

AGENDA
REDWAY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

REGULAR BUSINESS MEETING

Location: RCSD Business Office, 3168 Redwood Drive, Redway

Date: June 19, 2025

Time: 6:00 P.M.

Posted: June 16, 2025

I. CALL TO ORDER:

II. ROLL CALL:

___ Arthur M^cClure Chairman

___ Dian Griffith Vice-Chairwoman

___ Marie Etherton

___ Michael McKaskle

___ Tammy Willison

III. LAND ACKNOWLEDGEMENT:

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

IV. APPROVAL OF THE AGENDA:

V. REPORT FROM CHAIRMAN OF THE BOARD:

VI. PUBLIC COMMENT:

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

VII. PREVIOUS MINUTES:

1. Consider Approval of the Minutes of the following Board of Director meetings.

a) May 28, 2025 , Regular Business Meeting Minutes:

VIII. CONSENT CALENDAR:

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

1. Operation Manager's Report: Review of the May 2025 Operation Manager's Report. Page 11
2. Production Report: Review of May 2025 Production Report. Page 15
3. Safety Report: Review of the May 2025 Safety Report. Page 17

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

1. Financial Report: Review of the May 2025 Financial Reports. Page 25
2. Office Manager's Report: Review of the May 2025 Office Manager's Reports. Page 61
3. General Manager's Report: Review of the May 2025 General Manager's Reports. Page 65

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

1. *Updating Place of Use Boundary; Expansion of Place of Use and*

Extension of Time Applications.

Page 69 & GM Memo page 68

ACTION REQUIRED: Discussion / Report / Action

2. Adoption of Water Ordinance #7; **Page 81**

a) Motion Waiving the Second Reading of the Amended Water Ordinance # 7.

b) Adoption of Resolution 2024-2025-2 Approving Adoption of Water Ordinance # 7. ?

ACTION REQUIRED: Discussion / Report / Action

3. Ad-Hoc Committee Report:

a) Executive

b) Financial

ACTION REQUIRED: Discussion / Report / Action

4. New Connections:

a) Property Amnesty Letter **Page 145**

b) New Connections Waiting List **nothing to report**

c) Houses Not Connect to Collection System **nothing to report**

ACTION REQUIRED: Discussion / Report / Action

5. Inspection. **nothing to report**

ACTION REQUIRED: Discussion / Report / Action .

6. Grants: **GM Memo page 66**

a) Emergency Water Storage and Supply Project; Notice of Award of Bids **Page 149**

b) Wastewater Improvements Project **GM Memo page 66**

ACTION REQUIRED: Discussion / Report

7. Security: **GM Report Page 67**

a) Fencing of District Properties

ACTION REQUIRED: Discussion / Report / Action

8. Capital Improvemens. **nothing to report**

ACTION REQUIRED: Discussion / Report / Action

9. Review of Late Fee Policy. **Page 151 & OM Memo page 62**

ACTION REQUIRED: Discussion / Report / Action

10. Review of Board Stipend. **Page 153 & OM Memo page 62**

ACTION REQUIRED: Discussion / Report / Action

11. Discussion Regarding the Passage by Motion at the May 2025 Regular Business Meeting to Raise the Water and Wastewater Rates. **Page 157 & OM Memo page 62**

ACTION REQUIRED: Discussion / Report / Action

12. Approval of 2025 / 2026 Budget **Page 159 & OM Memo page 62**

a) *Infrastructure Expansion Fee*

ACTION REQUIRED: Discussion / Report / Action

13. *Potential Purchase of 2013 Chevrolet Silverado Truck*

Page 161 & OM Memo page 63

ACTION REQUIRED: Discussion / Report / Action

14. *Review of Current Leak Relief Policy.*

Page 151 & GM Memo page 67

ACTION REQUIRED: Discussion / Report / Action

XI. CORRESPONDENCE:

XII. BOARD MEMBER / STAFF REPORTS:

1. DIRECTORS' REPORT

a. RREDC Page 165

Somach Simmons & Dunn retainer refund Page 167 and OM Memo page 63

XIII. COMMENTS FROM MEMBERS OF THE BOARD: Public Notice - Tax Roll Page 189

XIV. MEDIA COMMUNICATION:

XV. ADVANCED AGENDA:

Furthert items may be placed by the Board Members for the July 2025 Regular Business Meeting of the Board of Directors under this item of business: No Action

XVI. ADJOURNMENT:

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

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

REDWAY COMMUNITY SERVICES DISTRICT
MINUTES OF THE REGULAR BUSINESS MEETING

May 28, 2025

CALL TO ORDER:

Vice-Chairwoman Griffith called the May 28, 2025 Regular Business Meeting of the Redway Community Services District Board of Directors, to order at 6:01 P.M. in the Redway Community Services District Business Office.

ROLL CALL:

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

Staff Present:

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

LAND ACKNOWLEDGEMENT:

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

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

APPROVAL OF THE AGENDA:

Michael McKaskle moved to approve the May 28, 2025 Regular Business Meeting Agenda as presented. Marie Etherton seconded the motion. Vice-Chairwoman Griffith called for a roll call vote. Marie Etherton, Yea, Dian Griffith, Yea, Michael McKaskle, Yea. The motion was carried by a roll call vote of three Yeas and zero Nays

REPORT FROM CHAIRMAN OF THE BOARD:

Vice-Chairwoman Griffith stated that she is happy to conduct the meetings and that she is getting her feet really wet almost up to her knees. She thanked everyone for their participation. She also thanked the staff and crew for all the hard work that they do.

.PUBLIC COMMENT:

1. No public comments were addressed to the Board.

PREVIOUS MINUTES:

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

- a) April 23, 2025 Regular Business Meeting Minutes: Marie Etherton moved to approve the April 23, 2025 Regular Business Meeting as presented. Michael McKaskle seconded the motion. Chairwoman Griffith called for a roll call vote. Marie Etherton, Yea, Dian Griffith, Yea, Michael McKaskle, Yea. The motion was carried by a roll call vote of three Yeas and zero Nays.

CONSENT CALENDAR:

Michael McKaskle requested that the Production Report be pulled from the Consent Calendar.

1. Operation Manager's Report: The Board had no questions regarding the April 2025 Operations Manager's Report.
2. Production Report: See below.
3. Safety Report: The Board had no questions regarding the April 2025 Safety Report.

Michael McKaskle moved to accept the March 2025 Consent Calendar with the exception of the Production Report. Marie Etherton seconded the motion. Chairwoman Griffith called for a roll call vote. Marie Etherton, Yea, Dian Griffith, Yea, Michael McKaskle, Yea. The motion was carried by a roll call vote of three Yeas and zero Nays.

2. Production Report:
Following discussion regarding leaks, Michael McKaskle moved to approve the Production Report. Marie Etherton seconded the motion. Chairwoman Griffith called for a roll call vote. Marie Etherton, Yea, Michael McKaskle, Yea, Dian Griffith, Yea. The motion was carried by a roll call vote of three Yeas and zero Nays.

FINANCIAL, OFFICE MANAGER AND GENERAL MANAGER'S REPORT:

1. Financial Reports: No additional information was presented to the Board. Michael McKaskle moved to accept the Financial Report as presented. Marie Etherton seconded the motion. Vice-Chairwoman Griffith called for a roll call vote. Marie Etherton, Yea, Michael McKaskle, Yea, Dian Griffith, Yea. The motion carried with a roll call vote of Yeas and zero Nays.
2. Office Manager's Report: No additional information was presented to the Board. Michael McKaskle moved to accept the Office Manager's report as presented. Marie Etherton seconded the motion. Vice-Chairwoman Griffith called for a roll call vote. Marie Etherton, Yea, Michael McKaskle, Yea, Dian Griffith, Yea. The motion carried with a roll call vote of three Yeas and zero Nays.
3. General Manager's Report: No additional information was presented to the Board. Michael McKaskle moved to accept General Manager's reports as presented. Marie Etherton seconded the motion. Vice-Chairwoman Griffith called for a roll call vote. Marie Etherton, Yea, Michael McKaskle, Yea, Dian Griffith, Yea. The motion carried with a roll call vote of three Yeas and zero Nays.

ACTION / DISCUSSION ITEMS:

1. Update Place of Use Boundary: Expansion of Place of Use and Extension of Time Application: Jennie Short from 4Js Consulting updated the Board on the status for the water rights at the Meadows Business Park Unit 3. The contract between the Redway Community Services District and LACO for CEQA services has been executed. Ms. Short submitted a description and anticipated dates for the CEQA process and informed the Board that a public hearing may occur in December 2025.
Ms. Short also addressed the California Department of Fish and Wildlife Lake and Streambed Alteration agreement for the raw water intake for the South Fork of the Eel River process. The Department of California Department of Fish and Wildlife submitted a draft Lake or Streambed Alteration agreement to be entered into between the California Department of Fish and Game and the Redway Community Services District. Ms. Short recommended that the District respond to the Draft requesting that several changes be made before signing. Ms. Short recommended that before signing the Lake and Streambed Alteration agreement, the District should request modifications to Section 2.7 Bypass Flow and Section 2.9 Conservations Measures. Ms. Short requested that a motion authorizing the General Manager to sign a letter to the California Department of Fish and Wildlife outlining the requested changes to the Draft Lake and Streambed Alteration Agreement be made. Marie Etherton moved to authorize the General Manager to sign the letter to the California Department of Fish and Wildlife outlining the requested changes to the Draft Lake and Streambed Alteration agreement. Michael McKaskle seconded the motion. Vice-Chairwoman Griffith called for a roll call vote. Marie Etherton, Yea, Michael McKaskle, Yea, Dian Griffith, Yea, The motion was carried by a roll call vote of three Yeas and zero Nays.
Ms. Short informed the Board that a letter was submitted to Humboldt LAFCo regarding the sufficient action by Humboldt LAFCo in the annexation of the Evergreen Business Park in the 1990's. The response to the letter by the Executive Director was presented to the commissioners at their most recent LAFCo meeting and placed into the record stating that nothing additional is required by Humboldt LAFCo.
2. Adoption of Water Ordinance # 7:
 - a. Rescinding of the Motion Waiving the first Reading at the March 2025 Regular Business Meeting. As the Water Ordinance #7 had errors, the motion waiving the first reading should have not transpired, therefore the motion must be rescinded. Michael McKaskle moved to rescind the motion made at the March 2025 Regular Business Meeting waiving the first reading of the Redway Community Services District Water Ordinance # 7. Marie Etherton seconded the motion. Vice-Chairwoman Griffith called for a roll call vote. Marie Etherton, Yea, Michael McKaskle, Yea, Dian Griffith, Yea. The motion was carried by a roll call vote of three Yeas and zero Nays.
 - b. Motion Waiving the First Reading of the Amended Water Ordinance # 7. Following discussion, Michael McKaskle move to waive the first reading of Water Ordinance # 7. Marie Etherton seconded the motion. Vice-Chairwoman Griffith called for roll call vote. Marie Etherton, Yea, Michael McKaskle, Yea, Dian Griffith, Yea. The motion was carried by a roll call vote for three Yeas and Zero Nays.
3. Ad-Hoc Committee Reports:
 - a. Executive : No Executive Ad-Hoc Committee was held, therefore no report was given..
4. New Connections:
 - a. Property Amnesty Letter: No new information was available for review by the Board.
 - b. New Connections Waiting List: No new information was available for review by the Board.
 - c. Houses not Connected to Collection System: No new information was available for review by the Board.
5. Inspection: Cody Cox informed the Board that the roof at the spring will possibly be removed by District staff. Temporary barrier fencing will be installed at the site in addition to the No Trespassing signs. Obtaining a Restoration Grant to return the spring to its original condition will be investigated.

6. Grants:

- a. Emergency Water Storage and Supply Project: Cody Cox informed the Board that a formal request was Emailed to Bill Ehome, the District's project manager at the Department of Water Resources, requesting an Extension of time and funding amount for the Emergency Water Storage and Supply Project. The Board discussed scheduling a tour to review the filters at the Water Treatment Plant.
- b. Wastewater Improvements Project: Cody Cox informed the Board that design for the Wastewater Improvement Project is officially at 90 % complete not one hundred percent (100 %) complete.

7. Security:

- a. Fencing of District Properties: Cody Cox reported that item D. Security in the General Manager's report is from April 2025. Mr. Cox gave a verbal report and stated that pending arrival of the temporary barrier fencing, the spring and ponds will be enclosed as well as signed.
8. Capital Improvements: Cody Cox informed the Board that the installation of two fire hydrants and the 6" water line is completed to the junction of West Coast Road and Mill Road.
9. Review of Late Fee Policy: The Board reviewed the current late fee policy. The Finance Ad-Hoc Committee will schedule a meeting in order to review the Late Fee Policy.
10. Review of Board Stipend: Glenn Gradin submitted the current stipend policy and his recommendation on updating the Board Stipend Policy. Payment for mileage for Board members that attend District related meetings was discussed. Mr. Gradin will submit an updated Board Stipend Policy at the June 2026 Regular Business Meeting.
11. Review of the 2025 / 2026 Budget: The Board discussed implimenting a 7% , 10% or 15% water and sewer rate increase. In 2022 the District obtained a rate study with recommendations for water and sewer rate increases for the subsequent five years. Glenn Gradin stated that with a 7% rate increase the Distict would have \$124,000.00 which would go into savings and/or would pay for various projects. Following discussion Michael McKaskle moved to approve the rate increase as outlined by the District's consultant in 2022 that we paid twenty thousand dollars (\$20,000.00) for. Marie Etherton seconded the motion. Vice-Chairwoman Griffith called for a roll call vote. Michael McKaskle, Yea, Marie Etherton, Yea, Dian Griffith, Nay. The motion was carried by a roll call vote of two Yeas and one Nays. After the vote Vice-Chairwoman Griffith made the following comment: I understand it has passed at 15%. I would like to find out some option in the state or county for fixed income people and seniors to get some kind of assistance to offset their water bill. A letter will be sent to the District's customers informing them of the rate increase.
- The Board discussed changing the leak relief policy to help customers with their water leak fees. Leak Relief Policy will be placed on the June 2025 Regular Business Meeting agenda.

CORRESPONDENCE:

1. LAFCo to RCSD, Colette Santsche, Executive Officer, May 16, 2025 Re, Inquiry on Status of Jurisdictional Boundary and Powers for Service Within
2. LAFCo to Humboldt LAFCo Commissioners, Colette Santsche, Executive Officer, May 21, 2025 Re, RCSD Correspondence Regarding Jurisdictional Bundaries and Service Authority.
3. RCSD to Department of Water Resources, May 27, 2025 Re, Official Request for Extension of Time and Funding Amount.

BOARD MEMBER / STAFF REPORTS:

1. Director's Reports:

A. Michael McKaskle

1. RREDC: No RREDC report was presented.

COMMENTS FROM MEMBERS OF THE BOARD:

1.No comments was made from members.

MEDIA COMMUNICATIONS:

The Local media will be contacted and asked to inform their listeners and readers regarding the time and date of the District's Business Meetings.

ADVANCED AGENDA

1.Leak Relief Policy.

ADJOURNMENT:

Marie Etherton moved to adjourn the May 28, 2025 Regular Business Meeting of the Redway Community Services District Board of Directors at 7:11 P.M. Marie Etherton seconded the motion. Vice-Chairwoman Griffith called for a roll call vote. Michael McKaskle, Yea, Marie Etherton, Dian Griffith, Yea. The motion was carried by a voice vote of three Yeas and zero Nays.

Respectfully Submitted,

Nancy Jurrens,
Secretary to the Board

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Water Treatment

We were operating at 350 GPM for most the month of May. On 5/5/25 the discharge in cubic feet recorded was at 569 ft³/s. And now we are currently at 186 CFS in the river. Our treatment operator staff continues to prepare for Doug's departure even though he has not indicated a hard date yet. There are some new challenges that we will face operationally with the Diversion amount that we will be allowed to draw after our POU revision is complete and has been accepted by the State.

This means that we will be working under a new standard of operating procedures. This may also involve some modifications to some of our existing equipment at the water plant. Most likely a pump and motor. Doug and I have also had the conversation about the Clarifier again. He reminded me of the need to have it rehabilitated, and I have reached out to our regulator.

When we do take the clarifier offline, it will have to be in the summertime when the NTU levels are at their lowest. After its offline it will go directly to the filters. During the summer they should be able to handle it and will backwash accordingly at the same rate. As long as we meet NTU reduction levels, contact time for disinfection, and maintain our chlorine residual then we should be permitted to take it offline to perform the rehab work.

Water Distribution

We continue the work up on West Coast Drive. We have just about reached Mill Street. We had one minor setback in the project during a pressure test, we have fixed, which was a leak where we crossed the road, and moved forward with laying the 6" line. I am very pleased with this project so far, and we do anticipate finishing this project on time which is by

the end of this summer or sooner. We have had a few leaks, one on Par that was considerable, and was just a lateral leak “the line from the RCSD main to the meter”.

I was made aware when I was there helping that if we were to have an actual mainline break there, which is 6”, it could flood into properties on Par because of the grade there and cause damage. One of the only ways that I would know to prevent this is add a pressure transducer somewhere near par in the water distribution system. After this equipment is installed with some sort of power device it would be able to sense a drop in pressure and would then send an alarm out to the duty operator.

