30/2024			Interest	1.32		16,087.20
Deposit	12/31/2024			Interest	1.37		16,088.57
Deposit	01/31/2025			Interest	1.37		16,089.94
Deposit	02/28/2025			Interest	1.23		16,091.17
Deposit	03/31/2025			Interest	1.37		16,092.54
Deposit	04/30/2025			Interest	0.66		16,093.20
Deposit	05/31/2025			Interest	0.68		16,093.88
Deposit	06/30/2025			Interest	1.32		16,095.20
General J...	07/16/2025	meadows dep		Meadows deposits transfer to ops th...		16,095.20	0.00
Deposit	07/31/2025			Interest	0.49		0.49
General J...	09/29/2025	GAG				0.49	0.00
Total 1020 - CCUSH - Meadows Deposits - 51					15.24	16,095.69	0.00

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05/12/26
Accrual Basis

Redway Community Services District
Savings Account Activity
As of May 12, 2026

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1025 - JET/VAC							0.00
General J...	04/07/2025	TRANSFER		TRANSFER FROM OPERATIONS T...	14,885.00		14,885.00
Deposit	04/30/2025			Interest	0.49		14,885.49
General J...	05/28/2025	JET/VAC		transfer for May 2025	3,000.00		17,885.49
Deposit	05/31/2025			Interest	0.65		17,886.14
Deposit	06/30/2025			Interest	1.47		17,887.61
General J...	07/09/2025	JETVAC TRA				17,887.61	0.00
Deposit	07/31/2025			Interest	0.20		0.20
General J...	09/29/2025	GAG				0.20	0.00
Total 1025 - JET/VAC					17,887.81	17,887.81	0.00
Cash in County - Water							601,250.21
1100 - #2546 SRF Water Proj Loan Fund							340,967.92
General J...	07/01/2024	County			1,436.33		342,404.25
General J...	07/30/2024	GAG		JULY 2024 Payment		38,250.00	304,154.25
Check	08/28/2024	15135	SRF Water Project Loan Fund #2546	To close fiscal 2023/2024	6,670.00		310,824.25
Check	09/20/2024	15204	SRF Water Project Loan Fund #2546	July 2024 deposit	6,631.00		317,455.25
General J...	10/01/2024	County			1,881.78		319,337.03
Check	10/31/2024	15281	SRF Water Project Loan Fund #2546	August 2024 deposit	6,642.00		325,979.03
Check	12/18/2024	15425	SRF Water Project Loan Fund #2546	September 2024 deposit	6,636.00		332,615.03
General J...	01/27/2025	GAG		JAN 2025 Payment		38,250.00	294,365.03
Check	03/04/2025	15590	SRF Water Project Loan Fund #2546	October / November 2024 deposit	9,943.00		304,308.03
Check	03/25/2025	15658	SRF Water Project Loan Fund #2546	DECEMBER 2024 deposit	6,569.00		310,877.03
General J...	03/31/2025	County			1,847.37		312,724.40
Check	04/04/2025	15681	SRF Water Project Loan Fund #2546	JAN 2025 deposit	3,904.00		316,628.40
Check	04/24/2025	15724	SRF Water Project Loan Fund #2546	FEB 2025 deposit	5,487.00		322,115.40
Check	05/28/2025	15801	SRF Water Project Loan Fund #2546	MARCH 2025 deposit	6,558.00		328,673.40
General J...	06/27/2025	GAG		JULY 2025 Payment		38,250.00	290,423.40
General J...	06/27/2025	County			2,124.00		292,547.40
Check	07/01/2025	15885	SRF Water Project Loan Fund #2546	APRIL 2025 deposit	6,486.00		299,033.40
General J...	07/01/2025	County			2,548.69		301,582.09
Check	08/14/2025	17074	SRF Water Project Loan Fund #2546	May & June 2025 deposit	13,131.48		314,713.57
Check	09/29/2025	17192	SRF Water Project Loan Fund #2546	JULY 2025 deposit	6,550.00		321,263.57
Check	10/27/2025	17262	SRF Water Project Loan Fund #2546	AUGUST 2025 deposit	6,549.00		327,812.57
General J...	12/18/2025	GAG		January 2026 Payment		38,250.00	289,562.57
Check	01/30/2026	17475	SRF Water Project Loan Fund #2546	SEPT 2025 deposit	6,516.67		296,079.24
Check	02/23/2026	17537	SRF Water Project Loan Fund #2546	OCT 2025 deposit	6,524.00		302,603.24
Check	03/16/2026	17590	SRF Water Project Loan Fund #2546	NOV 2025 deposit	6,545.00		309,148.24
Check	04/16/2026	17658	SRF Water Project Loan Fund #2546	DEC 2025 deposit	6,537.00		315,685.24
Total 1100 - #2546 SRF Water Proj Loan Fund					127,717.32	153000.00	315,685.24

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Redway Community Services District
Savings Account Activity
As of May 12, 2026

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1105 - #2547 SRF Payment Reserve Fund							86,875.09
General J...	07/01/2024	County			607.16		87,482.25
General J...	10/01/2024	County			670.24		88,152.49
General J...	03/31/2025	County			655.29		88,807.78
General J...	06/27/2025	County			676.65		89,484.43
General J...	07/01/2025	County			705.81		90,190.24
Total 1105 - #2547 SRF Payment Reserve Fund					3,315.15	0.00	90,190.24
1110 - #2548 Davis Grunsky '68 Reserve							31.95
General J...	07/01/2024	County			31.71		63.66
General J...	10/01/2024	County			0.49		64.15
General J...	03/31/2025	County			0.48		64.63
General J...	06/27/2025	County			0.49		65.12
General J...	07/01/2025	County			0.51		65.63
General J...	08/29/2025	GAG				65.12	0.51
Total 1110 - #2548 Davis Grunsky '68 Reserve					33.68	65.12	0.51
1115 - #2549 Davis Grunsky '74 Reserve							184.36
General J...	07/01/2024	County			127.96		312.32
General J...	10/01/2024	County			2.39		314.71
General J...	03/31/2025	County			2.34		317.05
General J...	06/27/2025	County			2.42		319.47
General J...	07/01/2025	County			2.52		321.99
General J...	08/29/2025	GAG				319.47	2.52
Total 1115 - #2549 Davis Grunsky '74 Reserve					137.63	319.47	2.52
1120 - #2550 Tax Revenue Fund-Water							17,104.75
General J...	07/01/2024	County			1,196.32		18,301.07
General J...	10/01/2024	County			144.93		18,446.00
General J...	12/31/2024	Prop Tax			48,921.63		67,367.63
General J...	03/31/2025	County			235.48		67,603.11
General J...	03/31/2025	Prop Tax			877.58		68,480.69
General J...	04/07/2025	TRANSFER		Tax Roll transfer from Water tax to O...		14,885.00	53,595.69
General J...	06/27/2025	County			515.31		54,111.00
General J...	06/30/2025	Prop Tax		1742.35+27322.89	48,266.64		102,377.64
General J...	06/30/2025	Prop Tax		3355.45+4.51	6,695.58		109,073.22
General J...	06/30/2025	JC ATF		To adjust to audit	3.28		109,076.50
General J...	07/01/2025	County			772.55		109,849.05
General J...	08/11/2025	GAG		transfer to Operations for SDRMA pl ...		32,343.77	77,505.28
General J...	09/15/2025	TRANSFER		Tax Roll transfer from Water tax to J...		19,149.96	58,355.32
General J...	09/30/2025	Prop Tax			1,848.10		60,203.42

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 Accrual Basis

Redway Community Services District
 Savings Account Activity
 As of May 12, 2026

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General J...	02/19/2026	Prop Tax			47,800.37		108,003.79
Deposit	03/23/2026			TRANSFER FOR JET/ VAC TRUCK ...		15,158.39	92,845.40
Total 1120 · #2550 Tax Revenue Fund-Water					157,277.77	81,537.12	92,845.40
1125 · #2555 SEF - Water							152,795.49
General J...	07/01/2024	County			904.69		153,700.18
General J...	08/19/2024	GAG		SDRMA LIABILITY PAYMENT TRAN...		27,498.36	126,201.82
Check	08/28/2024	15133	SEF Water	To close fiscal 2023/2024	7,857.00		134,058.82
General J...	09/10/2024	GAG		metron farnier INV#100005285 125 r...		56,932.41	77,126.41
General J...	10/01/2024	County			921.81		78,048.22
General J...	03/31/2025	County			580.18		78,628.40
General J...	06/25/2025	GAG		District purchases Cody's truck		10,500.00	68,128.40
General J...	06/27/2025	County			599.09		68,727.49
General J...	07/01/2025	County			619.45		69,346.94
General J...	08/29/2025	GAG		Compacting Sewer Acct 2557-2555	3,389.49		72,736.43
General J...	01/30/2026	GAG		LACO POU COST		52,385.89	20,350.54
Total 1125 · #2555 SEF - Water					14,871.71	147,316.66	20,350.54
1130 · #2557 T & D Rehab Proj. Fund							3,290.65
General J...	07/01/2024	County			23.00		3,313.65
General J...	10/01/2024	County			25.39		3,339.04
General J...	03/31/2025	County			24.82		3,363.86
General J...	06/27/2025	County			25.63		3,389.49
General J...	07/01/2025	County			26.73		3,416.22
General J...	08/29/2025	GAG		Compacting Sewer Acct 2557-2555		3,389.49	26.73
Total 1130 · #2557 T & D Rehab Proj. Fund					125.57	3,389.49	26.73
Total Cash in County - Water					303,478.83	385,627.86	519,101.18

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Redway Community Services District
 Savings Account Activity
 As of May 12, 2026

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Cash in County - Sewer							197,945.54
1135 - #2551 Tax Revenue -Sewer							11,451.34
General J...	07/01/2024	County			497.19		11,948.53
General J...	08/01/2024	GAG		principle		31,000.00	-19,051.47
General J...	08/01/2024	GAG		interest		10,732.50	-29,783.97
General J...	10/01/2024	County				115.99	-29,899.96
General J...	12/31/2024	Prop Tax		28696.96+1705.41	32,199.90		2,299.94
General J...	02/01/2025	GAG		FEB 2025 INTEREST PAYMENT AU...		10,035.00	-7,735.06
General J...	03/28/2025	GAG		Transfer to accomodate USDA loan f...	60,000.00		52,264.94
General J...	03/31/2025	County				155.67	52,109.27
General J...	03/31/2025	Prop Tax			843.89		52,953.16
General J...	06/27/2025	County				37.97	52,915.19
General J...	06/30/2025	Prop Tax		1670.98+25825.41	26,744.82		79,660.01
General J...	06/30/2025	cpa 5		To post remaining tax revenue	3,673.38		83,333.39
General J...	07/01/2025	County			293.46		83,626.85
General J...	08/01/2025	GAG		principal		32,000.00	51,626.85
General J...	08/01/2025	GAG		interest		10,035.00	41,591.85
General J...	08/29/2025	Prop Tax		4.32+3171.55	3,673.38		45,265.23
General J...	09/30/2025	Prop Tax			925.00		46,190.23
General J...	12/31/2025	Prop Tax			30,860.64		77,050.87
Check	03/27/2026	17616	SEF Water	overage from reimbursement from D...	53,703.62		130,754.49
Total 1135 - #2551 Tax Revenue -Sewer					213,415.28	94,112.13	130,754.49
1140 - #2554 RCSD RECD Grant Sewer							887.53
General J...	07/01/2024	County			6.20		893.73
General J...	10/01/2024	County			6.85		900.58
General J...	03/31/2025	County			6.69		907.27
General J...	06/27/2025	County			6.91		914.18
General J...	07/01/2025	County			7.21		921.39
General J...	08/29/2025	GAG				914.18	7.21
Total 1140 - #2554 RCSD RECD Grant Sewer					33.86	914.18	7.21

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Redway Community Services District
 Savings Account Activity
 As of May 12, 2026

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1145 - #2556 SEF - Sewer							126,947.65
General J...	07/01/2024	County			153.19		127,100.84
Check	08/28/2024	15134	SEF Sewer	To close fiscal 2023/2024	7,977.00		135,077.84
Check	09/20/2024	15203	SEF Sewer	July 2024 payment	4,153.00		139,230.84
General J...	10/01/2024	County			1,553.28		140,784.12
Check	10/31/2024	15280	SEF Sewer	August 2024 payment	4,160.00		144,944.12
Check	12/18/2024	15426	SEF Sewer	September 2024 payment	4,156.00		149,100.12
Check	03/04/2025	15589	SEF Sewer	October / November 2024 payment	6,480.00		155,580.12
Check	03/25/2025	15657	SEF Sewer	DEC 2024 PLUS NOVEMBER SHO...	5,842.00		161,422.12
General J...	03/28/2025	GAG		Transfer to accomodate USDA loan f...		60,000.00	101,422.12
General J...	03/31/2025	County			1,599.15		103,021.27
Check	04/04/2025	15680	SEF Sewer	JAN 2025 payment	2,279.00		105,300.27
Check	04/24/2025	15723	SEF Sewer	FEB 2025 payment	3,937.00		109,237.27
Check	05/28/2025	15800	SEF Sewer	MARCH 2025 payment	4,123.00		113,360.27
General J...	06/25/2025	GAG		District purchases Cody's truck		10,500.00	102,860.27
General J...	06/27/2025	County			1,394.54		104,254.81
Check	07/01/2025	15886	SEF Sewer	APRIL 2025 payment	4,076.00		108,330.81
General J...	07/01/2025	County			1,170.72		109,501.53
Check	08/14/2025	17073	SEF Sewer	May & June Deposits 2025	8,254.55		117,756.08
General J...	08/29/2025	GAG				4,692.69	113,063.39
Check	09/29/2025	17191	SEF Sewer	JULY Deposits 2025	4,118.00		117,181.39
Check	10/27/2025	17261	SEF Sewer	AUGUST Deposits 2025	4,113.00		121,294.39
Check	01/30/2026	17474	SEF Sewer	SEPT Deposits 2025	4,106.67		125,401.06
Check	02/23/2026	17536	SEF Sewer	OCT Deposits 2025	4,114.00		129,515.06
Check	03/16/2026	17589	SEF Sewer	NOV Deposits 2025	4,131.00		133,646.06
Check	04/16/2026	17657	SEF Sewer	DEC Deposits 2025	4,125.00		137,771.06
Total 1145 - #2556 SEF - Sewer					86,016.10	75,192.69	137,771.06
1150 - #2558 I & I Project Fund-Sewer							6,431.77
General J...	07/01/2024	County			44.95		6,476.72
General J...	10/01/2024	County			49.62		6,526.34
General J...	03/31/2025	County			48.51		6,574.85
General J...	06/27/2025	County			50.10		6,624.95
General J...	07/01/2025	County			52.25		6,677.20
General J...	08/29/2025	GAG				6,624.95	52.25
Total 1150 - #2558 I & I Project Fund-Sewer					245.43	6,624.95	52.25

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Redway Community Services District
 Savings Account Activity
 As of May 12, 2026

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1155 - #9855 95 COP Payment Fund-Sewer							1,381.44
General J...	07/01/2024	County			9.65		1,391.09
General J...	10/01/2024	County			10.66		1,401.75
General J...	03/31/2025	County			10.42		1,412.17
General J...	06/27/2025	County			10.76		1,422.93
General J...	07/01/2025	County			11.22		1,434.15
General J...	08/29/2025	GAG		compacting reserve accounts to one ...		1,422.93	11.22
Total 1155 - #9855 95 COP Payment Fund-Sewer					52.71	1,422.93	11.22
1160 - #9856 '95 Reserve Fund Sewer							50,845.81
General J...	07/01/2024	County			355.36		51,201.17
General J...	10/01/2024	County			392.27		51,593.44
General J...	03/31/2025	County			383.52		51,976.96
General J...	06/27/2025	County			396.02		52,372.98
General J...	07/01/2025	County			413.09		52,786.07
General J...	08/29/2025	GAG		compacting reserve accounts to one ...	1,422.93		54,209.00
Total 1160 - #9856 '95 Reserve Fund Sewer					3,363.19	0.00	54,209.00
Total Cash in County - Sewer					303,126.57	178266.88	322,805.23
TOTAL					639,576.13	613284.20	841,906.41

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Accrual Basis

Redway Community Services District
Payments from Customers
As of April 30, 2026

Type	Date	Memo	Amount
1300 - Accounts Receivable			
Deposit	04/01/2026	ACH M	-550.00
Deposit	04/01/2026	ACH F	-156.77
Deposit	04/02/2026	ACH M	-847.55
Deposit	04/03/2026	ACH M	-1,159.76
Deposit	04/03/2026	ACH F	-100.00
Deposit	04/03/2026	Deposit	-10,937.09
Deposit	04/03/2026	Deposit	-224.01
Deposit	04/06/2026	ACH M	-905.53
Deposit	04/06/2026	ACH F	-570.60
Deposit	04/06/2026	ACH M	-661.57
Deposit	04/06/2026	ach m	-663.90
Deposit	04/07/2026	ACH M	-100.00
Deposit	04/07/2026	Deposit	-6,237.36
Deposit	04/07/2026	Deposit	-967.20
Deposit	04/08/2026	ach m	-585.02
Deposit	04/08/2026	ach f	-671.82
Deposit	04/09/2026	ach m	-327.70
Deposit	04/09/2026	ach f	-150.77
Deposit	04/09/2026	Deposit	-7,487.86
Deposit	04/10/2026	ACH F	-155.53
Deposit	04/10/2026	Deposit	-6,649.57
Deposit	04/11/2026	ACH M	-487.67
Deposit	04/14/2026	ACH F	-150.77
Deposit	04/14/2026	Deposit	-18,300.63
Deposit	04/14/2026	Deposit	-1,422.05
Deposit	04/15/2026	ACH M	-482.92
Deposit	04/15/2026	ACH F	-431.68
Deposit	04/16/2026	Deposit	-4,379.90
Deposit	04/17/2026	ACH M	-465.42
Deposit	04/17/2026	ACH f	-670.95
Deposit	04/17/2026	Deposit	-2,286.96
Deposit	04/20/2026	ACH M	-200.00
Deposit	04/20/2026	ACH F	-286.98
Deposit	04/21/2026	ACH M	-227.23

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Accrual Basis

Redway Community Services District
Payments from Customers
As of April 30, 2026

Type	Date	Memo	Amount
Deposit	04/21/2026	ACH F	-686.31
Deposit	04/21/2026	Deposit	-4,881.55
Deposit	04/22/2026	ACH M	-1,253.01
Deposit	04/22/2026	ACH F	-495.97
Deposit	04/23/2026	ACH F	-627.08
Deposit	04/23/2026	Deposit	-5,958.80
Deposit	04/24/2026	ACH M	-757.98
Deposit	04/24/2026	ACH F	-325.77
Deposit	04/24/2026	Deposit	-9,082.04
Deposit	04/27/2026	ACH M	-692.62
Deposit	04/27/2026	ACH F	-896.56
Deposit	04/27/2026	ACH M	-504.45
Deposit	04/28/2026	ACH F	-545.04
Deposit	04/28/2026	ACH M	-75.00
Deposit	04/29/2026	ACH M	-623.17
Deposit	04/29/2026	ACH F	-350.00
Deposit	04/29/2026	Deposit	-10,793.11
Deposit	04/29/2026	Deposit	-407.22
Deposit	04/30/2026	ACH M	-891.65
Deposit	04/30/2026	ACH F	-174.55
Total 1300 · Accounts Receivable			-109,924.65
TOTAL			-109,924.65

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Redway Community Services District
Payments from Customers
 As of April 30, 2026

Type	Date	Memo	Amount
1300 - Accounts Receivable			
Deposit	04/01/2026	ACH M	-550.00
Deposit	04/01/2026	ACH F	-156.77
Deposit	04/02/2026	ACH M	-847.55
Deposit	04/03/2026	ACH M	-1,159.76
Deposit	04/03/2026	ACH F	-100.00
Deposit	04/03/2026	Deposit	-10,937.09
Deposit	04/03/2026	Deposit	-224.01
Deposit	04/06/2026	ACH M	-905.53
Deposit	04/06/2026	ACH F	-570.60
Deposit	04/06/2026	ACH M	-661.57
Deposit	04/06/2026	ach m	-663.90
Deposit	04/07/2026	ACH M	-100.00
Deposit	04/07/2026	Deposit	-6,237.36
Deposit	04/07/2026	Deposit	-967.20
Deposit	04/08/2026	ach m	-585.02
Deposit	04/08/2026	ach f	-671.82
Deposit	04/09/2026	ach m	-327.70
Deposit	04/09/2026	ach f	-150.77
Deposit	04/09/2026	Deposit	-7,487.86
Deposit	04/10/2026	ACH F	-155.53
Deposit	04/10/2026	Deposit	-6,649.57
Deposit	04/11/2026	ACH M	-487.67
Deposit	04/14/2026	ACH F	-150.77
Deposit	04/14/2026	Deposit	-18,300.63
Deposit	04/14/2026	Deposit	-1,422.05
Deposit	04/15/2026	ACH M	-482.92
Deposit	04/15/2026	ACH F	-431.68
Deposit	04/16/2026	Deposit	-4,379.90
Deposit	04/17/2026	ACH M	-465.42
Deposit	04/17/2026	ACH f	-670.95
Deposit	04/17/2026	Deposit	-2,286.96
Deposit	04/20/2026	ACH M	-200.00
Deposit	04/20/2026	ACH F	-286.98
Deposit	04/21/2026	ACH M	-227.23

