

**AGENDA  
REDWAY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
REGULAR BUSINESS MEETING**

**Location: RCSD Business Office; 1150 Evergreen Rd. #2**  
**Date: March 20, 2024**  
**Time: 5:30 P.M.**  
**Posted: March 15, 2024**

**I. CALL TO ORDER:**

**II. ROLL CALL:**

\_\_\_ Arthur M'Clure Chairman                      \_\_\_ Linda Sutton                      \_\_\_ Marie Etherton  
\_\_\_ 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. OPEN SESSION DISCLOSURE OF CLOSED SESSION:**

**VI. CLOSED SESSION: ?**

1. Personnel:

**VII. RETURN TO OPEN SESSION; DISCLOSURE OF CLOSED SESSION:**

**VIII. REPORT FROM CHAIRMAN OF THE BOARD:**

**IX. 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.

**X. PREVIOUS MINUTES:**

1. Consider Approval of the Minutes of the Board of Director February 21, 2024 Regular Business Meeting minutes.

**XI. 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. Financial Report: Review of the February 2024 Financial Reports.
2. General Manager's Report: Review of the February 2024 General Manager's Report.
3. Office Manager's Report: Review of the February 2024 Office Manager's Report.
4. Operation Manager's Report: Review of the February 2024 Operation Manager's Report.
5. Production Report: Review of the February 2024 Production Report.
6. Safety Report: Review of the February 2024 Safety Reports.

**XII. ACTION / DISCUSSION ITEMS; CONTINUED AND NEW ITEMS:**

1. Zone Reclassification from Major Business to Qualification Zone **Page 39 & Page 41**  
*At Evergreen Business Park.*  
*ACTION REQUIRED: Discussion / Report / Action*
2. Updating Water Ordinance. **Page 43**
  - a) Adding Collections Process  
*ACTION REQUIRED: Discussion / Report / Action*
3. District Policies; Board Policy, Bylaws on Election of Officers Procedure  
*ACTION REQUIRED: Discussion / Report / Action*
4. New Connections;
  - a) Accessory Dwelling Unit Law; Ad-Hoc Committee Report
  - b) Property Amnesty Letter
  - c) New Connections Waiting List **Office Manager Report Page 36**
  - d) Houses Not Connect to Collection System  
*ACTION REQUIRED: Discussion / Report / Action*
5. Ad-Hoc Committee Report;
  - a) Executive
  - b) Finance **Office Manager Report Page 35**  
*ACTION REQUIRED: Discussion / Report / Action.*
6. Inspection **Nothing to Report**  
*ACTION REQUIRED: Discussion / Report / Action*
7. RCSD Business Meetings; Reconsideration of Resuming Remote Meetings..  
*ACTION REQUIRED: Discussion / Report / Action*
8. Installation of Additional Wells **GM Report Page 33**  
*ACTION REQUIRED: Discussion / Report / Action*
9. Grants: **GM Report Page 33**
  - a) Emergency Water Storage and Supply Project.
  - b) Wastewater Improvements Project.  
*ACTION REQUIRED: Discussion / Report*

**XIII. CORRESPONDENCE:** PAGE 45

**XIII. BOARD MEMBER / STAFF / COMMITTEE REPORTS:**

1. DIRECTORS' REPORT
  - a. RREDC

**XIV. COMMENTS FROM MEMBERS OF THE BOARD:**

**XV. MEDIA COMMUNICATION:**

**XVI. ADVANCED AGENDA:**

Further items may be placed by the Board Members for the April 2024 Regular Business Meeting of the Board of Directors under this item of business. No Action

**XVII. ADJOURNMENT:**

Location of related writings is available for public review: Redway CSD Office, 1150 Evergreen Road #2 Redway, Ca.

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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:7079233101). 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).

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REDWAY COMMUNITY SERVICES DISTRICT  
MINUTES OF THE REGULAR BUSINESS MEETING

February 21, 2024

CALL TO ORDER:

General Manager Cody Cox read a letter submitted by Dian Griffith, newly elected Chairwoman of the Redway Community Services District Board of Directors. The letter stating that because of health issues she is resigning as chairwoman of the Redway Community Services District Board of Director effective February 12, 2024. With the resignation of Chairwoman Griffith and there being no Vice-Chairman, General Manager Cody Cox called the February 21, 2024 Regular Business Meeting of the Redway Community Services District Board of Directors, to order at 5:30 P.M. in the RCSD business office.

ROLL CALL:

General Manager Cody Cox conducted the Roll Call before going directly into Election of Officers.

Directors Present: Dian Griffith, Linda Sutton, Marie Etherton, Michael McKaskle, Arthur M<sup>c</sup>Clure.

Staff Present:

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

Members of the Public:

Jessie Jeffries  
Kayla Winlet

ELECTION OF OFFICERS:

Michael McKaskle moved to open nominations for Chairman of the Redway Community Services District Board of Directors and nominated Arthur M<sup>c</sup>Clure to serve as Chairman of the Redway Community Services District Board of Directors. There being no further nominations, Michael McKaskle moved to close nominations for Chairman of the Redway Community Services District Board of Directors. As no other members of the Board was nominated, Arthur M<sup>c</sup>Clure was elected Chairman of the Redway Community Services District Board of Directors. Chairman M<sup>c</sup>Clure immediately assumed the duties of Chairman of the Redway Community Services District Board of Directors.

Chairman M<sup>c</sup>Clure opened nominations for Vice-Chairman of the Redway Community Service District Board of Directors. Michael McKaskle nominated Marie Etherton to serve as Vice-Chairwomen of the Redway Community Services District Board of Directors. Linda Sutton nominated Dian Griffith to serve as Vice-Chairman of the Redway Community Services District Board of Directors. Chairman M<sup>c</sup>Clure asked if there were any further nominations. There being no further nominations and following discussion, Linda Sutton moved to close nominations for Vice-Chairwoman of the Redway Community Services District Board of Directors. Michael McKaskle seconded the motion. Chairman M<sup>c</sup>Clure call for a for a roll call vote. Linda Sutton, Yea, Dian Griffith,

Yea, Michael McKaskle, Yea, Marie Etherton, Yea, Arthur M<sup>c</sup>Clure Yea. The motion was carried by a roll call vote of five Yeas and zero Nays. Chairman McClure called for a roll call vote for Marie Etherton to serve as Vice-Chairwoman of the Redway Community Services District Board of Directors. Michael McKaskle, Yea, Dian Griffith, Abstain, Marie Etherton, Abstain, Arthur M<sup>c</sup>Clure, Abstain, Linda Sutton, Abstain.

Chairman M<sup>c</sup>Clure called for a roll call vote for Dian Griffith to serve as Vice-Chairwoman of the Redway Community Services District Board of Directors. Linda Sutton, Yea, Arthur M<sup>c</sup>Clure, Yea, Dian Griffith, Yea, Michael McKaskle, Nay, Marie Etherton, Abstain. Dian Griffith was elected Vice-Chairwoman of the Redway Community Services District Board of Directors by a roll call vote of three Yeas, one Nay and one Abstention.

#### 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:

Following review of the February 21, 2024 Agenda, Michael McKaskle motioned to move Action/Discussion Items, Action/Discussion Item 8. Zone Reclassification from Major Business to Qualified Zone to before Closed Session and after Approval of the Agenda. Linda Sutton seconded the motion. Chairman M<sup>c</sup>Clure called for a roll call vote. Michael McKaskle, Yea, Linda Sutton, Abstain, Marie Etherton, Yea, Dian Griffith, Ye, Arthur M<sup>c</sup>Clure, Yea. The motion was carried by a voice vote of four Yeas and zero Nays and one Abstention. Mr. McKaskle asked whether there were any additional items on the agenda that pertained to the issue which also needed to be moved. No additional items that pertained to the issue were on the agenda

See Action/Discussion Items; Item 8, Continued and New Zone Reclassification from Major Business to Qualified Zone.

Chairman M<sup>c</sup>Clure left the Regular Business Meeting at 6:37 P.M., Vice-Chairman Griffith assumed the duties of the chair until he returned at 6:40 P.M.

#### OPEN SESSION DISCLOSURE OF CLOSED SESSION:

Chairman M<sup>c</sup>Clure recessed the Regular Business Meeting into Closed Session at 6:40 P.M. for the purpose of Personnel.

#### CLOSED SESSION:

A. Personnel: The Board received information regarding personnel.

#### RETURN TO OPEN SESSION; DISCLOSURE OF CLOSED SESSION.

Chairman M<sup>c</sup>Clure adjourned the Closed Session at 6:42 P.M. and returned to the Regular Business Meeting. Chairman M<sup>c</sup>Clure announced that Closed Session was informational only and that no action was taken.

#### REPORT FROM CHAIRMAN OF THE BOARD:

Dian Griffith announced her resignation as Chairwoman of the Redway Community Services District Board of Directors. Ms. Griffith also commended the District’s staff on their diligence in addressing the inflow issues.

PUBLIC COMMENT:

1. No Public Comment was addressed to the Board.

PREVIOUS MINUTES:

1. Review and Action on January 17, 2024 Regular Business Meeting Minutes: Following review of the January 17, 2024 Regular Business Meeting Minutes, Michael McKaskle moved to accept the January 17, 2024 Regular Business Meeting Minutes as presented. Linda Sutton seconded the motion. Chairman M°Clure called for a roll call vote. Linda Sutton, Yea, Michael McKaskle, Yea, Marie Etherton, Yea, Dian Griffith, Yea, Arthur M°Clure, Abstained. The motion was carried by a voice vote of four Yeas, zero Nays and one abstention.
2. Review and Action on February 02, 2024 Special Business Meeting Minutes: Following review of the February 02, 2024 Special Business Meeting Minutes, Michael McKaskle moved to accept the February 02, 2024 Special Business Meeting Minutes as presented. Dian Griffith seconded the motion. Chairman M°Clure called for a roll call vote. Linda Sutton, Yea, Michael McKaskle, Yea, Dian Griffith, Yea, Arthur M°Clure Yea, Marie Etherton, Abstained. The motion was carried by a roll call vote of four Yeas and one Abstention by Marie Etherton.

CONSENT CALENDAR:

1. Financial Report: The Board reviewed the January 2024 Financial Reports.
2. General Manager’s Report: The Board reviewed the January 2024 General Manager’s Report. Linda Sutton requested that a spreadsheet on the grants be included in the monthly board packet.
3. Office Manager's Report: The Board reviewed the January 2024 Office Manager’s Report.
4. Operation Manager's Report: The Board reviewed the January 2024 Operation Manager's Report.
5. Production Report: The Board reviewed the January 2024 Production Reports.
6. Safety Report: The Board reviewed the January 2024 Safety Report.

Marie Etherton moved to accept the January 2024 Consent Calendar as presented. Michael McKaskle seconded the motion. Chairman M°Clure called for a roll call vote. Linda Sutton, Yea, Michael McKaskle, Yea, Marie Etherton, Yea, Dian Griffith, Yea, Arthur M°Clure, Yea. The motion was carried by a roll call vote of four Yeas and zero Nays.

ACTION / DISCUSSION ITEMS:

1. Updating Water Ordinance: Cody Cox informed the Board that wording on ADU’s, Commercial Agriculture and Grandfathering in Existing Wells be added to the updated Water Ordinance. The Ordinance ad-hoc committee will schedule a meeting in the near future.
  - a) Adding Collections Process: No new information was available for review by the Board.
2. District Policies; Board Policy: Adoption of bylaws addressing the election of officer’s procedure will be established.
3. New Connections:
  - a. Accessory Dwelling Unit Law: No new information was submitted to the Board for review.
  - b. Property Amnesty Letter: No new information was submitted to the Board for review.
  - c. New Connections Waiting List: No new information was submitted to the Board for review.

- d. Houses not Connected to Collection System: No new information was submitted to the Board for review.
- 4. Ad-Hoc Committee Reports; Executive and Ordinance: No new information was available for review by the Board.
- 5. Inspection: As new certifications are being accomplished, no inspections have been conducted.
- 6. Installation of Additional Wells: The Board continued discussion on the District's potential well system. Chairman M<sup>c</sup>Clure and Michael McKaskle will draft a letter to the Southern Humboldt Unified School District Board of Directors informing them of the District's interest in a potential water well site that is located on the Redway Elementary School property.
- 7. Grants:
  - a) Emergency Water Storage and Supply Project: The District has been informed that the CEQA exemption has been completed.
  - b) Wastewater Improvements Project: Cody Cox informed the Board that a meeting has been scheduled with the GHD representative in order to discuss the Wastewater Improvements Project. Omission on the Wastewater Improvement Project Application of the suspension bridge replacement was discussed.
- 8. Zone Reclassification from Major Business Park to Qualified Zone: Jessie Jeffries and his representative addressed the Board regarding the development of a Qualified Combining Zone Overlay for proposed indoor cannabis cultivation sites in the Redway Business Park. Mr. Jeffries requested a letter of support from the District for the proposal. Members of the Board had issues with the addition of eleven parcels which could potentially be used for cannabis cultivation and the water usage that it would incur. Michael McKaskle moved to support a Q Overlay limited to one parcel which is owned by Jessie Jeffries. The motion died with a lack of a second. Following further discussion, Linda Sutton moved to end the discussion and have an answer at the March 20, 2024 Regular Business Meeting. Dian Griffith seconded the motion. Chairman M<sup>c</sup>Clure called for a roll call vote. Linda Sutton, Yea, Dian Griffith, Yea, Arthur M<sup>c</sup>Clure, Yea, Marie Etherton, Yea, Michael McKaskle, Nay. The motion was carried by a roll call vote of four Yeas and one Nay. Members of the Ordinance and Executive Ad-Hoc Committee will schedule a meeting in order to examine this issue.

CORRESPONDENCE:

- 1. Dian Griffith, February 12, 2024 Re, Letter of Resignation from the position of Chairwoman of the Redway Community Services District Board of Directors.
- 2. RCSD to Ed Voice, February 06, 2024 Re, Addressing Correspondence from Mr. Voice to GHD Engineering.

BOARD MEMBER / STAFF REPORTS:

- 1. Director's Reports:

A. Michael McKaskle.

- 1. RREDC: The Board reviewed the RREDC report that was submitted by Michael McKaskle.

COMMENTS FROM MEMBERS OF THE BOARD:

- 1. Members of the Board had no comments.