There is one leak that we have pending currently up on Rusk Lane. I don’t have all the details on it right now, but probably will by the time we are holding his meeting and will give an update then. Eric and I have determined that the best place to start with our valve insertion program would be on empire on the downstream side of Shop Smart. This is so that we would be able to keep the upper part of town online while we continue to place the other RW Gate Valves

We will be updating our flushing program a little bit. Redway CSD has a flushing program for water quality. Flushing helps us to maintain our residual throughout the distribution system, as well as getting rid of any sediment, or debris from a leak that might have entered the distribution system. We will be starting up a program with the Redway Fire District we will be flushing into there engines and tenders in tight spots, places that would otherwise flood out, as well as for training purposes for both agencies. These volumes will be totalized and tracked for our production report.

This program will be run by the field supervisor.

Wastewater Treatment

Operations are under normal conditions out at the Wastewater Plant. Process control is great for this month. We have not heard back from the Wastewater Regulator regarding being able to land apply our Bio-solids again, we will keep on trying. There was some damage done to the Nissan last week upon entering the wastewater plant road Marshall slightly swerved to avoid a bear and damaged the bumper and quarter panel on

the passenger side. We are working on getting quotes currently, and plan on having that number next week.

Wastewater Collection

We had a sewer backup to a manhole on Briceland Thorne Road, right in front of the senior center on May 30th there was a minimal amount, a trickle seeping through. We received the call at 1215 pm. Our crew responded within 20 minutes this included Marshall, Myself, Eric, Todd, and Doug. We setup the truck to VAC right away, we were able to drop the level in the manhole immediately. We vacuumed it out two, or three times. Once that was done, we setup to jet. Once we started jetting, we had it cleared in 5 to 10 minutes. Because we were already there, Eric cleaned the rest of that line.

I would like to point out that this was at lunch time, the senior center was packed I asked them all politely to park their cars on the street if they wanted to get out of the parking lot anytime soon. There was a lot of traffic because of movie production on shelter cove road. Because we had this equipment to use, "the Vac Truck" we were able to get in and out in right around an hour. Its going to be really easy to forget how difficult it use to be to handle a sewer backup.

We will need to install a mag meter on the west cost lift station very soon here so that we are able to totalize the sewer flows coming out of that lift station seasonally. We have done quite a bit of smoke testing and other investigative work on properties in the trailer parks, West Coast Trailer Park, and Megowan's

Cody Cox

GM/Op's Manager

RCSD

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Redway CSD – Production/Treatment Activity

June 10, 2025

Unit of measure is gallons:

Water Production Report: For May 2025

	Water Produced	District Use	Unmetered	Sold	Daily Avg.
<u>Mar 2023</u>	<u>4,211,003</u>	<u>1,620,076</u>	<u>442,925</u>	<u>2,148,002</u>	<u>135,839</u>
<u>Mar 2024</u>	<u>4,677,125</u>	<u>1,458,175</u>	<u>1,162,803</u>	<u>2,056,147</u>	<u>150,875</u>
<u>Mar 2025</u>	<u>4,050,659</u>	<u>971,615</u>	<u>233,779</u>	<u>2,845,265</u>	<u>130,666</u>
<u>Apr 2023</u>	<u>4,214,727</u>	<u>1,443,228</u>	<u>569,985</u>	<u>2,201,514</u>	<u>140,491</u>
<u>Apr 2024</u>	<u>3,806,867</u>	<u>654,863</u>	<u>1,001,564</u>	<u>2,150,440</u>	<u>126,896</u>
<u>Apr 2025</u>	<u>3,545,858</u>	<u>862,182</u>	<u>729,789</u>	<u>1,954,187</u>	<u>118,195</u>
<u>May 2023</u>	<u>4,642,290</u>	<u>968,283</u>	<u>1,024,067</u>	<u>2,649,940</u>	<u>149,751</u>
<u>May 2024</u>	<u>4,549,247</u>	<u>575,687</u>	<u>978,987</u>	<u>2,994,573</u>	<u>146,750</u>
<u>May 2025</u>	<u>3,268,710</u>	<u>667,793</u>	<u>385,947</u>	<u>2,214,970</u>	<u>105,442</u>

Wastewater Treatment Report: For May 2025

	Influent	Effluent	Difference
<u>Mar 2025</u>	<u>8,044,253</u>	<u>7,280,363</u>	<u>763,890</u>
<u>Apr 2025</u>	<u>6,321,861</u>	<u>5,668,344</u>	<u>653,517</u>
<u>May 2025</u>	<u>3,996,882</u>	<u>3,518,212</u>	<u>478,670</u>

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MAY 2025

WORKPLACE SAFETY REPORT

Redway CSD employees perform safety inspections at least monthly. The following sections are the major areas observed:

SECTION 1

Fire Extinguishers

Date Serviced 3-5-25

Date 5-1-25

Monthly Inspection recorded on unit.

SECTION 2

Flammables Storage

Check fuel tanks for leaks

Date 5-2-25

Waste WTP

Water Plant

Dogwood LS

Check fuel connections for seeps

Fuel cans stored properly

✓
✓
✓
✓
✓

SECTION 3

Work Areas

Chemicals properly stored and marked.

No Spills or triphazals

Exits are accessible

✓
✓
✓

Date 5-7-25

SECTION 4

Electrical Equipment

Switches and circuit breakers labeled.

Extension and power cords are serviceable.

Lockout Devices serviceable

✓
✓
✓

Date 5-5-25

SECTIONS

Ladders, Hand Tools & Chains

Properly stored and are in serviceable condition
Handles are tight to hammer
head No missing or broken
steps Chain links and hooks
inspected

Date 5-8-25

SECTION 6

Machine Hazards

Wiring has no loose connections or bare wires.
Safety guards in place proper warnings for automated

systems.

Tie downs or mounts secured.

Date 5-8-25

SECTION 7

Environment & Personal Protective Devices

There is adequate lighting & ventilation available when applicable.
SDS sheets current
Hearing, Eye and protective clothing is serviceable.
Emergency phone numbers are posted & first aid kits current.
Spill Containment Kits are complete.
Confined space equipment checked for serviceability
Survivor Air Systems inspected and serviceable

✓
✓
✓
✓
✓
✓
✓

Date: 5-12-25

Any Incidents to Report for month

Signature: Daniel Ed

Date 6-10-25

Redway C.S.D.

EMPLOYEE SAFETY TRAINING AND MEETING REPORT

Use of this Form

1. All safety training and meetings conducted for organization employees are documented on this form.
2. The completed form is distributed and filed as follows:

a. Training

- 1) One copy is filed with the master training file for each course or session in the IIPP Administrator's files. The master file includes this form, the training course curriculum, all training handouts, and anything else pertaining to the training program.
- 2) One copy is maintained in Human Resources where the following information is retrieved and inserted into each attendee's personnel file on the organization's *Record of Training Form*:
 - a) Employee name
 - b) Employee's department
 - c) Date of training
 - d) Training subject
 - e) Whether a certificate was issued

b. Safety Meetings

This form is filed with the master meeting file for each safety meeting in the IIPP Administrator's files. The master file includes this form, the safety meeting agenda, all safety meeting handouts and anything else pertaining to the safety meeting.

Check (✓) if the Program was <u>Training</u>	Check (✓) if the Program was a <u>Safety Meeting</u>
Training/Safety Meeting Subject(s): <u>OUTDOOR HAZARDS - PROTECTION AGAINST INSECTS, SNAKES AND MORE</u>	
Certificate Issued (circle answer): Yes <u>No</u>	
Training/Meeting Date: <u>5-7-25</u>	Training Instructor/Meeting Leader Name(s): <u>D. LES GET</u>
Description of Training Provided or Safety Meeting Topic(s): <u>PREVENTION PROTECTION ON VARIOUS INSECTS, SNAKES AND MORE.</u>	
Course or Meeting Handouts (attach to this form): <u>YES</u>	

RCSD (IIPP-Form-EmployeeSafetyTraining&MeetingReportForm-2021.doc)

OUTDOOR HAZARDS

Protection against insects, snakes, and more

With summer around the corner, it's the perfect time to think about nature's exposures and how they may affect you while working outdoors. This Safety Talk provides valuable prevention measures on a variety of insects, snakes, and more.

MOSQUITOS

Mosquitos can transmit deadly viruses, such as Zika, malaria, yellow fever, and West Nile.



PREVENTION

The best way to protect yourself is to avoid mosquito bites by:

- Using an [EPA-registered repellent](#)
- Treating clothing and gear with Permethrin (.5%).
- Wearing long sleeves and long pants when working outdoors.



IF BITTEN

Common symptoms include soft bumps on the skin that may become pink, red, and itchy.

- Wash area with soap and water.
- Apply ice pack for 10 minutes to reduce swelling and itching.
- Apply a mixture of baking soda and water to help reduce the itch or use anti-itch cream.

Call **911** if you have an onset of flu-like symptoms, stiff muscles, confusion, seizures, partial paralysis.

Source Content: [Centers for Disease Control & National Institute for Occupational Safety and Health](#)

VENOMOUS SPIDERS

The black widow and brown recluse spiders are the only two venomous spiders found in the U.S. They often live in dry undisturbed areas and find their way inside buildings, control boxes, sheds, and wood piles.

The **BLACK WIDOW** is about 1/2-1 inch long with a red hourglass marking on its underside and is shiny black with a large round abdomen.

The **BROWN RECLUSE** is also about 1/2-1 inch long, solid light brown, and no markings, patterns, or spots on the tail end.



PREVENTION

- Shake out clothing, shoes, towels, before use.
- Wear protective clothing (long-sleeved shirt and long pants, hat, gloves, and boots).
- Reduce debris and trim tall grass from around outdoor work areas.
- Keep tetanus boosters up-to-date (every 10 years). Spider bites can become infected with tetanus spores.

IF BITTEN

Symptoms may include itching, rash, site pain, muscle pain, blistering, sweating, difficulty breathing, headache, nausea, fever, chills, and high blood pressure.

- Try to identify the type of spider, this will aid in medical treatment.
- Notify your supervisor and call **911** if symptoms become severe.
- Wash bite area with soap and water.
- Apply a cold cloth to the bite area to reduce swelling.
- Elevate bite area if possible.
- Do not attempt to remove venom.

VENOMOUS SNAKES

The only venomous snakes in California are the eight species of rattlesnakes. Most snake bites occur between April and October. If you work outdoors, be prepared to encounter snakes in the brush, bushes, around rocks, wood piles, tool sheds, pump stations, or even walking along a path.

PREVENTION

The CDC advises the following:

- If you encounter any snake, do NOT handle it. Leave it alone and notify other workers of the snake's location.
- Wear work boots, leather gloves, and long pants when working outdoors.
- Be aware that snakes are more active in warm weather and at night.
- Make noise because snakes will tend to avoid the noise.



IF BITTEN

- Move the bitten person well away from the snake's reach to avoid additional bites.
- Stay Calm! Call **911**. Always treat snakebites as an emergency!
- Notify your supervisor and other employees.

- Typically, you will see two fang marks, but the absence of visible fang marks is not evidence of a lack of a venomous snake bite.



- Restrict movement and keep the bite area below the heart. Above the heart will increase the heart rate and increase the movement of venom through the body.
- If possible, wash the bite area with soap and water as soon as possible.
- Cover wound with clean, dry bandage.
- If EMS is not readily available, apply first aid and begin transport of the victim to the nearest hospital emergency room.
- If possible, take a picture of the snake but do not approach the snake.

WHAT NOT TO DO

- DO NOT wait to seek immediate medical attention if bitten.
- DO NOT attempt to capture or kill the snake.
- DO NOT cut bite wounds and/or attempt to suck out the venom.
- DO NOT constrict blood flow. Allowing blood flow will dilute the toxin and likely reduce tissue damage
 - Don't apply ice to the bite area.
 - Don't apply a tourniquet.
 - Don't immerse in water or other liquids.
 - Don't drink alcohol or caffeinated beverages.



BEES, WASPS, AND HORNETS

Bees, wasps, and hornets are most abundant in the warmer months. Nests and hives may be found in trees, under roof eaves, or on equipment such as ladders.



Honey
Bee

Bumble
Bee

Wasp

Hornet

PREVENTION

- Avoid perfumed toiletries.
- Wear clothing to cover as much of the body as possible.
- Keep work areas clear of discarded food.
- Remain calm and still if a bee is flying around. Swatting may cause it to sting.
- If attacked by several bees, run and try to get indoors or in a vehicle.

IF STUNG

In most cases symptoms include burning pain at the sting site with red welt and small white spot at puncture site.

- Wash the site with soap and water.
- Remove stinger using gauze wiped over the area or by scraping a fingernail over the area. Never squeeze the stinger or use tweezers.
- Apply ice to reduce swelling.
- Do not scratch the sting as this may increase swelling, itching, and risk of infection.
- Call **911** immediately if you or a coworker has an allergic reaction. Symptoms include:
 - Hives, itching, flushed or pale skin.
 - Difficulty breathing and swelling of the throat and tongue.
 - A weak, rapid pulse.
 - Nausea, vomiting, or diarrhea.
 - Dizziness, fainting, or loss of consciousness.

TICKS

Ticks are tiny insects that live in tall grass or shrubs and often ride on deer, dogs, mice, or people. Tick activity peaks during the summer months. Worksites with wood, bushes, high grass, or leaf litter are likely to have more ticks.

PREVENTION

When working in these environments, CDC recommends:

- Wear a hat and tuck your pants into your boots or socks.
- Always use insect repellents that provide protection from tick bites
- Check your skin and clothes at the end of your shift.

IF BITTEN

1. Sanitize bite area and tweezers.
2. Grab tick close to the head and pull up slowly.
3. Sanitize bite area again.



About Lyme Disease

Lyme disease is the most common vector-borne disease in the U.S. It is transmitted to humans through the bite of an infected blacklegged tick. Most cases can be treated with antibiotics, especially if treatment is started early.

Seek medical attention promptly if you develop symptoms of body/muscle aches, fever, headaches, fatigue, joint pain, rash, stiff neck, and facial paralysis. Tell your health care provider about working outdoors in an area where ticks may be present.

POISONOUS PLANTS

Employees who work outdoors are at risk of exposure to poisonous plants, such as Poison Oak, Poison Ivy, and Poison Sumac.

Poison Oak is the primary poisonous plant in California. It can be found in the forest, fields, along streams, roadsides, and even in urban environments.



When in contact with skin, the leaf's sap oil (urushiol) can cause an allergic reaction. Burning these poisonous plants produces smoke that, when inhaled, can cause lung irritation.

Employees may be exposed through:

- Direct contact with the plant.
- Indirect contact (touching tools, animals, or clothing with urushiol on them).
- Inhalation of particles containing urushiol from burning plants.

PREVENTION

- Wear long sleeves, long pants, boots, and gloves.
- Wash exposed clothing separately in hot water with detergent.
- Barrier skin creams, such as lotion containing Butoquatum, may offer some protection.
- After use, clean tools with rubbing alcohol or soap and lots of water. Urushiol can remain active on the surface of objects for up to 5 years. Wear disposable gloves during this process.
- Do not burn plants or brush piles that may contain poison oak. Inhaling smoke from burning plants can cause severe allergic respiratory problems.
- When exposure to burning poison oak is unavoidable review the guidance at [NIOSH Poisonous Plants Fast Facts](#).

IF EXPOSED

Symptoms of skin contact include:

- Red rash within a few days of contact
- Swelling and itching
- Possible bumps, patches, and streaking
- Possible weeping blisters. Blister fluids are not contagious



If you are exposed to Poison Oak:

- Immediately rinse skin with rubbing alcohol, poison plant wash, or degreasing soap (such as dishwashing soap) or detergent, and lots of water. Rinse frequently so that wash solutions do not dry on the skin and further spread the urushiol.
- Scrub under nails with a brush.
- Apply wet compresses, calamine lotion, or hydrocortisone cream to the skin to reduce itching and blistering. Oatmeal baths may relieve itching as well.
- An antihistamine may help relieve itching but remember drowsiness may occur.
- In severe cases, or if the rash is on the face or genitals, seek professional medical attention.
- Call 911 or go to a hospital emergency room if you have a severe allergic reaction, such as swelling, difficulty breathing, or if you've had a severe reaction in the past.

This *Safety Talk* provides awareness level training on a variety of outdoor hazards. If this information is unclear or if you have any additional questions, please talk to your supervisor.