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Redway Community Services District
Payments from Customers
As of April 30, 2026

Type	Date	Memo	Amount
Deposit	04/21/2026	ACH F	-686.31
Deposit	04/21/2026	Deposit	-4,881.55
Deposit	04/22/2026	ACH M	-1,253.01
Deposit	04/22/2026	ACH F	-495.97
Deposit	04/23/2026	ACH F	-627.08
Deposit	04/23/2026	Deposit	-5,958.80
Deposit	04/24/2026	ACH M	-757.98
Deposit	04/24/2026	ACH F	-325.77
Deposit	04/24/2026	Deposit	-9,082.04
Deposit	04/27/2026	ACH M	-692.62
Deposit	04/27/2026	ACH F	-896.56
Deposit	04/27/2026	ACH M	-504.45
Deposit	04/28/2026	ACH F	-545.04
Deposit	04/28/2026	ACH M	-75.00
Deposit	04/29/2026	ACH M	-623.17
Deposit	04/29/2026	ACH F	-350.00
Deposit	04/29/2026	Deposit	-10,793.11
Deposit	04/29/2026	Deposit	-407.22
Deposit	04/30/2026	ACH M	-891.65
Deposit	04/30/2026	ACH F	-174.55
Total 1300 · Accounts Receivable			-109,924.65
TOTAL			-109,924.65

Redway Community Services District
Payroll Details by Account
 April 2026

	Apr 26	Apr 25	Jul '25 - Apr ...
Ordinary Income/Expense			
Expense			
Administrative & General			
Insurance			
5040 · Employee Health Insura...	12,991.36	12,077.84	128,869.98
5045 · Workers' Comp	0.00	0.00	18,889.02
Total Insurance	12,991.36	12,077.84	147,759.00
5100 · Payroll Taxes	3,385.06	2,913.09	38,085.27
5150 · Wages	19,418.11	18,880.96	236,579.17
Total Administrative & General	35,794.53	33,871.89	422,423.44
Water Treatment			
5220 · Wages	10,464.24	9,856.79	101,533.16
Total Water Treatment	10,464.24	9,856.79	101,533.16
Water Trans & Distribution			
5320 · Wages	4,382.02	1,647.61	28,842.62
Total Water Trans & Distribution	4,382.02	1,647.61	28,842.62
Sewer Treatment			
5420 · Wages	5,950.51	3,757.59	64,045.25
Total Sewer Treatment	5,950.51	3,757.59	64,045.25

Redway Community Services District
Payroll Details by Account
April 2026

	<u>Apr 26</u>	<u>Apr 25</u>	<u>Jul '25 - Apr ...</u>
Sewer Collection			
5520 - Wages	3,808.70	4,646.51	37,473.68
Total Sewer Collection	3,808.70	4,646.51	37,473.68
Total Expense	60,400.00	53,780.39	654,318.15
Net Ordinary Income	-60,400.00	-53,780.39	-654,318.15
Net Income	<u>-60,400.00</u>	<u>-53,780.39</u>	<u>-654,318.15</u>

Past Due List Status

Past Due Status as of 04-30-2026	amount
Number of accounts on the past due list	(56+34)=90
The Average Bill	\$1,112.31
The Median Bill	\$761.91
Low Balance at 90 days	\$6.58
High Balance at 90 days	\$4,837.77
Current balance Past Due List(30,60,90)	\$79,519.64
Current Balance of at 90 days	\$32,520.81
Addresses currently off	22
Past Due Status as of 3-31-2026	amount
Number of accounts on the past due list	(59+35)=94
The Average Bill	\$790.99
The Median Bill	\$571.30
Low Balance at 90 days	\$273.51
High Balance at 90 days	\$4,310.88
Current balance Past Due List(30,60,90)	\$70,467.26
Current Balance of at 90 days	\$29,141.39
Addresses currently off	22

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To: RCSD Board of Directors

Office Manager's Memo

May 20th, 2026

Online Payment processing. For the month of April, we had **115** transactions with a total of **\$24,616.35**, and **45** of them were ACH payments. In March, we had **112** transactions with a total value of **\$26,999.07** and **41** were ACH payments. The new billing software allows the customers to view their bill just as they would when it arrives in the PO Box. There they can arrange an ACH transaction for \$1.95 or proceed with a credit card payment of \$2.95 or 3.5% whichever is higher. When a customer offers to pay their bill with a credit card, we let them know that there is a less expensive way to pay if the card they want to use is associated with a checking or savings account, business or personal account.

Little League and Youth Soccer fields. Attached are the correspondence between us and the attorney. The attorney has no issues after examining our documents. No special rate or discount may be applied. This aligns with prop 218. As long as it an existing rate structure, Commercial A.

Customer CARE Program. Our Attorney has examined our documents and compared them to other districts. We are correct in our assumption about what money is available for such discount (property tax revenue), we need to develop our set of criteria, the information required and who is eligible. Expect a more detailed path with actionable item next month.

Temporary Employees. We are good to go! Now we need detailed plans for the projects that we would need extra help with. These projects must be "shovel ready" and have the ability to be completed once the project is started.

Water Ordinance Appendix B. We have been instructed to begin revisions, no update as of 5/13/2026.

Profit to Loss. Fiscal 2025/2026. July 1st to April 30th, is **83%** of the Fiscal year. Income was **\$1,261,425** which is **73%** of operational funding of **\$1,732,453**. Expenses through March 31st totaled **\$1,283,715** which is **83%** of the projected approved expenses of **\$1,537,410** for the 2025/2026 fiscal year.

Billing and Allocations. Our past due for the month of April was \$79,520. March was **\$70,467.26**. February amounted to **\$81,475.99**. It appears that the past due fluctuates around **\$10,000** up or down every month. The highest in February **2024** was **\$141,986.14** from **\$37,000** in March **2020**.

Savings Accounts with County. All accounts are reconciled to December 31st, 2025. WSLF and SEF Sewer are caught up with deposits up to December 31st, 2025. The county has made a few mistakes in recording deposits, and I am waiting for the corrected sheets for reconciling purposes for March 31st, 2026 statements. Money billed in the first month. They are collected in month two and they are disbursed into the savings accounts in month three.

Rate Increase. The time is near when we raise the rate for **RCSD** per the rate study we had performed in **2023**. A 10% increase across the board is what was recommended by the engineers who performed the rate study for fiscal year 2026-2027. A final rate increase of 10% for the water side and 8% for the sewer side is slated for the following fiscal year (2027-2028). This completes the proposals set forth by SUSP, the engineering group that performed the rate study.

New Connections. Nothing new to report. **We are waiting for the fee to be paid (in trade)** for the new meadows water account.

Update for REWSSP. We are always waiting for an invoice to sign and get back to GHD so they can get it to the state for reimbursement, which takes about seven weeks. After the construction is complete and we have received and dispersed the final grant money, we will wait for thirty days before submitting the last payment to Mercer Fraser. We need to be sure that the subcontractors have been paid and there are no outstanding invoices or disputes.

Personnel Policy. We have completed the comparison go through of the entire document. Comparing the old version to the new version, I created more work for myself since I converted the documents to pdf's and did not leave the .docx in place to use for stitching together the two halves back together. I will insert this document (a .pdf) into the next board meeting packet for board approval.

Tax Roll. We have started the process. 29 properties were sent the initial form indicating what is past due via certified mail on May 1st. We sent these letters to the property owners. Between Friday the fifteenth of May and the 29th of May a final letter will be sent to the properties that have not brought their account out of arrearage, these are the 45-day notice of the Public Hearing which should be held on July 15th. These final letters will have the service fee attached for the process we half to go through to get past due bills paid, \$250.00 is the fee for this Tax Roll exercise. We are quicker than last year but not as quick as I would have hoped for. I would like to accomplish two things tonight. **One, get the date set for the Public Hearing (July 15th). Two, change the date of our RBM in July to the 22nd of July.**

High Usage Properties. Trailer parks seem to be the hardest to get a handle on their leaks. Mostly due to the vast areas that the pipes reside in, or just the quantity of them seems to be daunting for the owners or the managers. Each of these “parks” are using on average 3,000ft³ more water each month then they used as reported in UBMax (2022-2024). Regardless of the average they are considered high users in respect to the structure of the properties. Those on electronic meters show constant use whether it is a leak or toilet. The office staff is in need of help. These owners really need to get a handle on the excessive uses, **now**. I anticipate drought like conditions for the foreseeable future, (trends). Our ordinance and conservation measures are not making enough of a difference for these properties. I wonder if there are resources (grants or low-cost loans) for the owners to mitigate these excessive water usages. Correspondence has some notes on this item and possible courses of action for the owners.

Call for Nominations for Special District Members to Serve on Humboldt LAFCo: Michael McKaskel suggested nominating Heidi Benzonelli and/or Debra Lake to serve as Special District Member of Humboldt LAFCo Debra Lake indicated that she was aware of the position being open and had no response indicating interest or no interest in the position for the Special District Member of Humboldt LAFCo. A decision must be made at this RBM.

Respectfully,

Glenn Gradin

"When you're at the end of your rope tie a knot and hold on!" Theodore Roosevelt



GENERAL MANAGER REPORT

May 2026

Board of Directors,

The following report provides a summary of ongoing District activities, regulatory coordination efforts, operational conditions, infrastructure planning, and project updates occurring throughout the District during the past month.

1. Place of Use (POU) / Water Rights Coordination

The District continues making progress on the Place of Use (POU), Extension of Time, and Instream Dedication Project currently underway in coordination with 4Js Consulting, LACO Associates, the State Water Resources Control Board Division of Water Rights, and the North Coast Regional Water Quality Control Board.

In summary, this project is intended to formally align and modernize the District's existing water rights documentation with the actual service areas that have historically been served by RCSD for decades, including the Meadows Business Park and associated service connections. The project also includes licensing and permanent instream dedication of the former unnamed spring diversion for fishery, habitat, and recreational benefit purposes.

District consultant Jennie Short of 4Js Consulting recently submitted additional correspondence to the State Water Resources Control Board regarding protest resolution status and requested timeline extensions associated with the CEQA review and public hearing process. The District continues working cooperatively with agencies and interested parties to maintain forward progress and resolve remaining questions associated with the project.

This just in 5/13/26 to; Redway's request for additional time through September 30, 2026, to resolve the protests of the Friends of the Eel River, and the California Department of Fish and Wildlife. The request is granted and Redway now has until September 30, 2026 to resolve the protests. Additionally, by September 30, 2026, Redway must submit an updated status report to the State Water Board for the protests, indicating whether each protest has been resolved and clearly outlining the steps taken to address them. This was in the form of an email from Jane Ling, program manager Division of Water Rights.

Note: I also need to read an email from Arvin Chi to Ed Voice.



Additionally, the District recently received encouraging feedback from Adona White, Professional Engineer with the North Coast Regional Water Quality Control Board, regarding potential future spring restoration and cold-water habitat efforts associated with the former spring diversion site. According to Ms. White, there continues to be internal support within the North Coast Water Board team for temperature-related restoration projects, and current funding opportunities appear favorable with relatively limited competition.

2. Water Supply and Conservation Conditions

Current USGS South Fork Eel River flows at the Miranda Gauge are approximately 208 cubic feet per second (CFS) and continues trending downward earlier in the season than observed during the same period last year. At this point in 2025, the District had received noticeably greater rainfall totals and streamflow support. Current hydrologic conditions indicate the District may experience a challenging conservation season this summer if dry conditions continue. We cannot get into revising the Conservation Ordinance until we have completed the Place of Use project with 4js Consulting.

District staff will continue closely monitoring river conditions, water production demands, and storage levels throughout the summer season. Conservation stage adjustments may become necessary depending on future weather conditions and River flow reductions.

Here we go again; As a reminder, the District's conservation program progresses from voluntary conservation measures during early warning conditions to increasingly restrictive mandatory conservation requirements during critically low-flow periods. These measures can include restrictions on outdoor irrigation, limitations on non-essential water use, increased public outreach efforts, and enforcement actions where necessary to protect the District's available water supply.

The District will continue utilizing flow-restrictor devices for customers who fail to comply with mandatory conservation requirements after notice and warning. These devices have proven to be an effective conservation enforcement tool while still allowing basic domestic water service to remain available.

3. Professional Development / CRWA Tahoe Expo

District staff recently attended the California Rural Water Association (CRWA) Tahoe Expo and training conference. The conference provided valuable continuing education units (CEUs) required for maintenance of State operator certifications and included multiple technical training sessions relevant to water and wastewater utility operations.

Overall, the educational sessions and operational training classes were beneficial and provided useful information applicable to District operations, compliance, infrastructure planning, and regulatory coordination efforts.



While the trade show portion of the conference was less beneficial from an operational standpoint, the training opportunities and networking with other utility professionals were productive and worthwhile.

4. Wastewater System Funding and Operational Status

The District has submitted a second-round FFAST funding application requesting approximately \$19.7 million in construction funding for major wastewater treatment plant and collection system improvements. The application package was prepared collaboratively by Jack Sutton of GHD and District staff.

The proposed project is intended to address aging infrastructure, wet-weather hydraulic loading, inflow and infiltration reduction, operational redundancy, resiliency improvements, and long-term permit compliance needs associated with the District's wastewater treatment facility.

Over the past year, the District has undergone a substantial operational transition within the wastewater department. Multiple new operators have assumed operational responsibilities throughout the system while District management has continued working to stabilize operations and address legacy infrastructure and compliance challenges.

Winter storm events over recent seasons created substantial hydraulic loading conditions and contributed to several permit-related compliance violations associated with excessive inflow and infiltration entering the wastewater collection system. The District has continued implementing corrective operational measures, strengthening monitoring and reporting practices, and prioritizing long-term infrastructure upgrades necessary to improve resiliency and regulatory performance moving forward.

District management has continued assuming direct operational responsibility for stabilization efforts at the wastewater treatment facility while supporting operator training, system evaluation, regulatory coordination, and long-term planning efforts.

5. General Operations

General District operations continue moving forward across water treatment, water distribution, wastewater treatment, wastewater collection, customer service, regulatory compliance, and infrastructure maintenance activities. Staff continue balancing day-to-day operational demands while simultaneously addressing long-term capital planning, conservation readiness, permitting, and grant funding opportunities.

Respectfully Submitted,

Cody Cox



General Manager / Operations Manager
Redway Community Services District

Instream Flow Dedication Summary – Unnamed Spring Water Right

This memorandum summarizes how much additional water would be dedicated to the South Fork Eel River under the proposed Negative Declaration (ND) and Section 1707 instream flow dedication, compared to the water previously allowed under Redway Community Services District's existing water rights.

Background

Redway Community Services District (RCSD) holds Water Right Permit 015666 for diversion from an unnamed spring, with an authorized diversion of up to 52 acre-feet per year (afy) at a maximum rate of 0.123 cubic feet per second (cfs). Although this diversion was legally authorized, RCSD ceased diverting from the spring in approximately 2008 and has since relied exclusively on surface water diversion from the South Fork Eel River.

Proposed Change

Under the proposed Negative Declaration and associated Section 1707 petition, RCSD proposes to dedicate the entire unnamed spring water right to instream beneficial use. This dedication would permanently protect the spring flow instream for fish and wildlife, recreation, and ecological purposes, rather than retaining it as a potential diversion right.

Water Quantity Comparison

Previously Allowed Diversion:

- Up to 52 acre-feet per year (afy)
- Equivalent to approximately 16.9 million gallons per year
- Average annual equivalent of approximately 0.072 cfs

Proposed Instream Dedication:

- Up to the full 52 afy permanently dedicated instream

Net Effect on the River

From a legal and permitting standpoint, the proposed action results in up to 52 afy of water being newly protected instream that was previously authorized for diversion.

From a practical, real-world standpoint, the physical amount of water flowing in the river does not change, because RCSD has not diverted from the spring for many years. The proposed action formalizes and permanently locks in an existing operational condition by converting an unused diversion right into a protected instream flow.

Conclusion

In summary, the proposed ND and Section 1707 dedication would dedicate up to 52 acre-feet per year more water to the river than was previously allowed under RCSD's water rights permits, on paper. In practice, this represents a regulatory and environmental benefit

rather than a change in physical operations, as the spring has not been used for diversion since approximately 2008.



Redway Community Services District
P.O. Box 40
Redway, CA 95560
(707) 923-3101

April 30, 2026

California State Water Resources Control Board
Division of Water Rights - Petition & Licensing Unit
Attn: Arvin Chi
P.O. Box 2000
Sacramento, CA 95812-2000

SUBJECT: Protest Resolution Status and Request for Extension of Resolution Time
Petition for Change for Water Right License 3791 and Permit 15665

Dear Mr. Chi,

The Redway Community Services District (RCSD) received three protests in response to the notice: California Department of Fish and Game, Friends of the Eel River, and Ed Voice. RCSD has made a good faith effort to resolve the protests with each of the three Protestants. A response letter was provided to each Protestant on September 25, 2025. Each of these three letters was provided to the Waterboard at the time.

In addition, RCSD met with CDFW (Oct 15, 2025) and Friend of the Eel River (Oct 24, 2025) to discuss the various protest resolution conditions and the information that could help the Protestant release the condition. A number of conditions have been released. There remain some that cannot be fully released until modifications to the project description in the CEQA document are completed.

RCSD is in the final stages of completing the CEQA process. The Initial Study/Negative Declaration has been circulated for public review and comment. RCSD received comments from CDFW and the Waterboard. Resolution of CDFW's comment will require modification of the project description in the IS/ND and updating of numerous figures and tables by LACO. Those edits are currently underway. RCSD is requesting an additional time to September 30, 2026, for the protest resolution process, so that these tasks may be completed:

- the changes to the CEQA document be completed
- a new public hearing date be selected by the RCSD Board (May 20, 2026)
- notices for that new hearing date be posted and circulated
- updated IS/MND provided with staff report to RCSD Board (June 12, 2026)
- the public hearing be completed (planned for June 17, 2026, but may be July 15 to meet the 30-days)
- file the notice of determination with County Clerk and State Clearinghouse
- final coordination with CDFW on their CEQA comments and protest resolution conditions occur
- 30-day filing period expires, and NOD is forwarded to the Waterboard
- provide additional information to the Waterboard demonstrating the required findings from the letter

Page 1 of 2

Letter to SWRCB-DWR: Protest Resolution Time Extension

Please let me know if you need anything additional to process this request. You can reach me at (707) 923-3101 or via email at cody@redwaycsd.org.

Respectfully,



Cody Cox
General Manager
jmsshort

Cc: Monty Larson, CDFW - Water Rights Coordinator, Region 1
Jennie Short, 4Js Consulting
Alicia Hamann, Friends of the Eel River
Ed Voice

From: Ed Voice <corkoneup@gmail.com>
Sent: Tuesday, April 21, 2026 4:54 PM
To: Chi, Arvin@Waterboards
Cc: Jennie Short; cody; Larson, Monty@Wildlife; scott@eelriver.org; alicia@eelriver.org; redwaycsd
Subject: Re: REDWAY CSD AND PROTESTANT DIRECTIVES FOR PROTESTS

Caution: External Email. Use caution when clicking links or opening attachments. When in doubt, contact DIT or use the Phish Alert Button.

Dear Arvin Chi,

My protest petition was resolved when RCSD finally submitted their CEQA IS/MND, which documented RCSD was not going to use the unnamed spring (Application No.: 23018; Permit No.: 15666), as part of the Project. The RCSD is seeking to permanently dedicate their allocated diversion amount for instream use.

And will not be including the Eel River Conservation Camp #31, APN 214-231-003, into the new Change Petition Place of Use.

These two issues have been resolved, along with producing the CEQA document, which fulfills and satisfies my Protest.

Thank you,
Ed Voice

On Tue, Apr 21, 2026 at 4:08 PM Chi, Arvin@Waterboards <Arvin.Chi@waterboards.ca.gov> wrote:
Dear all,

Per the instructions indicated in the attached letter dated August 29, 2025, the protestants and petitioner were required to make a good faith effort to resolve protests by February 18, 2026. Additionally, each protestant was to provide the State Water Board a written status report for their protest, and the petitioner was to provide a written status report for all protests, by the same date.

The State Water Board did not receive a status update from the parties, with the exception of the Friends of the Eel River. Although the deadline has passed and the Division's follow-up has been delayed, the Division requests that the protestants and petitioner provide a status update on the protest negotiations, as outlined in the attached letter by **April 30, 2026**.

If Redway would like to extend this protest resolution period to allow for further negotiations, please let us know. Should Redway wish to proceed with an extension, the Division requests an estimated date for when Redway anticipates the protests will reach a final determination.

Let me know if you have any questions.