MEDIA COMMUNICATIONS:

No Media Communications will be prepared for the local media.



ADVANCED AGENDA:

1. RCSD Business Meetings; Reconsideration of Resuming Remote Meetings.

ADJOURNMENT:

Dian Griffith moved to adjourn the February 21, 2024 Regular Business Meeting of the Redway Community Services District Board of Directors at 7:44 P.M. Michael McKaskle seconded the motion. Chairman M<sup>c</sup>Clure called for a voice vote. The motion was carried by a voice vote of five Yeas and zero Nays.

Respectfully Submitted,

Nancy Jurrens,  
Secretary to the Board

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Redway Community Services District  
Monthly Financial Statement to FEBRUARY 29th, 2024

<b>Primary Checking Account</b>	<b>Previous Balance =</b>	<b>\$51,874.06</b>	<b>As of January 31st, 2024</b>
Revenues			
1 Customer Revenues Collected per QuickBooks		\$90,817.38	
2 Customer Deposits		\$0.00	
3 Del Oro - Cloro		\$0.00	
4 Rivercrest Mutual Water Testing			
5 Credit Card Rebate check			
6 Direct Deposit, Deposit Refusal		\$0.00	
7 Backflow Devise 10 Whitmore		\$0.00	
8 NEW CONNECTION			
9 State reimb. grant to Op. then paynig down GHD		\$0.00	
10 Transfer from new connections to Operations		\$0.00	
11 Transfer from savings to Operations		\$50,000.00	
12 Transfer from savings to Operations		\$0.00	
<b>Total Income (reconciled bank deposits)</b>		<b>\$140,817.38</b>	
<b>Total Withdrawals (reconciled withdrawals)</b>		<b>\$138,068.88</b>	
<b>Quick Books Balance - Primary Checking Account</b>		<b>\$54,622.56</b>	<b>As of February 29th 2024</b>

<b>UBmax Income: Payments Received</b>	
Water payments - w/ late, reconnect fees, adjustments and deposits	\$35,918.44
Sewer Payments	\$37,921.74
SEF Water fees paid	\$6,148.58
SEF Sewer fees paid	\$5,916.88
Water Syst. Loan Fund	\$5,217.73
<b>Total Payments Received</b>	<b>\$91,123.37</b>
<b>Other Income</b>	<b>\$50,000.00</b>
<b>Net Total Income</b>	<b>\$141,123.37</b>

<b>Billing for Sales of Water &amp; Sewer Services</b>					
Date: This Year	February-24		Date: Prior Year	February-23	
	WATER	SEWER		WATER	SEWER
WSLF	\$6,615.83		WSLF	\$6,635.10	
Residential	\$33,124.25	\$38,230.45	Residential	\$29,041.00	\$27,189.45
Commercial	\$7,461.64	\$13,672.17	Commercial	\$5,981.79	\$8,782.85
Sub total W&S only	\$47,201.72	\$51,902.62	Sub total W&S only	\$41,657.89	\$35,972.30
SEF	\$7,793.33	\$7,910.00	SEF	\$7,816.00	\$7,977.20
Sub total	\$54,995.05	\$59,812.62	Sub total	\$49,473.89	\$43,949.50
Reconnect fees	\$0.00		Reconnect fees	\$55.00	
Late Fees	\$2,532.00		Late Fees	\$2,268.00	
Adjustments	-\$320.63		Adjustments	-\$2,572.64	
Total Sales/Use	Feb-24	\$117,019.04	Total Sales/Use	Feb-23	\$93,173.75

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Redway Community Services District  
Balance Sheet - Collapsed w/ Prior Year  
As of February 29, 2024

	Feb 29, 24	Feb 28, 23
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1004 - Cash in Bank CCUSH - 71	26,844.40	25,192.52
1010 - CCUSH - Business Savings -00	25.01	25.01
1015 - CCUSH - Connection Fees -52	313.15	50,072.16
1020 - CCUSH - Meadows Deposits - 51	16,075.07	16,058.98
1050 - Petty Cash	70.13	70.13
<b>Cash in County - Water</b>		
1100 - #2546 SRF Water Proj Loan Fund	258,300.89	235,441.13
1105 - #2547 SRF Payment Reserve Fu...	83,568.34	83,371.04
1110 - #2548 Davis Grunsky '68 Reserve	4,670.90	4,659.87
1115 - #2549 Davis Grunsky '74 Reserve	18,842.75	18,798.26
1120 - #2550 Tax Revenue Fund-Water	63,434.01	50,682.38
1125 - #2555 SEF - Water	143,649.29	281,581.80
1130 - #2557 T & D Rehab Proj. Fund	25,530.22	25,469.94
<b>Total Cash in County - Water</b>	<b>597,996.40</b>	<b>700,004.42</b>
<b>Cash in County - Sewer</b>		
1135 - #2551 Tax Revenue -Sewer	17,006.36	37,632.36
1140 - #2554 RCSD RECD Grant Sewer	853.75	851.73
1145 - #2556 SEF - Sewer	15,805.38	5,457.57
1150 - #2558 I & I Project Fund-Sewer	6,186.96	6,172.35
1155 - #9855 95 COP Payment Fund-Se...	1,331.74	1,328.60
1160 - #9856 '95 Reserve Fund Sewer	49,017.02	48,901.55
<b>Total Cash in County - Sewer</b>	<b>90,201.21</b>	<b>100,344.16</b>
<b>Total Checking/Savings</b>	<b>731,525.37</b>	<b>891,767.38</b>
<b>Other Current Assets</b>		
Prepaid Expenses	3,000.00	3,000.00
Employee Advance	0.00	65.98
Prepaid Rent	700.00	700.00
<b>1300 - Accounts Receivable</b>		
1301 - Allowance for Doubtful Accounts	-4,500.00	-4,500.00
1300 - Accounts Receivable - Other	265,237.04	195,493.86
<b>Total 1300 - Accounts Receivable</b>	<b>260,737.04</b>	<b>190,993.86</b>

Redway Community Services District  
Balance Sheet - Collapsed w/ Prior Year  
As of February 29, 2024

	Feb 29, 24	Feb 28, 23
1400 - Other Receivables	-280.53	0.00
1500 - Grants Receivable	0.00	168,338.00
1600 - Inventory - Water	15,820.61	15,820.61
1650 - Inventory - Sewer	1,742.98	1,742.98
<b>Total Other Current Assets</b>	<b>281,720.10</b>	<b>380,661.43</b>
<b>Total Current Assets</b>	<b>1,013,245.47</b>	<b>1,272,428.81</b>
<b>Fixed Assets</b>		
<b>Fixed Assets - Water</b>		
1700 - Land	31,282.45	31,282.45
1705 - Source of Supply Plant	457,413.70	457,413.70
1710 - Autos & Trucks	54,638.06	17,676.58
1715 - Pumping Plant	83,511.68	83,511.68
1720 - Water Treatment Plant	288,733.63	288,733.63
1725 - Structures & Improvements	4,115,506.08	4,115,506.08
1730 - Water Plant - Small Equipment	285,569.58	285,569.58
1735 - Construction in Progress	57,261.00	57,261.00
Fixed Assets - Water - Other	13,000.00	0.00
<b>Total Fixed Assets - Water</b>	<b>5,386,916.18</b>	<b>5,336,954.70</b>
<b>Fixed Assets - Sewer</b>		
1740 - Land	93,493.07	93,493.07
1742 - Road Improvements	116,000.00	116,000.00
1745 - New WW Plant & Lift Stations	2,037,438.28	2,037,438.28
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	607,991.35	607,991.35
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	72,630.85	72,630.85

Redway Community Services District  
Balance Sheet - Collapsed w/ Prior Year  
As of February 29, 2024

	Feb 29, 24	Feb 28, 23
1796 - Tools & Equipment	214,322.02	214,322.02
1797 - Construction in Progress	532,811.36	321,495.21
<b>Total Fixed Assets - Sewer</b>	<b>6,292,984.30</b>	<b>6,081,668.15</b>
Accumulated Depreciation-Water	-2,932,386.08	-2,827,450.07
Accumulated Depreciation-Sewer	-3,887,729.80	-3,743,608.49
<b>Total Fixed Assets</b>	<b>4,859,784.60</b>	<b>4,847,564.29</b>
<b>Other Assets</b>		
1900 - COP Issuance Costs	13,510.25	14,165.60
<b>Total Other Assets</b>	<b>13,510.25</b>	<b>14,165.60</b>
<b>TOTAL ASSETS</b>	<b>5,886,540.32</b>	<b>6,134,158.70</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 - Accounts Payable	127,530.49	235,077.08
<b>Total Accounts Payable</b>	<b>127,530.49</b>	<b>235,077.08</b>
<b>Other Current Liabilities</b>		
2025 - Gym Memberships	120.00	0.00
2110 - Accrued SUI/ETT	900.99	1,057.58
2125 - Accrued Vacation	14,996.75	14,996.75
2200 - Interest Payable	-1,899.35	0.00
2300 - Customer Deposits	14,550.00	14,850.00
2340 - Water Connection Deposit	2,650.00	2,650.00
2350 - Sewer Connections Deposit	1,310.00	1,310.00
2400 - Temporary Inv - W&J Project	11,900.00	11,900.00
24000 - Payroll Liabilities		
Garnishments	-1,177.22	1,371.52
<b>Total 24000 - Payroll Liabilities</b>	<b>-1,177.22</b>	<b>1,371.52</b>
<b>Current Portion of Long-Term De</b>	<b>90,568.90</b>	<b>89,085.57</b>
<b>Total Other Current Liabilities</b>	<b>133,920.07</b>	<b>137,221.42</b>
<b>Total Current Liabilities</b>	<b>261,450.56</b>	<b>372,298.50</b>

Redway Community Services District  
Balance Sheet - Collapsed w/ Prior Year  
As of February 29, 2024

	Feb 29, 24	Feb 28, 23
<b>Long Term Liabilities</b>		
2500 · Loan Payable - SRF Loan	803,250.00	841,500.00
2600 · Loan Payable - 95 WW Project	466,267.50	506,500.00
2700 · Loan Payable - Davis Grunsky	35,014.18	55,544.54
2800 · Interest Payable - Deferred	7,990.80	7,990.80
Less Current Portion of LTD	-90,568.90	-89,085.57
<b>Total Long Term Liabilities</b>	<b>1,221,953.58</b>	<b>1,322,449.77</b>
<b>Total Liabilities</b>	<b>1,483,404.14</b>	<b>1,694,748.27</b>
<b>Equity</b>		
<b>Water Equity</b>		
3050 · Retained Earnings - Water	2,139,314.22	2,139,314.22
3100 · Debt Reserve - Water	378,852.30	378,852.30
3200 · Contributed Capital - Water		
3250 · Less Accumulated Amortization	-150,001.65	-150,001.65
3200 · Contributed Capital - Water - Ot...	409,340.77	409,340.77
<b>Total 3200 · Contributed Capital - Water</b>	<b>259,339.12</b>	<b>259,339.12</b>
<b>Total Water Equity</b>	<b>2,777,505.64</b>	<b>2,777,505.64</b>
<b>Sewer Equity</b>		
3000 · Retained Earnings - Sewer	-959,512.35	-1,127,850.35
3150 · Debt Reserve - Sewer	50,120.72	50,120.72
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
<b>Total 3300 · Contributed Capital - Sewer</b>	<b>2,804,460.40</b>	<b>2,804,460.40</b>
<b>Total Sewer Equity</b>	<b>1,895,068.77</b>	<b>1,726,730.77</b>
32000 · Retained Earnings	-254,453.62	168,338.00
Net Income	-14,984.61	-233,163.98
<b>Total Equity</b>	<b>4,403,136.18</b>	<b>4,439,410.43</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,886,540.32</b>	<b>6,134,158.70</b>



		Sewer	Water	TOTAL
<b>Ordinary Income/Expense</b>				
	<b>Income</b>			
	<b>Water Charges</b>			
	4100 - Residential	0.00	32,803.62	32,803.62
	4150 - Commercial	0.00	7,461.64	7,461.64
	<b>Total Water Charges</b>	0.00	40,265.26	40,265.26
	<b>Sewer Charges</b>			
	4200 - Residential	38,230.45	0.00	38,230.45
	4250 - Commercial	13,672.17	0.00	13,672.17
	<b>Total Sewer Charges</b>	51,902.62	0.00	51,902.62
	4500 - Late Charges	0.00	2,532.00	2,532.00
	7200 - Interest Income	0.00	1.30	1.30
	<b>Total Income</b>	51,902.62	42,798.56	94,701.18
	<b>Gross Profit</b>	51,902.62	42,798.56	94,701.18
	<b>Expense</b>			
	<b>Administrative &amp; General</b>			
	5015 - Bank Charges	0.00	95.00	95.00
	<b>Insurance</b>			
	5040 - Employee Health Insurance			
	Employee Portion Health	-1,992.37	-1,992.38	-3,984.75
	5040 - Employee Health Insurance - Other	5,558.27	5,558.27	11,116.54
	<b>Total 5040 - Employee Health Insurance</b>	3,565.90	3,565.89	7,131.79
	5041 - Employee Life Insurance			
	Employee Portion Life	-445.20	-445.20	-890.40
	5041 - Employee Life Insurance - Other	16.83	16.83	33.66
	<b>Total 5041 - Employee Life Insurance</b>	-428.37	-428.37	-856.74
	<b>Total Insurance</b>	3,137.53	3,137.52	6,275.05
	5070 - Licenses, Permits & Fees	295.00	0.00	295.00
	5075 - Mileage/Travel	40.21	40.22	80.43
	<b>Office Expense</b>			
	5060 - Computers & Software Expense	342.42	342.42	684.84
	5062 - Finance Charges	16.39	16.40	32.79
	5081 - Office Expense	441.00	441.01	882.01
	5105 - Postage	278.86	278.86	557.72
	5106 - Rent	350.00	350.00	700.00
	5135 - Telephone-all phones	415.85	518.38	934.23
	5145 - Utilities-pg&e & blue star only	348.17	348.16	696.33
	<b>Total Office Expense</b>	2,192.69	2,295.23	4,487.92
	5100 - Payroll Taxes	2,614.07	2,384.62	4,998.69
	<b>Professional Fees</b>			
	5112 - Director Fees	200.00	200.00	400.00
	5113 - Legal Fees	622.75	176.25	799.00
	<b>Total Professional Fees</b>	822.75	376.25	1,199.00
	5125 - Retirement	1,607.10	1,607.10	3,214.20
	5150 - Wages	16,081.70	16,094.31	32,176.01
	<b>Total Administrative &amp; General</b>	26,791.05	26,030.25	52,821.30
	<b>Water Treatment</b>			