Redway Community Services District
Monthly Financial Statement to MAY 31st, 2025

Primary Checking Account	Previous Balance =	\$63,345.09	As of April 30th, 2025
Revenues			
1 Customer Revenues Collected per QuickBooks		\$120,429.05	
2 valve king returned transaction		\$2,542.47	
3 Amerigas rpair work		\$1,086.13	
4 Rivercrest Mutual Water Testing		\$0.00	
5 Del Oro		\$0.00	
6 brass recycling		\$0.00	
7 TRANSFER Tax Roll to operations		\$0.00	
8 WWTP REIMBURSEMENT		\$32,756.00	
9 DWR REIMBURSEMENT		\$21,705.32	
10 overpayment		\$730.55	
11 Intuity test transaction		\$0.00	
Total Income (reconciled bank deposits)		\$179,249.52	
Total Withdrawals (reconciled withdrawals)		\$126,232.42	
Quick Books Balance - Primary Checking Account		\$116,362.19	As of MAY 31st, 2025

EI Dorado Income: Payments Received			
Water payments - w/ late, reconnect fees, adjustments and deposits			\$50,751.61
Sewer Payments			\$57,748.13
SEF Water fees paid			\$0.00
SEF Sewer fees paid			\$3,886.22
Water Syst. Loan Fund			\$6,603.94
	Total Payments Received		\$118,989.90
	Other Income		\$58,820.47
	Net Total Income		\$177,810.37

Billing for Sales of Water & Sewer Services					
Date: This Year	May-25		Date: Prior Year	May-24	
	WATER	SEWER		WATER	SEWER
WSLF	\$6,598.26		WSLF	\$6,659.75	
Residential	\$36,021.85	\$45,647.84	Residential	\$33,018.25	\$38,324.78
Commercial	\$7,685.11	\$14,295.29	Commercial	\$8,081.30	\$14,151.14
Sub total W&S only	\$50,305.22	\$59,943.13	Sub total W&S only	\$47,759.30	\$52,475.92
SEF	\$0.00	\$4,148.46	SEF	\$7,845.00	\$8,132.25
Sub total	\$50,305.22	\$64,091.59	Sub total	\$55,604.30	\$60,608.17
Reconnect fees	\$0.00		Reconnect fees	\$0.00	
Late Fees	\$2,148.00		Late Fees	\$1,332.00	
Adjustments	-\$1,072.76		Adjustments	-\$481.99	
Total Sales/Use	May-25	\$115,472.05	Total Sales/Use	May-24	\$117,062.48

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Redway Community Services District
Balance Sheet - Collapsed w/ Prior Year
As of May 31, 2025

	May 31, 25	May 31, 24
ASSETS		
Current Assets		
Checking/Savings		
1004 - Cash in Bank CCUSH - 71	65,796.99	50,174.56
1010 - CCUSH - Business Savings -00	25.01	25.01
1015 - CCUSH - Connection Fees -52	2.26	313.24
1020 - CCUSH - Meadows Deposits - 51	16,093.88	16,079.13
1025 - JET/VAC	17,886.14	0.00
1050 - Petty Cash	134.68	70.13
Cash in County - Water		
1100 - #2546 SRF Water Proj Loan Fund	328,673.40	206,782.51
1105 - #2547 SRF Payment Reserve F...	88,807.78	86,303.48
1110 - #2548 Davis Grunsky '68 Reserve	64.63	4,823.78
1115 - #2549 Davis Grunsky '74 Reserve	317.05	19,459.46
1120 - #2550 Tax Revenue Fund-Water	53,595.69	180,500.67
1125 - #2555 SEF - Water	78,628.40	86,491.78
1130 - #2557 T & D Rehab Proj. Fund	3,363.86	3,149.82
Total Cash in County - Water	553,450.81	587,511.50
Cash in County - Sewer		
1135 - #2551 Tax Revenue -Sewer	52,153.68	76,598.17
1140 - #2554 RCSD RECD Grant Sewer	907.27	881.69
1145 - #2556 SEF - Sewer	113,360.27	16,614.83
1150 - #2558 I & I Project Fund-Sewer	6,574.85	6,389.45
1155 - #9855 95 COP Payment Fund-Se...	1,412.17	1,372.35
1160 - #9856 '95 Reserve Fund Sewer	51,976.96	50,511.26
Total Cash in County - Sewer	226,385.20	152,367.75
Total Checking/Savings	879,774.97	806,541.32
Other Current Assets		
Prepaid Expenses	3,000.00	3,000.00
Prepaid Insurance	10,278.77	0.00
Employee Advance	911.00	1,000.00
Prepaid Rent	1,600.00	700.00
1300 - Accounts Receivable		
1301 - Allowance for Doubtful Accounts	-4,366.46	-4,500.00
1300 - Accounts Receivable - Other	301,749.35	224,748.15
Total 1300 - Accounts Receivable	297,382.89	220,248.15
1400 - Other Receivables	-2,830.15	0.00
1500 - Grants Receivable	-781,191.64	0.00
1600 - Inventory - Water	15,820.61	15,820.61
1650 - Inventory - Sewer	1,742.98	1,742.98
Total Other Current Assets	-453,285.54	242,511.74
Total Current Assets	426,489.43	1,049,053.06

Redway Community Services District
Balance Sheet - Collapsed w/ Prior Year
As of May 31, 2025

	May 31, 25	May 31, 24
Fixed Assets		
Fixed Assets - Water		
1700 - Land	31,282.45	31,282.45
1705 - Source of Supply Plant	457,413.70	457,413.70
1710 - Autos & Trucks	36,157.32	36,157.32
1715 - Pumping Plant	83,511.68	83,511.68
1720 - Water Treatment Plant	288,733.63	288,733.63
1725 - Structures & Improvements	4,260,537.66	4,128,506.08
1730 - Water Plant - Small Equipment	285,569.58	285,569.58
1735 - Construction in Progress	139,299.24	59,687.71
Total Fixed Assets - Water	5,582,505.26	5,370,862.15
Fixed Assets - Sewer		
1740 - Land	93,493.07	93,493.07
1742 - Road Improvements	116,000.00	116,000.00
1745 - New WW Plant & Lift Stations	2,042,448.66	2,037,438.28
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	630,254.62	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	91,111.59	91,111.59
1796 - Tools & Equipment	214,322.02	214,322.02
1797 - Construction in Progress	600,446.40	537,811.36
Total Fixed Assets - Sewer	6,406,373.73	6,316,465.04
Accumulated Depreciation-Water	-2,933,383.07	-2,933,383.07
Accumulated Depreciation-Sewer	-3,889,298.49	-3,889,298.49
Total Fixed Assets	5,166,197.43	4,864,645.63
Other Assets		
1900 - COP Issuance Costs	13,510.25	13,510.25
Total Other Assets	13,510.25	13,510.25
TOTAL ASSETS	5,606,197.11	5,927,208.94
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - Accounts Payable	72,913.20	139,538.63
Total Accounts Payable	72,913.20	139,538.63

Redway Community Services District
Balance Sheet - Collapsed w/ Prior Year
As of May 31, 2025

	May 31, 25	May 31, 24
Other Current Liabilities		
2025 · Gym Memberships	30.00	120.00
2105 · Accrued SWH/SDI	-92.85	0.00
2110 · Accrued SUI/ETT	1,387.18	-7.16
2125 · Accrued Vacation	21,671.20	14,582.90
2200 · Interest Payable	8,943.75	0.00
2300 · Customer Deposits	14,550.00	14,550.00
2340 · Water Connection Deposit	0.00	2,650.00
2350 · Sewer Connections Deposit	0.00	1,310.00
2400 · Temporary Inv - W&J Project	11,900.00	11,900.00
Current Portion of Long-Term De	107,500.00	90,568.90
Total Other Current Liabilities	165,889.28	135,674.64
Total Current Liabilities	238,802.48	275,213.27
Long Term Liabilities		
2500 · Loan Payable - SRF Loan	646,767.50	765,000.00
2600 · Loan Payable - 95 WW Project	466,965.00	477,000.00
2700 · Loan Payable - Davis Grunsky	0.00	35,714.19
2800 · Interest Payable - Deferred	0.00	5,001.90
Less Current Portion of LTD	-107,500.00	-90,568.90
Total Long Term Liabilities	1,006,232.50	1,192,147.19
Total Liabilities	1,245,034.98	1,467,360.46
Equity		
Water Equity		
3050 · Retained Earnings - Water	2,033,238.40	2,171,458.74
3100 · Debt Reserve - Water	428,059.32	289,838.98
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
Total 3200 · Contributed Capital - Water	259,339.12	259,339.12
Total Water Equity	2,720,636.84	2,720,636.84
Sewer Equity		
3000 · Retained Earnings - Sewer	-1,163,187.59	-1,161,853.50
3150 · Debt Reserve - Sewer	52,227.25	50,893.16
3300 · Contributed Capital - Sewer		
3350 · Less Accumulated Amortization	-939,028.76	-939,028.76
3300 · Contributed Capital - Sewer - Ot...	3,743,489.16	3,743,489.16
Total 3300 · Contributed Capital - Sewer	2,804,460.40	2,804,460.40
Total Sewer Equity	1,693,500.06	1,693,500.06
32000 · Retained Earnings	500,054.75	100.00
Net Income	-553,029.52	45,611.58
Total Equity	4,361,162.13	4,459,848.48
TOTAL LIABILITIES & EQUITY	5,606,197.11	5,927,208.94

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Redway Community Services District
Profit & Loss
May 2025

	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income			
Water Charges			
4100 · Residential	0.00	34,949.09	34,949.09
4150 · Commercial	0.00	7,685.11	7,685.11
Total Water Charges	0.00	42,634.20	42,634.20
Sewer Charges			
4200 · Residential	45,647.84	0.00	45,647.84
4250 · Commercial	14,295.29	0.00	14,295.29
Total Sewer Charges	59,943.13	0.00	59,943.13
4500 · Late Charges	0.00	2,148.00	2,148.00
7200 · Interest Income	0.00	1.33	1.33
Total Income	59,943.13	44,783.53	104,726.66
Gross Profit	59,943.13	44,783.53	104,726.66
Expense			
Administrative & General			
5015 · Bank Charges	0.00	78.75	78.75
5030 · Education & Training	311.00	0.00	311.00
Insurance			
5040 · Employee Health Insurance			
Employee Portion Health	-1,490.98	-1,490.98	-2,981.96
5040 · Employee Health Insurance - O...	6,638.92	6,638.92	13,277.84
Total 5040 · Employee Health Insurance	5,147.94	5,147.94	10,295.88
5041 · Employee Life Insurance			
Employee Portion Life	-238.75	-238.75	-477.50
5041 · Employee Life Insurance - Other	452.64	452.64	905.28
Total 5041 · Employee Life Insurance	213.89	213.89	427.78
Total Insurance	5,361.83	5,361.83	10,723.66
Office Expense			
5062 · Finance Charges	13.62	13.63	27.25
5081 · Office Expense	478.44	478.46	956.90
5105 · Postage	117.87	117.87	235.74
5106 · Rent	450.00	450.00	900.00
5135 · Telephone-all phones	1,097.34	507.65	1,604.99
5145 · Utilities-pg&e & blue star only	6.23	6.23	12.46
Total Office Expense	2,163.50	1,573.84	3,737.34

Redway Community Services District
Profit & Loss
May 2025

	Sewer	Water	TOTAL
5085 · Outside Services	0.00	4,403.00	4,403.00
5100 · Payroll Taxes	1,984.80	2,525.81	4,510.61
Professional Fees			
5112 · Director Fees	87.50	87.50	175.00
5113 · Legal Fees	1,339.50	1,339.50	2,679.00
Total Professional Fees	1,427.00	1,427.00	2,854.00
5125 · Retirement	1,205.76	1,205.76	2,411.52
5150 · Wages	10,472.15	10,472.15	20,944.30
Total Administrative & General	22,926.04	27,048.14	49,974.18
Water Treatment			
5200 · Lab Tests	0.00	252.00	252.00
5210 · Supplies-water treatment	0.00	66.25	66.25
5215 · Utilities	0.00	4,149.74	4,149.74
5220 · Wages	0.00	9,623.13	9,623.13
5230 · Tools & Safety Equipment	0.00	621.57	621.57
5240 · Truck expenses	0.00	59.82	59.82
Total Water Treatment	0.00	14,772.51	14,772.51
Water Trans & Distribution			
5305 · Repairs & Maintenance	0.00	7,727.49	7,727.49
5310 · Supplies	0.00	926.40	926.40
5315 · Utilities	0.00	223.85	223.85
5320 · Wages	0.00	2,992.50	2,992.50
5330 · Tools and Safety Equipment	0.00	1,046.65	1,046.65
Total Water Trans & Distribution	0.00	12,916.89	12,916.89
Sewer Treatment			
5400 · Lab Tests	2,695.00	0.00	2,695.00
5410 · Supplies-sewer treatment	65.42	0.00	65.42
5415 · Utilities	6,530.29	0.00	6,530.29
5420 · Wages	3,947.53	0.00	3,947.53
5430 · Tools & Equipment	375.60	0.00	375.60
5440 · Truck Expenses	59.82	0.00	59.82
Total Sewer Treatment	13,673.66	0.00	13,673.66

Redway Community Services District
Profit & Loss
May 2025

	<u>Sewer</u>	<u>Water</u>	<u>TOTAL</u>
Sewer Collection			
5505 · Repairs & Maintenance	21.08	0.00	21.08
5510 · Supplies	926.40	0.00	926.40
5515 · Utilities	1,356.71	0.00	1,356.71
5520 · Wages	3,450.39	0.00	3,450.39
5530 · Tools & Equipment	721.99	0.00	721.99
Total Sewer Collection	6,476.57	0.00	6,476.57
Total Expense	43,076.27	54,737.54	97,813.81
Net Ordinary Income	16,866.86	-9,954.01	6,912.85
Other Income/Expense			
Other Income			
5900 · SEF Fees - Sewer	4,148.46	0.00	4,148.46
4400 · SRF Fees	0.00	6,598.26	6,598.26
Total Other Income	4,148.46	6,598.26	10,746.72
Other Expense			
8300 · Capital Improvements			
8320 · Cap Improvements - Water Dist	0.00	5,089.43	5,089.43
Total 8300 · Capital Improvements	0.00	5,089.43	5,089.43
Total Other Expense	0.00	5,089.43	5,089.43
Net Other Income	4,148.46	1,508.83	5,657.29
Net Income	<u>21,015.32</u>	<u>-8,445.18</u>	<u>12,570.14</u>

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06/10/25
Accrual Basis

Redway Community Services District
Checking Account Activity
As of May 31, 2025

Type	Date	Num	Name	Memo
1004 - Cash in Bank CCUSH - 71				
Paycheck	05/01/2025	15725	Gradin, Glenn A	
Deposit	05/01/2025			Deposit
Check	05/01/2025	15728	Postmaster Redway	April 2025 Billing
Deposit	05/01/2025			ALL PAID
Check	05/02/2025	15729	Lewis, Todd C	reimbursement PPE - 2025
Bill Pmt -Check	05/02/2025	15730	Bobby Hill	Mill & Drill Fire Hydrant Fittings,
Bill Pmt -Check	05/02/2025	15731	Calpers	100000017897126- Health Care Premiums - MAY 2025
Bill Pmt -Check	05/02/2025	15732	colonial Life	E5494117 Invoice for APR 10,24 2025
Bill Pmt -Check	05/02/2025	15733	David Katz	MAY RENT 2025 3168 Redwood Drive
Bill Pmt -Check	05/02/2025	15734	Fire Risk Management Services	Extended Benefits Dental, Vision, Life MAY 2025
Bill Pmt -Check	05/02/2025	15735	six rivers portable toilets	INV#196238 April 2025
Check	05/02/2025	15736	Rogelio Martinez	WWTP Cert #3 on loan for the month of MAY 2025
Check	05/02/2025	15737	Chaille, Calvin C	Insurance reimbursement 7 of 18 MAY 2025
Deposit	05/02/2025			ALL PAID
Deposit	05/05/2025			Merchant Services
Deposit	05/05/2025			ALL PAID
Deposit	05/05/2025			Merchant Services
Deposit	05/05/2025			Merchant Services
Liability Check	05/06/2025	15743	Variable Annuity Life Ins. Co.	
Deposit	05/06/2025			ACCOUNT TEST
Deposit	05/06/2025			Merchant Services
Deposit	05/06/2025			ALL PAID
Liability Check	05/06/2025	E-pay	United States Treasury	94-1634964 QB Tracking # 1299857630
Liability Check	05/06/2025	EFT	Employment Development Department...	800-3247-7
Liability Check	05/06/2025	EFT	Employment Development Department...	800-3247-7
Deposit	05/06/2025			ACH M
Liability Check	05/07/2025		QuickBooks Payroll Service	Created by Payroll Service on 05/06/2025
Deposit	05/07/2025			Deposit
Paycheck	05/08/2025	DD1448	Cherubini, Dru A	Direct Deposit
Paycheck	05/08/2025	15738	Cox, Cody R.	
Paycheck	05/08/2025	15739	Esget, Douglas R	
Paycheck	05/08/2025	DD1449	Gradin, Glenn A	Direct Deposit
Paycheck	05/08/2025	15740	Lewis, Todd C	
Paycheck	05/08/2025	15741	Moore, Eric S	
Paycheck	05/08/2025	15742	Moore, Marshall C	
Deposit	05/08/2025			ACH F
Deposit	05/08/2025			ACH M
Deposit	05/08/2025			ACH F
Deposit	05/08/2025			Deposit
Deposit	05/08/2025			Deposit
Deposit	05/09/2025			ACH M
Deposit	05/09/2025			ACH F

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Redway Community Services District
Checking Account Activity
As of May 31, 2025