Thank you,
Arvin



Arvin Chi

Environmental Scientist

DIVISION OF WATER RIGHTS

Permitting & Enforcement Branch | Petition, Licensing & Registration / Petition & Licensing Unit

Email: Arvin.Chi@waterboards.ca.gov

Phone: +1 (916) 341-6969

State Water Resources Control Board
1001 I Street Floor 2nd, Sacramento CA 95814

Website: www.waterboards.ca.gov

Follow: [X](#) | [YouTube](#) | [Facebook](#) | [LinkedIn](#)

From: Chi, Arvin@Waterboards <Arvin.Chi@waterboards.ca.gov>
Sent: Thursday, May 14, 2026 6:56 AM
To: Ed Voice
Cc: Jennie Short; cody; scott@eelriver.org; Larson, Monty@Wildlife; Alicia Hamann; Ling, Jane@Waterboards
Subject: Re: REDWAY CSD AND PROTESTANT DIRECTIVES FOR PROTESTS

Mr. Voice,

Thank you for the clarification regarding your outstanding protest. The Division understands that your protest remains unresolved pending the completion of CEQA.

To Redway CSD: Please be advised that Ed Voice's protest remains outstanding and is included in the approved extension through September 30, 2026, for the protest resolution process.

Let me know if you have any questions.

Thank you,
Arvin



Arvin Chi

Environmental Scientist

DIVISION OF WATER RIGHTS
Permitting & Enforcement Branch | Petition, Licensing & Registration / Petition & Licensing Unit

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Phone: +1 (916) 341-6969

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Website: www.waterboards.ca.gov

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From: Ed Voice <corkoneup@gmail.com>
Sent: Wednesday, May 13, 2026 3:03 PM
To: Chi, Arvin@Waterboards <Arvin.Chi@waterboards.ca.gov>
Cc: Jennie Short <4jsconsulting@gmail.com>; cody <cody@redwaycsd.org>; scott@eelriver.org <scott@eelriver.org>; Larson, Monty@Wildlife <Monty.Larson@wildlife.ca.gov>; Alicia Hamann <alicia@eelriver.org>; Ling, Jane@Waterboards <Jane.Ling@waterboards.ca.gov>
Subject: Re: REDWAY CSD AND PROTESTANT DIRECTIVES FOR PROTESTS

Thank you for your reply, however;

When I made that statement, I was unaware that the CEQA IS had not been adopted and was being revised by Redway CSD. So my protest has not been resolved until the revised CEQA IS is made public and circulated for agency and public comment. I think my emails after the fact with Redway CSD made that clear, as your office was copied.

Redway CSD has stated, as of April 30, 2026, in a letter to DWR and I quote:

RCSD Declaration is in the final stages of completing the CEQA process. The Initial Study/Negative has been circulated for public review and comment. RCSD received comments from CDFW and the Waterboard. Resolution of CDFW's comment will require modification of the project description in the IS/ND and updating of numerous figures and tables by LACO. Those edits are currently underway. RCSD is requesting an additional time to September 30, 2026, for the protest resolution process, so that these tasks may be completed:

So as you can see, the Change Petition CEQA IS has not been completed, which is outstanding in my protest.

Thank you,
Ed Voice

On Wed, May 13, 2026 at 12:34 PM Chi, Arvin@Waterboards <Arvin.Chi@waterboards.ca.gov> wrote:
Mr. Voice,

Your email from April 21, 2026 (see attachment) indicated that your issues were resolved. We consider your protest fulfilled; please let us know if this is not the case.

Thanks,
Arvin



Arvin Chi

Environmental Scientist

DIVISION OF WATER RIGHTS
Permitting & Enforcement Branch | Petition, Licensing & Registration / Petition & Licensing Unit

Email: Arvin.Chi@waterboards.ca.gov

Phone: +1 (916) 341-6969

State Water Resources Control Board
1001 I Street Floor 2nd, Sacramento CA 95814

Website: www.waterboards.ca.gov

From: Ed Voice <corkoneup@gmail.com>
Sent: Wednesday, May 13, 2026 12:27 PM
To: Ling, Jane@Waterboards <Jane.Ling@waterboards.ca.gov>
Cc: Jennie Short <4jsconsulting@gmail.com>; Chi, Arvin@Waterboards <Arvin.Chi@waterboards.ca.gov>; cody <cody@redwaycsd.org>; scott@eelriver.org <scott@eelriver.org>; Larson, Monty@Wildlife <Monty.Larson@wildlife.ca.gov>; Alicia Hamann <alicia@eelriver.org>
Subject: Re: REDWAY CSD AND PROTESTANT DIRECTIVES FOR PROTESTS

Dear Jane Ling, you forget to include my protest, since we have not seen the final CEQA IS, of which has not been made public or adopted by the Redway CSD Board or submitted to the Water Board.

Thank you,
Ed Voice

On Wed, May 13, 2026 at 11:11 AM Ling, Jane@Waterboards <Jane.Ling@waterboards.ca.gov> wrote:
Hi Jennie,

This email is in response to Redway's request for additional time through September 30, 2026, to resolve the protests of the Friends of the Eel River, and the California Department of Fish and Wildlife. The request is granted and Redway now has until September 30, 2026 to resolve the protests. Additionally, by September 30, 2026, Redway must submit an updated status report to the State Water Board for the protests, indicating whether each protest has been resolved and clearly outlining the steps taken to address them.

Please contact Arvin or me if you have any questions regarding this matter.

Let me know if you have any questions.

Thanks,
Jane



Jane Ling
Program Manager

DIVISION OF WATER RIGHTS
Permitting & Enforcement Branch | Petition, Licensing & Registration Section

Email: Jane.Ling@waterboards.ca.gov
Phone: +1 (916) 341-5335

State Water Resources Control Boards
1001 I Street Floor 14th, Sacramento CA 95814
Website: www.waterboards.ca.gov

Follow: [X](#) | [YouTube](#) | [Facebook](#) | [LinkedIn](#)

From: Jennie Short <4jsconsulting@gmail.com>
Sent: Monday, May 11, 2026 10:51 PM
To: Chi, Arvin@Waterboards <Arvin.Chi@waterboards.ca.gov>
Cc: cody <cody@redwaycsd.org>; scott@eelriver.org; Larson, Monty@Wildlife <Monty.Larson@wildlife.ca.gov>; Ed Voice <corkoneup@gmail.com>; Alicia Hamann <alicia@eelriver.org>
Subject: Re: REDWAY CSD AND PROTESTANT DIRECTIVES FOR PROTESTS

Hello Arvin,

Attached please find RCSD's letter requesting an extension of time to resolve the outstanding protest items. We are in the middle of the CEQA process and need to finish making the changes to the project description, figures, and tables and hold the public hearing. We will let you know as we progress through the process.

Thanks,

Jennie

On Fri, May 1, 2026 at 8:07 AM Chi, Arvin@Waterboards <Arvin.Chi@waterboards.ca.gov> wrote:

Hi Jennie,

Just following up regarding the protest status report. Could you provide an update on Redway's status at your earliest convenience?

Thank you,
Arvin



Arvin Chi

Environmental Scientist

DIVISION OF WATER RIGHTS

Permitting & Enforcement Branch | Petition, Licensing & Registration / Petition & Licensing Unit

Email: Arvin.Chi@waterboards.ca.gov

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Follow: [X](#) | [YouTube](#) | [Facebook](#) | [LinkedIn](#)

From: Jennie Short <4jsconsulting@gmail.com>
Sent: Wednesday, April 22, 2026 7:34 AM
To: Chi, Arvin@Waterboards <Arvin.Chi@waterboards.ca.gov>
Cc: cody <cody@redwaycsd.org>; corkoneup@gmail.com <corkoneup@gmail.com>; Larson, Monty@Wildlife

<Monty.Larson@wildlife.ca.gov>; scott@eelriver.org <scott@eelriver.org>; alicia@eelriver.org <alicia@eelriver.org>

Subject: Re: REDWAY CSD AND PROTESTANT DIRECTIVES FOR PROTESTS

Caution: External Email. Use caution when clicking links or opening attachments. When in doubt, contact DIT or use the Phish Alert Button.

Hi Arvin,

The protest resolution status report will be provided. RCSD does desire to extend the protest resolution date until July 31, 2026. We anticipate that the revisions to the CEQA document to satisfy CDFW's concerns will be part of the public hearing in June 2026, and that the NOD will then be adopted. Our coordination with CDFW should be completed once the NOD is filed with the revised project description.

Thanks,

Jennie

On Tue, Apr 21, 2026 at 4:08 PM Chi, Arvin@Waterboards <Arvin.Chi@waterboards.ca.gov> wrote:

Dear all,

Per the instructions indicated in the attached letter dated August 29, 2025, the protestants and petitioner were required to make a good faith effort to resolve protests by February 18, 2026. Additionally, each protestant was to provide the State Water Board a written status report for their protest, and the petitioner was to provide a written status report for all protests, by the same date.

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Let me know if you have any questions.

Thank you,
Arvin



Arvin Chi

Environmental Scientist

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Redway Community Services District Board Staff Report

Subject

Customer Assistance Program (CAP) – Adoption

Recommendation

Adopt the proposed Customer Assistance Program (CAP) providing a \$15 monthly credit to eligible customers, funded through unrestricted property tax revenues, with an annual program cap of \$5,000 and annual review.

Background

The District has identified a segment of its customer base—particularly seniors, disabled individuals, and low-income households—who face increasing difficulty in paying for water service due to fixed or limited income.

Program Overview

Monthly Benefit: \$15

Annual Benefit per Customer: \$180

Estimated Participation: ~23 customers

Estimated Cost: ~\$4,140 annually

Program Cap: \$5,000 annually

Eligibility Structure

Tier 1: Seniors (65+) or disabled enrolled in CARE or receiving Social Security

Tier 2: CARE-enrolled customers

Tier 1 is filled first before Tier 2

Administration

Participation is voluntary, requires application, and must be re-certified annually. Program is limited by available funding and may include a waitlist.

Financial Impact

Estimated Cost: \$4,140

Maximum Cost: \$5,000

Maximum Participants: ~27

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WATER RATES: WATER AFFORDABILITY

Water affordability is a central element to water access. When water costs make water unaffordable, it can pose a health and safety issue and a myriad of administrative and political problems. Water affordability is typically measured by the annual cost of water bills as a percentage of median household income. Households paying an amount for water that exceeds an affordability threshold are considered to be paying a cost that is unaffordable and a “high burden.” Table 1 shows the measures of affordability developed by different organizations. While these thresholds are developed based on median household incomes, many agencies in the U.S. also base affordability on poverty levels.

Table 1. Measures of affordability as a percentage of median household income

Affordability Threshold	Organization
1.5%	California Department of Public Health
2%-2.5%	US Environmental Protection Agency (USEPA)*
3%	United Nations Development Program (UNDP)

Note: * The EPA's affordability threshold is for water and wastewater bills combined, and would therefore be lower for water alone.

A commitment to water affordability is rooted in both human rights and public welfare. While recognition of the Human Right to Water goes back to the 1970s, the legal basis of this right was strengthened in 2012 when the California Legislature passed AB 685, which established a human right to water in California and directed “all relevant state agencies, including the department [of water resources], the state board, and the State Department of Public Health, [to] consider this state policy when revising, adopting, or establishing policies, regulations, and grant criteria.”

There is also an increasingly recognized consequence of unaffordable water bills on water service providers through “increased collection costs, rising levels of arrearages [non-payment] and numbers of accounts with arrearages, an increased number of terminations of water service, and swelling criticism from various sectors of the community.”ⁱ

WATER AFFORDABILITY PROGRAMS IN CALIFORNIA

Water affordability programs offer a means to support customers who cannot afford their water rates. A number of water service providers in California currently provide some type of assistance to low-income customers. However, programs vary greatly between providers in both their structure and the amount of

assistance they provide. See Table 2 for a description of some water affordability programs offered in Northern California.

Concerns around the stipulations of Proposition 218 (California’s Right to Vote on Taxes) have led some water service providers to conclude that water affordability programs may lead to legal challenges if they are deemed a subsidy from one customer class to another and, therefore, are too risky. However, there are several ways to set up and fund affordability programs that can reduce risks, including finding alternatives to rate-based revenue sources, providing services specific to low-income customers, and improving the management of the water system. These approaches are described in more detail below.

Table 2. Examples of Water Affordability Programs for Low-income Households in California

Water Supplier	Program	Benefit	Amount of Discount (assuming an average monthly bill)	Eligibility	Funding Source
CalWater	Low Income Rate Assistance (LIRA) Program	50% Discount up to \$12 on monthly service charge	\$7.02/month	Same as California Alternative Rates for Energy (CARE) program	CPUC-approved flat rate surcharge on residential customers. This ranges from \$0.24 - \$0.41/month depending on the district.
San Jose Water Company	Water Rate Assistance Program (WRAP)	15% Discount on total water bill	\$8.27/month	Same as CARE program	CPUC-approved surcharge on residential customers of \$0.20/month.
City of Napa	RateShare Discount	\$4.75/bimonthly Discount	\$2.38/month	Same as CARE program	Funds come specifically from leasing cell phone tower space on the City’s water tank property sites.
City of Sacramento	Salvation Army Family Services	Up to \$100	(one-time assistance)	Income requirements	Salvation Army is an independent charity organization that has its own budget.
East Bay MUD	Customer Assistance Program (CAP)	50% Discount on service and commodity charges	\$27.73/month	Same as CARE program	This discount is not financed; it is a Board-approved lower rate.

San Francisco Water, Power, and Sewer	Community Assistance Program (CAP)	15% Discount on water bill	\$10.90/month	Same as CARE program	Funded through: Tax-deductible donations and unused credits from customers who overpay on their water bill.
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STRATEGIES FOR SUCCESS

While water service providers face distinct obstacles, that do not apply to other utilities, affordability programs offered by the energy and telecommunications sectors can provide some lessons to improve water affordability programs. Affordability programs in the energy and telecommunications sectors can be characterized by their consistency: they often use the same or similar standards for eligibility, have stable sources of funding, and routinely release data about participation in the program in order to track progress. The similar eligibility guidelines mean that each individual service provider does not need to invent its own affordability program, and they also create a standard set of practices throughout the State, contributing to relatively high participation rates.

Rate affordability must necessarily consider the multiple challenges that customers face in accessing basic water services. For example, in the Central Valley, residents often purchase bottled water for drinking because their drinking water is not safe to drink (Moore et al. 2011). This creates a conundrum of how to make rates more affordable, while ensuring that residents receive safe water and that source water is adequately protected in the long run. Below are some key strategies for the development of successful affordability programs.

Use existing eligibility requirements from other sectors to automatically enroll customers.

There are many well-established programs to ensure that low-income households have affordable access to utility services for electricity, natural gas, and telecommunications, including California Alternate Rates for Energy (CARE); the Family Electric Rate Assistance Program (FERA); the Federal Low Income Home Energy Assistance Program (LIHEAP); the Low Income Energy Efficiency Program (LIEE); and the California LifeLine Program (see Table 3). A number of water suppliers use the same program-enrollment eligibility as CARE or another public assistance program such as Medicaid/Medi-Cal; Women, Infants, and Children Program; Supplemental Security Income; Temporary Assistance for Needy Families (TANF); or Tribal TANF.

Energy affordability programs have been in existence for many years and routinely collect information about who is eligible. In some cases, utilities or public welfare agencies may be able and willing to share this information with water service providers. In such cases, it can minimize administration costs to automatically enroll customers who are participating in programs with matching eligibility requirements, sending a letter to the household announcing that they will receive benefits unless they request otherwise.ⁱⁱ However, even if this information is not made available, a water service provider can allow customers to enroll themselves with proof of participation in a program with matching eligibility requirements.

For example, the Golden State Water Company has a low-income rate assistance program based on the same eligibility requirements as CARE. Thus, the Company allows customers to enroll in their water affordability program by simply “submitting a copy of a current utility bill showing eligibility for CARE.”ⁱⁱⁱ This method of enrollment is straightforward in terms of customer enrollment and

administration. However, the process should be clearly communicated to all water customers to ensure a high level of participation.

Table 3. Eligibility Requirements for Affordability Programs for Electricity, Natural Gas, and Telecommunications

Program	Utility	Benefit	Eligibility (assuming a family of 4)	Funding Source	Participation Rate
CARE	Electricity	20% Discount	Total annual household income below \$46,100	Public Goods Charge	60.55% ¹
CARE	Gas	20% Discount	Total annual household income below \$46,100	Public Goods Charge	35.4% ²
FERA	Electricity	Tier 3 energy usage billed at Tier 2 rate (for consumers slightly exceeding the eligibility threshold of CARE)	Total annual household income below \$46,101-\$57,625 (250% of federal poverty guidelines)	Public Goods Charge	14.6% ³
LIHEAP	Energy	~\$200 credit used for utility bill payment	Total annual household income less than \$47,200 (60% of state median income)	U.S. Department of Health and Human Services Community Services Block Grant	17% ⁴
ESAP (LIEE)	Energy Efficiency	Free weatherization services	Total annual household income below \$46,100	Public Goods Charge	42.1% ⁵
LifeLine	Telecommunication	Several services available to lower telephone bills	Total annual household income below \$34,800	Public Goods Charge	20-50% ⁶

¹ This figure does not include the Sierra Pacific Power Company as it was derived from only the annual reports made available through the

Low-Income Oversight Board – an advisory board to the California Public Utilities Commission. ²

This figure does not include Alpine Natural Gas or West Coast Gas Company for the same reason. ³

This figure does not include Southern California Edison for the same reason. ⁴

This figure represents LIHEAP participation nationally. ⁵ This figure comes from the 2011

update of CPUC's CA Energy Efficiency Strategic Plan.

⁶ This percentage range comes from a study by the Universal Service Administrative Company.

Pursue alternatives to rate-based revenue sources.

Revenue can be collected from a variety of sources to fund affordability programs besides the rate-base, including federal grants, private charities, and rental/usage fees. One example of a federal assistance program is the Low Income Home Energy Assistance Program (LIHEAP), a block grant funded by the Federal Department of Health and Human Services.^{iv} Through LIHEAP, eligible residents receive a credit to help pay utility bills, including water bills. The share of LIHEAP that the State of California receives is approximately \$150 million annually, and the California Department of Community Services and Development acts as the intermediary that distributes this share of LIHEAP to community organizations that operate programs for each county.^v This is not an automatic entitlement program and less than 20% of those eligible for the funding are currently participating. Water service providers could send information to eligible customers about this program or help them enroll.

Beyond federal assistance programs, there are also a number of private charities that may provide water affordability assistance. For example, the City of Sacramento Department of Utilities developed a partnership with Salvation Army to provide a “Customer Assistance Program” for elderly, low-income, or disabled customers to help pay utility bills, financed through donations to Salvation Army. In addition, there are many examples of innovative approaches to fund affordability programs from accepting taxdeductible donations (in some cases allowing customers to round-up to the nearest dollar on water bills), to creating a fund from unused credits for overpayment, to property leases. For example, several water service providers in California use the funds collected from leasing cell phone tower space on their properties to fund affordability programs or non-rate revenues such as rental income; property taxes (in the case of special districts); and general fund revenues (in the case of some cities).

Provide services to low income customers.

While reducing the bill for low-income customers is the most direct method to address affordability, there are a variety of services that can be provided to reduce financial hardships for low-income customers (see Table 4). For example, budget billing removes uncertainty by averaging the bill over the year, reducing seasonal fluctuations and summer peaks. While budget billing does not reduce the total cost of water over the course of the year, it can improve affordability in summer months when water use typically increases.

Consider the conservation signal.

Finally, when designing an affordability program, water utilities can consider encouraging water conservation and efficiency. For example, rather than offering a percentage discount on the total water bill, which increases as more water is used, consider capping the percentage discount based on the average water use for the particular household size. In addition, consider applying discounts to, or waiving completely, the fixed portion of the water bill, which does not vary by customer usage, rather than the variable portion, which reflects customer usage and can be reduced through water conservation and efficiency efforts.

Table 4. Services to improve water affordability (adapted from Saunders et al. 1998)

Service	Description
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Bill timing	Change the timing of bills to more closely coincide with the income stream of the household. For example, time bills to coincide with customer’s receipt of Social Security or pension income.
Budget billing	Allow methods of bill payment to avoid unaffordable peaks (typically during summer months).
Pre-termination protections	Provide full due process protections before terminating water service – for example, required notice of customer’s opportunity to enter a budget billing program or deferred payment arrangement.
Appropriate charges	Ensure that all charges for late payments, disconnection and reconnection, and deposits are imposed after clear notification and do not exceed the true costs of the services provided. For example, a water service provider may choose to waive late payment fees for low-income customers.
Conservation programs	Provide assistance to help reduce usage by curtailing leaks and installing conservation devices – for example, target low-income houses for audit, retrofit, and rebate programs.
Debt management plans	Establish incentive programs that reward customers for timely payments with partial forgiveness of old debt and provide installment plans to re-pay old debt.

Improve technical, managerial, and financial capacity.

Many water systems, particularly in rural and disadvantaged communities, suffer from poor technical, managerial, and financial (TMF) capacity. For instance, water systems may have no full-time staff and have water rates that don’t adequately cover long-run costs of running a system. In many places, even where current rates do not cover system costs, they are still unaffordable for many residents.