					Sewer	Water	TOTAL
				5200 · Lab Tests	0.00	820.00	820.00
				5205 · Repairs & Maintenance	0.00	167.41	167.41
				5210 · Supplies-water treatment	0.00	4,344.00	4,344.00
				5215 · Utilities	0.00	5,717.91	5,717.91
				5220 · Wages	0.00	8,974.07	8,974.07
				5230 · Tools & Safety Equipment	0.00	58.93	58.93
				5240 · Truck expenses			
				5245 · Water Fuel expenses	0.00	470.64	470.64
				5240 · Truck expenses - Other	0.00	585.17	585.17
				Total 5240 · Truck expenses	0.00	1,055.81	1,055.81
				Total Water Treatment	0.00	21,138.13	21,138.13
				Water Trans & Distribution			
				5305 · Repairs & Maintenance	0.00	515.19	515.19
				5310 · Supplies	0.00	12,682.12	12,682.12
				5315 · Utilities	0.00	248.73	248.73
				5320 · Wages	0.00	5,377.31	5,377.31
				Total Water Trans & Distribution	0.00	18,823.35	18,823.35
				Sewer Treatment			
				5400 · Lab Tests	6,055.00	0.00	6,055.00
				5405 · Repairs & Maintenance	193.41	0.00	193.41
				5410 · Supplies-sewer treatment	4,290.95	0.00	4,290.95
				5415 · Utilities	3,978.84	0.00	3,978.84
				5420 · Wages	9,317.82	0.00	9,317.82
				5430 · Tools & Equipment	58.92	0.00	58.92
				5440 · Truck Expenses			
				5445 · Sewer fuel expenses	470.65	0.00	470.65
				5440 · Truck Expenses - Other	585.15	0.00	585.15
				Total 5440 · Truck Expenses	1,055.80	0.00	1,055.80
				Total Sewer Treatment	24,950.74	0.00	24,950.74
				Sewer Collection			
				5505 · Repairs & Maintenance	3,176.75	0.00	3,176.75
				5510 · Supplies	337.80	0.00	337.80
				5515 · Utilities	2,665.57	0.00	2,665.57
				5520 · Wages	7,833.37	0.00	7,833.37
				Total Sewer Collection	14,013.49	0.00	14,013.49
				Total Expense	65,755.28	65,991.73	131,747.01
				Net Ordinary Income	-13,852.66	-23,193.17	-37,045.83
				Other Income/Expense			
				Other Income			
				5905 · SEF Fees - Water	0.00	7,793.33	7,793.33
				5900 · SEF Fees - Sewer	7,910.00	0.00	7,910.00
				4400 · SRF Fees	0.00	6,615.83	6,615.83
				Total Other Income	7,910.00	14,409.16	22,319.16
				Net Other Income	7,910.00	14,409.16	22,319.16
				Net Income	-5,942.66	-8,784.01	-14,726.67

Redway Community Services District  
Checking Account Activity  
As of February 29, 2024

	Type	Date	Num	Name	Memo	Debit	Credit	Balance
1004 - Cash in Bank CCUSH - 71								16,506.72
	Paycheck	02/01/2024	DD1353	Chaille, Calvin C	Direct Deposit	0.00		16,506.72
	Paycheck	02/01/2024	DD1354	Cherubini, Dru A	Direct Deposit	0.00		16,506.72
	Paycheck	02/01/2024	14664	Cox, Cody R.			2,964.89	13,541.83
	Paycheck	02/01/2024	14665	Esget, Douglas R			2,341.14	11,200.69
	Paycheck	02/01/2024	DD1355	Gradin, Glenn A	Direct Deposit	0.00		11,200.69
	Paycheck	02/01/2024	14666	Moore, Eric S			2,194.37	9,006.32
	Paycheck	02/01/2024	14667	Moore, Marshall C			1,353.22	7,653.10
	Deposit	02/01/2024			ALL PAID	1,157.37		8,810.47
	Deposit	02/02/2024			ALL PAID	1,042.53		9,853.00
	Deposit	02/02/2024			Deposit	3,178.37		13,031.37
	Check	02/05/2024	14671	Postmaster Redway	JAN 2024 Billing		237.72	12,793.65
	Deposit	02/05/2024			ALL PAID	273.03		13,066.68
	Deposit	02/05/2024			ALL PAID	2,020.00		15,086.68
	Check	02/05/2024	14673	Chaille, Calvin C	Pape reimbursement 14938330, 14954220		26.01	15,060.67
	Check	02/05/2024	14672	Blue Star	1150 evergreen road #2		302.98	14,757.69
	Bill Pmt -Check	02/05/2024	14674	Calpers	100000017421443- Health Care Premiums - FEB 2024		12,114.26	2,643.43
	Bill Pmt -Check	02/05/2024	14675	colonial Life	E5494117 Invoice for January 4, 18 2024		888.90	1,754.53
	Bill Pmt -Check	02/05/2024	14676	Fire Risk Management Services	Extended Benefits Dental, Vision, Life February 2024		904.22	850.31
	Bill Pmt -Check	02/05/2024	14677	Johnson Properties	1150 Evergreen #2 - - Rent - FEB 2024		700.00	150.31
	Deposit	02/06/2024			Deposit	3,821.02		3,971.33
	Deposit	02/07/2024			ALL PAID	870.82		4,842.15
	Check	02/07/2024	14681	Tina Byerley	Over payment		140.00	4,702.15
	Check	02/07/2024	14682	Moore, Marshall C	Mileage thru DEC 27 2023		80.43	4,621.72
	Deposit	02/08/2024			ALL PAID	652.40		5,274.12
	Deposit	02/08/2024			Deposit	6,140.43		11,414.55
	Bill Pmt -Check	02/08/2024	14683	Advanced Security Systems	INV#679860 coverage 2-01-2024 thru 4-30-2024		127.74	11,286.81
	Bill Pmt -Check	02/08/2024	14684	Pacific Gas & Electric	Water Plant & Lift Stfations- DEC billing		5,823.86	5,462.95
	Bill Pmt -Check	02/08/2024	14685	USA Bluebook	917867		170.35	5,292.60
	Check	02/09/2024	14686	Cody Cox	Employee Draw on 2-09-2023		2,500.00	2,792.60
	Check	02/09/2024	14687	Moore, Eric S	employee advance 2-9-2024		400.00	2,392.60
	Deposit	02/09/2024			ALL PAID	933.61		3,326.21
	Deposit	02/12/2024			ALL PAID	461.86		3,788.07
	Deposit	02/12/2024			ALL PAID	420.21		4,208.28
	General Journal	02/12/2024	GAG		Transfer from savings for Truck purchase	50,000.00		54,208.28
	Deposit	02/13/2024			Deposit	5,497.94		59,706.22
	Deposit	02/13/2024			Deposit	6,829.93		66,536.15
	Liability Check	02/13/2024	E-pay	United States Treasury	94-1634964 QB Tracking # 1266397602		5,056.88	61,479.27
	Liability Check	02/13/2024	EFT	Employment Development Department-800	800-3247-7		476.31	61,002.96
	Liability Check	02/13/2024	EFT	Employment Development Department-800	800-3247-7		215.54	60,787.42
	Liability Check	02/13/2024	14692	Variable Annuity Life Ins. Co.			1,836.52	58,950.90
	Liability Check	02/14/2024		QuickBooks Payroll Service	Created by Payroll Service on 02/13/2024		5,217.94	53,732.96
	Deposit	02/14/2024			ALL PAID	685.35		54,418.31
	Deposit	02/14/2024			Deposit	5,798.47		60,216.78
	Paycheck	02/15/2024	DD1356	Chaille, Calvin C	Direct Deposit	0.00		60,216.78
	Paycheck	02/15/2024	DD1357	Cherubini, Dru A	Direct Deposit	0.00		60,216.78
	Paycheck	02/15/2024	14688	Cox, Cody R.			464.89	59,751.89
	Paycheck	02/15/2024	14689	Esget, Douglas R			2,242.02	57,509.87
	Paycheck	02/15/2024	DD1358	Gradin, Glenn A	Direct Deposit	0.00		57,509.87
	Paycheck	02/15/2024	14690	Moore, Eric S			1,479.86	56,030.01
	Paycheck	02/15/2024	14691	Moore, Marshall C			1,151.51	54,878.50
	Deposit	02/15/2024			Deposit	816.04		55,694.54
	Deposit	02/15/2024			Deposit	6,811.10		62,505.64
	Deposit	02/16/2024			ALL PAID	362.82		62,868.46
	Bill Pmt -Check	02/16/2024	14694	C & K	32585		200.50	62,667.96
	Bill Pmt -Check	02/16/2024	14693	Dazey's/Stephen's	January 2024 Billing		126.20	62,541.76
	Bill Pmt -Check	02/16/2024	14695	Frontier	ALL- Field Land Lines		575.24	61,966.52
	Bill Pmt -Check	02/16/2024	14696	GHD Inc			3,100.80	58,865.72
	Bill Pmt -Check	02/16/2024	14697	Immense Impact LLC	RWI Annual Payment 2024		499.00	58,366.72
	Bill Pmt -Check	02/16/2024	14698	Jamie Corsetti, CPA	INV#12637		2,306.90	56,059.82
	Bill Pmt -Check	02/16/2024	14699	Jim's Quality Quick Lube	2011- F250 oil change mileage 60352		88.86	55,970.96
	Bill Pmt -Check	02/16/2024	14700	Napa Auto Parts	INV# 922817, 924178		218.73	55,752.23
	Bill Pmt -Check	02/16/2024	14701	Randall Sand & Gravel	INV# 20399		59.43	55,692.80

Redway Community Services District  
Checking Account Activity  
As of February 29, 2024

	Type	Date	Num	Name	Memo	Debit	Credit	Balance	
	Bill Pmt -Check	02/16/2024	14702	Recology Eel River	Debris .06 ton- DEC Billing #232702		12.00	55,680.80	
	Bill Pmt -Check	02/16/2024	14703	Recology Humboldt County	INV#3172226- Office		33.42	55,647.38	
	Bill Pmt -Check	02/16/2024	14704	Redwood Towing Service and Repair	VOID: CORP	0.00		55,647.38	
	Bill Pmt -Check	02/16/2024	14705	six rivers portable toilets	INV#176108		171.76	55,475.62	
	Bill Pmt -Check	02/16/2024	14706	Storey Kenworthy	INV# pinv1150694		165.93	55,309.69	
	Bill Pmt -Check	02/16/2024	14707	SWRCB - W & WW Cert	T3- Cody Cox		295.00	55,014.69	
	Bill Pmt -Check	02/16/2024	14708	True Value	1451		134.09	54,880.60	
	Bill Pmt -Check	02/16/2024	14709	Valley Pacific	195225 November 2023		1,207.58	53,673.02	
	Bill Pmt -Check	02/16/2024	14710	Wyckoff's-Fortuna	Customer #2-7001 1-31-2024 statement		221.33	53,451.69	
	General Journal	02/19/2024	GAG		QB Payroll fees		42.00	53,409.69	
	Check	02/19/2024	14712	Moore, Marshall C	PPE BOOTS- reimbursement		92.85	53,316.84	
	Check	02/20/2024	14711	Moore, Marshall C	Employee Advance 02-20-2024		500.00	52,816.84	
	Deposit	02/20/2024			Deposit	11,453.79		64,270.63	
	Check	02/21/2024	14716	Art McClure	Chair Regular Board Meeting February 21, 2024		75.00	64,195.63	
	Check	02/21/2024	14717	Dian Griffith	Regular Board Meeting February 21, 2024		50.00	64,145.63	
	Check	02/21/2024	14718	Marie Etherton	Regular Board Meeting February 21, 2024		50.00	64,095.63	
	Check	02/21/2024	14719	Michael McKaskle	Regular Board Meeting February 21, 2024		50.00	64,045.63	
	Check	02/21/2024	14720	Art McClure	Chair Special Board Meeting February 2, 2024		75.00	63,970.63	
	Check	02/21/2024	14721	Dian Griffith	Special Board Meeting February 2, 2024		50.00	63,920.63	
	Check	02/21/2024	14722	Michael McKaskle	Special Board Meeting February 2, 2024		50.00	63,870.63	
	Deposit	02/21/2024			all paid	2,546.05		66,416.68	
	Deposit	02/22/2024			all paid	291.51		66,708.19	
	Deposit	02/22/2024			Deposit	4,544.36		71,252.55	
	Deposit	02/23/2024			all paid	363.40		71,615.95	
	Deposit	02/23/2024			Deposit	540.00		72,155.95	
	Deposit	02/23/2024			Deposit	6,216.45		78,372.40	
	Deposit	02/26/2024			all paid	984.73		79,357.13	
	Deposit	02/26/2024			all paid	284.62		79,641.75	
	Bill Pmt -Check	02/26/2024	14723	Mobile Diesel Repair	INV# 8085 Dogwood Broken Switch		1,875.50	77,766.25	
	Bill Pmt -Check	02/26/2024	14726	Pacific Gas & Electric	WastePlant,Evergreen B&LS, Office		4,635.78	73,130.47	
	Bill Pmt -Check	02/26/2024	14724	Redwood Towing Service and Repair	CORP		52.00	73,078.47	
	Bill Pmt -Check	02/26/2024	14725	Valley Pacific	195225 January 2024		1,151.52	71,926.95	
	Bill Pmt -Check	02/26/2024	14727	Verizon	CELL PHONE month billing -JAN 5 - FEB 4		253.80	71,673.15	
	Bill Pmt -Check	02/26/2024	14728	Verizon One Talk	DESK PHONE month billing JAN 8 - FEB 7		106.51	71,566.64	
	Deposit	02/26/2024			Deposit	7,720.48		79,287.12	
	Liability Check	02/27/2024	E-pay	United States Treasury	94-1634964 QB Tracking # 1572232406		5,252.48	74,034.64	
	Liability Check	02/27/2024	EFT	Employment Development Department-800	800-3247-7		478.54	73,556.10	
	Liability Check	02/27/2024	EFT	Employment Development Department-800	800-3247-7		229.04	73,327.06	
	General Journal	02/27/2024	GAG		PAID TO TRUCK DEPOT FOR TWO TRUCKS		36,961.48	36,365.58	
	General Journal	02/27/2024	GAG				771.19	35,594.39	
	General Journal	02/27/2024	GAG		wire transfer fee truck purchase		20.00	35,574.39	
	Liability Check	02/28/2024		QuickBooks Payroll Service	Created by Payroll Service on 02/27/2024		5,243.19	30,331.20	
	Liability Check	02/28/2024	14735	Variable Annuity Life Ins. Co.			1,768.11	28,563.09	
	Deposit	02/28/2024			ALL PAID	1,560.08		30,123.17	
	Deposit	02/28/2024			Deposit	2,759.67		32,882.84	
	Deposit	02/28/2024			ALL PAID	1,391.13		34,273.97	
	Paycheck	02/29/2024	14729	Gradin, Glenn A			1,407.58	32,866.39	
	Paycheck	02/29/2024	DD1359	Chaille, Calvin C	Direct Deposit	0.00		32,866.39	
	Paycheck	02/29/2024	DD1360	Cherubini, Dru A	Direct Deposit	0.00		32,866.39	
	Paycheck	02/29/2024	14730	Cox, Cody R.			2,964.89	29,901.50	
	Paycheck	02/29/2024	14731	Esget, Douglas R			1,942.15	27,959.35	
	Paycheck	02/29/2024	DD1361	Gradin, Glenn A	Direct Deposit	0.00		27,959.35	
	Paycheck	02/29/2024	14732	Moore, Eric S			2,530.83	25,428.52	
	Paycheck	02/29/2024	14734	Moore, Marshall C			938.93	24,489.59	
	Deposit	02/29/2024			Deposit	2,387.81		26,877.40	
	Check	02/29/2024			Service Charge		33.00	26,844.40	
	Total 1004 - Cash in Bank CCUSH - 71						140,817.38	130,479.70	26,844.40
	<b>TOTAL</b>						<b>140,817.38</b>	<b>130,479.70</b>	<b>26,844.40</b>