Type	Date	Num	Name	Memo
Check	05/12/2025	15745	Cody Cox	Employee Draw on 5-12-2024
Deposit	05/12/2025			ACH M
Deposit	05/12/2025			ACH M
Deposit	05/12/2025			ACH F
Bill Pmt -Check	05/12/2025	15746	quill	plates, cups, usb-c, paper
Bill Pmt -Check	05/12/2025	15747	Valve King	4- gate valves 6"
Check	05/13/2025	15748	Moore, Marshall C	05-13-2025 Cash Advance
Deposit	05/13/2025			ACH-M
Deposit	05/13/2025			Deposit
Deposit	05/13/2025			Deposit
General Journal	05/13/2025	GAG		paid twice CC and Check #15306 reimbursed
Deposit	05/13/2025			Deposit
Deposit	05/13/2025			Deposit
General Journal	05/13/2025	GAG		icheck gateway fee
Deposit	05/14/2025			ACH-M
Deposit	05/14/2025			ACH-F
Bill Pmt -Check	05/14/2025	15749	4JsConsulting	INV#1071 Professional Services January through April 2025
Bill Pmt -Check	05/14/2025	15750	C& K	32585
Bill Pmt -Check	05/14/2025	15751	Dazey's/Stephen's	MAR 2025 Billing LESS DEC PYMT AND FEE
Bill Pmt -Check	05/14/2025	15752	Frontier	ALL- Field Land Lines
Bill Pmt -Check	05/14/2025	15753	GHD Inc	INV# 380-0063668 - WWTP
Bill Pmt -Check	05/14/2025	15754	Humboldt County Office of Elections	Cost of election 11/2024
Bill Pmt -Check	05/14/2025	15755	Jamie Corsetti, CPA	INV#13902
Bill Pmt -Check	05/14/2025	15756	Just Rent It	APRIL MISC
Bill Pmt -Check	05/14/2025	15757	Microbac	Statement 4-4~5-2
Bill Pmt -Check	05/14/2025	15758	Napa Auto Parts	WWTP Tractor
Bill Pmt -Check	05/14/2025	15759	Parkinson Building Materials	ACCOUNT# 4860
Bill Pmt -Check	05/14/2025	15760	Randall Sand & Gravel	INV# MULTI-West Coast SAND and gravel
Bill Pmt -Check	05/14/2025	15761	Recology Eel River	Debris .4 TON #275438
Bill Pmt -Check	05/14/2025	15762	Recology Humboldt County	INV#34015479- Office
Bill Pmt -Check	05/14/2025	15763	Redway Tire	invoice # 1084 Nissan 169217 miles
Bill Pmt -Check	05/14/2025	15764	six rivers portable toilets	INV#198358 May 2025
Bill Pmt -Check	05/14/2025	15765	Sunbelt Rentals	INV#1608027284 Jumping Jack Tamper
Bill Pmt -Check	05/14/2025	15766	True Value	1451
Bill Pmt -Check	05/14/2025	15767	U-Rock Utility Equipment	INV# 1341
Bill Pmt -Check	05/14/2025	15768	Umpqua Bank	April Billing
Bill Pmt -Check	05/14/2025	15769	Valley Pacific	195225 APR 2025
Bill Pmt -Check	05/14/2025	15770	Verizon	CELL PHONE month billing - APR 05~May 4
Bill Pmt -Check	05/14/2025	15771	Wyckoff's-Fortuna	Customer #2-7001 3-31-2025 statement
Check	05/14/2025	15772	Moore, Eric S	reimbursement EarMuffs(2 sets)
Deposit	05/15/2025			ACH M
Deposit	05/15/2025			Deposit

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Redway Community Services District
Checking Account Activity
As of May 31, 2025

Type	Date	Num	Name	Memo
Deposit	05/15/2025			Deposit
Deposit	05/16/2025			ACH M
Deposit	05/16/2025			ACH F
Deposit	05/16/2025			Deposit
Check	05/18/2025	15785	six rivers portable toilets	INV# 200365 rental- EXEC on call
General Journal	05/19/2025	GAG		return of check for valves???
Deposit	05/19/2025			ACH M
Deposit	05/19/2025			ACH M
Liability Check	05/20/2025	15778	Variable Annuity Life Ins. Co.	
Liability Check	05/20/2025	15780	Variable Annuity Life Ins. Co.	
Deposit	05/20/2025			ACH F
Deposit	05/20/2025			Deposit
Liability Check	05/21/2025		QuickBooks Payroll Service	Created by Payroll Service on 05/20/2025
Bill Pmt -Check	05/21/2025	15781	Advanced Security Systems	INV# 735118 service 6/1/2025~8/31/2025
Bill Pmt -Check	05/21/2025	15782	Times-Standard Newspaper	Bid advertizing 4-15~4-22
Bill Pmt -Check	05/21/2025	15783	Verizon One Talk	DESK PHONE month billing April 8~ May7
Check	05/21/2025	15784	Eric Moore	PPE 2025
Deposit	05/21/2025			ACH M
Deposit	05/21/2025			ACH M
Deposit	05/21/2025			ACH F
Paycheck	05/22/2025	DD1450	Cherubini, Dru A	Direct Deposit
Paycheck	05/22/2025	15773	Cox, Cody R.	
Paycheck	05/22/2025	15774	Esget, Douglas R	
Paycheck	05/22/2025	DD1451	Gradin, Glenn A	Direct Deposit
Paycheck	05/22/2025	15775	Lewis, Todd C	
Paycheck	05/22/2025	15776	Moore, Eric S	
Paycheck	05/22/2025	15779	Moore, Marshall C	
Deposit	05/22/2025			ACH F
Liability Check	05/23/2025	E-pay	United States Treasury	94-1634964 QB Tracking # 1975849630
Liability Check	05/23/2025	EFT	Employment Development Department...	800-3247-7
Liability Check	05/23/2025	EFT	Employment Development Department...	800-3247-7
Deposit	05/23/2025			ACH M
Deposit	05/23/2025			ACH F
Deposit	05/23/2025			Deposit
Check	05/27/2025	15786	SWRCB - W & WW Cert	GRADE III (re-exam) EXAM M. Moore
Check	05/27/2025	15787	Ella Mcfarland	Office Cleaning 5-12, 5-27, 2025
Deposit	05/27/2025			ACH M
Deposit	05/27/2025			ACH M
Deposit	05/27/2025			ACH F
Deposit	05/27/2025			ACH M
Deposit	05/27/2025			ACH F
Bill Pmt -Check	05/27/2025	15788	Frontier	ALL- Field Land Lines
Bill Pmt -Check	05/27/2025	15789	Milt's Saw Shop	INV#2025-1471

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Redway Community Services District
Checking Account Activity
As of May 31, 2025

Type	Date	Num	Name	Memo
Bill Pmt -Check	05/27/2025	15790	Pacific Gas & Electric	
Bill Pmt -Check	05/27/2025	15793	SWRCB - W & WW Cert	Cody Cox re-exam T3
Check	05/27/2025	15794	Chaille, Calvin C	Insurance reimbursement 8 of 18 JUNE 2025
Check	05/27/2025	15795	Rogelio Martinez	WWTP Cert #3 on loan for the month of JUNE 2025
Bill Pmt -Check	05/27/2025	15796	Calpers	100000017927488- Health Care Premiums - JUNE 2025
Bill Pmt -Check	05/27/2025	15797	Fire Risk Management Services	Extended Benefits Dental, Vision, Life JUNE 2025
Bill Pmt -Check	05/27/2025	15798	GHD Inc	INV# 12572332 WEB Services
Deposit	05/27/2025			Deposit
Deposit	05/27/2025			Deposit
Deposit	05/28/2025			ALL PAID
Deposit	05/28/2025			ACH M
Deposit	05/28/2025			ACH F
Check	05/28/2025	15799	Moore, Marshall C	05-28-2025 Cash Advance
Check	05/28/2025	15800	SEF Sewer	Acct# 2556000-800940
Check	05/28/2025	15801	SRF Water Project Loan Fund #2546	For Deposit to fund #2546
General Journal	05/28/2025	JET/VAC		transfer for May 2025
Bill Pmt -Check	05/28/2025	15802	colonial Life	E5494117 Invoice for MAY 8, 22 2025
Bill Pmt -Check	05/28/2025	15803	David Katz	JUNE RENT 2025 3168 Redwood Drive
Bill Pmt -Check	05/28/2025	15804	McMurchie Law Firm	INV#4875, audit , 457 examine
Bill Pmt -Check	05/28/2025	15805	Mission Linen	Customer # 322538 door mat
Check	05/28/2025	15806	Dian Griffith	Chair Regular Board Meeting May 28, 2025
Check	05/28/2025	15807	Michael McKaskle	Regular Board Meeting May 28, 2025
Check	05/28/2025	15808	Marie Etherton	Regular Board Meeting May 28, 2025
Check	05/29/2025	15809	Cody Cox	Employee Draw on 5-29-2024
Deposit	05/29/2025			Deposit
Deposit	05/29/2025			Deposit
General Journal	05/29/2025	GAG		returned check
Deposit	05/30/2025			ACH M
Deposit	05/30/2025			ACH F
Deposit	05/30/2025			ACH M
Check	05/31/2025			Service Charge
Total 1004 • Cash in Bank CCUSH - 71				
TOTAL				

Redway Community Services District
Reconciliation Summary
 1004 - Cash in Bank CCUSH - 71, Period Ending 05/31/2025

	May 31, 25	
Beginning Balance		63,345.09
Cleared Transactions		
Checks and Payments - 79 items	-126,232.42	
Deposits and Credits - 68 items	179,249.52	
Total Cleared Transactions	53,017.10	
Cleared Balance		116,362.19
Uncleared Transactions		
Checks and Payments - 36 items	-50,665.20	
Deposits and Credits - 1 item	100.00	
Total Uncleared Transactions	-50,565.20	
Register Balance as of 05/31/2025		65,796.99
New Transactions		
Checks and Payments - 19 items	-32,770.35	
Deposits and Credits - 2 items	0.00	
Total New Transactions	-32,770.35	
Ending Balance		33,026.64

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Redway Community Services District
Savings Account Activity
As of May 31, 2025

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							313.10
Deposit	01/31/2024		Interest		0.03		313.13
Deposit	02/29/2024		Interest		0.02		313.15
Deposit	03/31/2024		Interest		0.03		313.18
Deposit	04/30/2024		Interest		0.03		313.21
Deposit	05/31/2024		Interest		0.03		313.24
Deposit	06/30/2024		Interest		0.03		313.27
Deposit	07/31/2024		Interest		0.03		313.30
Deposit	08/31/2024		Interest		0.03		313.33
Deposit	09/30/2024		Interest		0.03		313.36
General J...	10/31/2024	GAG	572 orchard - tenario		15,065.00		15,378.36
Deposit	10/31/2024		Interest		0.07		15,378.43
Deposit	11/30/2024		Interest		1.26		15,379.69
General J...	12/31/2024	Transfer	transfer new connection to operati...			15,378.69	1.00
Deposit	12/31/2024		Interest		1.26		2.26
Total 1015 - CCUSH - Connection Fees -52					15,067.85	15,378.69	2.26
1020 - CCUSH - Meadows Deposits - 51							16,072.42
Deposit	01/31/2024		Interest		1.37		16,073.79
Deposit	02/29/2024		Interest		1.28		16,075.07
Deposit	03/31/2024		Interest		1.37		16,076.44
Deposit	04/30/2024		Interest		1.32		16,077.76
Deposit	05/31/2024		Interest		1.37		16,079.13
Deposit	06/30/2024		Interest		1.32		16,080.45
Deposit	07/31/2024		Interest		1.37		16,081.82
Deposit	08/31/2024		Interest		1.37		16,083.19
Deposit	09/30/2024		Interest		1.32		16,084.51
Deposit	10/31/2024		Interest		1.37		16,085.88
Deposit	11/30/2024		Interest		1.32		16,087.20
Deposit	12/31/2024		Interest		1.37		16,088.57
Deposit	01/31/2025		Interest		1.37		16,089.94

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Redway Community Services District
Savings Account Activity
As of May 31, 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Deposit	02/28/2025			Interest	1.23		16,091.17
Deposit	03/31/2025			Interest	1.37		16,092.54
Deposit	04/30/2025			Interest	0.66		16,093.20
Deposit	05/31/2025			Interest	0.68		16,093.88
Total 1020 - CCUSH - Meadows Deposits - 51					21.46	0.00	16,093.88
1025 - JET/VAC							0.00
General J...	04/07/2025	TRANSF...		TRANSFER FROM OPERATIONS...	14,885.00		14,885.00
Deposit	04/30/2025			Interest	0.49		14,885.49
General J...	05/28/2025	JET/VAC		transfer for May 2025	3,000.00		17,885.49
Deposit	05/31/2025			Interest	0.65		17,886.14
Total 1025 - JET/VAC					17,886.14	0.00	17,886.14
Cash in County - Water							681,641.79
1100 - #2546 SRF Water Proj Loan Fund							221,339.37
General J...	02/02/2024	GAG		JAN 2024 Payment		38,250.00	183,089.37
Check	04/17/2024	14844	SRF Water ...	For Deposit to fund #2546 For JA...	19,818.00		202,907.37
General J...	05/31/2024	County			3,875.14		206,782.51
General J...	06/28/2024	GAG		transfer from SEF-Water to bring ...	59,873.00		266,655.51
General J...	06/30/2024	GAG		trn from 2556 to bring account curr...	72,985.00		339,640.51
General J...	06/30/2024	County			1,327.41		340,967.92
General J...	07/01/2024	County			1,436.33		342,404.25
General J...	07/30/2024	GAG		JULY 2024 Payment		38,250.00	304,154.25
Check	08/28/2024	15135	SRF Water ...	To close fiscal 2023/2024	6,670.00		310,824.25
Check	09/20/2024	15204	SRF Water ...	July 2024 deposit	6,631.00		317,455.25
General J...	10/01/2024	County			1,881.78		319,337.03
Check	10/31/2024	15281	SRF Water ...	August 2024 deposit	6,642.00		325,979.03
Check	12/18/2024	15425	SRF Water ...	September 2024 deposit	6,636.00		332,615.03
General J...	01/27/2025	GAG		JULY 2024 Payment		38,250.00	294,365.03
Check	03/04/2025	15590	SRF Water ...	October / November 2024 deposit	9,943.00		304,308.03
Check	03/25/2025	15658	SRF Water ...	DECEMBER 2024 deposit	6,569.00		310,877.03
General J...	03/31/2025	County			1,847.37		312,724.40
Check	04/04/2025	15681	SRF Water ...	JAN 2025 deposit	3,904.00		316,628.40

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Redway Community Services District
Savings Account Activity
As of May 31, 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	04/24/2025	15724	SRF Water ...	FEB 2025 deposit	5,487.00		322,115.40
Check	05/28/2025	15801	SRF Water ...	MARCH 2025 deposit	6,558.00		328,673.40
Total 1100 · #2546 SRF Water Proj Loan Fund					222,084.03	114,750.00	328,673.40
1105 · #2547 SRF Payment Reserve Fund							84,655.94
General J...	05/31/2024	County			1,647.54		86,303.48
General J...	06/30/2024	County			571.61		86,875.09
General J...	07/01/2024	County			607.16		87,482.25
General J...	10/01/2024	County			670.24		88,152.49
General J...	03/31/2025	County			655.29		88,807.78
Total 1105 · #2547 SRF Payment Reserve Fund					4,151.84	0.00	88,807.78
1110 · #2548 Davis Grunsky '68 Reserve							4,731.69
General J...	05/31/2024	County			92.09		4,823.78
General J...	06/13/2024	County				4,823.78	0.00
General J...	06/30/2024	County			31.95		31.95
General J...	07/01/2024	County			31.71		63.66
General J...	10/01/2024	County			0.49		64.15
General J...	03/31/2025	County			0.48		64.63
Total 1110 · #2548 Davis Grunsky '68 Reserve					156.72	4,823.78	64.63
1115 · #2549 Davis Grunsky '74 Reserve							19,087.98
General J...	05/31/2024	County			371.48		19,459.46
General J...	06/13/2024	County				16,918.41	2,541.05
General J...	06/13/2024	County				2,485.58	55.47
General J...	06/30/2024	County			128.89		184.36
General J...	07/01/2024	County			127.96		312.32
General J...	10/01/2024	County			2.39		314.71
General J...	03/31/2025	County			2.34		317.05
Total 1115 · #2549 Davis Grunsky '74 Reserve					633.06	19,403.99	317.05

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Redway Community Services District
Savings Account Activity
As of May 31, 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1120 - #2550 Tax Revenue Fund-Water							135,165.09
General J...	01/03/2024	GAG				23,519.26	111,645.83
General J...	05/31/2024	Prop Tax			66,198.51		177,844.34
General J...	05/31/2024	County			2,656.33		180,500.67
General J...	06/13/2024	County				2,516.32	177,984.35
General J...	06/28/2024	GAG		Transfer to SEF-Water		140,951.00	37,033.35
General J...	06/28/2024	GAG		transfer to SEF Sewer		25,745.00	11,288.35
General J...	06/30/2024	County			1,055.43		12,343.78
General J...	06/30/2024	Prop Tax			4,760.97		17,104.75
General J...	07/01/2024	County			1,196.32		18,301.07
General J...	10/01/2024	County			144.93		18,446.00
General J...	12/31/2024	Prop Tax			48,921.63		67,367.63
General J...	03/31/2025	County			235.48		67,603.11
General J...	03/31/2025	Prop Tax			877.58		68,480.69
General J...	04/07/2025	TRANSF...		Tax Roll transfer from Water tax to...		14,885.00	53,595.69
Total 1120 - #2550 Tax Revenue Fund-Water					126,047.18	207,616.58	53,595.69
1125 - #2555 SEF - Water							190,799.23
General J...	02/12/2024	GAG		Transfer from savings for Truck pu...		50,000.00	140,799.23
Check	03/19/2024	14785	SEF Water	Acct# 2555000-reimburse excess t...	10,738.52		151,537.75
General J...	05/27/2024	GAG		transfer to OP for Metron Farnier ...		69,018.51	82,519.24
General J...	05/31/2024	County			3,972.54		86,491.78
General J...	06/13/2024	County				14,415.99	72,075.79
General J...	06/28/2024	GAG		Transfer from Water Tax brings S...	140,951.00		213,026.79
General J...	06/28/2024	GAG		transfer to WSLF to bring WSLF a...		59,873.00	153,153.79
Check	06/28/2024	15007	SEF Water	#2555 For bring current to 5-31-2...	85,975.00		239,128.79
General J...	06/30/2024	GAG		Transfer to SEF Sewer to make S...		87,438.00	151,690.79
General J...	06/30/2024	County			1,104.70		152,795.49
General J...	07/01/2024	County			904.69		153,700.18
General J...	08/19/2024	GAG		SDRMA LIABILITY PAYMENT TR...		27,498.36	126,201.82
Check	08/28/2024	15133	SEF Water	To close fiscal 2023/2024	7,857.00		134,058.82
General J...	09/10/2024	GAG		metron farnier INV#100005285 12...		56,932.41	77,126.41