Regional solutions and water system consolidation offer one promising approach to improve TMF. As more small water systems consider how to share water services or consolidate physically, there may be opportunities to improve TMF capacity and benefit from economies of scale. In the process of developing regional solutions or joint collaborations, particular attention must be paid to ensure that rates ensure system sustainability *and* affordability. In essence, opportunities to consolidate physically or share services across utilities can help incorporate affordability considerations from the beginning, even if affordability programs are also necessary.

Other approaches besides regionalization include: completing asset management plans and energy plans and attending Board trainings. An asset management plan helps determine critical system improvements and the associated costs per connection. An energy audit helps identify energy and associated cost savings. Board trainings help educate boards about water rates and system finances (see [Water Rates: Communication and Education](#)). In assessing TMF capacity, some states, like Arizona, offer additional technical resources to low-TMF systems.^{iv} Providing resources to these systems is critical in order to support improved planning and training efforts.

ENDNOTES

i Saunders, M., P. Kimmel, M. Spade, and N. Brockway. 1998. Water Affordability Programs. American Water Works Association (AWWA). Denver, CO: AWWA.

ii *Ibid.*

iii

Golden State Water Company. Not dated. Golden State Water Company Notice and Application for California Alternate Rates for Water (CARW) Program. Accessed online at: <http://www.gswater.com/wp-content/uploads/2012/10/CARWBillInsert2012-2013English.pdf>

iv

“Low Income Home Energy Assistance Program (LIHEAP).” California Department of Community Services and Development. Accessed online at: [http://www.csd.ca.gov/Programs/Low%20Income%20Home%20Energy%20Assistance%20Program%20\(LIHEAP\).aspx](http://www.csd.ca.gov/Programs/Low%20Income%20Home%20Energy%20Assistance%20Program%20(LIHEAP).aspx).

v

Ibid.

vi

Arizona Department of Environmental Quality. 2011. Capacity Development Program, Governor’s Report: FY 2009 – 2011. EQR 11-04.



www.pacinst.org



Date: May 8, 2026
 To: Board of Directors of Independent Special Districts
 From: Colette Santsche, Executive Officer
Subject: OFFICIAL BALLOT – Independent Special District Election

The term of office for one (1) regular and one (1) alternate special district member on LAFCo expires on June 30, 2026. All terms are four years and end on June 30. There are no term limits.

Current Special District Terms

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Heidi Benzonelli, Humboldt Community Services District	2024 - 2028
Regular Member	Troy Nicolini, Peninsula Community Services District	2022 - 2026
Alternate Member	David Couch, McKinleyville Community Services District	2022 - 2026

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332, which provides for a meeting to be convened among representatives from each of the 48 independent special districts in Humboldt County, unless the Executive Officer determines that a meeting is not feasible. Based on Government Code Section 56332, it has been determined that a meeting of this "Independent Special District Selection Committee" for the purpose of selecting special district members is not feasible due to the likelihood that a quorum would not be achieved. As such, both the nominating process and the election itself will be conducted by mail on behalf of the Independent Special District Selection Committee by the LAFCo Executive Officer.

Previously, a request for nominations was sent on March 11, 2026, which provided the opportunity for the presiding officer of each independent special district to nominate candidates to fill the special district member vacancies. The nomination period ended on May 1, 2026.

Two nominations were received, both for the regular special district member seat. Enclosed is an official ballot for the regular special district member seat. **The candidate receiving the highest number of votes will serve as the regular special district member, and the candidate receiving the second-highest number of votes will serve as the alternate special district member.** Terms begin on July 1, 2026 and expire June 30, 2030.

Please mark selection directly onto the ballot, voting for no more than one (1) candidate. Formal board action to vote for a candidate is not required under Government Code Section 56332(f); however, districts may choose to confirm selections through action of their governing board. **Ballots must be returned to LAFCo, 670 9th Street, Suite 202, Arcata, CA 95521 or emailed to amber@humboldtlafo.org on or before 5:00 p.m. on June 26, 2026.**

Your district is encouraged to participate in this election process. For an election to be valid, at least a quorum of the special districts must submit valid ballots. There are 49 independent special districts, therefore a majority vote constitutes 25. Any nomination and ballot received by the Executive Officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the Executive Officer shall extend the date to submit ballots by 60 days and notify all districts of the extension.

Please contact LAFCo staff at amber@humboldtlafo.org (preferred) or call (707) 445-7508 with any questions.

Election Schedule

LAFCo call for nominations letter emailed & mailed	Wednesday, March 11, 2026
Nominations due to LAFCo	By 5:00 p.m., Friday, May 1, 2026
Ballots mailed from LAFCo via certified mail	No later than Friday, May 8, 2026
Election Day – Ballots due to LAFCo	By 5:00 p.m., Friday, June 26, 2026
Election results mailed from LAFCo	No later than Friday, July 3, 2026

Independent Special Districts

Big Lagoon Community Services District	Arcata Fire Protection District
Briceland Community Services District	Blue Lake Fire Protection District
Carlotta Community Services District	Briceland Fire Protection District
Fieldbrook-Glendale Community Services District	Bridgeville Fire Protection District
Humboldt Community Services District	Femdale Fire Protection District
Loleta Community Services District	Fruitland Ridge Fire Protection District
Manila Community Services District	Garberville Fire Protection District
McKinleyville Community Services District	Humboldt No. 1 Fire Protection District
Miranda Community Services District	Kneeland Fire Protection District
Orick Community Services District	Myers Flat Fire Protection District
Orleans Community Services District	Petrolia Fire Protection District
Palmer Creek Community Services District	Redway Fire Protection District
Patrick Creek Community Services District	Rio Dell Fire Protection District
Peninsula Community Services District	Salmon Creek Fire Protection District
Phillipsville Community Services District	Telegraph Ridge Fire Protection District
Redway Community Services District	Willow Creek Fire Protection District
Riverside Community Services District	
Scotia Community Services District	Humboldt Bay Harbor, Recreation and Conservation District
Weott Community Services District	Humboldt County Resource Conservation District
Westhaven Community Services District	North Humboldt Recreation and Park District
Willow Creek Community Services District	Southern Humboldt Community Healthcare District
	Fortuna Cemetery District
Alderpoint County Water District	Petrolia Cemetery District
Hydesville County Water District	
Jacoby Creek County Water District	
Humboldt Bay Municipal Water District	
Garberville Sanitary District	
Resort Improvement District No. 1	



OFFICIAL BALLOT
INDEPENDENT SPECIAL DISTRICT ELECTION
REGULAR MEMBER

Mark selection directly onto the ballot, voting for no more than one (1) candidate. Formal board action to vote for a candidate is not required under Government Code Section 56332(f); however, districts may choose to confirm selections through action of their governing board.

The candidate with the highest number of votes will serve as the regular special district member and the candidate receiving the second-highest number of votes will serve as alternate special district member. Ballots must be returned to the LAFCo office at 670 9th Street, Suite 202, Arcata, CA 95521 or emailed to amber@humboldtlaftco.org on or before 5:00 p.m. on June 26, 2026.

Please vote for one of the following candidates for REGULAR special district member:

- MEGHAN RYAN**
District Affiliation: Manila Community Services District

- DAVID COUCH**
District Affiliation: McKinleyville Community Services District

VOTING DISTRICT AUTHORIZATION

Name of Voting District: _____

District Address: _____

District Phone Number: _____

Printed Name of Presiding Officer: _____

Signature of Presiding Officer: _____

(Signature Required)¹

¹ All ballots must be signed by the district's presiding officer or the presiding officer's alternate as designated by the governing body. If an alternate has been designated by the governing body pursuant to Government Code Section 56332(f), documentation of the designation (e.g., meeting minutes or minute order) may be included.



PERSONNEL POLICY
MANUAL
2026 DRAFT
BOARD REVIEW

DRAFT

INTRODUCTION

Welcome to the Redway Community Services District (the “District”). The District was formed in November 1966 as a California special district to provide water services to the Redway community. Since its formation, the District’s service responsibilities have expanded to include wastewater services, following the consolidation of the Redway Sanitary District. In December 1977, the agency formally became known as the Redway Community Services District. Over time, the District has continued to grow to meet the needs of the community it serves. District service areas now include the Evergreen Business Park to the south, as well as residential, commercial, and public service users throughout the Redway area. The District’s wastewater treatment plant is located northwest of Redway, adjacent to YMCA Camp Ravencliff and the Eel River Conservation Camp. The District’s water treatment plant is located south of the community along the Eel River. The District is an independent public agency governed by a five-member Board of Directors elected by the registered voters of the District. The Board of Directors is responsible for establishing policy, setting rates, adopting budgets, and providing overall governance and strategic direction. Day-to-day operations of the District are carried out by District staff under the direction of the General Manager, consistent with Board-adopted policies and applicable law.

District Mission

- ❖ To provide reliable, high-quality water and wastewater services at reasonable and sustainable rates, while ensuring responsible stewardship of community funds;
- ❖ To operate and maintain water and wastewater treatment systems at standards that protect public health, safety, and the environment within and beyond the District's boundaries; and
- ❖ To plan responsibly for the financial capacity necessary to maintain, improve, and expand District facilities in support of community growth, regulatory compliance, and long-term system integrity.

PURPOSE AND PROFESSIONAL STANDARDS

The District operates within all applicable federal, state, and local laws and regulations governing its services and employment practices. The District is committed to maintaining a high standard of excellence in the services it provides to its customers and the community it serves. District employees play a vital role in fulfilling this commitment. Each employee is expected to perform their duties competently, responsibly, and in a manner that reflects positively on the District and public service. Professionalism is an essential expectation of every District position. Professional conduct includes, but is not limited to:

- ❖ Demonstrating cooperation and collaboration with coworkers and supervisors;
- ❖ Sharing expertise and assisting other staff when appropriate;
- ❖ Working as a team player to achieve District objectives;

- ❖ Maintaining a respectful and positive attitude in the workplace;
- ❖ Responding constructively during emergencies or periods of increased workload;
- ❖ Providing customers, Board members, and fellow employees with courteous, timely, and high-quality service.

These personnel policies are issued by the District to provide general guidance regarding employment with the District. The policies are intended to promote equitable, consistent, and lawful employment practices while supporting employee development and accountability. These policies do not create a contract of employment or a guarantee of continued employment for any specific period of time. Except where otherwise required by law or established by formal action of the Board of Directors, employment with the District does not create an entitlement to continued employment. The District's Board of Directors reserves the authority to modify, amend, supplement, or rescind any provision of these personnel policies as necessary to meet operational, legal, or organizational needs. Employees will be notified of policy changes as appropriate. Employees with questions regarding employment-related matters are encouraged to discuss the matter with their immediate supervisor or manager.

ETHICS AND STANDARDS OF CONDUCT (2026)

The Redway Community Services District is committed to maintaining the highest standards of ethical conduct, integrity, accountability, and public service. District employees serve the community and are expected to uphold the public trust in all workplace and operational activities.

All employees are expected to:

- ❖ Perform their duties honestly, fairly, and responsibly;
- ❖ Treat coworkers, supervisors, Board members, and the public with respect;
- ❖ Avoid conflicts of interest or the appearance of impropriety;
- ❖ Maintain professionalism in all communications and interactions; and
- ❖ Support a workplace culture that reflects the District's values of service, safety, and compliance.

Unethical conduct, misuse of District resources, or behavior inconsistent with public service expectations may result in corrective or disciplinary action, up to and including termination.

I. GENERAL EMPLOYMENT INFORMATION

A. At-Will Employment

Employment with the Redway Community Services District (“District”) is at the mutual consent of the District and the employee. Accordingly, either the District or the employee may terminate the employment relationship at any time, with or without cause, and with or without advance notice, consistent with applicable law.

The District reserves the right to discipline, demote, transfer, or modify the terms and conditions of employment at its discretion, subject to legal requirements. No representative of the District other than the Board of Directors has authority to enter into any agreement for employment for a specified period or to alter the at-will nature of employment. Any such agreement must be in writing, approved by the Board of Directors, and expressly state an intent to modify at-will status.

Nothing in these personnel policies creates a contract of employment or a guarantee of continued employment.

B. Not a Civil Service Employer

The District is not a civil service employer and does not operate under a civil service system. Employment with the District is governed solely by these personnel policies, applicable law, and formal actions of the Board of Directors.

C. Equal Employment Opportunity

1. Policy Statement The District is an equal employment opportunity employer and is committed to providing a workplace free from unlawful discrimination, harassment, and retaliation. Employment

decisions are based on merit, qualifications, experience, and other bona fide occupational factors consistent with business necessity. The District prohibits discrimination based on race, color, creed, religion, sex, pregnancy, childbirth or related medical conditions, marital status, age (40 and over), national origin or ancestry, physical or mental disability, medical condition (including genetic characteristics), sexual orientation, gender identity, gender expression, military or veteran status, or any other classification protected by federal, state, or local law. This policy applies to all aspects of employment, including recruitment, hiring, training, promotion, compensation, discipline, transfer, and separation, and applies to employees, Board members, officers, contractors, consultants, and vendors. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, transfer, termination, reduction in force, compensation, and other benefits.

2. Americans with Disabilities Act and Reasonable Accommodation

The District does not discriminate against qualified individuals with disabilities and is committed to full compliance with the Americans with Disabilities Act (ADA), as amended, and all applicable state and local disability accommodation laws. The District recognizes that qualified individuals with disabilities may require reasonable accommodation to perform the essential functions of their position. Employees who require reasonable accommodation should notify their supervisor or the General Manager. The District will engage in a timely, good-faith interactive process to determine appropriate and effective reasonable accommodations. The District may request medical documentation, where permitted by law, to substantiate the need for accommodation and to identify functional limitations and potential accommodation. Reasonable accommodation will be

provided unless doing so imposes an undue hardship or is otherwise not required by law.

D. Policy Against Harassment, Discrimination, and Retaliation

The District is committed to maintaining a professional, respectful, and inclusive workplace. All employees have the right to work in an environment free from unlawful discrimination, harassment, and retaliation. The District prohibits harassment, discrimination, or retaliation based on race, color, creed, religion, sex, pregnancy, childbirth or related medical conditions, marital status, age (40 and over), national origin or ancestry, physical or mental disability, medical condition (including genetic characteristics), sexual orientation, gender identity, gender expression, military or veteran status, or any other classification protected by federal, state, or local law. This policy applies to all District employees, Board members, officers, contractors, consultants, and vendors. Violations of this policy may result in corrective or disciplinary action, up to and including termination.

1. Prohibited Conduct

Prohibited conduct may include, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes, slurs, or offensive comments;
- Visual conduct such as derogatory or offensive posters, cartoons, drawings, or gestures;
- Physical conduct such as assault, intimidation, blocking movement, or interfering with work;
- Electronic conduct, including emails, texts, social media, or other communications that are threatening, discriminatory, or harassing;

- ❖ Retaliation against any individual for reporting or participating in an investigation of harassment, discrimination, or related misconduct.

Prohibited conduct includes, but is not limited to:

- ❖ Physical conduct such as assault, intimidation, blocking normal movement, or interference with another employee's work;
- ❖ Use of District or personal technology resources, including computers, internet, email, telephones, voicemail, texting, or other electronic or virtual media, to transmit, receive, or access threatening, derogatory, discriminatory, sexually suggestive, pornographic, or sexually explicit messages, images, or material;
- ❖ Other conduct that is inappropriate, disruptive, or inconsistent with a professional work environment; and
- ❖ Retaliation against any individual for reporting harassment, discrimination, or related inappropriate conduct or for participating in an investigation.

2. Individuals Covered Under This Policy.

This policy applies to all District employees, volunteers, Board members, officers, independent contractors, consultants, and vendors. The District requires that all incidents of harassment, discrimination, or retaliation be reported, regardless of the identity or position of the individual engaging in the conduct.

3. Definitions.

For purposes of this policy, "harassment" and "discrimination" include sexual harassment as well as other forms of unlawful harassment or discrimination based on protected characteristics.

a. Sexual Harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature when:

- ❖ Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- ❖ Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual; or
- ❖ Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- ❖ Sexual harassment may also occur in third-party situations, including where an individual is offended by sexual interaction, conduct, or communications between others in the workplace.

b. Other Forms of Harassment and Discrimination

Other prohibited harassment or discrimination includes offensive comments, conduct, or behavior based on a protected characteristic, including but not limited to race, color, creed, religion, sex, pregnancy, childbirth or related medical conditions, marital status, age (40 and over), national origin or ancestry, physical or mental disability, medical condition (including genetic characteristics), sexual orientation, gender identity, gender expression, military or veteran status, or any other classification protected by federal, state, or local law. Such conduct may include, but is not limited to:

- ❖ Making gestures, threats, derogatory comments, jokes, or slurs that demean or show hostility toward an individual or group;
- ❖ Bullying behavior that is threatening, intimidating, verbally abusive, or results in disruptive actions in the workplace;
- ❖ Sending offensive or inappropriate messages by letter, note, email, text, telephone, or other electronic means;
- ❖ Displaying or circulating derogatory objects, photographs, cartoons, calendars, or posters.

4. Reporting Harassment, Discrimination, or Retaliation

Any employee who believes they have been subjected to harassment, discrimination, retaliation, or other inappropriate conduct—or who observe such conduct affecting others—should promptly report the matter to their immediate supervisor or the General Manager.

Reports should include, to the extent possible, the facts of the incident(s), dates, locations, and names of the individuals involved.

Reports may be made verbally or in writing. All reports will be taken seriously and handled promptly and fairly.

5. Reporting Procedures and Investigation

Employees are encouraged to report harassment, discrimination, or retaliation as soon as possible. Reports may be made to the employee's immediate supervisor or directly to the General Manager. Any supervisor who receives a report of harassment or discrimination is required to promptly notify the General Manager. Complaints should be submitted in writing whenever possible and should be signed by the complainant. The complaint should include as much detail as possible regarding the alleged conduct, including dates, locations, witnesses, and the identities of individuals involved. The District will maintain confidentiality to the extent possible while allowing for a thorough and impartial investigation. Information will be shared only with individuals who have a legitimate need to know, including the accused, witnesses, and investigators. If a complaint involves the General Manager or a member of the Board of Directors, the matter may be reported directly to the Chair of the Board. In such cases, the Board of Directors shall designate an impartial investigator to review the allegations and recommend appropriate action. The District will promptly investigate all complaints and take appropriate corrective action when warranted. Investigations will be conducted in a professional and discreet manner, consistent with the District's

obligation to ensure a safe and lawful workplace. Nothing in this policy replaces or limits the District's grievance procedure. Employees may also file complaints with the California Civil Rights Department (CRD), formerly the Department of Fair Employment and Housing (DFEH), which is authorized to investigate claims of harassment, discrimination, and retaliation.

CRD may be contacted at (800) 884-1684 or through its website.

6. Protection Against Retaliation

The District strictly prohibits retaliation against any employee who, in good faith, reports harassment, discrimination, or retaliation, or who participates in an investigation or related proceeding. Retaliation or threats of retaliation are serious policy violations and will be subject to disciplinary action, up to and including termination.

7. Training and Education

The District requires all supervisory employees to complete harassment prevention training within six (6) months of hire or promotion into a supervisory position, and every two (2) years thereafter, in compliance with applicable California law.

Required training should, at a minimum, include instruction on:

- ❖ Federal and state laws prohibiting harassment, discrimination, and retaliation;
- ❖ The prevention, identification, reporting, and correction of prohibited conduct;
- ❖ Remedies available to employees who experience harassment or discrimination; and
- ❖ Practical guidance and examples are designed to assist supervisors in recognizing, preventing, and responding appropriately to workplace issues.

All training required shall be paid for by the District.

E. Violence in the Workplace

The District is committed to providing a safe, secure, and violence-free workplace. Workplace violence, threats, intimidation, or other behavior suggesting a propensity toward violence will not be tolerated. This policy applies to all employees, Board members, officers, contractors, consultants, vendors, customers, visitors, and any other individuals on District premises or engaged in District-related activities.

The District seeks to prevent workplace violence through awareness, early intervention, and prompt response. Behavior that raises concern, even if no violent act has occurred, may be addressed to prevent escalation.

1. Workplace violence includes, but is not limited to:

- ❖ Threats of any kind, whether verbal, written, or implied;
- ❖ Threatening, physically aggressive, or violent behavior, including intimidation or attempts to instill fear;
- ❖ Other conduct indicating a potential for violence, including belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage, or repeated refusal to follow District policies and procedures.

2. Additional Prohibited Conduct

Workplace violence also includes, but is not limited to:

- ❖ Defacing District property or causing physical damage to District facilities or equipment;
- ❖ Bringing, possessing, or using weapons or firearms of any kind on District premises, in

District parking areas, or while conducting District business, except as permitted by law.

3. Reporting Workplace Violence

Any employee who observes, experiences, or becomes aware of violent, threatening, or potentially violent behavior involving any person on District premises or engaged in District business must immediately notify their supervisor or the General Manager. Employees are also required to notify their supervisor or the General Manager if they are aware of a restraining order or a non-work-related situation that could reasonably pose a risk of violence in the workplace.