**Redway Community Services District**  
**Reconciliation Summary**  
**1004 - Cash in Bank CCUSH - 71, Period Ending 02/29/2024**

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	<u>Feb 29, 24</u>
<b>Beginning Balance</b>	51,874.06
<b>Cleared Transactions</b>	
Checks and Payments - 63 items	-138,068.88
Deposits and Credits - 41 items	140,817.38
<b>Total Cleared Transactions</b>	<u>2,748.50</u>
<b>Cleared Balance</b>	<u><u>54,622.56</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 35 items	-27,778.16
<b>Total Uncleared Transactions</b>	<u>-27,778.16</u>
<b>Register Balance as of 02/29/2024</b>	<u><u>26,844.40</u></u>
<b>New Transactions</b>	
Checks and Payments - 9 items	-19,221.61
Deposits and Credits - 5 items	18,261.46
<b>Total New Transactions</b>	<u>-960.15</u>
<b>Ending Balance</b>	<u><u>25,884.25</u></u>

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Redway Community Services District  
Savings Account Activity  
As of February 29, 2024

	Type	Date	Num	Name	Memo	Debit	Credit	Balance
1010 · CCUSH - Business Savings -00								25.01
Total 1010 · CCUSH - Business Savings -00								25.01
1015 · CCUSH - Connection Fees -52								50,064.07
	Deposit	01/31/2023			Interest	4.25		50,068.32
	Deposit	02/28/2023			Interest	3.84		50,072.16
	Deposit	03/31/2023			Interest	4.25		50,076.41
	Deposit	04/30/2023			Interest	4.12		50,080.53
	Deposit	05/31/2023			Interest	4.25		50,084.78
	Deposit	06/30/2023			Interest	4.12		50,088.90
	General Journal	07/20/2023	GAG		Johnson and Burns hookup fees to operations		24,890.00	25,198.90
	Deposit	07/31/2023			Interest	3.44		25,202.34
	General Journal	08/10/2023	GAG		CAOH Tunnel Road Water Sewer Connection fees X2		12,445.00	12,757.34
	General Journal	08/10/2023	GAG		CAOH Tunnel Road Water Sewer Connection fees X2		12,445.00	312.34
	Deposit	08/31/2023			Interest	0.64		312.98
	Deposit	09/30/2023			Interest	0.03		313.01
	Deposit	10/31/2023			Interest	0.03		313.04
	Deposit	11/30/2023			Interest	0.03		313.07
	Deposit	12/31/2023			Interest	0.03		313.10
	Deposit	01/31/2024			Interest	0.03		313.13
	Deposit	02/29/2024			Interest	0.02		313.15
Total 1015 · CCUSH - Connection Fees -52						29.08	49,780.00	313.15
1020 · CCUSH - Meadows Deposits - 51								16,056.39
	Deposit	01/31/2023			Interest	1.36		16,057.75
	Deposit	02/28/2023			Interest	1.23		16,058.98
	Deposit	03/31/2023			Interest	1.36		16,060.34
	Deposit	04/30/2023			Interest	1.32		16,061.66
	Deposit	05/31/2023			Interest	1.36		16,063.02
	Deposit	06/30/2023			Interest	1.32		16,064.34
	Deposit	07/31/2023			Interest	1.36		16,065.70
	Deposit	08/31/2023			Interest	1.36		16,067.06
	Deposit	09/30/2023			Interest	1.32		16,068.38
	Deposit	10/31/2023			Interest	1.36		16,069.74
	Deposit	11/30/2023			Interest	1.32		16,071.06
	Deposit	12/31/2023			Interest	1.36		16,072.42
	Deposit	01/31/2024			Interest	1.37		16,073.79
	Deposit	02/29/2024			Interest	1.28		16,075.07
Total 1020 · CCUSH - Meadows Deposits - 51						18.68	0.00	16,075.07
Cash in County - Water								783,254.42
1100 · #2546 SRF Water Proj Loan Fund								273,691.13
	General Journal	01/20/2023	GAG		JAN 2023 Payment		38,250.00	235,441.13
	Check	04/27/2023	14033	SRF Water Project Loan Fund #2546	For Deposit to fund #2546 For APR,MAY, JUNE 2022	20,472.00		255,913.13
	General Journal	06/30/2023	GAG		JULY 2023 Payment		38,250.00	217,663.13
	Deposit	06/30/2023			Interest	643.76		218,306.89
	Check	09/27/2023	14365	SRF Water Project Loan Fund #2546	For Deposit to fund #2546 For JULY, AUG,SEPT 2022	20,057.00		238,363.89
	Check	12/14/2023	14553	SRF Water Project Loan Fund #2546	For Deposit to fund #2546 For OCT,NOV,DEC 2022	19,937.00		258,300.89
Total 1100 · #2546 SRF Water Proj Loan Fund						61,109.76	76,500.00	258,300.89
1105 · #2547 SRF Payment Reserve Fund								83,371.04
	Deposit	06/30/2023			Interest	197.30		83,568.34
Total 1105 · #2547 SRF Payment Reserve Fund						197.30	0.00	83,568.34
1110 · #2548 Davis Grunsky '68 Reserve								4,659.87
	Deposit	06/30/2023			Interest	11.03		4,670.90
Total 1110 · #2548 Davis Grunsky '68 Reserve						11.03	0.00	4,670.90
1115 · #2549 Davis Grunsky '74 Reserve								18,798.26
	Deposit	06/30/2023			Interest	44.49		18,842.75

Redway Community Services District  
Savings Account Activity  
As of February 29, 2024

	Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total 1115 - #2549 Davis Grunsky '74 Reserve						44.49	0.00	18,842.75
1120 - #2550 Tax Revenue Fund-Water								50,682.38
	General Journal	03/31/2023	Prop Tax			516.84		51,199.22
	General Journal	06/30/2023	Prop Tax		26538.44, 1335.75, 3799.25, 26.13	36,220.50		87,419.72
	Deposit	06/30/2023			Interest	222.15		87,641.87
	General Journal	07/01/2023	GAG				688.60	86,953.27
	General Journal	01/03/2024	GAG				23,519.26	63,434.01
Total 1120 - #2550 Tax Revenue Fund-Water						36,959.49	24,207.86	63,434.01
1125 - #2555 SEF - Water								326,581.80
	General Journal	01/19/2023	GAG		Transfer from savings to Operations		25,000.00	301,581.80
	General Journal	02/27/2023	GAG		Transfer to operations from Water SEF		20,000.00	281,581.80
	General Journal	04/21/2023	Transfer		Transfer to Operations		21,000.00	260,581.80
	General Journal	04/24/2023	Transfer		Transfer to Operations - Van Meter Briceleand Road 04-2023		13,000.00	247,581.80
	General Journal	04/26/2023	Transfer		Transfer to operations for transfer back to savings		67,497.00	180,084.80
	Check	04/27/2023	14032	SEF Water	Acct# 2555000- APR, MAY, JUNE 2022	23,544.00		203,628.80
	General Journal	11/07/2023	GAG				9,979.51	193,649.29
	General Journal	02/12/2024	GAG		Transfer from savings for Truck purchase		50,000.00	143,649.29
Total 1125 - #2555 SEF - Water						23,544.00	206,476.51	143,649.29
1130 - #2557 T & D Rehab Proj. Fund								25,469.94
	Deposit	06/30/2023			Interest	60.28		25,530.22
Total 1130 - #2557 T & D Rehab Proj. Fund						60.28	0.00	25,530.22
Total Cash in County - Water						121,926.35	307,184.37	597,996.40
Cash in County - Sewer								122,700.41
1135 - #2551 Tax Revenue -Sewer								49,028.61
	General Journal	02/01/2023	County		USDA Sewer Loan Payment 02-01-2023		11,396.25	37,632.36
	General Journal	03/31/2023	Prop Tax			485.70		38,118.06
	General Journal	06/30/2023	Prop Tax		24939.39, 1285.23, 3570.32, 370.50, 25.14	30,343.81		68,461.87
	Deposit	06/30/2023			Interest	173.24		68,635.11
	General Journal	07/01/2023	GAG		USDA LOAN PAYMENT AUG 2023		40,896.25	27,738.86
	General Journal	02/01/2024	GAG		Feb 2024 Interest Payment		10,732.50	17,006.36
Total 1135 - #2551 Tax Revenue -Sewer						31,002.75	63,025.00	17,006.36
1140 - #2554 RCSD RECD Grant Sewer								851.73
	Deposit	06/30/2023			Interest	2.02		853.75
Total 1140 - #2554 RCSD RECD Grant Sewer						2.02	0.00	853.75
1145 - #2556 SEF - Sewer								16,417.57
	General Journal	01/22/2023	GAG		MIKSIS Clean Sanitary sewer INV#110227		10,960.00	5,457.57
	Check	04/27/2023	14034	SEF Sewer	Acct# 2556000-800940 SEF SEWER APR,MAY,JUNE2022	23,966.00		29,423.57
	General Journal	01/29/2024	GAG		Pump for Azalea Lift Station		13,618.19	15,805.38
Total 1145 - #2556 SEF - Sewer						23,966.00	24,578.19	15,805.38
1150 - #2558 I & I Project Fund-Sewer								6,172.35
	Deposit	06/30/2023			Interest	14.61		6,186.96
Total 1150 - #2558 I & I Project Fund-Sewer						14.61	0.00	6,186.96
1155 - #9855 95 COP Payment Fund-Sewer								1,328.60
	Deposit	06/30/2023			Interest	3.14		1,331.74
Total 1155 - #9855 95 COP Payment Fund-Sewer						3.14	0.00	1,331.74
1160 - #9856 '95 Reserve Fund Sewer								48,901.55
	Deposit	06/30/2023			Interest	115.47		49,017.02
Total 1160 - #9856 '95 Reserve Fund Sewer						115.47	0.00	49,017.02
Total Cash in County - Sewer						55,103.99	87,603.19	90,201.21
TOTAL						177,078.10	444,567.56	704,610.84



**Redway Community Services District**  
**Payments from Customers**  
 As of February 29, 2024

Type	Date	Memo	Amount
<b>1300 - Accounts Receivable</b>			
Deposit	02/01/2024	ALL PAID	-1,157.37
Deposit	02/02/2024	ALL PAID	-1,042.53
Deposit	02/02/2024	Deposit	-3,178.37
Deposit	02/05/2024	ALL PAID	-273.03
Deposit	02/05/2024	ALL PAID	-2,020.00
Deposit	02/06/2024	Deposit	-3,821.02
Deposit	02/07/2024	ALL PAID	-870.82
Deposit	02/08/2024	ALL PAID	-652.40
Deposit	02/08/2024	Deposit	-6,140.43
Deposit	02/09/2024	ALL PAID	-933.61
Deposit	02/12/2024	ALL PAID	-461.86
Deposit	02/12/2024	ALL PAID	-420.21
Deposit	02/13/2024	Deposit	-5,497.94
Deposit	02/13/2024	Deposit	-6,829.93
Deposit	02/14/2024	ALL PAID	-685.35
Deposit	02/14/2024	Deposit	-5,798.47
Deposit	02/15/2024	Deposit	-816.04
Deposit	02/15/2024	Deposit	-6,811.10
Deposit	02/16/2024	ALL PAID	-362.82
Deposit	02/20/2024	Deposit	-11,453.79
Deposit	02/21/2024	all paid	-2,546.05
Deposit	02/22/2024	all paid	-291.51
Deposit	02/22/2024	Deposit	-4,544.36
Deposit	02/23/2024	all paid	-363.40
Deposit	02/23/2024	Deposit	-540.00
Deposit	02/23/2024	Deposit	-6,216.45
Deposit	02/26/2024	all paid	-984.73
Deposit	02/26/2024	all paid	-284.62
Deposit	02/26/2024	Deposit	-7,720.48
Deposit	02/28/2024	ALL PAID	-1,560.08
Deposit	02/28/2024	Deposit	-2,759.67
Deposit	02/28/2024	ALL PAID	-1,391.13
Deposit	02/29/2024	Deposit	-2,387.81
Total 1300 - Accounts Receivable			-90,817.38
<b>TOTAL</b>			<b>-90,817.38</b>