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Redway Community Services District
Savings Account Activity
As of May 31, 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General J...	10/01/2024	County			921.81		78,048.22
General J...	03/31/2025	County			580.18		78,628.40
Total 1125 · #2555 SEF - Water					253,005.44	365,176.27	78,628.40
1130 · #2557 T & D Rehab Proj. Fund							25,862.49
General J...	03/12/2024	GAG		MIKSIS Manhole Rehab		23,216.00	2,646.49
General J...	05/31/2024	County			503.33		3,149.82
General J...	06/30/2024	County			140.83		3,290.65
General J...	07/01/2024	County			23.00		3,313.65
General J...	10/01/2024	County			25.39		3,339.04
General J...	03/31/2025	County			24.82		3,363.86
Total 1130 · #2557 T & D Rehab Proj. Fund					717.37	23,216.00	3,363.86
Total Cash in County - Water					606,795.64	734,986.62	553,450.81
Cash in County - Sewer							115,928.81
1135 · #2551 Tax Revenue -Sewer							28,195.23
General J...	02/01/2024	GAG		Feb 2024 Interest Payment		10,732.50	17,462.73
General J...	05/31/2024	County			914.22		18,376.95
General J...	05/31/2024	Prop Tax			58,221.22		76,598.17
General J...	06/28/2024	GAG		transfer to SEF Sewer		70,000.00	6,598.17
General J...	06/30/2024	County			352.02		6,950.19
General J...	06/30/2024	Prop Tax			4,501.15		11,451.34
General J...	07/01/2024	County			497.19		11,948.53
General J...	08/01/2024	GAG		princpal		31,000.00	-19,051.47
General J...	08/01/2024	GAG		interest		10,732.50	-29,783.97
General J...	10/01/2024	County			0.00		-29,783.97
General J...	12/31/2024	Prop Tax			32,083.91		2,299.94
General J...	02/01/2025	GAG		FEB 2025 INTEREST PAYMENT ...		10,035.00	-7,735.06
General J...	03/28/2025	GAG		Transfer to accomodate USDA loa...	60,000.00		52,264.94

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Redway Community Services District
Savings Account Activity
As of May 31, 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General J...	03/31/2025	County				155.67	52,109.27
General J...	03/31/2025	Prop Tax			44.41		52,153.68
Total 1135 · #2551 Tax Revenue -Sewer					156,614.12	132,655.67	52,153.68
1140 · #2554 RCSD RECD Grant Sewer							864.86
General J...	05/31/2024	County			16.83		881.69
General J...	06/30/2024	County			5.84		887.53
General J...	07/01/2024	County			6.20		893.73
General J...	10/01/2024	County			6.85		900.58
General J...	03/31/2025	County			6.69		907.27
Total 1140 · #2554 RCSD RECD Grant Sewer					42.41	0.00	907.27
1145 · #2556 SEF - Sewer							29,708.08
General J...	01/29/2024	GAG		Pump for Azalea Lift Station		13,618.19	16,089.89
General J...	05/31/2024	County			524.94		16,614.83
General J...	06/28/2024	GAG		Transfer from Sewer TAX to be cur...	95,745.00		112,359.83
General J...	06/30/2024	GAG		Transfer from SEF Water to make ...	87,438.00		199,797.83
General J...	06/30/2024	GAG		trn to 2546 to make WSLF current ...		72,985.00	126,812.83
General J...	06/30/2024	County			134.82		126,947.65
General J...	07/01/2024	County			153.19		127,100.84
Check	08/28/2024	15134	SEF Sewer	To close fiscal 2023/2024	7,977.00		135,077.84
Check	09/20/2024	15203	SEF Sewer	July 2024 payment	4,153.00		139,230.84
General J...	10/01/2024	County			1,553.28		140,784.12
Check	10/31/2024	15280	SEF Sewer	August 2024 payment	4,160.00		144,944.12
Check	12/18/2024	15426	SEF Sewer	September 2024 payment	4,156.00		149,100.12
Check	03/04/2025	15589	SEF Sewer	October / November 2024 payment	6,480.00		155,580.12
Check	03/25/2025	15657	SEF Sewer	DEC 2024 PLUS NOVEMBER SH...	5,842.00		161,422.12
General J...	03/28/2025	GAG		Transfer to accomodate USDA loa...		60,000.00	101,422.12
General J...	03/31/2025	County			1,599.15		103,021.27
Check	04/04/2025	15680	SEF Sewer	JAN 2025 payment	2,279.00		105,300.27

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Accrual Basis

Redway Community Services District
Savings Account Activity
As of May 31, 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	04/24/2025	15723	SEF Sewer	FEB 2025 payment	3,937.00		109,237.27
Check	05/28/2025	15800	SEF Sewer	MARCH 2025 payment	4,123.00		113,360.27
Total 1145 · #2556 SEF - Sewer					230,255.38	146,603.19	113,360.27
1150 · #2558 I & I Project Fund-Sewer							6,267.48
General J...	05/31/2024	County			121.97		6,389.45
General J...	06/30/2024	County			42.32		6,431.77
General J...	07/01/2024	County			44.95		6,476.72
General J...	10/01/2024	County			49.62		6,526.34
General J...	03/31/2025	County			48.51		6,574.85
Total 1150 · #2558 I & I Project Fund-Sewer					307.37	0.00	6,574.85
1155 · #9855 95 COP Payment Fund-Sewer							1,346.15
General J...	05/31/2024	County			26.20		1,372.35
General J...	06/30/2024	County			9.09		1,381.44
General J...	07/01/2024	County			9.65		1,391.09
General J...	10/01/2024	County			10.66		1,401.75
General J...	03/31/2025	County			10.42		1,412.17
Total 1155 · #9855 95 COP Payment Fund-Sewer					66.02	0.00	1,412.17
1160 · #9856 '95 Reserve Fund Sewer							49,547.01
General J...	05/31/2024	County			964.25		50,511.26
General J...	06/30/2024	County			334.55		50,845.81
General J...	07/01/2024	County			355.36		51,201.17
General J...	10/01/2024	County			392.27		51,593.44
General J...	03/31/2025	County			383.52		51,976.96
Total 1160 · #9856 '95 Reserve Fund Sewer					2,429.95	0.00	51,976.96
Total Cash in County - Sewer					389,715.25	279,258.86	226,385.20
TOTAL					1029486.34	1,029,624.17	813,843.30

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Accrual Basis

Redway Community Services District

Payments from Customers

As of May 31, 2025

Type	Date	Memo	Amount
1300 - Accounts Receivable			
Deposit	05/01/2025	Deposit	-1,412.40
Deposit	05/01/2025	ALL PAID	-285.37
Deposit	05/02/2025	ALL PAID	-486.25
Deposit	05/05/2025	Merchant Services	-153.00
Deposit	05/05/2025	ALL PAID	-250.00
Deposit	05/05/2025	Merchant Services	-589.01
Deposit	05/05/2025	Merchant Services	-1,301.00
Deposit	05/06/2025	ACCOUNT TEST V...	-0.01
Deposit	05/06/2025	Merchant Services	-144.66
Deposit	05/06/2025	ALL PAID	-850.00
Deposit	05/06/2025	ACH M	-640.10
Deposit	05/07/2025	Deposit	-7,909.72
Deposit	05/08/2025	ACH F	-138.87
Deposit	05/08/2025	ACH M	-718.72
Deposit	05/08/2025	ACH F	-645.10
Deposit	05/08/2025	Deposit	-7,605.26
Deposit	05/08/2025	Deposit	-1,494.84
Deposit	05/09/2025	ACH M	-1,160.00
Deposit	05/09/2025	ACH F	-283.02
Deposit	05/12/2025	ACH M	-632.53
Deposit	05/12/2025	ACH M	-140.46
Deposit	05/12/2025	ACH F	-9,822.38
Deposit	05/13/2025	ACH-M	-165.40
Deposit	05/13/2025	Deposit	-1,311.18
Deposit	05/13/2025	Deposit	-12,274.53
Deposit	05/13/2025	Deposit	-4,531.83
Deposit	05/14/2025	ACH-M	-2,564.33
Deposit	05/14/2025	ACH-F	-157.12
Deposit	05/15/2025	ACH M	-200.34
Deposit	05/15/2025	Deposit	-9,249.45
Deposit	05/15/2025	Deposit	-1,041.15
Deposit	05/16/2025	ACH M	-285.07
Deposit	05/16/2025	ACH F	-1,014.59
Deposit	05/16/2025	Deposit	-3,149.73
Deposit	05/19/2025	ACH M	-119.37
Deposit	05/19/2025	ACH M	-148.46
Deposit	05/20/2025	ACH F	-563.86
Deposit	05/20/2025	Deposit	-13,917.81
Deposit	05/21/2025	ACH M	-320.47
Deposit	05/21/2025	ACH M	-296.65
Deposit	05/21/2025	ACH F	-200.00
Deposit	05/22/2025	ACH F	-138.24
Deposit	05/23/2025	ACH M	-36.89
Deposit	05/23/2025	ACH F	-350.00
Deposit	05/23/2025	Deposit	-10,373.27
Deposit	05/27/2025	ACH M	-744.10
Deposit	05/27/2025	ACH M	-302.79

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Accrual Basis

Redway Community Services District
Payments from Customers
As of May 31, 2025

Type	Date	Memo	Amount
Deposit	05/27/2025	ACH F	-452.15
Deposit	05/27/2025	ACH M	-976.23
Deposit	05/27/2025	ACH F	-1,086.81
Deposit	05/27/2025	Deposit	-7,706.88
Deposit	05/28/2025	ALL PAID	-55.70
Deposit	05/28/2025	ACH M	-142.56
Deposit	05/28/2025	ACH F	-292.92
Deposit	05/29/2025	Deposit	-6,283.69
Deposit	05/29/2025	Deposit	-1,782.30
Deposit	05/30/2025	ACH M	-341.97
Deposit	05/30/2025	ACH F	-340.00
Deposit	05/30/2025	ACH M	-848.51
Total 1300 · Accounts Receivable			-120,429.05
TOTAL			-120,429.05

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Redway Community Services District
A/P Aging Summary
As of May 31, 2025

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
American Highway Products	0.00	317.51	0.00	0.00	0.00	317.51
GHD Inc	5,089.43	55,926.43	0.00	0.00	0.00	61,015.86
McMurchie Law Firm	0.00	0.00	0.00	0.00	1,292.50	1,292.50
Pace Supply	8,678.30	0.00	0.00	0.00	0.00	8,678.30
redwood empire print & apparel	1,059.03	550.00	0.00	0.00	0.00	1,609.03
TOTAL	<u>14,826.76</u>	<u>56,793.94</u>	<u>0.00</u>	<u>0.00</u>	<u>1,292.50</u>	<u>72,913.20</u>

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Redway Community Services District
Payroll Details by Account
May 2025

	May 25	May 24	Jul '24 - May 25
Ordinary Income/Expense			
Expense			
Administrative & General			
Insurance			
5040 - Employee Health Insura...	13,277.84	22,166.40	136,912.28
5045 - Workers' Comp	0.00	0.00	15,526.76
Total Insurance	13,277.84	22,166.40	152,439.04
5100 - Payroll Taxes	4,510.61	3,132.78	43,681.89
5150 - Wages	20,944.30	19,312.24	264,700.55
Total Administrative & General	38,732.75	44,611.42	460,821.48
Water Treatment			
5220 - Wages	9,623.13	6,034.52	105,581.28
Total Water Treatment	9,623.13	6,034.52	105,581.28
Water Trans & Distribution			
5320 - Wages	2,992.50	5,436.09	40,807.53
Total Water Trans & Distribution	2,992.50	5,436.09	40,807.53
Sewer Treatment			
5420 - Wages	3,947.53	8,094.14	72,625.35
Total Sewer Treatment	3,947.53	8,094.14	72,625.35
Sewer Collection			
5520 - Wages	3,450.39	2,363.62	42,460.45
Total Sewer Collection	3,450.39	2,363.62	42,460.45
Total Expense	58,746.30	66,539.79	722,296.09
Net Ordinary Income	-58,746.30	-66,539.79	-722,296.09
Net Income	-58,746.30	-66,539.79	-722,296.09

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Past Due List Status

Past Due Status as of 05-31-2025	amount
Number of accounts on the past due list	65
The Average Bill	\$1,139.00
The Median Bill	\$700.29
Low Balance at 90 days	\$163.97
High Balance at 90 days	\$5,100.74
Current balance Past Due List(TOTAL)	\$74,035.07
Current Balance of at 90 days	\$43,401.62
Addresses currently off	19
Past Due status as of 04-30-2025	amount
Number of accounts on the past due list	134
The Average Bill	\$666.02
The Median Bill	\$372.52
Low Balance at 90 days	\$100.66
High Balance at 90 days	\$4,101.54
Current balance Past Due List(30,60,90)	\$89,247.20
Current Balance of at 90 days	\$30,706.22
Addresses currently off	19

Criteria is changing for the late list,

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Accrual Basis

Redway Community Services District
TOTAL Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Water Charges				
4100 - Residential	453,876	483,584	-29,708	94%
4150 - Commercial	102,164	118,339	-16,175	86%
Total Water Charges	556,040	601,923	-45,883	92%
Sewer Charges				
4200 - Residential	490,042	560,078	-70,036	87%
4250 - Commercial	166,076	225,796	-59,720	74%
Total Sewer Charges	656,118	785,874	-129,756	83%
4440 - Application Fees	15,065	1,160	13,905	1,299%
4450 - Reconnect Fees	468	600	-133	78%
4500 - Late Charges	30,010	26,640	3,370	113%
4600 - Other Operating Revenue	700	3,600	-2,900	19%
Property Tax Revenue				
7000 - Secured	62,542	124,250	-61,708	50%
7005 - Unsecured	3,931	5,171	-1,240	76%
7010 - Prior Years	1,402	4,133	-2,731	34%
7015 - Supplemental - Current	996	1,704	-708	58%
7020 - Supplemental - Prior	155	248	-93	63%
7050 - Property Assessments	14,885	0	14,885	100%
7100 - Homeowners' Tax Relief	549	1,213	-664	45%
7105 - St. Wildlife Refuge In Lieu Tax	0	38	-38	0%
Total Property Tax Revenue	84,459	136,757	-52,298	62%
7200 - Interest Income	16,309	12,000	4,309	136%
Total Income	1,359,171	1,568,554	-209,383	87%
Gross Profit	1,359,171	1,568,554	-209,383	87%
Expense				
66000 - Payroll Expenses	80			
Administrative & General				
5000 - Advertising	1,212	750	462	162%
5010 - Bad Debts	0	500	-500	0%
5015 - Bank Charges	870	2,000	-1,130	44%
5020 - Dues & Memberships	5,127	7,000	-1,873	73%
5030 - Education & Training	1,501	1,460	41	103%
Insurance				
5040 - Employee Health Insurance				
Employee Portion Health	-33,607	-39,579	5,972	85%
5040 - Employee Health Insurance - Ot...	136,912	166,103	-29,191	82%
Total 5040 - Employee Health Insurance	103,306	126,524	-23,218	82%

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Accrual Basis

Redway Community Services District
TOTAL Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
5041 - Employee Life Insurance				
Employee Portion Life	-6,598	-8,489	1,891	78%
5041 - Employee Life Insurance - Other	10,689	13,159	-2,470	81%
Total 5041 - Employee Life Insurance	4,092	4,670	-578	88%
5045 - Workers' Comp	15,527	16,981	-1,454	91%
5050 - Liability/Fire	29,371	32,153	-2,782	91%
Total Insurance	152,295	180,328	-28,033	84%
5070 - Licenses, Permits & Fees	18,097	16,564	1,533	109%
5075 - Mileage/Travel	1,138	5,000	-3,862	23%
5120 - Repairs & Maintenance	405	500	-95	81%
Office Expense				
5055 - Internet-only	2,135	2,000	135	107%
5060 - Computers & Software Expense	9,789	8,000	1,789	122%
5062 - Finance Charges	425	683	-258	62%
5081 - Office Expense	4,917	6,000	-1,083	82%
5105 - Postage	3,543	4,500	-957	79%
5106 - Rent	9,900	10,800	-900	92%
5130 - Office Supplies	10,843	5,000	5,843	217%
5135 - Telephone-all phones	10,950	9,936	1,014	110%
5145 - Utilities-pg&e & blue star only	1,367	1,000	367	137%
5146 - Professional Development	25	3,500	-3,475	1%
Total Office Expense	53,894	51,419	2,475	105%
5085 - Outside Services	14,455	7,880	6,575	183%
5100 - Payroll Taxes	45,121	47,727	-2,606	95%
5101 - Penalties	12			
Professional Fees				
5111 - Accounting	17,597	23,046	-5,449	76%
5112 - Director Fees	2,850	4,000	-1,150	71%
5113 - Legal Fees	9,866	17,500	-7,634	56%
5114 - Other Consultants	0	12,000	-12,000	0%
Total Professional Fees	30,313	56,546	-26,233	54%
5115 - Property Tax Admin Fees	2,532	5,729	-3,197	44%
5125 - Retirement	31,409	35,610	-4,201	88%
5150 - Wages	274,391	299,656	-25,265	92%
Total Administrative & General	632,773	718,669	-85,896	88%