Investigation

All reports of workplace violence or threats will be taken seriously and investigated promptly and thoroughly. The District will make reasonable efforts to maintain confidentiality consistent with the need to conduct a complete investigation and protect the safety of employees and the public.

Where appropriate, the District may inform the reporting employee of the outcome of the investigation.

4. Protection Against Retaliation

The District strictly prohibits retaliation against any employee who reports workplace violence or participates in an investigation. Reports of retaliation will be handled in accordance with the District's harassment and retaliation policies.

5. Corrective Action and Discipline

If the District determines that workplace violence or threats have occurred, appropriate corrective and/or disciplinary action will be taken based on the nature and severity of the conduct and any prior disciplinary history. Disciplinary action may include, but is not limited to, verbal or written reprimand, suspension without pay, demotion, probation, termination of employment, or, for non-employees, termination or suspension of contracts or removal from District

premises. In appropriate circumstances, the District may require an employee to take a medical leave of absence or participate in counseling, either voluntarily or as a condition of continued employment, consistent with applicable law.

F. Drug- and Alcohol-Free Workplace

The District is committed to maintaining a safe, healthy, and productive work environment. Employees are prohibited from working while impaired by drugs or alcohol or engaging in conduct related to substance use that compromises job performance, public safety, or the safety of others. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol while on duty, on District premises, or while conducting District business is strictly prohibited.

This policy is intended to comply with applicable federal and state laws and does not prohibit the lawful use of prescribed medications, provided such use does not impair an employee's ability to safely and effectively perform their job duties. Additional details regarding this policy are set forth in Appendix A.

G. Employment of Board Members and Family Members

To avoid conflicts of interest and preserve public trust, immediate family members of current Board members shall not be employed by the District. This restriction does not apply to volunteers or to employees who were employed prior to a family member's appointment or election to the Board. Former Board members are not eligible for employment with the District until one (1) year following the expiration of their term of office.

H. Office Hours

District administrative office hours shall be established by the District and are subject to change as operational needs require. Current office

hours will be communicated to employees and the public through official District notices or postings.

I. Employment Verification Requests

The Office Manager or General Manager are the only individuals authorized to release employment verification information regarding current or former District employees. Employment verification information will be released only upon receipt of written authorization from the employee or as otherwise required by law. Information disclosed will generally be limited to the employee's position title, dates of employment, and salary, unless additional information is required to be disclosed by law.

The District will cooperate with governmental agencies lawfully authorized to request employment-related information.

II. SELECTION OF EMPLOYEES

A. Employment Application

All applicants for employment with the District are required to complete an employment application. Information provided in the application is subject to verification. Falsification, misrepresentation, or omission of material information may result in withdrawal of a job offer or disciplinary action, up to and including termination, if discovered after hire.

B. Immigration Law Compliance

The District complies with all applicable federal immigration laws. As required by law, all newly hired employees must complete employment eligibility verification procedures and provide acceptable documentation establishing identity and authorization to work in the United States within the timeframes prescribed by law.

C. Pre-Employment Medical Examination and Drug Screening

Applicants must be physically able to perform the essential functions of the position, with or without reasonable accommodation. For designated positions, the District may require a post-offer, pre-employment medical examination to determine an applicant's ability to perform job-related duties. Any such examination will be conducted in compliance with applicable law. For designated positions, the District may also require a post-offer, pre-employment drug screening. Employment offers may be conditioned upon satisfactory completion of required medical examinations and/or drug screening, conducted in accordance with the District's Drug- and Alcohol-Free Workplace Policy (Appendix A) and applicable law.

D. Hiring Authority

The Board of Directors is responsible for the selection and hiring of the General Manager. The General Manager is responsible for the selection and hiring of full-time salaried employees and may delegate hiring authority for non-supervisory personnel to department heads, as appropriate. Department heads may participate in the recruitment, selection, discipline, and discharge of non-supervisory personnel, consistent with District policy and delegated authority.

E. Conflicts of Interest

Employees are expected to devote their full working time, attention, and best efforts to the performance of their District duties. Employees must avoid conflicts of interest or situations that could reasonably appear to interfere with the impartial performance of their job duties. Employees are expected to exercise good judgment, adhere to high ethical standards, and avoid situations that create an actual or potential conflict between their personal interests and the interests of the District.

A conflict of interest exists when an employee's loyalties, decisions, or actions are divided between the interests of the District and those of another party, including but not limited to a relative, business associate, competitor, supplier, contractor, or customer. Both actual conflicts of interest and the appearance of a conflict of interest must be avoided. Employees who are uncertain whether a transaction, activity, relationship, or outside interest constitutes a conflict of interest are required to disclose the matter to their immediate supervisor or the General Manager for review and guidance.

1. Personal Relationships

The District seeks to avoid work assignments or reporting relationships that involve actual or potential conflicts of interest or that could reasonably give rise to concerns regarding favoritism, lack of objectivity, safety, security, morale, or professionalism. Relatives of employees, Board members, or individuals with whom an employee resides may not be employed or assigned in any situation where supervision, safety, security, or workplace objectivity may be compromised, or where the relationship creates an actual or perceived conflict of interest, workplace disruption, or unprofessional environment. For purposes of this policy, "relatives" include an employee's parent, child, spouse, sibling, stepparent, stepchild, stepbrother or stepsister, and the parent, child, or sibling of an employee's spouse. This policy also applies to other close personal relationships that may present similar conflict concerns.

If two employees become subject to this policy after employment begins, the General Manager shall evaluate the situation within a reasonable timeframe and determine whether a conflict exists and

whether reasonable accommodation, reassignment, or other corrective measures are available to resolve the issue.

2. Other Potential Conflicts

While it is not possible to identify every situation that may constitute a conflict of interest, employees are expected to avoid conduct that could compromise their objectivity or the District's interests.

Examples of prohibited or discouraged conduct may include, but are not limited to:

- ❖ Accepting personal gifts, gratuities, entertainment, or compensation from vendors, contractors, suppliers, customers, or potential business partners, except where permitted by law and District policy;
- ❖ Using District position, resources, or confidential information for personal gain;
- ❖ Engaging in outside employment or activities that interfere with District duties or create a conflict with District interests.

Additional examples of prohibited conflicts of interest include, but are not limited to:

- ❖ Using proprietary, confidential, or non-public District information for personal gain or to the detriment of the District;
- ❖ Having a direct or indirect financial interest in, or business relationship with, a competitor, customer, contractor, or supplier, except that ownership of less than one percent (1%) of publicly traded stock shall not be considered a conflict of interest;
- ❖ Using District property, equipment, supplies, or labor for personal use or benefit;
- ❖ Acquiring any interest in property or assets for the purpose of selling or leasing such property or assets to the District;
- ❖ Committing or appearing to commit the District's financial resources, credit, or support to any outside activity or

organization without prior authorization from the Board of Directors or General Manager, as applicable.

III. TYPES OF EMPLOYMENT

A. At-Will Employment

Employment with the District is at-will and may be terminated at any time, with or without cause or advance notice, consistent with applicable law. All employees of the District are employed on an at-will basis regardless of classification. Employees may also be disciplined, demoted, transferred, or have the terms and conditions of employment modified at the discretion of the District, subject to legal requirements. No individual other than the Board of Directors has authority to enter into an agreement for employment for a specified term or to alter the at-will nature of employment. Any such agreement must be in writing, approved by the Board of Directors, and expressly state an intent to modify at-will status. Nothing in these personnel policies creates a contract of employment or a guarantee of continued employment.

B. Regular Full-Time Employment

A regular full-time employee is one who is appointed to an established position, works a regularly scheduled work week of at least thirty (30) hours per week throughout a twelve (12) month period, and is eligible for District-sponsored benefits in accordance with applicable policies and benefit plans. A regular full-time employee is one who has successfully completed the required introductory period and is eligible for District-sponsored employee benefits in accordance with applicable policies. Vacation accrual and usage eligibility are governed by the District's benefits policies.

C. Regular Part-Time Employment

A regular part-time employee is one who is appointed to an established position, works less than thirty (30) hours per week on a regular basis, and is compensated on an hourly basis.

Regular part-time employees are not eligible for District-sponsored employee benefits unless otherwise required by law or specifically provided by District policy.

D. Temporary Employment

Temporary employees are hired for positions of limited duration to address special projects, seasonal needs, abnormal workloads, emergencies, or other short-term operational requirements.

Temporary employment is generally limited to 960 hours per calendar year, although temporary employees may work up to forty (40) hours per week during their assignment. Temporary employees are compensated on an hourly basis and are not eligible for District-sponsored employee benefits unless required by law.

The District may utilize temporary staffing agencies or personnel services to meet temporary or seasonal staffing needs.

E. Independent Contractors

Independent contractors are individuals or entities engaged in providing specialized services to the District pursuant to a written contract approved by the General Manager or designee.

The contract shall specify the scope of services, duration, compensation method, termination terms, and any other provisions required by law or District policy. Independent contractors are not employees of the District and are not eligible for employee benefits or compensation beyond the terms of the contract. Contractors are solely responsible for reporting income, paying applicable taxes, and maintaining required insurance coverage.

F. Exempt Employees

Exempt employees are those who meet the requirements for exemption from overtime compensation under applicable federal and California wage and hour laws. Exempt positions generally involve work that is executive, administrative, or professional in nature and require the regular exercise of discretion and independent judgment. Exempt employees are compensated on a salary basis and are not eligible for overtime pay. Exempt status is determined based on job duties and compensation, not job title.

1. Administrative Exemption

An employee may qualify for administrative exemption if all of the following criteria are met, as defined by applicable law:

- ❖ The employee is compensated on a salary basis at a rate meeting or exceeding the minimum threshold required by law;
- ❖ The employee's primary duties involve office or non-manual work directly related to management or general business operations of the District; and
- ❖ The employees' primary duties include the exercise of discretion and independent judgment with respect to matters of significance.

2. Executive Exemption

An employee may qualify for the executive exemption if all of the following criteria are met, as defined by applicable law:

- ❖ The employee is compensated on a salary basis at a rate meeting or exceeding the minimum threshold required by law;
- ❖ The employee's primary duty is managing the District or a recognized department or subdivision; and
- ❖ The employee customarily and regularly directs the work of two or more full-time employees or their equivalent; and

- ❖ The employee's primary duties include work which requires the exercise of discretion and independent judgment with respect to matters of significance.

3. Professional Exemption

An employee may qualify for professional exemption if all the following criteria are met,

as defined by applicable federal and California wage and hour laws:

- ❖ The employee is compensated on a salary basis at a rate meeting or exceeding the minimum threshold required by law;
- ❖ The employee's primary duties involve work requiring advanced knowledge that is predominantly intellectual in character and requires the consistent exercise of discretion and independent judgment;
- ❖ Advanced knowledge is in a field of science or learning; and
- ❖ Advanced knowledge is customarily acquired by a prolonged course of specialized intellectual instruction.

IV. ADVANCEMENT

A. Introductory Period

Newly hired full-time and part-time employees shall serve an introductory period of sixty (60) days. The introductory period is intended to provide an opportunity for the District to evaluate an employee's performance, skills, conduct, and overall suitability for the position. During the introductory period, employees may be reviewed, skills may be assessed, and performance expectations communicated. Successful completion of the introductory period does not alter the at-will nature of employment.

Upon satisfactory completion of the introductory period, eligible employees may be considered for a salary review or placement within the applicable compensation structure, consistent with District policy. Advancement and compensation decisions are based on a combination of factors, including demonstrated job performance, qualifications, training, experience, job knowledge, and the District's operational and financial considerations. Successful completion of the introductory period does not alter the at-will nature of the employment relationship.

B. Employee Performance Evaluations

The District uses performance evaluations as a structured and objective tool to assess employee job performance, communicate expectations, recognize strengths, and identify areas for improvement. Performance evaluations are intended to promote accountability, professional development, and effective service delivery. Performance evaluations shall be conducted upon completion of an employee's introductory period and thereafter on a regular basis, typically annually. Additional evaluations may be conducted at the discretion of the General Manager based on operational needs or performance considerations.

Department managers shall evaluate employees within their respective areas of responsibility and review the evaluation with the employee. The General Manager shall evaluate management staff and review evaluations directly with those employees. Employees shall be provided an opportunity to review their evaluation and may submit written comments or responses, which will be attached to the evaluation or included in the evaluation record. Employees shall acknowledge receipt of the evaluation and receive a copy. A copy of the completed evaluation shall be maintained in the employee's personnel file. The General Manager shall review all employee evaluations and may consider performance results, job classification, and budgetary considerations when making compensation or

advancement recommendations, consistent with District policy. The Personnel Committee of the Board of Directors shall conduct the evaluation of the General Manager. The Board of Directors shall review the evaluation in closed session, as permitted by law, and discuss the evaluation with the General Manager. The initial evaluation of the General Manager shall be completed within six (6) months of employment, with subsequent evaluations conducted annually or as otherwise directed by the Board. The evaluation shall be documented in writing and reviewed with the General Manager by the Chair of the Board or designated representative. Any compensation adjustments or contractual considerations for the General Manager shall be considered and acted upon by the Board of Directors in accordance with applicable law and District policy. Performance evaluations do not create a contract of employment or alter the at-will nature of employment. Either the District or the employee may terminate the employment relationship at any time, with or without cause or advance notice, consistent with applicable law.

V. EMPLOYEE COMPENSATION

A. Regular Full-Time Employees

Except for the General Manager, regular full-time employees shall begin employment at a rate of pay established by the District and approved by the General Manager, subject to budgetary constraints and Board-adopted compensation policies. Cost-of-living adjustments are not automatic and require approval by the Board of Directors. Salary adjustments for exempt employees are based on performance review, job responsibilities, and budgetary considerations, and are not guaranteed.

B. Part-Time and Temporary Employees

Part-time and temporary employees are compensated on an hourly basis at rates determined by the General Manager, consistent with District policy and budgetary limitations. Temporary employees provided through a temporary staffing agency are compensated by the staffing agency in accordance with the terms of the service agreement and are not paid directly by the District.

C. Temporary Promotions

A full-time employee may be assigned to temporarily perform the duties of a higher-level position due to operational needs, such as employee leave, vacancy, emergency, or peak workload conditions. Temporary assignments of four (4) consecutive calendar weeks or less do not result in an automatic salary adjustment and are intended to provide cross-training and professional development opportunities. If a temporary assignment exceeds four (4) consecutive calendar weeks due to operational necessity, the employee may be eligible for a temporary salary adjustment, subject to approval by the General Manager and consistent with District policy.

D. Pay Periods and Paydays

The District operates on a biweekly payroll schedule. Employees are paid every other Thursday for all wages earned during the applicable pay period. If a scheduled payday falls on a recognized holiday, payroll shall be issued on the preceding workday or as otherwise required by law. Employees are responsible for accurately recording all hours worked during each pay period in accordance with District timekeeping procedures. Time records must be submitted and approved in accordance with established deadlines to ensure timely payroll processing. The District reserves the right to modify payroll schedules as necessary to meet operational or legal requirements, with appropriate notice provided to employees.

E. Timekeeping and Time Records

All employees are required to accurately record all hours worked using the District's approved timekeeping system and submit time records in accordance with established payroll deadlines. Employees are responsible for ensuring that their time records are complete and accurate. Altering, falsifying, or completing another employee's time record is strictly prohibited and may result in disciplinary action, up to and including termination. If a time record cannot be completed due to system malfunction or other error, the employee must promptly notify their supervisor or manager. Supervisors are responsible for reviewing and approving time records for employees under their supervision.

F. Meal and Rest Periods

The District provides meal and rest periods in compliance with applicable California wage and hour laws. Employees who work shifts of more than six (6) hours are entitled to an unpaid meal period of at least thirty (30) minutes, which shall generally be provided near the middle of the work shift, unless operational needs require otherwise. During meal periods, employees must be fully relieved of all job duties. Employees are entitled to paid rest periods of at least fifteen (15) minutes for each four (4) hours or major fraction thereof worked, insofar as practicable. Rest periods should be taken near the middle of each work period and may not be accumulated or used to extend the workday unless approved by management.

VI. EMPLOYEE BENEFITS

A. Eligibility

Regular full-time employees are eligible to accrue and use leave benefits as outlined in this section, subject to the terms and conditions of each specific leave category. Regular part-time employees may be

eligible for certain leave benefits on a prorated basis or as required by law. Temporary employees are not eligible for District-sponsored leave benefits except where required by applicable federal or state law, including but not limited to California paid sick leave requirements. Eligibility for specific leave benefits may be subject to introductory period completion, length of service, and other conditions as established by District policy or applicable law.

B. Vacation Leave

Vacation leave is provided to regular full-time employees to allow for rest, relaxation, and personal time away from work. Vacation leave shall accrue based on length of service in accordance with the District's established accrual schedule. The maximum vacation accrual shall not exceed one hundred twenty (120) hours. Once an employee reaches the maximum accrual limit, no additional vacation leave will accrue until the balance is reduced below the cap. Vacation leave must be requested in advance and approved by the employee's supervisor, taking into consideration the operational needs of the District.

Employees are encouraged to use accrued vacation leave regularly to maintain a reasonable balance and ensure continued accrual eligibility. Upon separation from employment, accrued and unused vacation leave shall be paid out in accordance with applicable law.

C. Holidays

1. The District observes the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day

- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

When a holiday falls on a weekend, it shall be observed in accordance with District policy or applicable law. Holiday pay should be provided to eligible employees based on their regularly scheduled work hours.

2. Regular Part-Time Employees

Regular part-time employees who have completed two (2) years of service with the District are eligible for paid holidays on the following days:

- Thanksgiving Day
- Christmas Day

Holiday pay eligibility for part-time employees shall be prorated based on the employee's regularly scheduled work hours.

3. Personal Holiday

Regular full-time and regular part-time employees who have completed three (3) years of continuous service with the District shall receive two (2) paid personal holidays per year. For full-time employees, a personal holiday is equivalent to one (1) standard workday. For regular part-time employees, personal holiday leave shall be planned and applied based on the employees' standard work hours. A personal holiday shall be charged in the amount equal to the number of hours the employee was scheduled to work on the day the leave is taken. Personal holiday leave must be scheduled in advance and approved by the employee's supervisor, taking into consideration the operational needs of the district. Personal holidays must be used within the calendar year they are earned unless otherwise approved by the General Manager.

4. Holiday Schedule

When a holiday falls on a Saturday, the holiday shall generally be observed on the preceding Friday, unless that Friday is also an observed holiday. When a holiday falls on a Sunday, the holiday shall be observed on the following Monday. If holidays occur on consecutive days, the General Manager may determine the appropriate observed schedule to maintain District operations.

5. Eligibility for Holiday Pay

Holidays that occur during an employee's approved leave period shall not be deducted from the employee's leave accrual balance.

D. Sick Leave

1. Regular Full-Time Employees

Regular full-time employees shall accrue sick leave beginning with the first month of employment. Sick leave accrues at a rate of eight (8) hours per month of continuous full-time service. Sick leave may accumulate to a maximum of one hundred ninety-two (192) hours, equivalent to twenty-four (24) days.

2. Part-Time and Temporary Employees

Part-time and temporary employees who work more than thirty (30) days within a twelve (12) month period shall be provided twenty-four (24) hours of sick leave annually, consistent with California Paid Sick Leave requirements. Sick leave may be used for the following purposes:

- Diagnosis, care, or treatment of an existing health condition of the employee, or preventive care.
- Diagnosis, care, or treatment of an existing health condition of a family member, including a parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent.

Part-time and temporary employees eligible for paid sick leave under this policy may use sick leave beginning on the ninetieth (90th) day of employment. Unused sick leave for part-time and temporary employees does not carry over from year to year. On July 1 of each fiscal year, eligible part-time and temporary employees shall have their available sick leave reset to the maximum accrual of twenty-four (24) hours. If an employee separates from District employment and is rehired within one (1) year, any previously accrued and unused sick leave shall be reinstated. If more than one year has passed since separation, previously accrued sick leave shall be forfeited. Unused sick leave is not paid out upon separation from employment.

Paid sick leave may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking for the purposes described in California Labor Code Sections 230(c) and 230.1(a).

3. Use of Sick Leave

Sick leave may be used when an employee is unable to work due to illness, injury, or medical condition affecting the employee or the employee's family member. For purposes of this policy, family members include a spouse, child, parent, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent. Introductory employees accrue sick leave at the same rate as other employees. Paid sick leave is intended to protect employees from loss of earnings due to legitimate illness or medical needs. Misrepresentation of the reason for an absence to receive sick leave benefits may result in disciplinary action up to and including termination.

4. Physician Verification

The District, through the General Manager, may require verification from a licensed physician when an employee is absent due to illness, injury, or disability. Such verification may include documentation confirming the nature of the illness, injury, or disability, the dates of the

medical condition, and the employee's ability to safely return to work. When requested, physician verification may be required as a condition for receiving sick leave benefits or returning to work.

The General Manager may request such verification whenever it is determined to be appropriate.