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**Redway Community Services District**  
**A/P Aging Summary**  
As of February 29, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Blue Star	246.05	0.00	0.00	0.00	0.00	246.05
C& K	168.61	0.00	0.00	0.00	0.00	168.61
Calpers	10,278.77	0.00	0.00	0.00	0.00	10,278.77
Dazey's/Stephen's	5.38	0.00	0.00	0.00	0.00	5.38
Eureka Humboldt Fire Extinguisher	334.81	0.00	0.00	0.00	0.00	334.81
Fire Risk Management Services	904.22	0.00	0.00	0.00	0.00	904.22
Frontier	573.92	0.00	0.00	0.00	0.00	573.92
GHD Inc	12,730.69	0.00	0.00	0.00	45,832.66	58,563.35
Industrial Service & Supply Inc	6,275.36	0.00	0.00	0.00	0.00	6,275.36
Johnson Properties	700.00	0.00	0.00	0.00	0.00	700.00
McMurchie Law Firm	799.00	0.00	0.00	0.00	0.00	799.00
Miksis Services Inc.	0.00	23,216.00	0.00	0.00	0.00	23,216.00
Milt's Saw Shop	25.00	0.00	0.00	0.00	0.00	25.00
Napa Auto Parts	32.05	0.00	0.00	0.00	0.00	32.05
North Coast Labs	6,875.00	0.00	0.00	0.00	0.00	6,875.00
NTU Technologies	2,028.00	0.00	0.00	0.00	0.00	2,028.00
Pacific Gas & Electric	8,122.57	0.00	0.00	0.00	0.00	8,122.57
Parkinson Building Materials	67.94	0.00	0.00	0.00	0.00	67.94
Postmaster Redway	320.00	0.00	0.00	0.00	0.00	320.00
Randall Sand & Gravel	411.63	0.00	0.00	0.00	0.00	411.63
Recology Eel River	103.17	0.00	0.00	0.00	0.00	103.17
Recology Humboldt County	33.42	0.00	0.00	0.00	0.00	33.42
redwood empire print & apparel	323.25	0.00	0.00	0.00	0.00	323.25
Redwood Towing Service and Repair	735.19	0.00	0.00	0.00	0.00	735.19
Roto Rooter	789.00	0.00	0.00	0.00	0.00	789.00
SWRCB	1,867.46	0.00	0.00	0.00	0.00	1,867.46
True Value	103.11	0.00	0.00	0.00	0.00	103.11
Valley Pacific	941.29	0.00	0.00	0.00	0.00	941.29
Wahlund Construction Inc.	2,305.82	0.00	0.00	0.00	0.00	2,305.82
Wave	185.84	0.00	0.00	0.00	0.00	185.84
Wyckoff's-Fortuna	195.28	0.00	0.00	0.00	0.00	195.28
<b>TOTAL</b>	<b>58,481.83</b>	<b>23,216.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,832.66</b>	<b>127,530.49</b>

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Redway Community Services District  
Payroll Details by Account  
February 2024

	Feb 24	Feb 23	Jul '23 - Feb 24
Ordinary Income/Expense			
Expense			
Administrative & General			
Insurance			
5035 - Retiree Health Insurance	0.00	420.02	970.06
5040 - Employee Health Insurance	11,116.54	11,768.62	106,750.06
5045 - Workers' Comp	0.00	0.00	14,813.00
Total Insurance	11,116.54	12,188.64	122,533.12
5100 - Payroll Taxes	4,998.69	3,239.58	30,530.67
5150 - Wages	32,176.01	18,013.64	192,411.04
Total Administrative & General	48,291.24	33,441.86	345,474.83
Water Treatment			
5220 - Wages	8,974.07	6,653.51	54,415.24
Total Water Treatment	8,974.07	6,653.51	54,415.24
Water Trans & Distribution			
5320 - Wages	5,377.31	6,096.69	41,048.94
Total Water Trans & Distribution	5,377.31	6,096.69	41,048.94
Sewer Treatment			
5420 - Wages	9,317.82	8,888.14	69,027.30
Total Sewer Treatment	9,317.82	8,888.14	69,027.30
Sewer Collection			
5520 - Wages	7,833.37	1,338.75	31,980.01
Total Sewer Collection	7,833.37	1,338.75	31,980.01
Total Expense	79,793.81	56,418.95	541,946.32
Net Ordinary Income	-79,793.81	-56,418.95	-541,946.32
Net Income	<u>-79,793.81</u>	<u>-56,418.95</u>	<u>-541,946.32</u>

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## Past Due List Status

<b>Past Due Status as of 2-29-24</b>	<b>amount</b>
Number of accounts on the past due list	133
The Average Bill	\$1,067.56
The Median Bill	\$719.64
Low Balance at 90 days	\$11.57
High Balance at 90 days	\$10887.27
Current balance Past Due List	\$141,986.14
Current Balance of at 90 days	\$87,645.92
Addresses currently off	25
<b>Past Due status as of 1-31-2024</b>	<b>amount</b>
Number of accounts on the past due list	126
The Average Bill	\$1,053.64
The Median Bill	\$664.03
Low Balance at 90 days	\$100.66
High Balance at 90 days	\$10,482.63
Current balance Past Due List	\$132,758.07
Current Balance of at 90 days	\$81,081.94
Addresses currently off	22

We have been utilizing The System Status Report from UBMax to report on past Due accounts. I have spent some time studying this report and how to share its data. The System Status Report is all monies due on the day the report is generated. By generating a Aged Balance report after billing is completed gives a more accurate balance to report on. Outstanding current is moved to thirty days past due. I will utilize the report this way for the fiscal year 2023-2024

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

## General Manager's Report

February 3/13/2024

We still have not been assigned to a new regulator after the announcement of our previous regulator's retirement. Even though Scott has not been assigned to us, I have still asked for his help with some issues that I have face daily with our system, and reporting. I have heard nothing regarding the open SRF water application. For this Grant we are applying for *riprap* to the bank" for hardening" near the infiltration gallery at the water plant, and we also discussed the need for adding extra laterals to the gallery, extending them out further, as well as deeper in the riverbed, along with the exploratory well drilling for monitoring wells, to help us develop a groundwater model. There was also talk of a new lab for our District, this is a stretch, we are still talking about this, I did not realize how expensive the Start up is, even without having a certified lab technician, and what the annual cost would be for keeping the lab certified which includes a tech. I plan to have another meeting with GHD about all of this after Giuseppe gets back, which will be next week.

This meeting will also include the 60% design discussion for the Wastewater System Improvements Project. We will be reaching back out to PG&E as well after the meeting because I want to make sure there is nothing else that needs to be included in the DELTA update/change to the plant. Here are the Grants task work detailed for the next month or so.

- **SWRCB Wastewater System Improvements Project**
  - Jack will be our primary contact for the next couple of weeks.
  - We will be discussing the amendment for processing between GHD and Redway CSD. This review should be by now.
  - Once we have that paperwork going, we can begin the 60% design effort, CEQA update and construction application update.
- **DWR Emergency Water Project**
  - Greg continues to serve as our primary point of contact.
  - His team is working on closing out the TM and will be coordinating with us to begin design. I know which option that we want to go with for the Tank Rehabilitation on Rusk drive, and we can discuss further at the meeting, the details are in the last DWR update that was in the last packet.
- **SWRCB Water System Improvements Project** "Source Related" I guess is what I'll be calling this so we all understand what we can apply for
  - Rebecca will be coordinating with us and SWRCB to continue pursuing this funding opportunity.

The last email from the SWRCB sounded more promising, so Rebecca will be coordinating with you to get information the SWRCB requested.

I have asked *Jennie Short* to help me deal with a complaint by Mr. Voice regarding our water rights Place of Use boundary and whether RCSD is serving customers outside of our POU. She has requested information already from LAFCo to be able to prepare the maps that are necessary. Ideally, we would like to get shape files for RCSD's



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jurisdictional boundary and SOI. We believe that new ones were adopted in Nov. 2023 by the Commission as part of the South County MSR update? They are not on the County GIS website for download yet. Part of the updated SOI would have removed the overlap between GSD and RCSD's SOIs. We want to make sure that we are using the most recent data available. We also asked that they send us the updated GSD SOI based upon the new MSR/SOI as adopted.

In addition, we are asking to get electronic copies of all annexation documents associated with adding the Evergreen Business Park on Evergreen Drive to RCSD's Jurisdictional Boundary. This was likely decades ago, but we are hoping that there is access to those files. We asked for any information on the CEQA process that was undertaken as part of the development approval and/or the annexation would also be very useful in laying out the history of that area. The information Colette "LAFCO" provided on the old annexation of the Meadows Subdivision into GSD's service area was extremely helpful for Jennie in dealing with the Division of Water Rights for GSD when she worked through their inconsistent maps. DWR has indicated that similar historical information for RCSD's annexation will also be a key piece of evidence in DWR's analysis to document the addition of this area to RCSD's system.

Cody Cox  
GM  
Redway CSD

To: RCSD Board of Directors

Office Manager's Memo

MARCH 20<sup>th</sup>, 2024

Credit card processing. For the month of February, we had 78 transactions with a value of \$18,258.12. January, we had 80 transactions with a value of \$14,922.37. With ALLPAID the customers are charged 2.25% for each phone, website or in-person transaction with no fees to RCSD. An additional \$2.25 is charged to the customer if the transaction occurs over the telephone through the ALLPAID call center. The ALLPAID call Center has been added to our new phone tree, our customers will need to tell them that our PLC# is a004ye. This is a code number that identifies us, Redway Community Services District.

gWorks Utility Billing. gWorks bought UBMax and has their own billing platform for small utilities. With credit card processing we are always looking for easier ways for the customer to pay their bill. They have a slightly different module for credit card processing and ACH processing. We are approaching a meeting with them in regard to Utility billing and Front desk. Utility Billing is just like UBMax and the Front desk module handles credit card and ACH processing. It's all about costs versus features.

Profit to Loss. July 1<sup>st</sup>, 2023, to February 29<sup>th</sup>, 2024, is 67% of the fiscal year. Income was \$784,917. which is 59%. \$1,326,998 is the approved budgeted income for 2023/2024. Expenses were \$994,612 which is 75% of the projected approved expenses of \$1,318,341 for the 2023/2024 fiscal year. Some purchases will be capitalized, mostly in WWTP. Also, there have been no deposits into our savings accounts from the property tax that we receive, there's is approximately \$134,000 or 10% of operational funding.

Billing and Allocations. Our past due for the month of February was \$141,986.14 In January was \$132,758.07. It appears that the past due fluctuates around \$10,000 up or down every month from 3-2020. The highest in January 2024 was \$132,758.07 from \$37,000 in March 2020.

2022-2023 Audit. We have been collecting the usual data. Our CPA has been into the books. We will probably be first in cue after April 15<sup>th</sup>. Our CPA has requested to peer into the books again before we send them off to ALSB.

Past Due accounts. Starting in June we were instructed to adhere to the ordinances regarding 48-hour notices, shut-offs and restoring services. Currently we have 25 properties shut-off. A couple of the shut-off accounts are due to customer requests, not past due.

Financial Committee. We met on the 7<sup>th</sup> of March. We reviewed the past due accounts and agree with the direction of the Tax Roll process that we are now engaged in. Wastewater Treatment plant Infrastructure Improvements. We have reimbursements requested in the amount of \$201,000.00. we currently have invoices totaling \$58,563.35 that we owe GHD. \$70,000.00 of the monies due to us are destined to go to the SEF Water account since we borrowed that much over a year ago. We have been waiting for the reimbursement to reach us for some time (4 months). We contacted GHD to let them know that we will be paying down the invoices out of our operations budget and presented them with the plan to pay one invoice per month expecting the invoices to be paid off in 6 months, regardless of

reimbursement from the state. We do not have a clear date for when we will be reimbursed. I feel it is a mechanism of the state to when funding cycles go and budget problems with the state, that they change end dates and values to get some of the districts to buy into them and then have no funding for several fiscal cycles.

Arrearage Program June 2021 through December 2022. We have submitted the application, and it is under review. I had to resubmit some forms but since we had the forms submitted in time, we are able to make changes. We anticipate receiving more than \$22,00.00 which will be applied to the accounts that fit into the state's criteria. Some of these accounts will have credits, some of the accounts will have the balances paid down somewhat and some also appear in the tax roll program. We will keep a watch on these programs and accounts. At this time the only thing that may change is the number of accounts that finally make it to the Tax Rolls.

Vehicle Purchase. We transferred \$50,000.00 from our savings accounts to buy two trucks. We were able to get two trucks for \$36,961.48. There was a transportation fee of \$2,300.00 for a grand total of \$39,261.48. The remainder of the original withdrawal of \$50,000.00 has a balance of \$10,738.52 which will be redeposited into the savings account by the end of March. The Dakota which was pulled from an off the road position has been declared a total loss. We will be receiving a check in the amount of \$4,157.32. We will deposit that check into the savings account that was used to buy the trucks.

Accounts to write off. We have in our budget a line item that is Doubtful Accounts. This account has a yearly value of \$4,500.00 that we only used in the first year of its existence 2017. I would like to write off the following accounts due to the difficulty in getting paid.

The accounts are:

Account #600 last payment 3-2022, current past due amount of \$4,259.58.

Account #700 last payment 3-2022, current past due amount of \$1,637.84.

Account #760 last payment 5-2022, current past due amount of \$884.62.

Total of \$6,782.04. These accounts are on the past due list. They are.

New Connections. I have reviewed the New Connections list. The Redway Community Services District approved 15 new SFRE Connections after the last capacity analysis. As of now we still have 4 unclaimed new connections available. If everyone on the list had their proposed build outs listed as active construction, we would be in a deficit of 35 new connections. We have three Applicants who have paid their Application fees for their various projects but have elected to let the residents fill out the list for the remaining 4 unclaimed SFRE's. At this point anyone trying to enter the new construction list after the last four are filled would have to be placed after the proposed build outs of the others already on the list, unless they elect to let it pass on a case-by-case basis.

Respectfully,

**Glenn Gradin**

*"When the well is dry, we learn the worth of water." Benjamin Franklin*

## Water Treatment

Operations are under normal conditions. We are still at 350 gallons per minute of treatment to the Distribution system, and storage. District operators have been dealing with the fluctuations of the South Fork of the Eel River. There were a few times we had to dump the Clarifier because of the Clarified sludge build up, just a high NTU coming in from the river. We are not dumping because we cannot treat, we have been coagulating well, and as a result the sludge builds up. We need to get back into the routine of using our Jar-Testing setup that we have.