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Accrual Basis

Redway Community Services District
TOTAL Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Water Treatment				
5200 · Lab Tests	4,089	6,449	-2,360	63%
5205 · Repairs & Maintenance	4,473	10,826	-6,353	41%
5210 · Supplies-water treatment	34,776	22,200	12,576	157%
5215 · Utilities	65,515	64,000	1,515	102%
5220 · Wages	110,690	87,958	22,732	126%
5230 · Tools & Safety Equipment	2,689	2,000	689	134%
5240 · Truck expenses				
5245 · Water Fuel expenses	8,518	8,809	-291	97%
5240 · Truck expenses - Other	3,334	7,500	-4,166	44%
Total 5240 · Truck expenses	11,852	16,309	-4,457	73%
Total Water Treatment	234,084	209,742	24,342	112%
Water Trans & Distribution				
5305 · Repairs & Maintenance	52,450	40,000	12,450	131%
5310 · Supplies	6,289	10,000	-3,711	63%
5315 · Utilities	3,017	2,939	78	103%
5320 · Wages	42,014	68,330	-26,316	61%
5330 · Tools and Safety Equipment	3,020	2,500	520	121%
Total Water Trans & Distribution	106,790	123,769	-16,979	86%
Sewer Treatment				
5400 · Lab Tests	27,824	31,000	-3,176	90%
5405 · Repairs & Maintenance	8,525	34,679	-26,154	25%
5410 · Supplies-sewer treatment	26,854	20,000	6,854	134%
5415 · Utilities	60,753	50,836	9,917	120%
5420 · Wages	74,217	112,342	-38,125	66%
5430 · Tools & Equipment	2,202	3,000	-798	73%
5440 · Truck Expenses				
5445 · Sewer fuel expenses	8,518	8,809	-291	97%
5440 · Truck Expenses - Other	7,212	7,500	-288	96%
Total 5440 · Truck Expenses	15,730	16,309	-579	96%
5450 · Road Maintenance	0	1,000	-1,000	0%
Total Sewer Treatment	216,105	269,166	-53,061	80%
Sewer Collection				
5505 · Repairs & Maintenance	23,169	28,172	-5,003	82%
5510 · Supplies	3,299	1,800	1,499	183%
5515 · Utilities	17,749	24,757	-7,008	72%
5520 · Wages	44,031	45,935	-1,904	96%
5530 · Tools & Equipment	2,831	1,534	1,297	185%
Total Sewer Collection	91,078	102,198	-11,120	89%

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Accrual Basis

Redway Community Services District
TOTAL Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
8100 - Interest Expense	2	18,281	-18,279	0%
Total Expense	1,280,912	1,441,825	-160,913	89%
Net Ordinary Income	78,259	126,729	-48,470	62%
Other Income/Expense				
Other Income				
5900 - SEF Fees - Sewer	42,826	50,153	-7,327	85%
4400 - SRF Fees	68,590	79,767	-11,177	86%
7300 - Capital Grant Income	144,855			
Total Other Income	256,271	129,920	126,351	197%
Other Expense				
8300 - Capital Improvements				
8310 - Cap. Improvement -Water Plant	22,472	0	22,472	100%
8320 - Cap Improvements - Water Dist	161,781			
8330 - Cap Improvements- Sewer Plant	713,532	200,000	513,532	357%
8340 - Cap Improvements - Sewer Collec	10,253	16,000	-5,747	64%
Total 8300 - Capital Improvements	908,038	216,000	692,038	420%
Total Other Expense	908,038	216,000	692,038	420%
Net Other Income	-651,767	-86,080	-565,687	757%
Net Income	<u>-573,508</u>	<u>40,649</u>	<u>-614,157</u>	<u>-1,411%</u>

To: RCSD Board of Directors

Office Manager's Memo

June 12th, 2025

Credit card processing. For the month of May we had 89 transactions, 27 of which were ACH payments totaling **\$29,097.16**. In April, we had **80** transactions with a value of **\$19,853.11**. The new billing software allows the customers to view their bill just as they would when it arrives in the PO Box there, they can arrange an ACH transaction for \$1.95 or proceed with a credit card payment of \$2.95 or 3% whichever is higher.

El Dorado billing software. It is getting easier to work with El Dorado. I am feeling better with the reporting. I pose a question to a support tech that shares my name, and he sends me emails that I save and use for reference. There is a lot to learn. One step at a time.

Profit to Loss. Fiscal 2024/2025. July 1st to May 31st, is **92%** of the Fiscal year. Income was **\$1,359,171** which is **87%** of operational funding of **\$1,568,554**. Expenses through May 31st totaled **\$1,285,120** which is **89%** of the projected approved expenses of **\$1,441,825** for the 2024/2025 fiscal year. I am proud of how these numbers have remained so close to the projected totals for this fiscal year.

Billing and Allocations. Our past due for the month of May was **\$74,035.07**. In April it was **\$89,247**. In March it was **\$62,504.27**. It appears that the past due fluctuates around **\$10,000** up or down every month. The highest in February **2024** was **\$141,986.14** from **\$37,000** in March **2020**.

Past Due accounts. Currently we have **nineteen** (last accurate count) properties shut off. A couple of the shut-off accounts are due to customer requests, not past due. **Redway CSD** has always been quite easy to work with as far as managing a past due account, but our past due accounts are increasing in number and increasing in value. Therefore, we are increasing our efforts to have delinquent accounts become current. Once we have addressed the 90 past due window, we will be focusing on the sixty days past due to become current or have services shut off after 77 days (60 per state law, 15 days for letter or phone call, 48-hour notice). Currently it is ninety days before any action takes place beyond the phone calls. This is a community, and we all live and work here. It is sad to see our fellow community members do poorly.

Tax Roll. This direct charge program did not start as soon as it had in the past years. I had to work backward from the final date to have the documents turned into the County Tax Collector. So those that are past due know they are we call them until we are blue in the face. So, the separate phone calls while preparing the certified letters were fewer than normal. Letters informing the property owners were sent out on June 6th. The posting for the Public Hearing is being published in the June 12th and June 19th editions of the North Coast Journal, we do not have a closer available newspaper of record. The Public Hearing is slated for August 6th at 6pm here at the District Office at 3168 Redwood Drive, redway. This

date was not debatable this time around. I must start this process in the first half of March to accommodate normal scheduling.

New Connections. I have reviewed the New Connections list. The Redway Community Services District approved **fifteen** new SFRE Connections after the last capacity analysis. As of now we still have **four** 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 **thirty-five** 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 **four** unclaimed SFRE's.

Pacific Gas and Electric. We have started the process of relocating the service from Willow Avenue to Rusk Lane. We handed the ball to Bob Downing Electric, since the information that I gathered kept changing. He was able to get the info he needed, An old bill was sent to us in the mail, I forwarded it to Bob. We will keep you posted.

Savings Accounts with County. All accounts are reconciled to March 31st, 2025. WSLF and SEF Sewer are caught up with deposits up to February 28th. Money billed in the first month. They are collected in month two and they are disbursed into the savings accounts in month three.

Stipend. I inserted the proposed Stipend check condition for the board. We needed to account for when we have the vice-chair fill-in for the chairperson, and we needed to accommodate a total maximum per month from \$200 up to \$300 for outside RCSD meetings, A director may get close if they has a special meeting to attend, they will go over the \$200 limit. We needed to include out of the area meetings or conferences that a board member(s) might attend. I will reach out to Shirley at RREDC to see what document she will accept for the reimbursement for his mileage to which I must have given her all the information by the end of June.

Water Ordinance Appendix B. We inserted the appendix last month for a few reasons. One, it needs to be reviewed and updated. Another reason is the disconnect/reconnect fee(off/on), I would like to see one fee to turn service back on fee, we do not have winter service rate, so separation of the fees is obsolete. The late fee should be revisited. We are not trying to raise revenue with the late fee just awareness with a need to pay the bills regularly, monthly. **Please have a committee to review this or instruct staff to prepare a revised recommendation for next month's board packet.**

Rate review and Budget approval. We are slated for another rate increase of 15% for water and 10% for sewer rates at the beginning of July. The Finance and Executive committees met in May to consider both the rate increase and the budget for 25-26. And a brief meeting with the vice chair on the 12th of June on the same subjects. All of us understand both the need for the increase of rates and the reasons that an increase is not desirable. We have developed two new scenarios for the rate increase (10% or per rate study increases) and if the proponents of the rate increase per rate study reconsider their vote, we can consider the 10% option for fiscal 25-26. Following the rate study would have increased our income by

another \$30,000. Looking at it that way (~\$30,000) we should be okay. We are slated for two more rate increases, one for 26-27 and one for 27-28. The three rate increases (25-26, 26-27, 27-28) totaled 28% to sewer rates and 35% to water rates. We will revisit next year and determine how the year went and the prediction for 26-27. I have attached the pages from the rate study depicting our reserve potential.

Truck Purchase. We have an opportunity to purchase Cody's Truck before he loses it in a financial situation. We have been maintaining his truck for the past two years. If we were to let him let his truck go and we finally purchase a used truck for him, it may need quite a bit of work. I found a comparison vehicle with similar mileage and condition. Cody stated that the one I found had an extra package and feels that it should be reduced by \$1500 to 21,000. There will be some upside-down money left over in the purchase and we can deduct it from his check every two weeks, not taxable or considered income. I feel it would not be a bad decision to complete this transaction.

Banking in Southern Humboldt. We were with Umpqua bank when I arrived here and stayed with them for several more years. We moved to the Community Credit Union due to it being the local institution and the fact they were locally controlled. Vocality merged with a bigger institution, and they are no longer able to accommodate our organization and how we CSD's are organized. Back in the day Credit Unions were for employees of participating companies. They were not developed for how we operate, and we were fortunate enough to be able to work with Vocality for these past years. Following the Board of Director Policy adopted 10/2003 and revised in 2008. The chairperson and the vice-chair will be the primary co-signers of checks over \$500.00, therefore we only need the chairperson and the vice-chair as well as the GM to be authorized signers for the checking account and the OM to be official inquisitor of said accounts, have the ability to make internal transfers, and manage internal accounts.

Somach Simmons and Dunn. Finally we have received our retainer back from 2016 for the amount of \$3,000.00.

Respectfully,

Glenn Gradin

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

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

General Manager's Report

June 9th 2025

To: The Redway Community Services District's Board of Director's

From: Cody Cox General Manager/Operations Manager

We are now in June which means we are in stage one summer conservation restrictions. Under summer restrictions starting June 1st ratepayers may not fill pools, or tanks at this point. Recommended voluntary restrictions can be found under Section 6, 6.2 in the RCSD Water Conservation Ordinance 2018-01. We have posted on our website and is on our bulletin Board as well. This information is also going to be added to the water/sewer bill.

Mandatory restrictions start when we hit 25 cfs in the river, or our equipment is operating at more than 18 hrs a day. Right now, the flow of the south fork of the eel river is at 186 cfs currently. Last year the same time it was 182, and 4 cfs is a lot of water, 2.58 MGD. Hope we continue to see this trend. We must keep in mind that a lot of PWS's base their conservation off of reservoir storage. Redway CSD lives off of the south fork of the eel river which as we know is very dynamic, so we are affected each year by drought like conditions.

I also wanted to mention that it was infrastructure week toward the end of May sometime, and the focus again per usual was highlighting the need for strong federal investment in water utilities, along with wastewater. According to the US EPA, drinking water systems will need to invest over \$625 Billion in the next 20 years just to maintain current levels of service. This figure does not include the cost of new Federal rules coming down the line. The expiration of infrastructure investment and job acts funds after FY2026 makes full SRF, and WIFIA, "Water Infrastructure Finance and Innovation Act", funding even more critical. I think that it is important that the Redway CSD Board of Directors understands that as Congress moves forward, that the AWWA is urging lawmakers to:



Redway Community Services District
P.O. Box 40
Redway, CA 95560
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- Fully fund the Drinking Water and Clean Water SRF's and WIFIA; halt the practice of diverting funds from the SRF's to pay for congressional earmarks.
- Establish a permanent Low-Income Household Water Affordability Program at the Department of Health and Human Services to assist low-income households in maintain affordable access to water.

As I mentioned this was the main topic and will continue to be the main topic. These are the concerns that AWWA has as well as most PWS's throughout California.

A) Updating Place of Use Boundary

During last month's regular business meeting 4js Consulting gave a timeline update, and currently we are working with LACO on CEQA. There is a memo attached for this month's meeting.

B) Grants

DWR, As the Board is aware, we went out to bid, and Mercer Frasier came in at the lowest, and they have been awarded the job. There has been a new development. The DWR has notified us that there are no more funds available for this project, therefore we will have to cover the difference which is 125k this will come out of SEF water, water tax, as well as operations. We have received the Notice of Award signed document, and that document is attached in correspondence. The next steps for us are getting ready to isolate the tank from the newer tank right next to it. Once we hear back from Mercer-Frasier we will start to prepare for isolation.

The last thing that we are waiting on before we have a kickoff meeting, is the Performance Bond from Mercer Fraiser. After that we will be closer to a timeline for completion. The main thing is getting the Tank process going on the Manufacturers side of the project, we need to have the leave time established.

Wastewater Infrastructure Improvements Project/Planning, we are at 90% design currently, and there is nothing new to report for this project at this time. We are still waiting on the design drawings, and GHD is concurrently updating the CEQA documents and the Construction



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application. We have reached out to Matt Chambers PE, with the SWRCB, who is a water resource control engineer in the division of financial assistance department. We have had a back and forth for a while. I would just like it confirmed before I report to much on it. I can say that it looks like it will have to be a couple of projects since it will be an expensive project. We will be most likely to the bridge 1st, then the effluent wet well, then move to the sewer collection lift stations, then back to the plant for the headworks and so on until the project is complete, which could take several years.

C) Security

We have had the CAL-FIRE hand crews out and working around the district. We have cleaned up most sites including access roads, fuels reduction, and all the lift stations. We also had them hit the spring property. We replaced some chain at the willow entrance to the spring and will now be placing the signage in the proper location on the district property. We will be installing the signage and no fencing; we want the public that may be walking near, or around there that it is unlawful and unsafe to trespass or to enter this district property.

Leak Relief

We are currently in the middle of investigating a leak relief policy update. Some of the things that we are considering are a leak adjustment request form instead of a letter which will have a customer section as well as an office section for approval or denial. This will also have to be updated in policy. We need to establish a new criterion in order to determine how to calculate and apply water bill adjustments for exceptionally high, unintentional water consumption, as necessary, compared to usage history.

The new major eligibility requirement is that they MUST be using water scope.

Cody Cox
GM

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Memorandum

To	Board of Directors
Agency	Redway Community Service District
From	Jennie Short, Project Manager
Mtg. Date	June 19, 2025
Project	Update on Status for Water Rights Update - Meadows Business Park Unit 3

SWRCB-DWR Processes (CEQA)

LACO has been working on the draft Project Description for our review. They have requested additional documentation and posed questions to which we have been providing answers. Tribal consultation letters have been prepared.

The following are the major milestones for the process with anticipated dates:

Description	Anticipated Date
Petitions Submitted	Aug 15, 2024
Execution of CEQA Contract	April 25, 2025 Completed
CEQA Kickoff	May 2, 2025 Completed
Prepare Draft Project Description	June 15, 2025
Tribal Consultation Letters & NAHC + NWIC	June 15, 2025 Completed
Coordinate with Resource Agencies	Dependent upon agency availability
Draft IS/MND	16 weeks from response after SLF Search results from the NAHC, and Records Search Summary from the NWIC ≈ Sept 30, 2025
Notice of Availability circulation	Oct 2025
Submittal of Draft IS/MND with NOA, NOC & Summary to State Clearinghouse	Oct 2025
Public Comment Period	
Public Hearing	Dec 2025
Board Adoption of IS/MND with a Notice of Determination and associated documents	Dec 2025
File NOD with State Clearinghouse & County Clerk	Dec 2025
Provide NOD to DWR for their use in processing the petitions	Feb 2026
Finish processing petitions through DWR	Dependent upon Protest Process

CDFW Lake and Streambed Alteration Agreement for the Raw Water Intake in SF Eel River Process:

We responded to the Draft LSAA - attached for your information.

RECOMMENDED ACTIONS

1. None

Attachments:

Response to Draft Lake and Streambed Alteration Agreement



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

June 5, 2025

Submitted to EPIMS

Department of Fish and Wildlife
Northern Region
619 2nd Street
Eureka, CA 95501

Subject: Lake and Streambed Alteration Agreement
Notification No. EPIMS-HUM-58053-R1C

Dear LSA Program Staff:

The Redway Community Services District is in receipt of the Draft Lake or Streambed Alteration Agreement Notification Number EPIMS-HUM-58053-R1C. The Board of Directors has reviewed the draft and the recommendations from our staff and project manager. We are providing the following information as background to the changes that we are requesting to the Draft LSAA.