5. Notification Procedure

Employees who are unable to report to work due to illness, injury, or qualifying family care should notify their supervisor or the General Manager as soon as reasonably possible before the start of their scheduled work shift. Failure to provide timely notification may result in the absence being treated as unauthorized leave.

6. Termination of employment.

An employee separating employment shall not be reimbursed for unused sick leave. Upon termination of employment, all accumulated sick leave is lost and shall not be compensated.

E. Health Insurance

1. Regular Full-Time Employees

Regular full-time employees who have been employed by the District for more than thirty (30) days are eligible to participate in the District's health insurance program. The District shall pay one hundred percent (100%) of the premium cost for employee-only coverage. Eligible dependents may be covered under the District's health insurance program provided that the District shall pay fifty percent (50%) of the dependent coverage premium cost, and the employee shall pay the remaining fifty percent (50%) through payroll deduction. If an employee declines the District's health insurance coverage, the District shall not provide any cash payment, reimbursement, or substitute benefit in lieu of coverage.

2. Regular Part-Time Employees

Regular part-time employees who have been employed by the District for more than six (6) months may participate in the District's health insurance program at the employee's own cost and expense.

3. Temporary Employees and Independent Contractors

Temporary employees and independent contractors are not eligible for District health insurance benefits.

F. Retirement Benefits

The District offers an eligible employee retirement benefit through a 457 deferred compensation plan. The District does not participate in the CalPERS pension system. Participation in the deferred compensation plan is a condition of employment for eligible employees. Employees shall contribute three percent (3%) of eligible compensation to the retirement plan. The District shall contribute an amount equal to seven percent (7%) of eligible compensation on behalf of each participating employee. Participation, eligibility, and administration of the retirement benefit shall be governed by the terms of the 457(b) deferred compensation plan and applicable law.

1. Medical Benefits After Retirement

Retirees' medical benefits previously provided by the District have been discontinued. Employees retiring after adoption of this personnel policy are not eligible for District-funded medical benefits after retirement.

2. Credit for Sick Leave Accrual at Retirement

Employees separating from District employment are not eligible to receive compensation for unused accrued sick leave. Unused sick leave shall not be paid out upon retirement or termination.

G. Overtime and Compensatory Time Off Policy

Employees shall be compensated for hours worked in accordance with applicable federal and California wage and hour laws. Employees classified as administrative, executive, or professional employees under state and federal wage and hour laws are considered exempt

employees and are not eligible for overtime compensation. Only non-exempt employees may be authorized to work overtime under this policy. Overtime work should be kept to a minimum and must receive prior authorization from the employee's supervisor or the General Manager. Employees who work overtime without authorization may be subject to disciplinary action; however, all overtime hours worked must still be compensated in accordance with applicable law.

1. Overtime Compensation

Authorized overtime shall be compensated at one and one-half (1½) times the employee's regular rate of pay. Overtime compensation applies to hours worked more than eight (8) hours in a single workday or forty (40) hours in a single workweek, whichever results in greater overtime benefit to the employee. For purposes of this policy, the District's workweek begins at 12:00:00 a.m. Monday and ends at 11:59:59 pm. Sunday.

2. Recording and Authorization of Overtime

All overtime worked must be recorded on the employee's timesheet. Overtime must receive prior approval from the employee's supervisor or the General Manager before the work is performed. The General Manager may waive the prior approval requirement when necessary to avoid an unfair result; however, such waiver shall be exercised solely at the discretion of the General Manager.

3. Overtime Rounding

Overtime worked shall be rounded to the nearest quarter hour (15 minutes) for payroll purposes.

4. Calculation of Overtime

Paid time that is not actually worked shall not be counted toward overtime calculations. Hours paid for sick leave, holidays, vacation leave, or other paid leave are excluded when determining whether

overtime hours have been worked. Overtime eligibility is based only on actual hours worked, as required by applicable law.

5. Compensatory Time Off in Lieu of Overtime Pay

Regular full-time non-exempt employees may request compensatory time off (CTO) in lieu of overtime pay for authorized overtime hours. Requests for CTO must be submitted in writing. CTO shall accrue at a rate of one and one-half (1½) hours of compensatory time for each overtime hour worked. The District shall maintain accurate records of CTO earned and CTO used.

a. Maximum Accrual of CTO

Employees may accrue a maximum of one hundred twenty (120) hours of compensatory time off. Once an employee reaches the maximum CTO accrual limit, any additional authorized overtime shall be paid as overtime wages rather than accrued as CTO.

b. Use of CTO

Compensatory time should normally be used within the fiscal year in which it is earned, unless an extension is granted by the General Manager. Requests to use CTO should be submitted as far in advance as reasonably possible and must be approved by the General Manager or supervisor. If CTO remains unused at the end of the fiscal year, it shall be paid out to the employee in the next pay period, unless an extension is granted by the General Manager. Because CTO represents compensation already earned, it may not be forfeited.

H. On-Call Time

Employees assigned to on-call duty must be available to respond to District emergencies and operational needs. Employees on call must respond to emergency calls within thirty (30) minutes by telephone or other approved communication device. Employees assigned to on-call

duty shall receive forty dollars (\$40.00) per day for each day they are scheduled to be on call.

1. Call-Out Compensation

If an employee who is on call is required to report to the District outside of regular working hours, the employee shall receive compensation as follows:

- Monday through Friday: A minimum of two (2) hours of pay at the applicable rate.
- Saturday or Sunday: A minimum of two (2) hours of pay for each additional call-out occurrence during the same day.

2. Weekend On-Call Duties

Employees assigned to weekend on-call duty are responsible for operational monitoring and required tasks at the Surface Water Treatment Plant (SWTP) and the Wastewater Treatment Plant (WWTP). Typical duties may include operational data collection, reporting, system monitoring, and adjustment or addition of treatment chemicals as required. Weekend monitoring duties are estimated to require approximately two (2) hours on Saturday and two (2) hours on Sunday. Routine maintenance tasks should normally be performed during the regular work week whenever possible to reduce unnecessary overtime.

I. Travel Expense and Mileage Reimbursement

Employees may be reimbursed for mileage when using a personal vehicle for authorized District business, including travel to conferences, training programs, seminars, or professional meetings.

Mileage reimbursement shall not be paid for travel between an employee's residence and the employee's regular work location.

Use of a personal vehicle will not be authorized if a suitable District vehicle is available and operational.

1. Mileage Reimbursement Rate

Mileage shall be reimbursed at the current IRS standard mileage rate in effect at the time of travel. A signed travel claim form must be submitted by the employee and approved by the employee's supervisor prior to reimbursement.

2. Travel Authorization

Air travel, train travel, or other major transportation expenses must be approved in advance by the General Manager. Hotel or motel lodging and meals associated with authorized District travel exceeding twenty-four (24) hours must also receive prior approval from the General Manager. The District may provide a travel advance when approved by the Board of Directors. Employees are expected to use the most economical and reasonable travel arrangements available.

J. Use of District Vehicles

Certain District positions require employees to operate a motor vehicle in the performance of their job duties.

Employees whose duties require operation of a motor vehicle must maintain a valid driver's license appropriate to the type of vehicle being operated. Only employees who are listed on the District's automobile insurance policy are authorized to operate District vehicles. District vehicles are to be used for District business only and may not be used for personal purposes. Employees must maintain an acceptable driving record, defined as five (5) or fewer points assigned by the California Department of Motor Vehicles. Seat belts must be always worn by employees operating or riding in District vehicles, in accordance with applicable California vehicle safety laws.

1. Use of Mobile Devices While Driving

The District prohibits the use of handheld mobile devices while operating a motor vehicle for District business. This includes handheld telephones, data devices, personal organizers, or similar electronic devices. Employees may use hands-free mobile devices when

conducting District business while driving, provided it can be done safely. Employees must exercise additional caution when driving in heavy traffic, inclement weather, or unfamiliar locations. Employees must comply with all federal, state, and local laws governing mobile device use while driving. Under no circumstances may employees type or review text messages while operating a motor vehicle during work hours or while conducting District business. Employees who fail to maintain a valid driver's license, an acceptable driving record, or who violate this policy may be subject to disciplinary action up to and including termination.

K. Use of Personal Vehicles

Employees who use their personal vehicles for District business must maintain the automobile insurance coverage required by California law. When using a personal vehicle for District business, employees shall not transport family members or other passengers unless doing so is required for District business or in an emergency. Employees must comply with all traffic laws and safety requirements while operating a personal vehicle for District purposes. Any traffic or parking citation issued while using a personal vehicle remains the responsibility of the employee.

L. Uniforms and Protective Clothing

The District will pay for uniforms and protective clothing when such clothing is required for the performance of an employee's job duties. The District may provide these items directly or may authorize reimbursement to employees upon submission of proof of purchase. The District may also establish arrangements with local suppliers to provide uniforms or protective clothing to qualifying employees.

M. District Tools

The District provides keys, equipment, tools, and supplies for use by employees in the performance of their assigned duties. District keys,

equipment, tools, and supplies are to be used exclusively for District business. Use of District keys, equipment, tools, or supplies for personal purposes, personal benefit, or personal convenience is strictly prohibited and may result in disciplinary action up to and including termination of employment. Employees shall not use personal equipment, tools, or supplies in the performance of their job duties unless express authorization is obtained from the employee's supervisor. Any damage to an employee's personal equipment, tools, or supplies resulting from use in the performance of District duties shall be the responsibility of the employee, unless prior authorization for such use is granted by the employee's supervisor.

N. Technology Use Policy

The District provides technology resources to authorized employees to assist in performing their job duties. Employees are responsible for using District technology resources in a manner that supports employee productivity, enhances the District's professional reputation, and respects the rights of other employees. Failure to follow the District's technology use policies may result in disciplinary action up to and including termination of employment.

1. Technology Resources Definition

For purposes of this policy, Technology Resources include all electronic devices, software, and communication systems provided or maintained by the District. Technology Resources include, but are not limited to: personal computers and workstations; laptop computers; computer hardware and peripheral devices such as printers, modems, fax machines, and copiers; computer software applications and related files or data; internet access services; electronic mail systems; telephones and mobile phones; personal organizers and handheld devices; pagers and voicemail systems; and instant messaging systems.

2. Use of Technology Resources

District Technology Resources are provided for the purpose of conducting District business. Employees must use District Technology Resources in a responsible and professional manner consistent with District policies.

3. Appropriate Use of Technology Resources

The District recognizes that electronic communication systems such as email may be used for correspondence that is less formal than written memoranda. Employees must ensure that such informality does not result in improper or inappropriate use of District Technology Resources. Consistent with the District's Policy Against Harassment and Discrimination, employees shall not use District Technology Resources to transmit, receive, or store information that is discriminatory, harassing, defamatory, obscene, indecent, threatening, or otherwise offensive or inappropriate.

This includes, but is not limited to, sexually explicit or racially offensive messages, jokes, images, or cartoons. Employees shall not use District Technology Resources for any illegal purpose, in violation of District policies, in any manner contrary to the best interests of the District, to disclose confidential or proprietary information of the District or third parties, or for personal financial or commercial gain.

4. District Access to Technology Resources

All messages sent or received, and all information stored on District Technology Resources are the property of the District, regardless of content. The District reserves the right to access its Technology Resources at any time, including computers, electronic mail systems, voicemail systems, and stored files or electronic data. Access may occur at the District's sole discretion for legitimate business purposes.

5. No Reasonable Expectation of Privacy

Employees should understand that they do not have a right of privacy in any information created, transmitted, received, or stored using

District Technology Resources. Although the District does not routinely monitor employee communications, it may inspect files, messages, or stored information when necessary to ensure compliance with District policies, investigate potential misconduct, respond to legal proceedings, locate information needed for District operations, or for other legitimate business purposes. Employees should assume that all information created or stored on District Technology Resources may be accessed by the District at any time.

6. Passwords

Certain District Technology Resources require the use of passwords to prevent unauthorized access to information. Passwords are intended to protect District systems from unauthorized use and do not provide employees with a right of privacy. Employees are responsible for maintaining the confidentiality of their passwords. Employees shall not share passwords, use another employee's password, or access another employee's system or files without express authorization.

7. Data Collection and System Monitoring

Employees should understand that the District maintains records regarding the use of Technology Resources. Examples of information maintained by the District may include the following.

- Telephone Use and Voicemail: Records may be maintained of calls made to and from District telephone extensions. Authorized administrators may access voicemail messages and reset passwords when necessary.
- Electronic Mail: Email messages are backed up and archived. Authorized administrators may access electronic mail messages and reset passwords when necessary.
- Document Use: Documents stored on District computer systems may include access histories showing which users opened or modified the document.

- Internet Use: Internet usage may be monitored, including websites visited, frequency of visits, and duration of connections.

The District may modify the type and amount of system information collected or retained at its discretion.

8. Deleted Information and Records Retention

Deleting or erasing information from District Technology Resources may not permanently remove the information. Because the District routinely backs up electronic files and messages, information that appears to have been deleted may still be recovered or reconstructed. Employees should assume that all information stored on District Technology Resources may be retained and retrieved by the District. Employees should understand that deleting or erasing electronic files or messages may not permanently remove the information. Because computer systems reuse storage space and the District routinely backs up electronic data, information believed to have been deleted may still exist within District systems. Employees should therefore not assume that deleted information is confidential or permanently removed. If a legal dispute arises, or is reasonably anticipated, it may be unlawful to delete or destroy certain information. Employees must comply with all District policies governing the retention or destruction of records and information.

9. Internet and Online Services

The District provides authorized employees with access to online services, including the Internet, to assist in the performance of District duties. Employees must use these services responsibly and primarily for District business purposes. Employees shall not use District Technology Resources to access, download, transmit, or distribute internet content that is discriminatory, harassing, defamatory, obscene, indecent, threatening, or otherwise inappropriate. Employees shall not post, upload, comment, or transmit information to websites, blogs, social

media platforms, discussion groups, or non-District email groups without prior approval from a supervisor.

10. Monitoring of Internet Use

The District may monitor employee use of online services, including the amount of time spent accessing internet services and the websites visited by employees. The District reserves the right to limit or revoke internet access when necessary. The District may also use technological tools to block or restrict access to websites considered inappropriate or inconsistent with District business purposes.

11. Confidential Information

The District is committed to protecting confidential, proprietary, and sensitive information belonging to the District and to third parties. Employees are expected to exercise sound judgment and maintain the highest ethical standards when accessing, using, or transmitting confidential information through District Technology Resources. Confidential information should not be accessed, displayed, or transmitted in the presence of unauthorized individuals. Employees must safeguard all confidential information and ensure that it is used only for legitimate District purposes.

12. Protection of Confidential Information

Employees must take appropriate measures to safeguard confidential, proprietary, and sensitive information belonging to the District or to third parties. Confidential information should not be left visible or unattended, disclosed to unauthorized individuals, or transmitted electronically without proper safeguards. Employees should avoid transmitting confidential information through the internet unless necessary. When transmitting confidential information electronically, employees must verify the accuracy of the recipient's email address before sending the message. Employees must take all reasonable

precautions to maintain the security and confidentiality of District information.

13. Software Use

All software used on District Technology Resources must be properly licensed and authorized. No employee may install software on District computers by any method unless the software has been legally purchased or licensed for District use, written authorization has been obtained from the General Manager, and the software has been scanned for viruses or malware prior to installation. Before copying or transferring software from a District Technology Resource to another computer or device, employees must obtain written authorization from the General Manager. Employees are responsible for complying with all applicable software licensing requirements and must not make or distribute unauthorized copies of software.

14. Security of District Technology Resources

The District maintains various security programs and protective devices designed to safeguard Technology Resources and District data. Employees shall not tamper with, disable, or attempt to circumvent any District security system, monitoring device, or protective software. Any employee found disabling or interfering with District security systems may be subject to disciplinary action up to and including termination of employment. The District reserves the right to notify appropriate legal authorities of any violation of law involving misappropriation, theft, or unlawful use of District property or proprietary information.

15. Use of Non-District Equipment

To maintain the security of District information systems, employees should use only secure networks established by the District when accessing or transmitting confidential information. Confidential District information may not be downloaded, stored, or copied onto non-District equipment or media including personally owned computers,

handheld devices, external storage devices, or removable media without prior written authorization from the General Manager.

16. Personal Email and Reporting Security Incidents

Employees shall not send confidential district information to their personal email accounts, even for work-related purposes, without prior written authorization from the General Manager. Any loss or suspected loss of confidential information, or any suspicious activity involving District Technology Resources such as external hacking attempts or unusual internal activity must be reported immediately to District management.

17. Remote Access to Technology Resources

The District may, at its sole discretion, provide certain employees with remote access systems such as laptops, mobile devices, or other electronic equipment that allow employees to perform District duties while working away from the office. Employees provided with remote access equipment must protect the security of all District equipment, maintain the confidentiality of network passwords and access credentials, and report immediately if equipment is lost or if the security of District data may have been compromised. Employees may be responsible for replacement costs if District-issued equipment is lost or damaged because of negligence. District-issued remote access systems shall be used only for District business purposes.

The District reserves the right to discontinue remote access privileges when it determines that such access is no longer necessary. When remote access privileges are discontinued, employees must promptly return all District-issued equipment. Employees must only access District Technology Resources using methods approved by the General Manager. Use of unsecured public or home networks, including unencrypted Wi-Fi connections, may pose risks to the security of District systems and data.

18. Technology Audits

The District may conduct audits or monitoring activities to determine compliance with District technology policies. Audits of software, electronic files, and data stored on District Technology Resources may occur without prior notice. These audits may be conducted at any time to verify compliance with licensing requirements, data security policies, and appropriate use of District technology systems.

VII. Leaves of Absence

A. Unpaid Leaves Unless Otherwise Provided

It is the policy of the District to grant leaves of absence to employees on a nondiscriminatory basis. Leaves of absence may be considered in cases of medical disability or other qualifying circumstances, subject to applicable District policies and legal requirements.

B. Maximum Period of Leave

When special circumstances exist, the General Manager may grant a leave of absence not to exceed twelve (12) months. A leave of absence for the General Manager must be approved by the Board of Directors.

C. Leaves During the Introductory Period

If an employee takes an approved leave of absence during the introductory period, the introductory period shall be extended by the exact number of days the employee is absent.

D. Absence Without Leave

An employee who is absent without approved leave for more than five (5) working days shall be considered to have voluntarily resigned from employment with the District.

E. Authority to Grant Leaves

Except where otherwise required by law, all leaves of absence are granted at the sole discretion of the General Manager. Leaves of

absence for the General Manager are granted at the sole discretion of the Board of Directors.

F. Standards for Granting Leaves

Subject to applicable legal requirements, requests for leaves of absence may be evaluated based on factors including the employee's length of service, performance record, level of responsibility, the reason for the leave request, and the District's ability to obtain a satisfactory replacement during the absence.

G. Leave for Other Employment

Employees will not be granted a leave of absence for the purpose of engaging in other employment or testing a new job opportunity.

H. Benefits During Unpaid Leave

Employees on unpaid leaves of absence do not accrue vacation or sick leave benefits. Time spent on unpaid leave is not considered time worked for purposes of determining eligibility for District benefits. Unless otherwise required by law, employees are responsible for paying the full cost of their health insurance coverage while on unpaid leave of absence. Employees must make arrangements for payment of such coverage before the leave begins. When an employee returns from an unpaid leave of absence, eligibility dates and benefit accrual dates will be adjusted to reflect the period of the leave. Employees on an unpaid leave of absence are not eligible for holiday pay for any holiday occurring during the period of the unpaid leave.

I. Returning from Leave of Absence

When an employee is granted an approved leave of absence, the District will make a reasonable effort to hold the employee's position open for the duration of the leave. However, due to operational and business needs, the District cannot guarantee that an employee's former position will remain available upon return from leave. If the employee's former position is unavailable when the employee is ready

to return from an approved leave of absence, the District will attempt to place the employee in a comparable position for which the employee is qualified. If a comparable position is not available at that time, the employee will be offered the next available comparable position for which the employee is qualified. If the employee declines such a position offered by the District, the employee will be considered to have voluntarily resigned effectively on the date of the refusal.

J. Failure to Return After Leave

An employee who accepts other employment during a leave of absence or fails to return to work on the next scheduled workday following the expiration of the leave will be considered to have voluntarily terminated employment with the District.

K. Misrepresentation Regarding Leave

Providing false or misleading information regarding the reason for requesting a leave of absence may result in disciplinary action up to and including termination of employment.

L. Types of Leave

1. Medical Leave of Absence

Employees who are temporarily unable to perform their normal job duties due to illness or injury, including work-related injuries, may be granted a medical leave of absence. Medical leave will generally be granted based on a written statement from a licensed physician confirming that the employee is unable to perform his or her job duties due to a medical condition. Employees who anticipate taking medical leave must provide the General Manager with reasonable advance notice, including the anticipated start date of leave, the estimated duration of the leave, and the expected return-to-work date. If an unexpected medical condition or emergency prevents advance notice, the employee must notify the District of the absence within three (3) working days. Employees returning to work following a medical

disability leave must provide a written release from a licensed physician verifying that the employee is able to safely return to work and perform assigned job duties.