We continue to train staff in what needs to be done at the Water Plant on a regular basis, in anticipation of Doug's shift to Wastewater operations as a shift operator, and we are not sure when he is retiring at this point. He will still be our CPO for Water Treatment Operations at the Plant. We have been approved at the Water Plant for a Pit Privy with the County. What we will need to do next is secure a contract with a pumper truck, since we do not have our own equipment, so that we can take it out to the Wastewater Plant for treatment.

This would also have to be added to the NPDES before we start this program. The Pit Privy will require slight Aeration to keep it Aerobic, in other words not septic, anaerobic, or without Oxygen.

## Wastewater Treatment

It has been a busy couple of weeks out at the wastewater treatment plant yet again. I have been out to the wastewater plant a few times this month, not as much as I would like, trying to refresh myself with the daily operations, process control, and sampling procedures. Calvin has done a fantastic job with these storms that came through again, some with more rain than anticipated. We were able to treat everything that did flow into the wastewater plant and did not have to discharge into the South Fork of the Eel River, we discharged into the ponds with plenty of freeboard.

Once we get into the warmer months, I plan to get back to finding out what we would be able to do with Ultraviolet for deactivation before pumping out to the Ponds, instead of using the amount of chlorine that we use during the storms, as the influent GPM increases coming into the Plant, the Chlorine demand increases mostly due to I&I. Ultraviolet is better for the environment and will also greatly reduce the need for chemicals that are needed for disinfection during our normal operation. Even if we could just use Ultraviolet Seasonally.

## Wastewater Collection

We have done some light smoke testing, for a customer, and ended up finding more points of I&I. This was on Par Avenue again. We still need to get out to Manzanita and finish rodding the sewer line there as there is quite a bit of root intrusion here. The crew understands the priority of smoke testing and using our camera equipment to find and abate the root intrusion that we have. We still need to develop the notice for our ratepayers for when we have identified that the problem exists on their side. I would like to help the rate payers as much as possible, I have some ideas of a light Inventory that I would like to keep on the Trucks for our customers, obviously this is open for discussion because I never instruct our guys to go onto the customer side of things and help with a repair with our fittings. We also had a contactor failure at the Mill Lift station.

## Water Distribution

We are still waiting for the 125 meters that we ordered from Metron. They should be arriving soon. Again, we have the sunset date of 2025, and we will be doing this all-in house. We have secured the technicians to service the Automatic control valves at the Evergreen Booster Station, and have cut the price down from 10k, to 5k because they are headed this way for an emergency in Eureka. This will already be done by the time we have this meeting. We were able to get this price reduced because of our Field Supervisor Eric Moore's communication efforts with CLA-VAL.

He did mention that this is far too expensive for our District, so he asked them to give us a call when they could group something else with it, and that is what has happened. These automatic control valves for the evergreen booster station have never been serviced that we know of and should not be ignored. What could happen is we would show up one morning, get a call for no water or low pressure, and the Evergreen tank would be empty. The field crew has started on the leak behind Shop Smart, and we have discovered a faulty valve. Beyond this valve on empire, we suspect that if it were to blow, we would not be able to isolate this area, so our Field Supervisor will be doing some exploratory excavation as he puts it, behind Shop Smart on Empire.

*Cody Cox G.M*

*R.C.S.D.*

Hi Cody,

Thank you for meeting with us last week. We appreciate your time and willingness to bring this matter to the board.

As a recap, Jesse Jeffries is looking to cultivate indoor cannabis on a parcel within the Redway Business Park. Under the County's 2.0 Ordinance, indoor cultivation is not allowed in the MB (Business Park) Zone. Therefore, Jesse is intending to amend the County's 2.0 Ordinance to allow indoor cannabis cultivation on MB-zoned parcels with a Qualifying Combining Zone (Q-zone) overlay. The Q-zone would add specific restrictions for MB-zoned parcels that elect to participate. So far, approximately 11 parcels are potentially interested in participating (see the attached map).

We are working with Jesse and Humboldt County to determine special restrictions and performance standards that will be in place to preempt potential impacts to water use from the district. The attached memorandum includes potential special restrictions (at the bottom of pg. 2 in the attached Memorandum) for review by the RCSD board. These were developed based on the RCSD 2018 Water Conservation Ordinance.

Ultimately, we are looking for written support from the RCSD board that states that the proposed water restrictions of the Q-zone, for the purposes of indoor cannabis cultivation, would be amenable to the board. We want to keep this an open discussion and are keen to hear the board's thoughts, suggestions, questions, or potential concerns. We would be happy to be present at a board meeting as well, if that would be helpful. Note that development of these standards is the first of many steps to actually getting this approved – there will be further opportunities for public comment, but we wanted to make sure we started off talking with RCSD first to ensure we were on the same page.

Thank you,

Lia Nelson  
Planner II



**NORTHPOINT**  
CONSULTING GROUP, INC

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September 6<sup>th</sup>, 2023, Special Meeting

As well as 3/5/24 Ordinance Committee Meeting

Regarding Commercial Agriculture/Commercial Cannabis Agriculture Producer

These are the Takeaways from the September 6<sup>th</sup> Special meeting, and March 5<sup>th</sup> Ordinance Committee meeting, which will ultimately go into the Water Ordinance with whatever the Board chooses for language for commercial Ag.

We were all clear on wanting to call this type of commercial user a "Commercial Agriculture CANNABIS WORD? Production user/acct. Wouldn't there be more protection for the other nurseries in town if this language had the word Cannabis in it? 3/5/23. In other words, the Grandfathered in Commercial Agriculture in Redway would not be affected unless they started growing it.

- We do not want it to be called a business plan, it is to be an Operations Plan written by a Professional Engineer that the Business owner needs to produce after County Approval. With a stamp from the engineer.
- We do not want to turn their service off during forbearance. We want the use not to exceed 500 CU/FT/Month at this point. There needs to be a set Forbearance. In op's plan 3/5/23
- Once Stage two Water Conservation has been declared we would ask them to reduce as well. We want it to correlate with the water conservation ordinance. They fall under the same restrictions during Conservation Measures. 3/5/23.
- Also, instead of limiting a 1016 CU/FT/MONTH we would like it to be read as an annual limit not to exceed 12,200.00 CU/FT/YR.

During Forbearance, if there were Dynamic issues early on with the South Fork of the Eel River flows, this could trigger an earlier forbearance start time like in April based on potential emergencies fluctuations etc., it could also factor when this period would end. 3/5/23.

Cody Cox

GM

RCSD

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*During our committee meeting on the 5<sup>th</sup> of this month with Directo Sutton, and Griffith, we reviewed the existing Water Ordinance No. 6, there has been a lot of work that has been done in this Ordinance already, which was done by previous management, John Rogers. I will be submitting everything to the Attorney for review after the boards review of the Committee Meeting's suggestions.*

This is what was discussed, and we did go through the entire document, it was a 2-hour meeting.

1.8 is too wordy, needs to be simplified, bit of a run-on sentence.

2.4 Take out Ground Wire Attachment, this is covered under meter tampering.

Under *Article 8 Meters* we need to add a new section. It should be: 8.4 Meter/Box Tampering

7.1 Should come out. The look back. Agreed by all three of us at the meeting. This is the lookback.

Take 2.4 out *Ground wire attachment*. This needs to come out this will be covered in Tampering, redundant.

WELLS:

Section 4.1.2 Maybe too wordy, make the point with less words. Also, we need to have the wording about adding a meter to an ADU Taken out anywhere in this ordinance. *Attorney Please advise.*

Section 4.2.0.5 RCSD Fire Flow Commitment Limited to Existing conditions, I don't know if this should be in here, I will talk to the Attorney about this. This was also in the Capacity Analysis, and this needs to be investigated further.

I will be making any necessary changes to the Definitions as needed. There are some corrections that are necessary in the Cross Connection Control areas, which will include degree of hazard. We will also add a Cross Connection Control Specialist to Definitions, and it is required by this District to have one employed in order for surveys to be conducted throughout the system.

This will all go through the Attorney as well, as I mentioned before I don't anticipate this being to difficult and taking as long as Wastewater Ordinance.

Cody Cox

GM

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# Energy Efficiency Retrofit Loan Program Application Financing Supplement

The Energy Efficiency Retrofit Loan Program (the “Program”) is funded by California utility customers and administered by Pacific Gas and Electric Company (PG&E) under the auspices of the California Public Utilities Commission (CPUC). The Program provides qualified PG&E customers with a means to finance energy-efficient (EE) retrofit projects implemented under select PG&E EE Programs (the “Qualified Program”).

The loans issued under the Program are interest-free, unsecured loans to fully or partially reimburse qualified PG&E customers for the costs they incur in connection with a qualified retrofit project (the “Retrofit Project”), which term shall mean the energy efficiency retrofit project described in Customer’s relevant Energy Efficiency Program Application.

**1. Conditions for Eligibility:** Participation in the Program is limited to PG&E customers that meet the following conditions and satisfy these conditions throughout the duration of the Retrofit Project up to and including the date of Final Verification (defined below in Section 8): (a) the PG&E customer must be a business (“Commercial Customer”) or a federal, state, county or local government agency (“Government Customer”).\* Commercial Customers and Government Customers are collectively referred to as “Customer;” (b) Customer currently receives service from PG&E at the location of the Retrofit Project (the “Location”); (c) Customer has continually maintained an active PG&E account for the previous 24 months and has a minimum of 12 months of historical metered energy usage at Customer’s current Location; (d) at the time the Customer’s Program Application is Approved and Customer’s Loan Agreement is executed, and at the time the loan is to be funded following completion of the Retrofit Project and satisfaction of all other requirements of the Loan Agreement, Customer must be in good credit standing, as determined by PG&E through credit review which may include a commercial credit check and a bill history review, which may be based upon the following and other criteria:

- a. No 24-hour disconnection notices in the last 12 months;
- b. No returned payments within the last 12 months;
- c. No more than 1 payment arrangement in the last 12 months;
- d. No broken payment arrangements within the last 12 months;
- e. No deposit assessed within the last 12 months; and
- f. The Retrofit Project qualifies, and Customer is eligible for an incentive under the Qualified Program.

**2. Loan Features:** The loans offered under the Program are interest-free (0%) and free of any fees, late payment penalties or other charges. The loan terms and conditions are set to provide simple payback from energy savings during the maximum allowed loan term and are calculated by dividing the loan amount (eligible project cost less Qualified Program Incentives) by the estimated monthly energy savings resulting from the Retrofit Project. The ensuing number of monthly payments must not exceed the Maximum Loan Term set forth in chart below (“Loan Amount and Term Limitations”).

Loan Amount and Term Limitations	
Interest	0%, with no additional fees or charges
Minimum Loan Amount	\$5,000
Maximum Loan Amount	\$250,000 (up to \$4,000,000 per premises with approved exception)
Maximum Loan Term, not to exceed the Expected Useful Life (EUL) of the measures	120 months

\*Residential customers are ineligible.

- 3. Eligibility:** Prior to purchasing and installing any energy efficient measures or equipment under the Qualified Program, Customer must satisfy the eligibility requirements of both the Program and Qualified Program.
- 4. Project Review:** PG&E will assist Customers in understanding the energy efficiency measures available under the Qualified Program and will answer their questions concerning this Program. After Customer has decided upon the measures that comprise the Retrofit Project, PG&E will request that project engineering documentation is developed on behalf of the customer by their installer, and that the package is reviewed by an independent engineer prior to submission to PG&E. Projects costs and energy savings from this documentation are required in order to calculate the Loan Terms and prepare the Loan Documents. Thereafter, PG&E will provide Customer with a Loan Agreement, the Application, the applicable On-Bill Financing (OBF) Gas and/or Electric Rate Schedule and Loan Calculation Summary Sheet (collectively, the "Loan Documents").
- 5. Loan Documents:** If the terms of the loan are acceptable, Customer shall execute the Loan Documents and return them to PG&E prior to the commencement of the Retrofit Project. Incomplete or incorrect applications cannot be processed and may result in the delay of PG&E's approval and possible disqualification from the Program. Customer may withdraw this Application for any reason without penalty by sending written notice to PG&E.
- 6. Changes to Project Scope and/or Cost:** It is common for a project's scope and/or cost to alter during the installation phase. Refer to "Changes to Project Scope and/or Cost" section of the OBF Customer and Contractor Handbook for requirements if the project scope and/or cost changes after the loan agreement is executed.
- 7. Customer's Responsibilities for Contractor and Vendor:** Upon execution of the loan agreement between the Customer and PG&E, Customer may begin the Retrofit Project pursuant to the contract agreed upon by Customer, its contractor or vendor. PG&E does not endorse or recommend any particular contractor or vendor nor does PG&E review any contractor or vendor proposals. Rather, Customer shall be solely responsible for reviewing the feasibility of the contractor's and vendor's proposal(s) and verifying their respective qualifications, pricing, energy savings, warranties and the terms and conditions of the contractor's and/or vendor's contract with Customer.
- 8. PG&E Disclaimers:** Customer's design of the retrofit project and selection and use of energy efficiency equipment, measures and selection of contractors and vendors is at customer's sole discretion and at customer's sole risk. To the extent permitted by applicable law, PG&E expressly and specifically disclaims any liability in respect of any advice, information or other instruction provided by or on behalf of PG&E to customer in connection with the qualified program, program or retrofit project. PG&E does not warrant or bear any responsibility for any of the following:
  - a. The work performed by customer's contractor(s) or vendor(s), that the retrofit project is appropriate for the location;
  - b. The retrofit will result in or yield any energy efficiency savings or a specific amount of energy efficiency savings or other reduction in customer's PG&E utility bill after completion of the retrofit project;
  - c. The contractor's or vendor's services will be timely, complete or error-free, or that defects in the retrofit project will be corrected by such individuals;
  - d. Any errors, omissions, defects or delays in the design or construction of the retrofit project or the operation of any energy efficiency measures installed at the location.
- 9. Verification:** Upon completion of the Retrofit Project, Customer shall request PG&E's post-install project review (submission may be provided by the customers installer) and final verification that the Retrofit Project has been completed in conformity with the requirements of the Qualified Program and that customer remains eligible (the "Final Verification").
  - a. If there has been any change to the Retrofit Project's scope, cost and/or incentives available under the Qualified Program or energy savings, Customer will be required to enter into a Loan Modification Agreement with PG&E, which may include new contract terms reflecting the changes in the Retrofit Project. (If a Loan Modification Agreement is required, it shall be deemed part of the "Loan Documents".) See "Changes to Project Scope and/or Cost" section of the OBF Customer and Contractor Handbook for further information.
  - b. If the changes to the Retrofit Project are such that it no longer meets the Program's payback criteria or other conditions, the Retrofit Project will be considered ineligible, the Loan Agreement will be terminated, and no loan proceeds will be disbursed.
  - c. If PG&E determines, in its absolute discretion, that customer's credit has deteriorated or has otherwise placed customer's repayment of the loan at risk, the loan proceeds shall not be issued, even though the retrofit project may have been satisfactorily completed at customer's expense.