The District has an existing Water Conservation Ordinance 2018-01, which was submitted with the notification. Our Ordinance contains four stages of conservation. The following table summarizes these stages.

Stage	River Flow	Conservation Measures (June 1 - Oct 15)
1	25cfs	SEASONAL WATER SUPPLY CONSERVATION No pools or storage tanks can be filled. Industrial accounts are restricted to 3,000 cubic feet per month. Ten voluntary restrictions are suggested for all customers.
2	20cfs	MANDATORY CONSERVATION DECLARATION Mandatory enforceable restrictions with 25% reduction objective: <ol style="list-style-type: none">1. Landscape watering is allowed only between the hours of 6pm and 10:00am.;2. Restrict outdoor water usage to an 'Odd Even' water conservation plan. Under this plan odd numbered homes are asked to restrict their outside water usage to Wednesday and Sunday. Even numbered homes are asked to water outdoors only on Tuesday and Saturday; Businesses are asked to water on Monday and Thursday. Water each area only for 10 minutes.3. Refrain from allowing water to run off any lawns, landscape, or garden into adjoining streets, gutters, sidewalks, parking lot or alley;4. Refrain from hosing or washing sidewalks, walkways, driveways, parking lots or other hard surfaced areas;5. Refrain from washing cars, boats, trailers, or other vehicles except at commercial car wash where water is recycled;6. Equip any hose with a quick acting shut-off nozzle;

Stage	River Flow	Conservation Measures (June 1 - Oct 15)
		<ol style="list-style-type: none"> 7. Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems; 8. Equip ornamental fountains, ponds or lakes with a water recycling system; 9. Nurseries must use basins under watered inventory to catch excess water; 10. Hotels and motels shall provide a notice of water emergency in each room. 11. Restaurants shall refrain from serving drinking water except upon specific request by a customer; 12. Industrial accounts shall be limited to water usage of 2,500 cubic feet per month
3	10cfs or Unable to Refill tank overnight	<p>WATER SHORTAGE EMERGENCY DECLARATION Mandatory enforceable restrictions with maximum reduction objective:</p> <ol style="list-style-type: none"> 1. Industrial and Commercial accounts are limited to 400 gallons per day (approx. 1600 cubic feet per month). 2. Residential accounts are limited to 60 gallons per resident per day (approx. 240 cubic feet per month each (per resident)). 3. Provided the Board of Directors has declared a Water Shortage Emergency pursuant to California Government Code sections 350 et seq., no new construction meters will be issued. Construction water shall not be used for earth work, road construction purposes, dust control, compaction, or trench jetting. 4. Provided the Board of Directors has declared a Water Shortage Emergency pursuant to California Water Code sections 350 et seq., the District shall not allow any new connections to the water system during Stage Three. The existence and application of any such new connection moratorium or other similar restrictions shall be determined by separate action by the Board of Directors. 5. Plus the first 11 items from stage 2
4	↓ 10 cfs + Unable to Refill tank To 80% overnight	<p>DIRE WATER SHORTAGE DECLARATION Mandatory enforceable restrictions with reduction of use to absolute minimums for human survival and safety. The following water uses will be prohibited:</p> <ol style="list-style-type: none"> 1. Landscape irrigation or watering of lawns or gardens; 2. Washing of cars, boats, trailers or other vehicles; 3. Filling of swimming pools, spas, hot tubs or water tanks; 4. Serving of drinking water at restaurants unless requested; 5. Filling or operating ornamental fountains, ponds or lakes; 6. Sewer system maintenance, fire protection training or flushing of hydrants; 7. Street cleaning or dust control; 8. Water for nonessential use or for commercial or industrial processes. 9. Use of hydrants for anything other than firefighting. <p>Plus all items in stages 1, 2 and 3.</p>

RCSD's water treatment plant contains numerous stages of treatment, each of which is sized to perform at a set range of flows. This infrastructure cannot be operated at flow rates that are outside of their designed ranges. The details were included in the RCSD Water Capacity Analysis report included in the notice to CDFW. RCSD upgraded the water plant in 2009 with new raw water pumps, among many other items. The raw water pumps have a maximum capacity of 450 gpm. For normal operations they are run at 350 gpm and the number of minutes they run each day varies based upon the consumption for that day. Under unusual circumstance, such as the river water having high turbidity or when water conservation stages have been declared, the plant can be recalibrated to run at a slightly slower speed. The lowest that the plant has ever run at for more than a few minutes is 250 gpm.

During the years 2010 to 2024, the pumps were run at the following diversion rates:

Pump Rate (gpm)	Number Months
350	135
325	12
300	10
275	3
250	7

Also attached for your reference is the table containing the raw data for these totals and the total monthly diversion by month and year compared with calendar year 2014. Notice that numerous years have significantly higher diversion than 2014 (the broader black line on the graph) in the months during the summer conservation period.

After reviewing the draft LSAA in combination with RCSD's data and ordinances, there are two agreement terms that we need to be changed before the District can sign the LSAA. The sections we are requesting changes on are:

*2.7 Bypass Flow. The Permittee shall pass **95% of the flow** at all times to keep all aquatic species including fish and other aquatic life in good condition below the point of diversion. Bypass flow shall be based on the instantaneous diversion rate at the POD and streamflow as reported by the United States Geological Survey stream discharge gaging station 11476500 SF Eel R NR Miranda CA.*

2.9 Conservation Measures. From May 15 to November 30 Permittee shall reduce water diversion relative to 2014 diversion rates per month by the following percentages:

*2.9.1 by **10%** when streamflow in the South fork Eel River is less than **30 cfs**.*

*2.9.2 by **20%** when streamflow in the South fork Eel River is less than **20 cfs**.*

*2.9.3 by **30%** when streamflow in the South fork Eel River is less than **10 cfs**.*

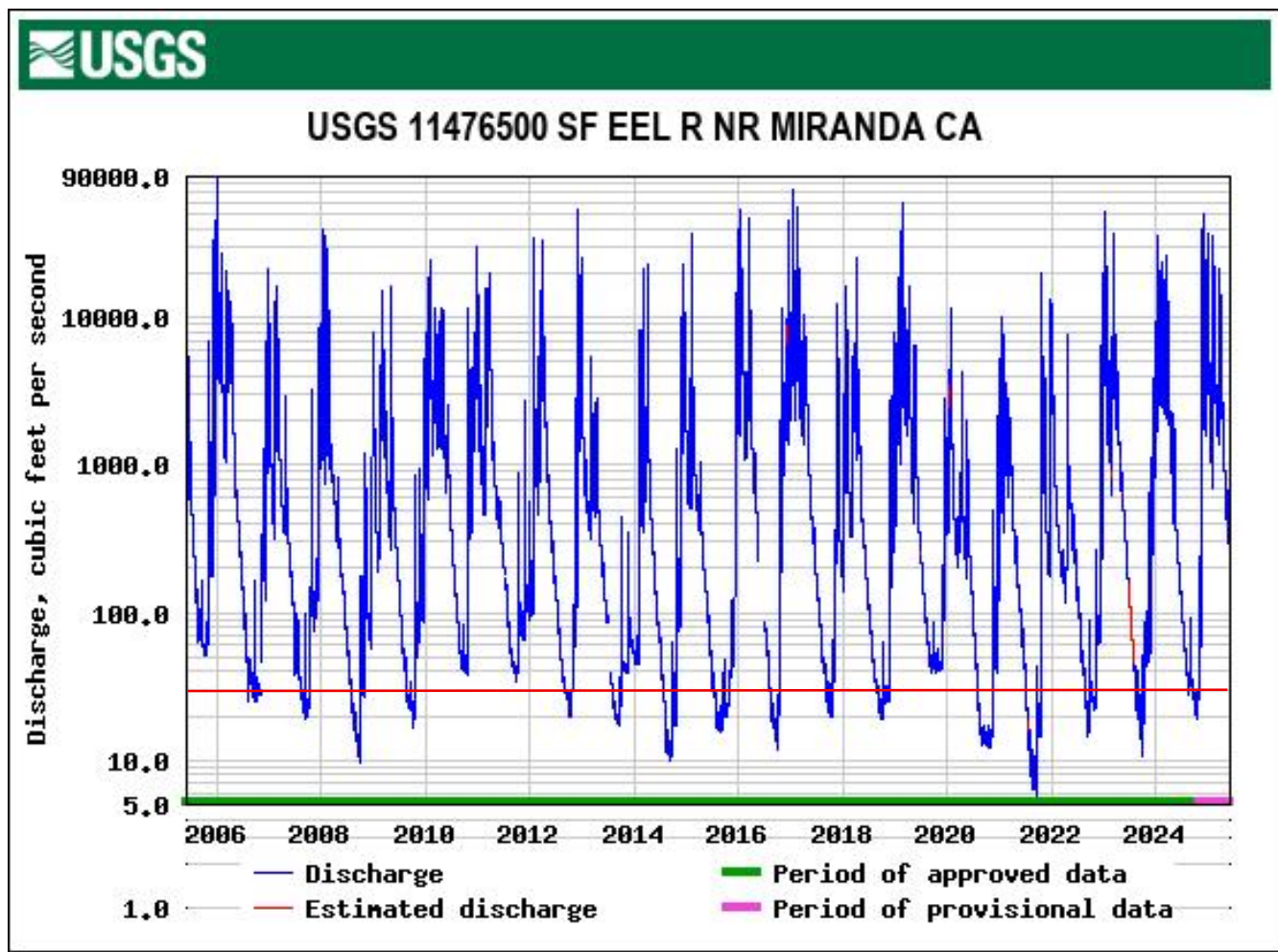
For item 2.7: we have considered the operational limitations of the infrastructure at the water treatment plant compared with the resulting instantaneous flow rates with a 95% bypass flow and have found that there is no way to operate the plant at the resulting flow rates once the river reaches 10 cfs. At that flow rate, the District will need to set the plant flow rate as low as it can safely be operated, and then operate the plant **for less minutes per day** to say within the resulting conservation measures in item 2.9. We do not believe that pumping at 225 gpm for a shorter period of time has more effect on the waterway and species than pumping at a lower rate for 24 hours per day. In addition, the Garberville Sanitary District, which is just a short way upstream from us, has a bypass flow of 90%.

The following table summarizes the calculations for the resulting instantaneous diversion rates and RCSD's proposed alternative.

Gauge reading (cfs)	5% of flow (cfs)	5% of flow (gpm)	RCSD Proposed (gpm)
30	1.5000	673.3	350
25	1.2730	571.4	350
20	1.0000	448.9	350
15	0.7500	336.6	325
10	0.5000	224.4	250
7	0.3500	157.1	225
5	0.2500	112.2	225
3	0.1500	67.3	225

For item 2.9: RCSD is willing to modify our Ordinance to match the time frame of May 15 to November 30 instead of June 1 to October 15 each year.

Below is a USGS generated graph of the river flow rates during the past 20 years.



Of concern to RCSD is the fact that virtually every year the river flow goes below the CDFW requested conservation threshold of 30 cfs (see red line on the graph). We have found that if our customers are told that it is drought conditions EVERY year and that we are implementing mandatory restrictions to conserve water, then when there really are concerning conditions (be it low river flow or other infrastructure issues) and it is critical that they conserve water, they are less apt to because they don't believe us anymore. We can't tell people it is drought conditions when the river still looks healthy and then implement our enforcement provisions for mandatory conservation at 30 cfs. Our stage 1 conservation begins at 25 cfs, is mainly voluntary, and is intended to inform the customers that they need to start paying attention to their water uses and plan for mandatory conservation measures later in the summer and fall and we would like it to remain that way. We are requesting that the 30 cfs be changed to 25 cfs to match with our Ordinance, and that there not be a percentage of mandatory reduction associated with this river flow. We are already aggressive in our stage 2 through 4 levels for conservation. At 20 cfs we aspire to conserve 25%. We are in agreement with the parameters listed in item 2.9 for 20 cfs and 10 cfs. We are in agreement with using the 2014 monthly diversion data as the baseline as called for in our Ordinance and specified in item 2.9.

Once you have had a chance to review the provided data and our request, please let me know if you need anything additional to process this request. You can me at (707)923-3101 or via email at cody@redwaycsd.org.

Respectfully,

Cody Cox
General Manager

Cc: Monty Larson, CDFW - Water Rights Coordinator, Region 1
Jennie Short, 4Js Consulting

Attachments:

- RCSD Monthly Diversion for 2010 - 2024 graph
- RCSD Monthly Diversion and flow rates for 2010 - 2024 data

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Respectfully,



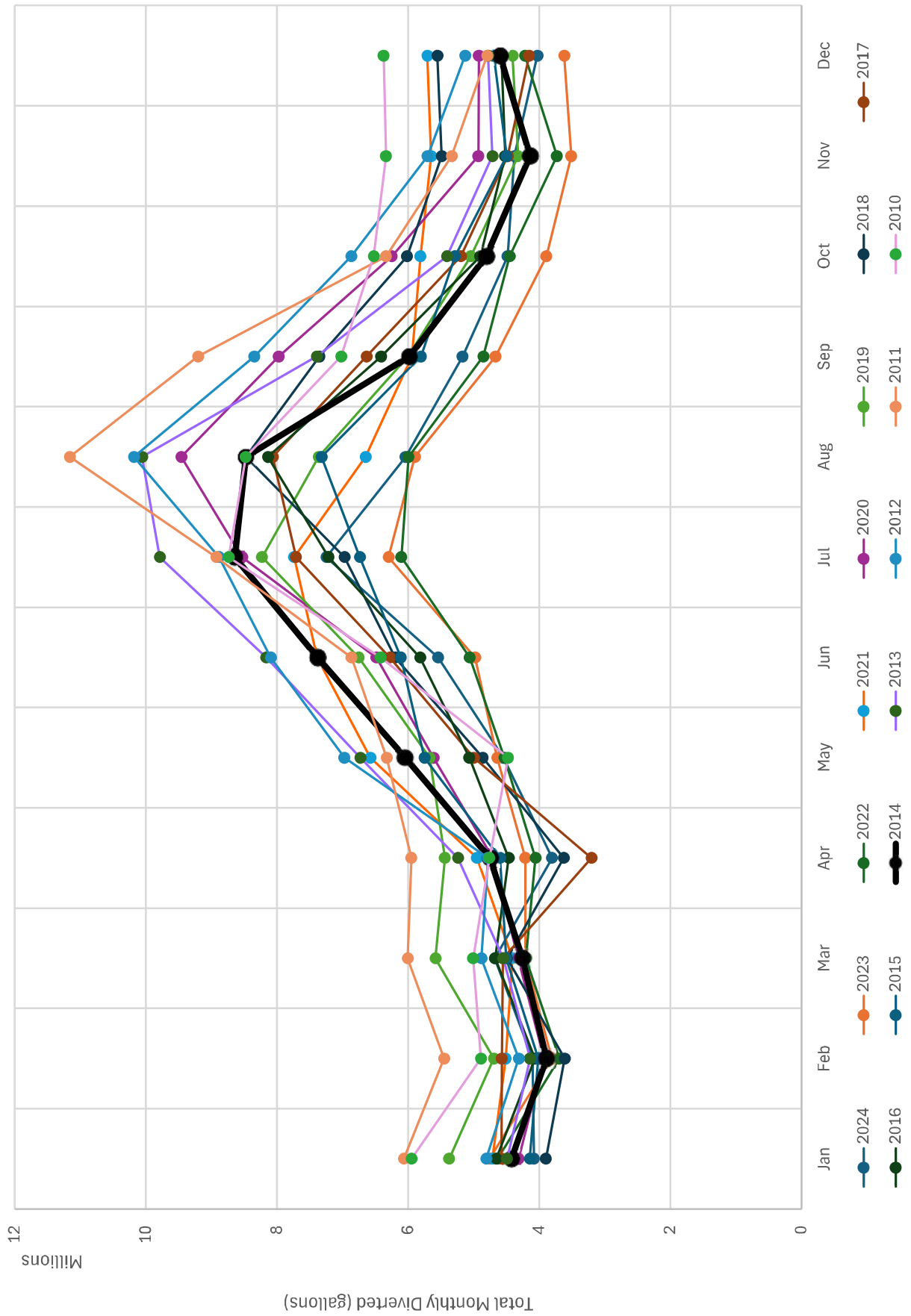
Cody Cox
General Manager

Cc: Monty Larson, CDFW - Water Rights Coordinator, Region 1
Jennie Short, 4Js Consulting

Attachments:

- RCSD Monthly Diversion for 2010 - 2024 graph
- RCSD Monthly Diversion and flow rates for 2010 - 2024 data

RCSD Diversion Data by Month



Month	2025		2024		2023		2022		2021	
	Total Diversion	Flow Rate	Total Diversion	Flow Rate	Total Diversion	Flow Rate	Total Diversion	Flow Rate	Total Diversion	Flow Rate
Jan	4,401,362	350	4,082,397	350	4,757,447	350/300	4,632,732	350	4,718,347	350
Feb	4,111,650	350/300	4,101,414	350	3,813,139	350	3,693,809	350	4,511,687	350
Mar	4,050,659	300	4,677,125	350	4,211,003	350	4,203,615	350	4,411,797	350
Apr	3,545,858	300/350	3,806,867	350	4,214,727	350	4,056,661	350	4,949,740	350
May	4,534,362	350	4,549,247	350	4,642,290	350	4,532,882	350	6,575,031	350
Jun			5,542,264	350	4,977,835	350	5,060,068	350	7,385,152	350/300
Jul			7,247,723	350	6,297,826	350	6,103,560	350/250	7,739,474	300/350
Aug			6,039,568	350	5,897,412	350	5,994,065	200/250	6,649,876	250
Sep			5,168,406	350/300	4,665,789	350	4,853,897	250/225	5,944,720	250/275
Oct			4,481,848	300	3,893,549	350	4,449,385	250	5,813,722	275/250
Nov			4,379,517	300/350	3,512,732	350	3,733,088	250/300	5,649,036	350
Dec			4,027,569	350	3,620,004	350	4,218,471	300	5,708,119	350
T & A	20,643,891	333.3	58,103,945	345.0	54,503,753	350	55,532,233	331.3	70,056,701	337.5