2. Pregnancy-Related Disability Leave

Employees who are disabled due to pregnancy, childbirth, or related medical conditions may take a pregnancy-related disability leave for the period of actual disability. Pregnancy disability leave may extend to four (4) months, in addition to any family care or medical leave to which the employee may be entitled under applicable law. Pregnancy disability leave may be taken intermittently or on a reduced work schedule when medically necessary. The District will attempt to provide reasonable accommodation for employees affected by pregnancy, childbirth, or related medical conditions when the employee provides medical certification from a healthcare provider.

3. Family Care Leave

The District complies with the California Family Rights Act (CFRA) and the Federal Family and Medical Leave Act (FMLA). The purpose of this leave is to support the stability and economic security of employees' families by allowing eligible employees to take time off for qualifying family and medical reasons.

a. Eligibility

Employees may request Family Care and Medical Leave if they have completed at least one (1) year of continuous service or worked at least 1,250 hours during the previous twelve (12) months. Family Care Leave may consist of a combination of vacation leave, sick leave, and unpaid leave. The District may require employees to exhaust available sick leave or vacation leave balances before taking unpaid leave under this policy.

b. Duration of Leave

Family Care and Medical Leave may be taken in one or more periods, but the total leave may not exceed twelve (12) workweeks within a twelve-month period.

c. Qualifying Reasons for Leave

Family Care and Medical Leave may be granted for qualifying reasons, including leave to care for an immediate family member—defined as a spouse, child, or parent—who has a serious health condition.

(Additional qualifying reasons continue on the next page.) Family Care and Medical Leave may also be granted for the following additional qualifying reasons:

- i. Leave due to the employee's own serious health condition that prevents the employee from performing the essential functions of the employee's position.
- ii. Leave for the birth of a child, or for the placement of a child with the employee through adoption or foster care.

For purposes of this policy, a serious health condition means an illness, injury, impairment, or physical or mental condition that involves either inpatient care (including an overnight stay in a hospital, hospice, or residential medical care facility) with any subsequent incapacity or treatment, or continuing treatment by a healthcare provider consisting of two or more treatments for a condition that results in incapacity for more than three consecutive calendar days.

d. Medical Certification

Employees requesting Family Care and Medical Leave due to their own serious health condition must provide medical certification from the appropriate healthcare provider verifying that the condition prevents the employee from performing either the employee's regular job duties or any transitional duties offered through the District's Early Return-to-Work Program. Employees requesting Family Care and Medical Leave to

care for a family member with serious health condition must provide medical certification confirming that the employee's care is medically necessary. Failure to provide the required medical certification within the required timeframe may result in denial of the leave request until the certification is provided.

e. Second Medical Opinion

If the District has reason to question the validity of the medical certification provided for the employee's own serious health condition, the District may require a second medical opinion from a healthcare provider chosen by the District, at the District's expense. Medical recertification may also be required if additional leave is requested beyond the period originally estimated by the healthcare provider. Failure to provide required medical re-certification may result in termination of the leave.

4. Military Family Leave Under the Federal Family and Medical Leave Act

The Federal Family and Medical Leave Act (FMLA) provide eligible employees with the ability to take leave under certain circumstances related to the military service of a family member. Eligible employees may request leave under this policy for qualifying situations involving a covered military member who is on active duty or has been called to active duty in support of a contingency operation.

a. Qualifying Exigency Leave

Eligible employees may take up to twelve (12) weeks of Family and Medical Leave for qualifying exigencies arising from a covered military member's active-duty status or call to active duty.

Qualifying exigencies include the following circumstances:

- i. Short-Notice Deployment – Leave for up to seven (7) days when a covered military member is called to

active duty seven (7) or fewer days before the deployment date.

- ii. Military Events and Activities – Attendance at official military ceremonies, programs, or other related events connected to the active-duty service of the covered military member.
- iii. Childcare and School Activities – Leave to arrange or provide childcare, transfer a child to a new school, or attend meetings with school staff when such activities arise from the military member’s active-duty status.
- iv. Financial and Legal Arrangements – Leave to make or update financial or legal arrangements related to the military member’s absence.
- v. Counseling – Attendance at counseling sessions related to the military member’s active-duty status when provided by someone other than the employee’s healthcare provider.
- vi. Rest and Recuperation Leave – Up to fifteen (15) calendar days of leave to spend time with a covered military member who is on temporary rest-and-recuperation leave during deployment.
- vii. Post-Deployment Activities – Attendance at arrival ceremonies, reintegration briefings, and other official military events occurring within ninety (90) days after the end of active-duty service.

Qualifying exigencies may also include issues arising from the death of a covered military member, as well as any other event that the employee and the District mutually agree constitutes a qualifying exigency.

b. Military Caregiver Leave

Eligible employees may take up to twenty-six (26) weeks of Family and Medical Leave within a twelve-month period to care for a covered service member with a serious injury or illness incurred in the line of duty while on active duty. This twenty-six (26) week leave period includes any other qualifying FMLA leave taken during the same twelve-month period. Only twelve (12) of those weeks may be used for other FMLA-qualifying reasons unrelated to military caregiver leave. The twelve-month period begins on the first day the employee takes military caregiver leave and ends twelve months later. Military caregiver leave is granted on a per-service-member, per-injury basis. An employee may therefore qualify for additional caregiver leave in the future if caring for a different covered service member or the same service member who later suffers a different qualifying injury or illness. However, no more than twenty-six (26) weeks of leave may be taken during the applicable twelve-month period.

c. Definition of Eligible Family Member

For purposes of Military Caregiver Leave, an eligible employee is defined as a spouse, son, daughter, parent, or next of kin of a covered service member who meets the eligibility requirements described in the Family Care Leave section. For this policy, son or daughter includes a biological child, adopted child, foster child, stepchild, legal ward, or a child for whom the service member stood in loco parentis, regardless of age. Parents include a biological, adoptive, step, or foster parent, or any individual who stands in loco parentis to the service member. Parents-in-law are not included. Next of kin means the nearest blood relative of the service member other than a spouse, parent, or child. Priority is determined in the following order: custodial blood relatives, siblings, grandparents, aunts and uncles, and first cousins. Family members who share the same relationship with the service members (for example, multiple siblings) are each considered next of kin and may individually

qualify for caregiver leave. When both spouses are employed by the District and are eligible for FMLA leave, the combined total amount of Military Caregiver Leave available to both employees may not exceed twenty-six (26) weeks during the applicable twelve-month period. A serious injury or illness for purposes of Military Caregiver Leave is an injury or illness incurred by a service member in the line of duty while on active duty that may render the service member medically unfit to perform the duties of the service member's office, grade, rank, or rating.

d. Required Documentation

An employee requesting leave to care for a covered service member with a serious injury or illness must provide appropriate certification that is completed by an authorized health care provider or includes a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to a member of the service member's family. Requests for leave due to a qualifying exigency must be supported by documentation including a copy of the covered military member's active-duty orders and certification providing the relevant facts related to the qualifying exigency, including contact information if the leave involves meeting with a third party.

e. Notice Requirements

Employees must provide thirty (30) days' advance notice to the District when military caregiver leave is needed for planned medical treatment of a covered service member. If thirty days' notice is not practicable, the employee must provide notice as soon as practicable, generally on the same day or the next business day. When the leave is unforeseeable, employees must notify the District as soon as reasonably practicable based on the circumstances of the situation.

Employees must also provide notice to the District as soon as practicable when requesting leave for a qualifying exigency related to military service.

5. Bereavement Leave

In the event of the death of an immediate family member, a full-time employee who has completed the introductory period may be granted up to three (3) consecutive scheduled workdays of paid leave to make arrangements for or attend funeral services. Immediate family includes a spouse, child, sister, brother, mother, father, legal guardian, legal dependent, current mother-in-law or father-in-law, grandparents, grandchildren, or a person currently in a relationship with the employee substantially like a spousal relationship. The General Manager may approve of additional leave when extended travel or other unusual circumstances require additional time.

6. Jury and Witness Duty

The District supports employees in fulfilling civic obligations. Employees who are called for jury duty or required by law to appear as a witness must notify the General Manager as soon as possible after receiving notice. Full-time employees will receive their regular wages while serving on jury duty or as a required witness for up to five (5) working days in a calendar year. Any additional time spent in jury or witness service beyond five (5) working days will not be compensated by the District. Any fees received by the employee for jury or witness service must be endorsed over to the District.

7. Military Leave

The District will grant military leave to employees in accordance with applicable federal and state laws. Employees must notify their immediate supervisor as soon as the dates of required service are known and must provide a copy of official military orders or other documentation confirming the service requirement. Upon return from

military leave, employees will be reinstated to their former position or to a comparable position as required by applicable law. To qualify for reinstatement, the employee must report to the District or apply for reemployment within the time period required by federal or state law and must provide documentation confirming satisfactory completion of military service. Military leave will generally be unpaid unless otherwise required by law. Employees may request to use accrued vacation leave during any unpaid portion of military leave. For military service of thirty (30) days or less, employees will continue to receive health benefits under the same terms as before the leave began. For service beyond thirty (30) days, continuation of benefits will be governed by applicable federal and state law. For employees on extended military service, arrangements must be made to pay the cost of any continued benefit coverage before the leave begins. Upon return from active military service, the District will count the time spent on active duty as time worked for purposes of determining eligibility for FMLA or CFRA leave and for retirement plan eligibility, vesting, and benefit accrual as required by applicable law. Vacation and sick leave benefits do not accrue during any unpaid period of military leave.

8. Alcohol and Drug Rehabilitation Leave

The District may grant an unpaid leave of absence to employees who voluntarily seek assistance for problems related to alcohol or drug use that could interfere with their ability to safely and competently perform their job duties. Employees who voluntarily enroll in an approved rehabilitation program may be granted time off to participate in the program unless granting the leave would create an undue hardship for the District.

9. Leave for Educational or Daycare Purposes

Employees may be granted unpaid time off up to forty (40) hours per calendar year, but not more than eight (8) hours in any calendar month,

to participate in the activities of schools or licensed childcare facilities attended by their children. Employees must substitute accrued vacation leave for planned absences taken under this section.

Employees must provide reasonable advance notice to their supervisor when requesting time off under this policy. If both parents of a child work for the District at the same worksite, the request for time off will be granted to the first parent who provides notice. The second parent's request will be accommodated if operationally feasible. The District may require written verification from the school or daycare facility confirming the employee's participation in the activity.

10. Voting Time Off

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should submit their request at least two (2) days in advance of the election. Up to two (2) hours of paid time off will be provided at the beginning or end of the employees' work shift, whichever allows the greatest opportunity to vote with the least disruption to District operations.

11. Volunteer Firefighter, Reserve Peace Officer, and Emergency Rescue Leave

Employees may be granted unpaid leave to perform emergency duties as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. Employees who serve as volunteer firefighters may also take up to fourteen (14) days of leave per calendar year for required fire or law enforcement training. Exempt employees who work any portion of a work week in which they also perform such emergency duties or training will receive their full salary for that work week. Otherwise, exempt employees will be granted time off without pay.

Employees may substitute accrued vacation leave for any unpaid portion of leave used to perform emergency duties or related training.

12. Leave Related to Domestic Violence or Sexual Assault

The District will provide time off to an employee who has been the victim of domestic violence or sexual assault to seek relief necessary to ensure the health, safety, or welfare of the employee or the employee's family. This may include time off to attend court proceedings, obtain services from a domestic violence shelter or rape crisis center, receive counseling or medical attention, or participate in safety planning. When feasible, employees must provide reasonable advance notice of the need for leave. If the absence is due to an emergency, the employee must provide certification within fifteen (15) days supporting the need for leave. Acceptable documentation may include a police report, court order, or documentation from a healthcare provider, counselor, or victim advocate.

13. Crime Victim Leave

The District will provide time off for employees to attend judicial proceedings related to a crime if the employee is a victim of the crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. When feasible, the employee should provide the District with a copy of the notice of each scheduled judicial proceeding in advance of absence. If advance notice is not possible, the employee must provide a copy of the notice within a reasonable time after the absence.

14. Personal Leave

Full-time employees may request a personal leave of absence for extended time away from work to address personal obligations without creating a break from continuity of service. Personal leave requests are subject to the approval of the General Manager and may be granted at the General Manager's discretion. A personal leave of absence may not be used for the purpose of accepting employment with another employer or changing professions. Employees who require a leave of

absence for personal reasons must submit a written request to the General Manager describing the need for the leave. Personal leave must be approved in writing by the General Manager before the leave begins.

VIII. Grievance Rights

A. Definition

A grievance is defined as a complaint by an employee or group of employees alleging unsafe or unhealthy working conditions or claiming a violation, misrepresentation, or inequitable application of District policies or rules affecting employment conditions or relationships.

B. General Provisions

1. All parties involved in a grievance must act promptly to resolve the matter. Every effort should be made to complete each step of the grievance process within the specified time limits. Time limits may be extended when circumstances warrant as determined by the immediate supervisor or the General Manager. If an employee fails to present a grievance or fails to appeal a decision within the specified time limits, the grievance will be considered resolved.
2. An employee may be assisted in presenting a grievance by a representative of the employee's choosing at the employee's expense.
3. An employee may present a grievance while on duty. An employee may also present another employee's grievance while on duty when reasonably necessary based on the circumstances of the grievance. Use of District work time for this purpose must be reasonable and appropriate under the circumstances.
4. Only matters meeting the definition of a grievance may be processed through this grievance procedure. If a complaint does not qualify as a grievance, the General Manager will advise the

employee of the appropriate method for addressing the issue. This grievance procedure may not be used to complain about another employee. Such concerns should be directed at the employee's immediate supervisor or to the General Manager.

5. Employees may use the grievance procedure without fear of retaliation. No reprisals will be taken against an employee for submitting a grievance. Supervisors and management representatives must not delay or suppress the submission or proper consideration of a grievance.
6. The District will make reasonable efforts to ensure the confidentiality of communications related to employee grievances. Such communications will only be shared with the employee, the employee's representative, and appropriate supervisory personnel as necessary to investigate and resolve the grievance.
7. Communications concerning employee grievances should remain confidential and will not be discussed outside of those individuals directly involved in reviewing or resolving the grievance.
8. The General Manager or the Board of Directors may establish supplemental procedures or instructions necessary to implement this grievance policy. The General Manager may temporarily suspend the processing of grievances on a District-wide basis during an emergency. Any such decision by the General Manager may be appealed to the Board of Directors.

C. Grievance Procedure

1. Step One: Discussion with Immediate Supervisor A written statement describing the grievance must be submitted within five (5) working days of the incident, giving rise to the complaint. The grievance must first be presented to the employee's immediate supervisor, who will attempt to resolve the matter within five (5)

working days. Each grievance must relate to a single incident. A grievance may not be filed regarding an incident that does not directly impact the employee or for which the employee does not have legal standing. Matters excluded from the grievance process include amendments to state or federal law, resolutions adopted by the District's Board of Directors, ordinances, minute orders, and decisions regarding wages, hours, or other terms and conditions of employment.

The written grievance statement should include:

- a. A concise description of the grievance, including reference to any law, policy, rule, regulation, or instruction believed to have been violated, misapplied, or misinterpreted;
- b. The circumstances involved;
- c. Identification of all known parties involved.
- d. The decisions or communications provided by supervisors or other managers regarding the incident;
- e. The specific remedy or relief sought.

If the grievance is not informally settled within five (5) working days from the date the grievance is presented, the immediate supervisor shall provide a written response to the grievant.

If the matter cannot be adequately addressed within the five (5) working day period, the immediate supervisor may extend the time by providing written notice to the grievant.

2. Step Two: Discussion with General Manager.

If the grievant is not satisfied with the immediate supervisor's written response, the grievant may appeal the decision to the General Manager. The grievant must notify the immediate supervisor and the General Manager of the intent to appeal within five (5) working days after receiving the written response. An appeal may not contain issues

that were not presented to the immediate supervisor in the initial grievance.

The written appeal must include:

- (a) A concise statement of the grounds for the appeal;
- (b) A description of any evidence that the grievant believes was not adequately reviewed;
- (c) The specific remedy or relief sought.

The General Manager shall have fourteen (14) working days to review the appeal. If additional time is required, the General Manager will notify the grievant in writing. Following review, the General Manager shall issue a written decision regarding the appeal.

3. Step Three: Appeal to the Board of Directors.

If the employee is not satisfied with the decision of the General Manager, the employee may appeal the grievance to the Board of Directors within five (5) working days. An appeal to the Board may not include issues that were not raised in the initial grievance.

The appeal must include:

- (a) A concise statement of the grounds for the appeal;
- (b) A description of any evidence the grievant believes was not adequately reviewed by management;
- (c) The specific remedy or relief sought.

The Board of Directors will hear the employee's Written grievance will be received grievance as soon as practicable at a regular meeting of the Board. The written grievance will be received, and the employee will be provided an opportunity to present evidence supporting the grievance. The Board of Directors will issue a written decision as soon as practicable after reviewing the grievance. The decision of the Board of Directors shall be considered final.

IX. Personnel Action

The District and its employees are evaluated based on their performance and results. Both the District and its employees retain the right to terminate the employment relationship at any time, with or without cause or advance notice. Any personnel action initiated by the District is subject to the employee's right of appeal as described in the provisions below.

A. Dismissal

All employees of the District, including the General Manager, are at-will employees and may be dismissed by the District at any time, with or without cause.

B. Other Personnel Actions

For purposes of this policy, personnel actions may include disciplinary actions other than dismissal, including but not limited to reduction in pay steps, suspension from job duties, demotion, or probation.

C. Persons Authorized to Initiate Personnel Action

The Board of Directors has the authority to initiate personnel action against the General Manager. The General Manager has the authority to initiate personnel action against employees and department heads. The General Manager may delegate authority to initiate personnel action against non-supervisory personnel to department heads.

D. Grounds for Personnel Action

Rules governing acceptable employee conduct are necessary for the orderly operation of District business and for the protection of employees and the public. The examples of impermissible conduct identified in this policy are intended to promote understanding of unacceptable behavior and to encourage consistent disciplinary action when violations occur. This list is not exhaustive, and employment with the District remains at-will and may be terminated at any time.

The employment relationship between the District and its employees is at-will and may be terminated by either party at any time, with or without cause. The examples of conduct listed below are provided to illustrate types of behavior that may result in disciplinary action, up to and including termination. The following list is illustrative and not exhaustive. Additional conduct not listed here may also result in disciplinary action if it adversely affects District operations or employee performance.

1. Fraud or misrepresentation in securing employment.
2. Incompetence.
3. Inefficiency in performing assigned duties.
4. Inexcusable neglect of duty.
5. Insubordination or refusal to follow lawful supervisory instructions.
6. Dishonesty.
7. Being under the influence of alcohol, narcotics, or habit-forming drugs while on duty. Being under the influence of such substances after completion of a District-approved rehabilitation program may result in immediate termination.
8. Addiction to narcotics or habit-forming drugs or use or possession of such materials in a manner that adversely affects job performance.
9. Conviction of a felony, or conviction of a misdemeanor that adversely affects the employee's ability to perform job duties. A plea of guilt or a plea of nolo contendere is considered a conviction for purposes of this policy.
10. Discourteous treatment of the public or other employees.
11. Improper political activity as governed by the Federal Hatch Act or California Government Code.
12. Willful disobedience.

13. Refusal to take or subscribe to any oath or affirmation required by law in connection with employment.
14. Conduct during or outside of duty hours that brings discredit to the District or its employees.
15. Physical or mental disability that prevents the proper performance of job duties when reasonable accommodation is not possible as determined by competent medical authority or business necessity.
16. Failure to obtain or maintain any required license, certificate, or similar qualification.
17. Use of sick leave in a manner that interferes with District operations or satisfactory job performance.
18. Inexcusable absence without leave.
19. Job abandonment.
20. Excessive tardiness.
21. Theft.
22. Physical or verbal altercations with other employees or supervisors.
23. Unlawful harassment, including sexual harassment or other prohibited harassment of employees.
24. Consistent failure to observe safety regulations or other unsafe conduct.
25. Violation of District policies.

Employment with the District is based on mutual consent between the employee and the District. Either the employee or the District may terminate the employment relationship at any time, with or without cause or advance notice.

E. Notice of Proposed Personnel Action

Employees will normally receive advance notice of dismissal or other proposed personnel action. However, if the General Manager or an

employee's supervisor has reasonable cause to believe that retaining the employee during the notice period could damage District property, harm the interests of the District, or endanger the employee, coworkers, or the public, the employee may be suspended immediately without pay and without benefit pending review. The notice of proposed personnel action or dismissal will be served on the employee either personally or by registered or certified mail. During the notice period the employee will normally remain on regular pay status and continue working unless the employee has been suspended without pay. An employee will not be paid during the notice period if the employee is unavailable to work, absent without leave, or incarcerated.