**10. Disbursements:** Subject to and following PG&E’s satisfactory Final Verification, an incentive check and the loan proceeds will be issued to Customer or, at Customer’s written direction, to Customer’s contractor or vendor.

**11. General Provisions:**

- a. Applications for loans under the Program will be accepted from qualified Customers on a first-come, first-served basis until the funds allocated by PG&E for the Program are no longer available. The Program may be modified or terminated by the CPUC or PG&E at any time and without prior notice. However, termination of the Program following execution of a Loan Agreement by Customer will not affect that Loan Agreement, or, if Customer thereafter satisfies all Program conditions, the disbursement.
- b. The loan proceeds may only be used to pay or reimburse Customer for implementing or installing energy-efficient measures or equipment through the Qualified Program.
- c. If there is any conflict between the terms of any document relating to the Program, the Loan Documents shall control.
- d. For all retrofit projects, including but not limited to streetlight, HVAC and lighting retrofits, Customer acknowledges and understands that Customer is able to use the installation vendor or contractor of their choice.
- e. The customer confirms that the OBF loan funds are required for the project to be completed, and that without the loan funds the project would not otherwise be able to be completed with the same scope or within the same time-frame.
- f. Energy Efficiency funds, including On-Bill Finance loan funds, are public funds. Depending on the project that receives Energy Efficiency or On-Bill Finance loan funds may be considered a public work (as defined under Labor Code section 1720 et. seq.). For information on the rules and regulations that apply to public works, including payment of prevailing wages, see the [Department of Industrial Relations](#).

**I have read, understand and agree to all of the Energy Efficiency Retrofit Loan Program requirements and terms and conditions set forth in this Program description.**

I understand that loan calculations will be based on pre-inspection results and on the applicable program documentation, and that my agency/company must meet all eligibility criteria and requirements in order to participate in the Program. Any unapproved changes to project scope, costs or run hours, or to my agency’s/company’s creditworthiness, between the time the Loan Documents are accepted and signed, and the Retrofit Project is completed and the project’s and my agency’s/company’s continued eligibility are verified, could result in loan ineligibility.

<input type="text"/>		<input type="text"/>	
Legal Name of Business (i.e., the formal name on your tax return)		Authorized Representative’s Signature	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorized Representative’s Printed Name	Title	Date	
Tax identification information (select one):			
<input type="text"/>		<input type="text"/>	
<input type="checkbox"/> Federal Tax ID Number		<input type="checkbox"/> Social Security Number	

<b>FOR PG&amp;E USE ONLY:</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
PG&E OBF Administrator	Printed Name	Date
<input type="text"/>	<input type="text"/>	
Retrofit Program Application Number	OBF Application Number	

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The undersigned customer ("Customer") has contracted for the provision of energy efficiency/demand response equipment and services (the "Work") which qualify for one or more of PG&E's applicable rebate or incentive programs. Subject to the conditions (including the process of Adjustment and preconditions to funding) set forth below, Pacific Gas and Electric Company ("PG&E") shall extend a loan (the "Loan") to

To request the Loan. Customer has submitted a completed On-Bill Financing Application and associated documentation as required by PG

The estimated Loan Balance is set forth below. The total cost of the Work as installed, rebate/incentive for qualifying energy efficiency measures, Loan Balance, monthly payment, and loan term specified in this Loan Agreement may be adjusted, if necessary, after the Work and the post-installation inspection described in the Application and/or herein are completed (the "Adjustment"). The Adjustment will be calculated using the actual total cost of the Work, as installed, and the estimated energy savings (as described in the Application) of such Work. In no event will the Loan Balance be increased without Customer's written consent, even if Customer is eligible for an increased Loan Balance. Moreover, in no event will the Loan Balance exceed the maximum loan amount stipulated in the Application. Customer understands that in order to be eligible for the Loan, the initial Loan Balance for Work may not fall below the minimum Loan Balance amount, nor may the payback period exceed the maximum payback period. **Accordingly, if after the Adjustment, the Loan Balance falls below the minimum loan amount or if the simple payback period exceeds the program maximum payback period, PG&E shall have no obligation to extend the Loan, as the Work would not meet program requirements.** The Adjustment described in this paragraph will be communicated to the Customer in writing and will automatically become part of this Loan Agreement, except that any proposed increase in the Loan Balance will only become part of this Loan

**PG&E shall have no liability in connection with, and makes no warranties, expressed or implied, regarding the Work. Customer will be responsible for any and all losses and damage it may suffer in connection with, and any claims by third parties resulting from, the Work.** Customer shall indemnify and hold harmless PG&E, its affiliates, and their respective owners, officers, directors, employees and agents thereof, from and against all claims, demands, liabilities, damages, fines, settlements or judgments which arise from or are caused by (a) any breach of the Agreement by Customer; (b) any defects or problems with the Work or the failure of the Work to deliver any anticipated energy efficiencies; (c) Customer's failure to pay any amount due or claimed by

Customer represents and warrants that (a) Customer is receiving this Loan solely for Work obtained in connection with Customer's business, and not for personal, family or household purposes; (b) Customer, if not an individual or a government agency, is duly organized, validly existing and in good standing under the laws of its state of formation, and has full power and authority to enter into this Agreement and to carry out the provisions of this Agreement. Customer is duly qualified and in good standing to do business in all jurisdictions where such qualification is required; (c) this Loan Agreement has been duly authorized by all necessary proceedings, and has been duly executed and delivered by Customer and is a valid and legally binding agreement of Customer duly enforceable in accordance with its terms; (d) no consent, approval, authorization, order, registration or qualification of or with any court or regulatory authority or other governmental body having jurisdiction over Customer is required for, and the absence of which would adversely affect, the legal and valid execution and delivery of this Loan Agreement, and the performance of the transactions contemplated by this Loan Agreement; (e) the execution and delivery of this Loan Agreement by Customer hereunder and the compliance by Customer with all provisions of this Loan Agreement: (i) will not conflict with or violate any Applicable Law; and (ii) will not conflict with or result in breach of or default under any of the terms or provisions of any loan agreement or other contract or agreement under which Customer is an obligor or by which its property is bound; and (f) all factual information furnished by Customer to PG&E in the Application and pursuant to this Agreement is true and accurate.

The Application must include the Federal Tax Identification Number or Social Security Number of the party who will be the recipient of the checks for the rebate/incentive or any Loan proceeds. Checks may be issued directly to the Customer or its designated Contractor or both, for the benefit of the Customer, as specified below. Customer acknowledges that PG&E will not be responsible for any tax liability imposed on the Customer or its contractor in connection with the transactions contemplated under the Agreement, whether

Upon completion of the Work, Customer shall send a written confirmation of completion to PG&E's On-Bill Financing Program Administrator at the address listed in Section 15. Within 60 days after receiving the confirmation, PG&E (a) will conduct a post installation inspection and project verification, including review of invoices, receipts and other documents as required by PG&E to the correctness of any amounts claimed by Customer; (b) will adjust, if necessary, the total cost, incentive, Loan Balance, monthly payment, and loan term as stated above; and (c) if PG&E deems necessary, obtain updated financial information to verify that Customer has good credit standing (as determined by PG&E) prior to making the Loan. Customer shall give PG&E reasonable access to its premises and the Work and shall provide such updated financial information to PG&E upon request. PG&E may decline to re-advance the Loan if PG&E determines, in its sole discretion, that Customer does not have good credit standing at that time. If the Work conforms to all requirements of the Agreement and all amounts claimed by Customer as Work costs are substantiated to PG&E's reasonable satisfaction, and PG&E is satisfied that Customer has good credit standing, PG&E will issue a check ("**Check**") to Customer or Contractor (as designated by Customer in Section 15) for all amounts PG&E approves for payment in accordance with the Agreement. The date of such issuance is the "**Issuance Date**". If the Check is issued to Customer, Customer shall be responsible for paying any outstanding fees due to Contractor for the Work. If the Check is less than the amount due from Customer to Contractor, Customer shall

Customer shall repay the Loan Balance to PG&E as provided in this Loan Agreement irrespective of whether or when the Work is completed.

The monthly payments will be included by PG&E on the Account's regular energy service bills, or by separate bill, in PG&E's discretion.

The Customer agrees to repay to PG&E the Loan Balance in the number of payments listed below and in installments (with the final installment adjusted to account for rounding), by the due date set forth in each utility bill or loan installment bill rendered in connection with Customer's account (identified by the number set forth below) ("Account"), commencing with the bill which has a due date falling at least 30 days after the

If separate energy service bills and loan installment bills are provided, amounts due under this Loan Agreement as shown in the loan installment bill shall be deemed to be amounts due under each energy services bill to the extent of the amount due on the loan installment bill.

Any partial bill payments received for a month will be applied in equal proportion to the energy charges and the loan installment.

Any notice from PG&E to Customer regarding the Program or the transactions contemplated under the Loan Agreement may be provided within a PG&E utility bill or loan installment bill, and any such notices may also be provided to Customer at the address listed below.

Customer may, without prepayment penalty, pay the entire outstanding loan balance in one lump sum payment provided the customer first notifies PG&E by telephoning the toll free phone number (1-800-468-4743), and by sending written notice to PG&E On-Bill Financing Program Administrator at the address listed below, in advance of making the lump sum payment. Accelerated payment is received from Customer without PG&E's prior approval may, at PG&E's sole discretion, be applied proportionally to subsequent

The entire outstanding Loan Balance will become immediately due and payable, and shall be paid by Customer within 30 days if: Account is closed or terminated for any reason; (ii) Customer defaults under the Agreement; (iii) Customer sells or transfers ownership of the equipment forming part of the Work to any third party (including as part of a sale or lease of premises or transfer of business otherwise); or (iv) Customer becomes Insolvent. Customer becomes "Insolvent" if: (i) Customer is unable to pay its debts as they become due or otherwise becomes insolvent, makes a general assignment for the benefit of its creditors, or suffers or permits the appointment of a receiver for its business or assets or otherwise ceases to conduct business in the normal course; or (ii) any

Customer understands that without limiting any other remedy available to PG&E against Contractor or Customer, **failure to repay**

		x
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GLENN GRADIN, OFFICE MANAGER	

Full Signature


Date Signed



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**Statement of Work**

1. SCOPE OF WORK: EcoGreen Solutions shall furnish all the materials and perform all of the work shown and/or described in the Energy Audit and Quote. EcoGreen Solutions is not responsible for touch up work i.e. – paint where replacement fixtures don’t exactly match existing fixtures, ceiling tiles, etc...

a. VFD/VSD installation: If the project includes a VFD/VSD, standard installation costs include – VFD, startup, card, programming, installation of any conduit, running power, concrete footing (if needed), VFD mounting and interconnect to SCADA panel. Installation costs that are not included and would be an additional cost – wiring diagrams, fencing, gates, enclosures, relay box, controls.

2. PROJECT COST: The amount due for material and labor to be performed is \$23,523.15, subject to additions and deductions pursuant to authorized change orders/adjustment letters.

3. PAYMENT & UTILITY FINANCING: EcoGreen Solutions has worked with Customer to secure Utility financing on behalf of the Customer to fund payment of this project, of which, terms and payback periods are detailed in the Utility On-Bill Financing (OBF) documentation – PGE Project #/TIF # 14595.

Payment of the project shall be paid in the manner following:

<b>Project Cost</b>	\$23,523.15
Estimated Tax Benefit	\$0
Estimated Utility OBF	\$23,523.15
<b>SUBTOTAL</b>	\$0
<b>Estimated Customer Out of Pocket Contribution</b>	\$0

a. Customer understands that final utility rebate and OBF amounts issued may vary based on final installation counts and subject to additions and deductions pursuant to authorized change orders/adjustment letters.

b. Customer understands that should utility determine that OBF loan proceeds shall not be

issued due to customer’s credit standing or has otherwise placed customer’s repayment of the loan at risk, Customer shall be liable for payment of any product, labor, and installation due. This includes any product demos that aren’t returned to EcoGreen Solutions.

c. Notice to Proceed: Once Utility On-Bill Financing is approved, if required, EcoGreen Solutions will provide LED demo fixture/lamps to assure proper light levels, color and aesthetics. Written confirmation from the Customer that demos are approved and approval to move forward with the ordering of product and installation will serve as formal Notice To Proceed.

4. GENERAL TERMS AND CONDITIONS

a. All work shall be completed in a workmanlike manner and in compliance with all building codes and other applicable laws.

b. To the extent required by law all work shall be performed by individuals duly licensed and authorized by law to perform the work.

c. EcoGreen Solutions may at its discretion engage subcontractors to perform work hereunder, provided EcoGreen Solutions shall fully pay said subcontractor and in all instances remain responsible for the proper completion of the project.

d. EcoGreen Solutions warrants it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of EcoGreen Solutions or its employees and subcontractors.

e. Customer shall at its own expense obtain all permits necessary for the work to be performed.

f. EcoGreen Solutions agrees to remove all debris and leave the premises in clean condition unless instructed by Customer to do otherwise.

g. EcoGreen Solutions shall dispose of all hazardous lamps and tubes utilizing a proper recycling program unless instructed by Customer to do otherwise.

h. EcoGreen Solutions shall not be liable for any delay due to circumstances beyond its control including strikes, casualty or general unavailability of materials.

i. Customer is responsible for verification of fixture counts and hours of operation reflected in the Energy Audit.

5. HAZARDOUS CONDITIONS: In the event that EcoGreen Solutions discovers existing or developing spore or mold growth, asbestos or other potentially hazardous conditions at the Project location, EcoGreen Solutions will stop work and will not attempt to test, repair or remediate such conditions. At Customer's sole expense, Customer must arrange to have the hazardous condition removed by a third party in compliance with applicable laws within a reasonable period of time, or EcoGreen Solutions may cancel this project. If the project is canceled, Customer agrees to pay EcoGreen Solutions the costs of materials, labor and services provided through the date of cancellation.

#### 6. WARRANTIES:

a. MANUFACTURER WARRANTIES. Products installed as part of the scope of work are covered by separate manufacturers' warranties (hereinafter, "Manufacturer Warranties"). EcoGreen Solutions will assign to Customer any Manufacturer Warranties in effect upon installation. EcoGreen Solutions will also provide Customer reasonable assistance in contacting manufacturers. If manufacturer files for bankruptcy or goes out of business, EcoGreen Solutions is not liable or responsible for continued warranty support.

b. LIMITED WARRANTY. EcoGreen Solutions provides a limited warranty of 90 days (the "Limited Warranty Period"), after the date of invoice. For the avoidance of doubt, this Limited Warranty does not cover parts already covered by the Manufacturer Warranties set forth in above. During the Limited Warranty Period, EcoGreen Solutions will at its expense repair or replace any parts or labor covered by the Limited Warranty.

c. OBTAIN WARRANTY SERVICE. To obtain warranty service, you must notify EcoGreen Solutions in writing or via email at [repairs@ecogreen-solutions.net](mailto:repairs@ecogreen-solutions.net) of any defect. Provided that the Warranty has not expired, has otherwise voided, or is subject to an exclusion, EcoGreen Solutions will repair or replace the defect within a reasonable time after you notify EcoGreen Solutions.

If a fixture fails, please take a photo and send it to [repairs@ecogreen-solutions.net](mailto:repairs@ecogreen-solutions.net), and include location information in your email. The photo should be close up so we can properly match the product with the replacement. We will order replacement products and schedule the installation. If a product is in stock, EcoGreen Solutions will ship the replacement immediately. If the product is not in stock EcoGreen Solutions will order the replacement parts from the factory. Please be aware that some of our suppliers require 6-8 weeks lead time. EcoGreen Solutions does not cover shipping and handling for fixtures.

If a fixture has failed and is past our 3 months parts and labor period, EcoGreen Solutions will work with the factory to get the replacement material for you. We do not cover the cost of shipping and handling from the factory to our warehouse or to your location. If you do not have a qualified electrician to install the replacement product, please contact us at the email address above. A quote for the labor to install the product will be provided in 1-2 business days.

If a lamp fails, please follow the same procedure as for fixtures. EcoGreen Solutions will send Customer the replacement lamp. Labor is not covered for lamps. Shipping and handling also is not covered on warranty claims for lamps.

Warranty claims will not apply for:

- Product that has been modified by the customer.
- Product that was subject to misuse, vandalism or negligence.

**\*IMPORTANT\*** EcoGreen Solutions must receive the fixture/lamp/driver back once your product has been replaced. We can receive credit for the replacement product only if the factory receives the failed unit back. Failure to return the failed product to EcoGreen Solutions within 30 days will result in an invoice for the full retail price of the product.



If the failed product has been discontinued by the manufacturer and is no longer supported by a factory, EcoGreen Solutions will suggest a similar replacement LED fixture or lamp. EcoGreen Solutions cannot be held responsible for product lines that have been discontinued; however, we will make every effort to find a similarly performing product.

7. MAINTENANCE AND REPAIR: If the products require maintenance or repair that is not covered by the warranties set forth above, EcoGreen Solutions will not perform this work unless you enter into a separate agreement to perform these services at your expense.

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## ENERGY AUDIT



**Redway CSD**

Redway CSD  
1150 Evergreen Rd.  
Redway, Ca 95560  
Acct: 8472946174, SAID: 8479275696

EcoGreen Sales Rep: Matt Bennett

Customer Contact: Cody Cox  
Title of Contact: Manager  
Customer Phone: (707) 923-3101  
Customer Email: ccox.rcsd@gmail.com

Approx. Building Size 4,222 SF  
Energy Rate \$ 0.31 /kWh  
Interest Rate 0%

In Reference to Quote # 400247

EXISTING				Location		Suggested Replacements							Savings	
Existing	Watts/Fix	# of Fixtures	Existing Operating Hours/Day / Yr.	Building/Zone	Room/Area	Suggested Replacement	Watts/Fix	# of Fixtures	# of Lamps	Watts/bulbs Saved	Usage Saved	KWh Saved	Annual Savings	
arricator	w	1	/	water treatment facility		2 VFDs in 23x24x12 3R Enclosure with External Keypads, HOA Switches, and run light, 230v	w	1		w	54.5%	14,031.00	\$4,390.30	
backwash pumps	w	1	/	water treatment facility	water treatment	Skip	w	1		w				
backwash pumps	w	1	/	water treatment facility	water treatment	Skip	w	1		w				
caroline contact chamber	w	2	/	water treatment facility		Skip	w	2		w				
clarification tank	w	1	/	water treatment facility		Skip	w	1		w				
filtrate water pump	w	1	/	water treatment facility		Skip	w	1		w				
hvac	w	1	8 4 / 1669	main (evergreen)	main office	Skip	w	1		w				
ICP	w	1	/			Skip	w	1		w				
LED 2x4 retrofit	w	3	8 4 / 1669	main (evergreen)	main office	Skip	w	3		w				
LED 4ft linearv2	w	2	8 4 / 1669	main (evergreen)	main office	Skip	w	2		w				
LED flood	w	2	9 6 / 2816	water treatment facility	ext office	Skip	w	2		w				
LED lb w2 a19 retrofit	w	1	8 4 / 1669	main (evergreen)	office restroom	Skip	w	1		w				
raw water pump	w	1	/	water treatment facility		Skip	w	1		w				
return activated sludge pump	w	1	/	water treatment facility		Skip	w	1		w				
return activated sludge pump	w	1	/	water treatment facility		Skip	w	1		w				
return activated sludge pump	w	1	/	water treatment facility		Skip	w	1		w				
submerged	w	2	/	water treatment facility		Skip	w	2		w				
submerged	w	2	/	millstreet		Skip	w	2		w				
submerged pumps	w	2	/	azealia sewer lift station		Skip	w	2		w				
submerged pumps, 3hp 15 amps	w	2	/	evergreen lift station		Skip	w	2		w				
submerged, contact says they are 8.9	w	2	/	westcoast	sewer lift	Skip	w	2		w				
waste pump	w	1	10 5 / 2607	water treatment facility		Skip	w	1		w				
waste pump	w	1	/	water treatment facility		Skip	w	1		w				
wastewater pump	w	2	/	dogwood wastewater #2		Skip	w	2		w				
wastewater pump	w	2	/	dogwood wastewater #3		Skip	w	2		w				
wp w1 cfl	24 w	1	11 7 / 4100	meadows booster station		LED Walpack, CCT, UNV, PH	15.62 w	1	1	8 w	35.3%	34.77	\$10.88	
wp w1cfl	24 w	2	5 5 / 1304	evergreen lift station		LED Walpack, CCT, UNV, PH	15.62 w	2	2	17 w	35.3%	22.11	\$6.92	
wp w1cfl	24 w	2	5 5 / 1304	westcoast lift station		LED Walpack, CCT, UNV, PH	15.62 w	2	2	17 w	35.3%	22.11	\$6.92	
4' lin w2i8	59 w	1	5 5 / 1304	evergreen lift station		LED 4' Linear Wrap Fixture, 35K, 4K, 5K, UNV	23.9 w	1	1	35 w	59.5%	45.76	\$14.32	
4' lin w2i8	59 w	1	5 5 / 1304	westcoast lift station		LED 4' Linear Wrap Fixture, 35K, 4K, 5K, UNV	23.9 w	1	1	35 w	59.5%	45.76	\$14.32	
4' lin wrap w2i8	59 w	6	9 7 / 3285	water treatment facility	water treatment office	LED 4' Linear Wrap Fixture, 35K, 4K, 5K, UNV	23.9 w	6	6	211 w	59.5%	691.82	\$216.47	
lb w circiline T9	52 w	2	2 5 / 521	water treatment facility	office closet	LED Lowbay White 11" Round Puff Fixture, 3K-4K-5K, UNV, SMT, Dimmable	14 w	2	2	76 w	73.1%	39.63	\$12.40	
al w1tps	188 w	1	11 7 / 4100	water treatment facility	ext pump area	LED Area Light, 5000K, UNV w/ Square Pole Mount	50 w	1	1	138 w	73.4%	565.76	\$177.02	
	w	/	/			ICP Project Development/Engineering Certification	w			w				
	w	/	/				w			w				
	w	/	/				w			w				
	w	/	/				w			w				
<b>Totals</b>		<b>50</b>	<b>Ave: 2638</b>				<b>w</b>	<b>51</b>		<b>537 w</b>	<b>55.2%</b>	<b>15,498.70</b>	<b>\$4,849.54</b>	

<b>537</b>	Estimated Watts Saved	<b>Total Project Cost</b>	<b>\$23,523.15</b>	Approximate Energy Savings Per Month	<b>\$404.13</b>
<b>15,499</b>	Estimated Annual kWh Saved	Total After Rebate/Incentive Project Cost	<b>\$23,523.15</b>	Estimated Energy Savings Per Year	<b>\$4,849.54</b>
<b>1.9</b>	Estimated Avg Annual Res Powered by Savings	****Estimated Program Payback Period Yrs.	<b>4.85</b>	**Estimated Total Savings Over 5 Years	<b>\$27,337.31</b>
<b>12</b>	Estimated Annual CO2 Savings (MT)			** Estimated Total Savings After 10 Years	<b>\$63,920.79</b>
<b>246,578</b>	Estimated Btu Savings Per Month			Estimated Energy Rebate	<b>\$0.00</b>
<b>55.2%</b>	Estimated Average Electrical Savings			Estimated IRS Tax Deduction 179D Available	<b>\$2,533.20</b>
				***Estimated Federal Tax Savings	<b>\$886.62</b>
<b>4.85</b>	Estimated Payback Period Yrs. - No Rebates, Tax Deductions or Bulb Replacement Savings			Estimated Bulb Replacement Savings Per Year	<b>\$11.24</b>
<b>4.66</b>	Estimated Payback Period Yrs. Fully Comprehensive^			^^ Estimated Bulb Replacement Savings Per Avg. Est. Life of LED	<b>\$3,122.20</b>
				Estimated Loan Payment	<b>\$398.70</b>

\*\*\* Based on IRS 179D Deduction @ 35% federal tax rate

\*\*\*\*Program Payback Period Yrs. = (Total Project Cost - Available Program Rebates or Incentives) / Estimated \$ Saved per Year

^Payback Period Yrs. = (Total Project Cost - Available Rebate or Incentive - Tax Savings) / (Estimated Savings Per Year + Bulb Replacement Savings Per Yr.)

^^Based on industry standard LED lifespan of 50,000 hrs.

NOTE: Attached calculations do not include depreciation deduction for project cost.

\*Payment is based on a 4.85 year loan at 0% interest OAC, actual my vary.

\*\* Reflects energy savings per year increasing at industry standard 6% per year + Bulb Replacement

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27671 La Paz Rd, Suite 100  
 Laguna Niguel, CA. 92677  
[info@ecogreen-solutions.net](mailto:info@ecogreen-solutions.net)  
 (949) 364 - 6800

# Quote

Quote # 400247  
 DATE 1/16/2024

**Redway CSD**  
 Redway CSD  
 1150 Evergreen Rd.  
 Redway, Ca 95560

Acct: 8472946174; SAID: 8479275696

Quotes are valid for 30 days from the above date.

Light EPN	INT/ EXT	DESCRIPTION	QTY*	Unit Price	Amount
EGLB-EN14-11"-CS-UNV-RND	int	LED Lowbay White 11" Round Puff Fixture, 3K,4K,5K, UNV, SMT, Dimmable	14 w 2	\$89.00	\$178.00
EGWP-HL15-CCT-UNV-PH	ext	LED Wallpack, CCT, UNV, PH	15.52 w 1	\$235.00	\$235.00
EGWP-HL15-CCT-UNV-PH	int	LED Wallpack, CCT, UNV, PH	15.52 w 4	\$235.00	\$940.00
EGAL-NL50-5000-UNV-SM	ext	LED Area Light, 5000K, UNV w/ Square Pole Mount	50 w 1	\$135.00	\$135.00
EGLN-ML23.86-4R-CS-UNV-SMT-WRP	int	LED 4' Linear Wrap Fixture, 35K, 4K, 5K, UNV	23.9 w 8	\$179.00	\$1,432.00
EGVFD-IT20HP-X-X-X		2 VFDs in 23x24x12 3R Enclosure with External Keypads, HOA Switches, and run light, 23x	w 1	\$6,670.00	\$6,670.00

**TERMS AND CONDITIONS**

WHEN SIGNED OR APPROVED BY CLIENT, THIS FORM BECOMES AN OFFICIAL ORDER AND A LEGALLY BINDING COMMITMENT SUBJECT TO THE TERMS AND CONDITIONS OF THIS FORM. BY SIGNING THIS FORM, CUSTOMER AGREES TO HAVE ECOGREEN SOLUTIONS PURCHASE AND INSTALL THE PRODUCTS LISTED ABOVE. PAYMENT TERMS: 50% Due up front, 25% Due upon project commencement 25% Due upon project completion. All returned checks are subject to a \$20 service charge. If this invoice is not paid in full when due, a 1.5% per month late charge will be imposed. In this event, customer will be liable to pay reasonable collection charge, attorney fee and court cost. Warranty to be serviced by factory (see EcoGreen Scope of Work and warranty statement provided by the factory).

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

* All quantities to be verified by owner	SUBTOTAL	\$9,590.00
	LABOR	\$7,840.16
	SALES TAX	Included
	ADMINISTRATION & INSURANCE	\$335.65
(Brackets, Wiring, Sockets, Travel, Tiewire, Screws, Lifts, Lamp Recycling / Disposal, Shipping, Package, ETC.)	MISC. CHARGES	\$4,257.34
	ICP Developer/Engineering Cost	\$1,500.00
	<b>TOTAL PROJECT COST</b>	<b>\$23,523.15</b>
	Estimated IRS Federal Tax Deduction per 179D:	<b>\$2,533.20</b>
	<b>Estimated Annual Energy Savings:</b>	<b>\$4,849.54</b>

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