F. Contents of the Notice of Proposed Personnel Action

A Notice of Proposed Personnel Action must include the following information:

1. A statement describing the nature of the personnel action, specifying whether the action is dismissal, suspension, demotion, reduction of pay step, probation, or another disciplinary measure.
2. The effective date of the proposed personnel action.
3. A statement describing the causes for the proposed personnel action so the employee has a fair opportunity to respond to the charges. If the employee is being dismissed without cause, the notice shall state that the employee is being dismissed at the will of the General Manager or the Department Head, as applicable.
4. A statement advising the employee of the right to appeal the personnel action and the procedures and deadlines for filing the appeal.

G. Appeal and Answer

An employee may submit a written appeal to the General Manager regarding any personnel action initiated by a Department Head, or to the Board of Directors regarding any personnel action initiated by the

General Manager. The appeal must be filed within ten (10) calendar days of receiving the notice of proposed personnel action.

The written appeal must include the following:

1. A concise statement of the grounds for the appeal.
2. A description of any evidence the employee believes was not adequately reviewed by the Department Head or General Manager.
3. The specific remedy or relief sought.

H. Failure to File Appeal Notice

If the employee does not file a notice of appeal within the time specified, the personnel action will be considered final.

I. Appeal Hearing and Timing

1. Appeal to the General Manager. If an appeal is submitted to the General Manager, the General Manager will review the matters raised in the appeal within fourteen (14) working days. If additional time is required to review the appeal, the General Manager will notify the employee of the additional time needed. After completing the review, the General Manager will issue a written decision regarding the appeal.
2. Appeal to the Board of Directors. If an appeal is made to the Board of Directors, a hearing will be scheduled at the earliest administratively convenient date, taking into consideration the schedule of the General Manager, availability of the Board of Directors, legal counsel, and any witnesses. The employee has the right to appear personally at the hearing and to present evidence and witnesses in support of the appeal. Informality in the conduct of the hearing will not invalidate any order or decision made or approved by the Board of Directors.

J. Processing of Decision – Finality

The final decision of the General Manager or the Board of Directors will be provided in writing to the employee or the employee's designated representative within ten (10) calendar days following the final decision. The decision of the General Manager or the Board of Directors regarding the personnel action shall be considered final.

K. Maximum Period of Suspension

Any suspension imposed under this policy shall not exceed ninety (90) calendar days for any individual employee within a twelve (12) month period.

APPENDIX A

ALCOHOL AND DRUG FREE WORKPLACE

A. Purpose and Intent

The District intends to maintain a workplace that is free of alcohol and drugs and to discourage alcohol and drug abuse by its employees. The District has a vital interest in maintaining safe and efficient working conditions for its employees. Alcohol and drug abuse is incompatible with health, safety, efficiency, and success at the District. Employees who are under the influence of alcohol or drugs while on duty compromise the District's interests, endanger their own health and safety and the health and safety of others, and may cause work-related problems such as absenteeism, tardiness, reduced job performance, increased workload for coworkers, disruption of the workplace, delays in completing assignments, and inferior quality of service. To avoid accidents, promote safe and efficient working conditions, and protect District operations, property, and equipment, the District has established and intends to enforce this policy, which includes alcohol and drug testing as described in this policy. Each employee is required to comply with this policy. New employees may be subject to pre-employment alcohol and drug screening consistent with this policy and

applicable personnel policies. Distribution of this policy to employees constitutes the District's alcohol and drug-free workplace awareness program.

B. Definitions

1. "Abuse of any legal drug" means the use of any legal drug for any purpose other than the purpose for which it was prescribed or manufactured, or the use of a legal drug in a quantity, frequency, or manner contrary to the instructions of the prescribing physician or manufacturer.
2. "Illegal drug" means any drug or substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. §812), as further defined by applicable federal regulations.
3. "Legal drug" means any drug, including prescription and over-the-counter medications, that has been legally obtained and that is not unlawfully sold, used, or distributed.
4. "Medical Provider" means a licensed medical clinic, doctor, laboratory, or other medical provider selected by the General Manager to conduct alcohol and/or drug testing under this policy.
5. "On duty" means any time when the interests of the District may be adversely affected by an employee who is under the influence of or impaired by illegal drugs or by the abuse of a legal drug. This includes time when the employee is working on District premises, operating District vehicles or equipment, or conducting District business regardless of location.
6. "Possession" means that an employee has the substance on his or her person or otherwise under his or her control.
7. "Reasonable suspicion" means circumstances including but not limited to: (a) observable evidence such as direct observation of alcohol or drug use or physical symptoms of impairment; (b) abnormal conduct or erratic behavior; (c) arrest or conviction for

a drug-related offense or identification of an employee as the focus of a criminal investigation involving drugs; (d) reliable information from a credible source regarding illegal drug use or abuse of legal drugs; or (e) evidence that the employee tampered with a previous drug test.

C. Prohibited Acts

The following acts are prohibited and may result in disciplinary action, up to and including termination of employment:

1. The on-duty use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol or any illegal drug.
2. Being under the influence of or impaired by alcohol or an illegal drug while on duty or while operating a District vehicle.
3. The abuse of any legal drug while on duty.
4. The on-duty purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal drug in a manner inconsistent with law.
5. Being on duty while impaired by the use of a legal drug whenever such impairment might endanger the safety of the employee or others, poses a risk of significant damage to District property or equipment, or interfere with job performance or the efficient operation of District business.

D. Use of Legal Drugs

An employee who uses a legal drug and knows or should know that the drug may cause impairment while working is encouraged to consult with his or her physician and notify the General Manager to determine whether it is advisable to continue working while using the drug. The District reserves the right to request evaluation by a physician selected by the District to determine whether it is safe for the employee to continue working while using the drug.

E. Conviction for Drug-Related Offense

An employee convicted under a federal or state criminal drug statute relating to conduct prohibited by this policy will be considered to have violated this policy. Upon receiving notice of such conviction, the District may take disciplinary action or require the employee to participate in and successfully complete a drug abuse assistance, rehabilitation, or counseling program. Employees must notify the General Manager in writing of any conviction under a criminal drug statute within five (5) calendar days after the conviction.

F. Discipline

Violation of this policy may result in disciplinary action, up to and including termination of employment, depending on the circumstances. The General Manager may also require an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance, rehabilitation, or counseling program. A first violation of this policy may result in immediate discharge when the prohibited conduct causes serious injury, unreasonably endangers the safety of the employee or others, or results in significant damage to District property or equipment.

G. Counseling and Rehabilitation Programs

The District wishes to assist employees who recognize that they have a problem with alcohol or other drugs that may interfere with their ability to perform their jobs satisfactorily. Employees who voluntarily enroll in an alcohol or drug rehabilitation program may be granted unpaid time off to participate in the program unless granting the leave would create an undue hardship for the District. If an employee requests time off to participate in such a program, the District will make reasonable efforts to keep the employee's participation confidential. An employee may use accrued sick leave or vacation benefits during the leave period. However, additional benefits will not accrue during

the leave unless the employee qualifies for benefits under other applicable medical leave policies.

H. Testing for Drugs or Alcohol

The District reserves the right to require an employee to submit to a blood, urinalysis, or other drug or alcohol test if the employee has been involved in a significant incident involving health or safety risks or substantial property damage. These tests will be conducted by a licensed medical provider and laboratory. Any employee who tests positive for alcohol or illegal drugs may be subject to disciplinary action, including termination. The District may also require testing when there is reasonable suspicion that an employee is under the influence of drugs or alcohol. Reasonable suspicion may be based on factors such as alcohol on the breath, performance problems, inability to respond appropriately to questions, or other physical symptoms of impairment. All drug or alcohol testing will be conducted by a professional medical provider and laboratory at no cost to the employee during regular working hours. Transportation to and from the testing facility will be provided by the District. After testing, the employee may be placed on administrative suspension with pay pending receipt of the test results. Failure to consent to testing when requested will be considered insubordination and may result in disciplinary action, including termination. The Medical Provider will retain the sample used for testing so that the employee may request a retest of the sample at the employee's own expense. If the test results are positive, the employee will be considered in violation of this policy and may be subject to disciplinary action, including termination of employment. Before disciplinary action is taken, the employee will be given the opportunity to explain the positive test results and may request that the same sample be retested at the employee's expense by a reputable laboratory of the employee's choosing. If an employee fails to appear

for testing, refuses to submit to testing, or otherwise fails to cooperate with the testing process, the refusal will be treated in the same manner as a positive test result. The General Manager, in consultation with the Medical Provider, will determine, prepare, amend, and maintain any forms necessary to implement this policy.

I. Confidentiality

All forms and results related to drug or alcohol testing will be treated as confidential and maintained separately from the employee's regular personnel file. Testing information will be available only to the General Manager and other authorized District officials who have a legitimate business need to review the information. Test results and related records will not be released to any other person without the written consent of the employee or applicant, unless disclosure is required by law or court order. Employee disclosures to the General Manager or a supervisor regarding the use of legal medications or participation in drug or alcohol counseling, assistance, or rehabilitation programs will also be treated as confidential unless there is a clear business-related reason for disclosure.



May 4, 2026

California Energy Commission
Docket No. 26-POPD-01
715 P Street
Sacramento, CA 95814

RE: Comments on Proposition 4 Offshore Wind Ports Development Program (POPD)

Dear Commissioners:

The Redwood Region Economic Development Commission (RREDC) appreciates the opportunity to comment on the California Energy Commission’s Proposition 4 Offshore Wind Ports Development Program (POPD). As a joint powers authority serving Humboldt County since 1977, RREDC provides economic development financing and leads regional initiatives that support long-term economic resilience.

RREDC strongly supports strategic, targeted investment in offshore wind port infrastructure as a cornerstone of California’s transition to a clean energy economy. Based on our regional experience and the unique readiness of the North Coast, we offer the following recommendations to maximize the effectiveness, equity, and long-term success of POPD funding.

Strategic Allocation of POPD Funding

We recommend that the Commission **concentrate POPD funding on a single, high-readiness staging and integration port**, rather than distributing limited resources across multiple locations. Offshore wind port development is capital-intensive and highly integrated; spreading funds across multiple sites risks producing underdeveloped facilities that fail to meet industry requirements.

Project Prioritization Criteria

The Commission should prioritize projects that demonstrate proximity to existing offshore wind lease areas and future wind energy zones, demonstrated environmental review progress (including a CEQA Notice of Preparation), alignment with state offshore wind strategy (AB 525), and integration with related infrastructure planning, including transmission.

The proposed project at Humboldt Bay is uniquely positioned in this regard. Its proximity to lease areas offers direct cost savings to developers and ratepayers while improving operational feasibility. This alignment ensures POPD investments complement broader state efforts rather than creating bottlenecks.

Leveraging Additional Investment

POPD funding should be used to catalyze additional investment.

Previously awarded federal grants, such as U.S. DOT INFRA funding, may be reactivated or strengthened through state investment. State financing tools, including infrastructure banks, loan guarantees, and credit enhancements, can be leveraged as projects reach sufficient readiness.

Economic and Environmental Benefits

POPD presents a significant opportunity for rural economic development. In Humboldt County, offshore wind has the potential to become a long-term economic anchor following cycles of boom and bust in industries such as timber and cannabis.

Key benefits include the creation of high-quality local jobs, long-term economic diversification, and advancement of California’s clean energy goals.

POPD funding will also support the cleanup of legacy industrial contamination, including sites impacted by pentachlorophenol and dioxins. Redevelopment of these sites will improve environmental health, restore sensitive ecosystems, and enable safe and productive reuse of industrial lands.

Advancing Equity and Community Benefits

Humboldt County qualifies entirely as a disadvantaged community under state criteria, with several areas identified as severely disadvantaged. Investment in the North Coast directly supports the Climate Bond’s mandate to deliver benefits to underserved populations.

Projects should demonstrate job creation with fair wages and training pathways, greenhouse gas reduction and climate resilience, meaningful community engagement, and partnerships with Tribal governments and local organizations.

Conclusion

California’s offshore wind goals depend on timely, strategic investment in port infrastructure. Humboldt Bay is uniquely positioned to deliver on those goals. Its proximity to existing lease areas, advanced project readiness, and alignment with state planning efforts make it the most efficient and cost-effective location for a fully operational staging and integration port.

At the same time, investment in Humboldt Bay directly fulfills the Climate Bond’s commitment to disadvantaged communities. Humboldt County qualifies entirely as a disadvantaged community, with several areas identified as severely disadvantaged. Funding this project will deliver measurable and lasting benefits, including high-quality local jobs, environmental remediation of contaminated industrial sites, and long-term economic stability in a rural region that has experienced repeated economic disruption.

Concentrating POPD funding in Humboldt Bay ensures the State achieves both its clean energy objectives and its equity mandate. A focused investment will accelerate project readiness, unlock additional public and private capital, and position California to compete effectively in the offshore wind industry.

RREDC urges the Commission to prioritize a single, high-readiness staging and integration port in Humboldt Bay and to ensure funding can be used for critical pre-development and site preparation activities, including remediation. This approach will deliver the greatest return on public investment while advancing economic opportunity, environmental restoration, and energy resilience for California.

Sincerely,



Leonard Lund
Chair of the Board of Directors

State Water Resources Control Board

WASTEWATER TREATMENT PLANT CHIEF PLANT OPERATOR ACKNOWLEDGEMENT FORM (Please fill out a separate form for each plant)

As defined by the California Code of Regulations, title 23, division 3, chapter 26, section 3671:

"Chief plant operator" means any of the following:

- (1) the operator responsible for the overall operation of a wastewater treatment plant including compliance with effluent limitations established in the wastewater treatment plant's waste discharge requirements and ensuring that operators-in-training are supervised directly as required by section 3682; or
- (2) the provisional operator who is solely responsible for the operation of a Class I wastewater treatment plant whose owner has received approval to use a provisional operator in accordance with section 3680.2.


I, Cody Cox, am the chief plant operator of:
(Name)

Redway C.S.D. Wastewater Treatment Facility
(Name of Wastewater Treatment Plant)

Owner Name:	<u>Redway C.S.D.</u>
Facility Address:	<u>2750 Briceland - Thorne Rd</u>
CPO's Email Address:	<u>cody@redwaycsd.org</u>
CPO's Telephone Number:	<u>(707) 223-6267 ext.</u>
Are you a Contract Operator	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, Contract Operator Name/Number?	#CO-0

SIGNATURE OF CHIEF PLANT OPERATOR:

I, the undersigned, certify that I am the chief plant operator of the above-named wastewater treatment plant. I have read and understand the definition of "chief plant operator" set forth in section 3671 of title 23 of division 3 of chapter 26 of California Code of Regulations and I acknowledge and accept the responsibilities of "chief plant operator" of the above-named wastewater treatment plant.

Print Name: Cody Cox Grade: 3 Certification Number 39242
Original Signature:  Date: 5/6/26

*PLEASE SIGN IN BLUE INK and mail the original form to:

Mailing Address:
State Water Resources Control Board
Wastewater Operator Certification
P.O. Box 944212
Sacramento, CA 94244-2120

Overnight Mailing - Address:
State Water Resources Control Board
Wastewater Operator Certification
1001 I Street, 17th Floor
Sacramento, CA 95814



May 06, 2026

State Water Resources Control Board
Office of Operator Certification
P.O. Box 944212
Sacramento, CA 94244-2120

Subject: Change of Chief Plant Operator – Redway Wastewater Treatment Plant (NPDES Permit No. CA0022781)

Dear Office of Operator Certification,

This letter is to formally notify the State Water Resources Control Board, Office of Operator Certification, of a change in the designated Chief Plant Operator (CPO) for the Redway Community Services District (RCSD) Wastewater Treatment Plant located in Redway, California.

Mr. Calvin Chaille, former Chief Plant Operator, ended his service with the District on October 31, 2024. Following his departure, the District retained Mr. Rogelio Martinez as a contract operator, who assumed the role of Chief Plant Operator effective October 31, 2024.

At this time, the District is formally updating its designation of Chief Plant Operator. Mr. Rogelio Martinez is no longer serving as the contract Chief Plant Operator for RCSD. Effective immediately, I, Cody Cox, General Manager of the Redway Community Services District, will assume the role and responsibilities of Chief Plant Operator for the wastewater treatment facility.

I have recently obtained my California Grade III Wastewater Treatment Operator certification and acknowledge the responsibilities associated with the Chief Plant Operator position in accordance with Title 23, Division 3, Chapter 26 of the California Code of Regulations.

Please find attached the completed Chief Plant Operator Acknowledgment Form confirming this change. This letter and the accompanying form are being submitted together to ensure compliance with notification requirements.

If additional information or documentation is required, please contact me directly.

Sincerely,

Cody Cox

A handwritten signature in blue ink, appearing to read 'Cody Cox', with a large, sweeping flourish at the end.

General Manager / Chief Plant Operator
Redway Community Services District
P.O. Box 40
Redway, CA 95560
Email: cody@redwaycsd.org

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UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Identifying Information

Name of Claimant: Sonoma Reinforcing, Inc.

Name of Customer: Mercer-Fraser Company

Job Location: Rusk Lane Redway, CA APN # 077-351-011-000

Owner: Redway Community Services District

Through Date: 12/31/2025

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment:

\$ 93,717.00

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature:

Claimant's Title: Greg Kinderman, President

Date of Signature: 04/22/2026

7/1/12

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Humboldt LAFCo Operating Budget

Account	Revenue Category	FY 2024-2025		FY 2025-2026		FY 2026-2027	
		Adopted	Year-End Actual	Amended	Mid-Year Actual	Proposed	% Change from Prior Year
800870	Charges for Services	\$189,250	\$231,193.12	\$294,500	\$191,449.30	\$279,000	-5.3%
	County	\$44,750	\$44,750.00	\$46,000	\$46,000.00	\$47,500	3.3%
	Cities	\$44,750	\$44,750.00	\$46,000	\$46,000.00	\$47,500	3.3%
	Special Districts	\$44,750	\$49,073.83	\$46,000	\$46,000.00	\$47,500	3.3%
	Application Fees & Deposits	\$55,000	\$92,619.29	\$156,500	\$53,449.30	\$156,500	-12.8%
402205	Interest	\$2,990	4,449.58	\$3,000	\$1,291.47	\$4,000	33.3%
	REVENUE SUBTOTAL	\$192,240	\$235,642.70	\$297,500	\$192,740.77	\$283,000	-4.9%
Operating Expenses:							
			FY 2024-2025		FY 2025-2026		FY 2026-2027
		Adopted	Year-End Actual	Amended	Mid-Year Actual	Proposed	% Change from Prior Year
2106	Communications	\$240	\$240.00	\$240	\$120.00	\$400	66.7%
2110	Insurance	\$3,400	\$3,071.47	\$3,500	\$3,464.16	\$3,950	12.9%
2115	Memberships	\$4,750	\$4,714.00	\$4,850	\$4,820.00	\$5,150	6.2%
2117	Office Supplies	\$500	\$279.73	\$500	\$116.80	\$500	0.0%
2118	Professional & Special Services	\$171,550	\$212,078.63	\$281,260	\$105,340.91	\$260,300	-7.5%
	Legal Services	\$5,000	\$1,985.00	\$5,000	\$2,340.00	\$5,000	0.0%
	Application Processing	\$55,000	\$98,760.18	\$100,000	\$53,639.41	\$100,000	0.0%
	Basic Services-EO/Clerk	\$60,000	\$59,972.50	\$61,000	\$26,395.00	\$62,500	2.5%
	MSRs/SOIs	\$50,000	\$49,983.75	\$52,000	\$18,637.50	\$52,000	0.0%
	Special Studies	\$0	\$0.00	\$56,500	\$0.00	\$36,500	-35.4%
	Legislative Advocacy	\$0	\$0.00	\$5,000	\$3,060.00	\$2,500	-50.0%
	Website Services	\$850	\$797.20	\$1,000	\$849.00	\$1,000	0.0%
	Meeting Exp/Stipends	\$700	\$580.00	\$760	\$420.00	\$900	5.3%
2119	Publications & Legal Notices	\$1,000	203.73	\$1,000	\$359.17	\$1,000	0.0%
2121	Rents & Leases - Structures	\$6,000	\$6,000.00	\$6,000	\$3,000.00	\$6,000	0.0%
2125	Transportation & Travel	\$4,800	\$4,704.92	\$5,150	\$4,869.84	\$5,700	10.7%
	Mileage/Travel (In-County)	\$600	\$649.49	\$650	\$403.90	\$700	7.7%
	Mileage/Travel (Out-of-County)	\$2,800	\$2,363.43	\$3,000	\$3,045.94	\$3,500	16.7%
	Conference Registration	\$1,400	\$1,692.00	\$1,500	\$1,400.00	\$1,500	0.0%
2020	Contingency/ Carryover						
	Contingency						
	Contingency Total	\$192,240.00	\$231,292.48	\$302,500.00	\$122,090.88	\$283,000.00	-9.9%
	EXPENSE SUBTOTAL	\$ -	4,350.22	\$ (5,000.00)	70,649.89	\$ -	
	Operating Difference	\$ -	\$ -	\$ (5,000.00)	\$ 70,649.89	\$ -	
	(Negative Balance Indicates Use of Reserves)						
	Unreserved/Unrestricted Fund Balance	\$ 128,047.14	\$ 130,397.36	\$ 130,397.36	\$ 130,397.36	\$ 130,397.36	
	Beginning						
	Ending						

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