Month	2020		2019		2018		2017		2016	
	Total Diversion	Flow Rate	Total Diversion	Flow Rate	Total Diversion	Flow Rate	Total Diversion	Flow Rate	Total Diversion	Flow Rate
Jan	4,314,079	350	5,374,739	350	3,900,371	350	4,575,638	300	4,655,769	320
Feb	3,924,625	350	4,690,680	350	3,611,170	350	4,569,985	325	4,068,385	300
Mar	4,319,923	350	5,582,796	350	4,489,873	350	4,554,965	300	4,673,435	325
Apr	4,709,324	350	5,439,485	350	3,627,065	350	3,202,219	300	4,465,157	325
May	5,613,416	350	5,674,491	350	4,863,304	350	4,998,181	350	5,067,748	350
Jun	6,484,427	350	6,753,412	350	6,197,039	350	6,276,788	350	5,815,560	350
Jul	8,532,139	350	8,228,463	350	6,968,230	350	7,712,511	350	7,216,033	350
Aug	9,460,785	350	7,365,231	350	8,477,123	350	8,064,759	350	8,138,271	300
Sep	7,975,122	350	6,001,355	250	7,353,899	350	6,632,792	350	6,410,881	300
Oct	6,250,045	350	5,044,061	350	6,016,646	350	5,195,793	350	4,899,517	300
Nov	4,928,380	350	4,325,107	350	5,487,542	350	4,478,793	350	4,518,573	275
Dec	4,923,187	300	4,408,269	350	5,552,884	350	4,154,550	350	4,573,661	275
T & A	71,435,452	345.8	68,888,089	341.7	66,545,146	350.0	64,416,974	335.4	64,502,990	314.2

Month	2015		2014		2013		2012		2011	
	Total Diversion	Flow Rate	Total Diversion	Flow Rate	Total Diversion	Flow Rate	Total Diversion	Flow Rate	Total Diversion	Flow Rate
Jan	4,142,851	350	4,425,119	350	4,490,060	350	4,809,953	350	6,064,880	350
Feb	4,017,261	350	3,890,819	350	4,142,994	350	4,312,082	350	5,451,527	350
Mar	4,506,340	350	4,258,480	350	4,548,638	350	4,882,322	350	6,004,960	350
Apr	4,596,870	350	4,753,256	350	5,240,466	350	4,782,424	350	5,952,854	350
May	5,749,814	350	6,047,844	350	6,730,481	350	6,973,244	350	6,325,905	350
Jun	6,113,511	350	7,382,814	350	8,164,735	350	8,093,398	350	6,863,784	350
Jul	6,735,129	350	8,647,307	350	9,786,917	350	8,885,200	350	8,927,104	350
Aug	7,320,962	350	8,472,573	350	10,057,458	350	10,183,350	350	11,159,965	350
Sep	5,804,362	350	5,979,306	350	7,394,054	350	8,344,326	350	9,203,843	350
Oct	5,285,153	350	4,813,069	350	5,407,894	350	6,867,269	350	6,337,764	350
Nov	4,497,966	350	4,135,952	350	4,714,031	350	5,704,408	350	5,335,572	350
Dec	4,695,424	350	4,599,244	350	4,780,252	350	5,128,510	350	4,794,300	350
T & A	63,465,643	350	67,405,783	350	75,457,980	350	78,966,486	350	82,422,458	350

Month	2010		2009		2008		2007		2006	
	Total Diversion	Flow Rate	Total Diversion	Flow Rate	Total Diversion	Flow Rate	Total Diversion	Flow Rate	Total Diversion	Flow Rate
Jan	5,946,287									
Feb	4,888,904									
Mar	5,009,631									
Apr	4,760,347									
May	4,477,150		<u>Waterplant Updated-Changed from 3 Various GPM Pumps Raw Pumps to 2 - 450</u>							
Jun	6,419,577									
Jul	8,736,652	350								
Aug	8,477,487	350								
Sep	7,021,878	350								
Oct	6,523,883	350								
Nov	6,336,576	350								
Dec	6,376,455	350								
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**REDWAY COMMUNITY SERVICES DISTRICT
WATER ORDINANCE NO. 7:
AN ORDINANCE ESTABLISHING RATES, RULES AND REGULATIONS
FOR WATER SERVICE.**

Approved by RCSD Board

Date:

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ARTICLE 0 PURPOSE AND POLICY

Sec. 0.1 Purpose.

This Water Ordinance sets uniform requirements for providing public water supplies by Redway Community Services District (hereinafter referred to as "District") to its customers and enables the District to comply with drinking water supply requirements set by the California Department of Drinking Water and the U.S. Environmental Protection Agency. The purpose of this ordinance is to provide for maximum possible beneficial public use of the District's water supply facilities through adequate regulation of water supply and usage, and to provide procedures for complying with requirements placed upon the District by other regulatory agencies.

Sec. 0.2 Scope.

This ordinance shall be interpreted in accordance with the definitions set forth herein. The provisions of this ordinance will apply to the supply of water to District customers through the District's Water Infrastructure. This Ordinance provides for the setting of user rates, charges, and fees for the equitable distribution of water supply costs among all District customers. It also provides for an Application for Water Service procedure for new customers which procedure allocates the District's limited water supply to new customers dependent upon the then current capacity of the District to supply water to customers in the amounts applied for. This ordinance also provides for the regulation of water connection construction in areas within the District, the use, inspection and relocation of water meters, water rate billing procedures, and methods of enforcement of the requirements of this Ordinance.

The District Standard Specifications and Standard Details are hereby made a part of this Ordinance including other standards and codes referenced herein and referenced in the Standard Specification and Details. The Standard Specifications and Details are "Dynamic" documents and shall be revised periodically to reflect changing regulations, design and construction methods, materials and test/inspection procedures. Revisions to the Standard Specifications and Details will not require this Ordinance to be modified.

Article 1 - DEFINITIONS

Sec 1.1 Applicant

Shall mean any person or group of persons who initiates a request for water service from the District by filing an application for water service or a water installation. The applicant shall be the owner of the premises to be served by the water facilities for which the application is filed, or the authorized agent of the owner.

Sec 1.2 Board

Shall mean the Board of Directors of the District.

Sec 1.3 Connection

Shall mean the pipeline and appurtenant facilities such as the curb stop, meter and meter box used to extend water service from a water main to a customer's premises, the laying thereof and the tapping of the main. Where services are divided at the curb or property line to serve several customers, each such branch service shall be deemed a separate service.

Sec 1.4 Connection Fees

Shall mean a one-time charge paid when a new connection is made to the District Water System. The fee is based on the capital cost of capacity and represents a reimbursement to the District's ratepayers for providing available capacity to future users of the water system. By paying this fee new customers have participated equally with existing rate payers in sharing the capital cost of water system capacity.

Sec 1.5 Cost

Shall mean the cost of labor, material, transportation, supervision, engineering, consultants, attorneys and all other necessary overhead expenses.

Sec 1.6 Cross-Connection

Shall mean an unprotected actual or potential physical connection between the District's potable water system used to supply water for drinking purposes and any other source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome, and potable, whereby water from the unapproved source may be drawn into the District's water distribution system and expose drinking water to contamination or pollution due to the backflow or back-siphon of contaminants or pollutants through the water service connection.

Sec 1.7 Customer

Shall mean an individual, company, association, partnership, or public or private corporation to whom the District provides water service. The customer shall be the owner of the premises to which the water is provided.

Sec 1.8 Customer Lateral

Shall mean the customer's water supply facilities necessary to serve water from the connection of the District's water supply facilities at the meter assembly to the building(s) intended to receive water located on the customer's premises.

Sec 1.9 District

Shall mean the Redway Community Services District its Directors, officers, staff or authorized representatives.

Sec 1.10 Main

Shall mean water lines in streets, highways, alleys, and easements used for public and private fire protection or for general distribution of water for residential, irrigation, industrial, and municipal purposes.

Sec 1.11 Meter

Shall mean any device used for measuring the quantity of water delivered to a customer.

Sec 1.12 Meter Box

Shall mean a plastic or cement utility box owned by the District and used to house and protect the water meter and angle meter stop, which is a valve on the District's side of the water meter used to shut and lock off water service to a customer's premises.

Sec 1.13 Non-potable

Shall mean water which does not meet the drinking water standards as specified under the California Safe Drinking Water Act. Non-potable water includes recycled water, which is wastewater which has been treated in order to be suitable for uses other than potable uses; and untreated water meaning raw surface or groundwater that has not been treated and does not meet drinking water standards.

Sec 1.14 Notice of Completion

Shall mean the legal notice recorded by the District with the County Recorder upon completion of a project.

Sec 1.15 Owner

Shall mean the person owning the fee or the person in whose name the legal title to the property appears, by deed duly recorded in the County Recorder's office, or the person in possession, or the executor, administrator, guardian, or trustee of the owner.

Sec 1.16 Potable/Treated Water

Shall mean water which has been treated to meet the drinking water standards specified in the California Safe Drinking Water Act.

Sec. 1.17 Person

Shall mean an individual or a company, association, co-partnership, trust, or public or private corporation.

Sec 1.18 Premises

Shall mean a lot or parcel of real property, or contiguous lots or parcels of real property under one ownership, including easements appurtenant to such premises.

Sec 1.19 Street

Shall mean any public highway, road, street, avenue, alleyway, public place, public easement, or right-of-way.

Sec 1.20 Private Fire Protection Service

Shall mean water service and facilities for building sprinkler systems, hydrants, hose reels, and other facilities installed on private property for fire protection and water available, therefore.

Sec 1.21 Public Fire Protection Service

Shall mean the service and facilities of the entire water supply, storage, and distribution system of the District used for public fire protection, including the fire hydrants affixed thereto, and the water available for fire protection, excepting residential service connections.

Sec 1.22 Regular Water Service

Shall mean water service and facilities rendered for normal residential, commercial and industrial facilities or purposes on a permanent basis, and the water available, therefore.

Sec 1.23 Commercial Agriculture Water Service

Shall mean water facilities and service delivered and used for the growing and raising of agricultural, horticultural and/or floricultural products in conformity with recognized practices of husbandry, for the purposes of commerce, trade or industry. This service provides agricultural customers with either potable or nonpotable water depending on availability. These customers must have an

agricultural operation involving a minimum of five acres of land in the case of outside cultivation, or a minimum of (to be determined) square feet in the case of indoor cultivation.

Sec 1.24 Temporary Water Service

Shall mean water service and facilities rendered for construction work and other uses of limited duration as established by the District on a case-by-case basis and water available for such uses.

Sec 1.25 District Engineer

Shall mean the Engineer employed and acting for the Board of Directors and shall be a Registered Civil Engineer.

Sec 1.26 Permit

Shall mean any written authorization required from the District pursuant to this or any other regulation of the District for the installation of any water service.

Sec 1.27 Applicant

Shall mean the person making application to the District for a permit for a water service installation, who shall be the owner of premises to be served by the water service for which a permit is requested, or his authorized agent.

Sec 1.28 Contractor

Shall mean any individual, firm, corporation, partnership, or association duly licensed by the State of California to perform the type of work to be done under the permit.

Sec 1.29 Single Family Living Unit

A living unit shall mean any residence that is lockable from other units in the house, trailer, recreational vehicle, mobile home, habitation, or other structure customarily occupied by a person or family containing bath and kitchen facilities.

Sec 1.30 Multiple Service Connection,

When more than one service connection is placed on the same parcel of property and each is conducting a separately established residence or business, a capital cost fee and/or water meter may be installed for each occupancy required.

Where there is a preexisting multiple use service from one meter, there will be additional accounts and charges for each additional commercial, professional, dwelling, or living unit situated upon the premises not served by an individual meter, and the cost shall not be less than the established minimum for each such use.

Sec 1.31 Water Service Connection

Shall mean the physical water facilities owned by the District including those consisting of the following:

- (a) The service lateral assembly, which includes the tap to the main, connection valve, service lateral, and curb stop which connect the water main to the meter.
- (b) The meter assembly, which may include the meter, meter box and vault, a valve on the customer's side of the meter, and a backflow device.

Water service connections extend water service from the distribution main to the meter by means of a District owned service lateral, and from the meter to the premises by means of a Customer Lateral pipeline. Where services are divided at the curb or property line to serve several customers, each such branch of service shall be deemed a separate service requiring a separate meter.

Sec 1.32 Accessory Dwelling Units

An accessory dwelling unit ("ADU") is an attached or detached residential dwelling unit built on a lot with existing or proposed housing and provides complete independent living facilities for one or more persons. It shall include permanent facilities for living, sleeping, eating, cooking, and sanitation on the same parcel of property as a single family or multifamily dwelling is or will be situated. An ADU may be constructed as (1) detached from the primary residential structure, (2) attached to the primary residential structure, (3) conversion of existing space in a primary residential structure such as master bedroom, attached garage, storage area or similar area; or (4) conversion of the space within a separate accessory structure on the same parcel such as a detached garage, barn, pool house, studio or other similar structure the use of which is incidental to the use of the primary residential structure on the parcel.

Sec 1.33 Single Family Residence Equivalency (SFRE)

A volume of monthly water use as defined in the RCSD Water Use Evaluation by Water Works Engineering January 15, 2016.

Sec 1.34 Use/Unit Equivalency

Use/ Unit equivalency rates are based upon the nature of the business as it relates to the potential impact of water use on the district's system and its water capacity, as well as the number of staff/occupancies, and the number of additional sinks, toilets and tubs/showers.

Residential use/unit equivalency rates are based on a single-family residence. Each residence, whether separate or connected to another residence will be considered a unit for billing purposes.

Sec 1.35 Additional Definitions

For the purposes of this ordinance, additional terms shall have the meaning indicated in Chapter 1 of the most recent edition of the "Uniform Plumbing Code" adopted by the International Association of Plumbing and Mechanical Officials.

Be it ordained by the Board of Directors of the Redway Community Services District, Humboldt County, California, as follows:

ARTICLE 2 GENERAL RULES

Sec 2.1 Short Title

This ordinance shall be known as and may be cited as the Redway Community Services District Water Code.

Sec 2.2 Rules and Regulations

The following rules and regulations respecting provision of water and connections to the water supply, storage, and distribution facilities of District are hereby adopted, and all work in respect thereto shall be performed as herein required and not otherwise.

Sec 2.3 Purpose

This Ordinance is intended to provide certain minimum standards, provisions, and requirements for design, methods of construction, and use of materials in water facilities and water service connections hereafter installed, altered, or repaired. This Ordinance shall not apply retroactively and in the event of an alteration or repair hereafter made, it shall apply only to the new materials and methods used therein.

Sec 2.4 Words and Phrases

For the purpose of this ordinance, all words used herein in the present tense shall include the future; all words in the plural number shall include the singular number; and all words in the singular number shall include the plural number.

Sec 2.5 Water system

The District's water system consists of all facilities, improvements and system components used for and useful in obtaining, conserving, and distributing water for public and private uses, including all parts of the system, all appurtenances to it, and lands, easements, rights in land, water rights, contract rights, franchises, and other water supply, storage and distribution facilities and equipment.

Sec 2.6 Separability

If any section, subsection, sentence, clause, or phase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

Sec 2.7 Pressure Conditions

All applicants for service connections or water service shall be required to accept such conditions of pressure and service as are provided by the distributing system at the location of the proposed service connection, and to hold the District harmless for any damages arising out of low pressure or high-pressure conditions or interruptions in service.

Sec 2.8 Maintenance of Water Pressure/Interruption of Service

The District shall not be responsible for the maintenance of pressure, and it reserves the right to discontinue service while making emergency repairs due to natural disasters or other circumstances beyond the District's control. Customers that are dependent upon a continuous supply should have independent emergency storage. The District shall not be liable for damages that may result from an interruption in service from a cause beyond the control of the District. Temporary shutdowns may be made to make improvements and repairs. Whenever possible all customers affected will be notified prior to making such shutdowns. The District will not be liable for interruption, shortage, pressure increase or loss, insufficiency of supply, or for any loss or damage occasioned thereby, if caused by accident, act of God, fire, strikes, riots, war, or any other cause not within its control.

Sec 2.9 Tampering with District Property

No one, except a certified employee or representative of the Board with a certified employee, shall at any time in any manner operate the curb cocks or valves, main cocks, gates or valves of the Districts' system, or interfere with meters or their connections, street mains, or other parts of the water system.

Sec 2.10 Penalty for Violation

For the failure of the customer to comply with all or any part of this ordinance and any ordinance, resolution or order fixing rates and charges of this District, a penalty for which has not hereafter been specifically fixed, the customer's service shall be discontinued and the water shall not be supplied to such customer until they have complied with the rule or regulation.

Sec 2.11 Notice to Customers

Notice from the District to a customer will normally be given in writing, and either delivered or mailed to him/her at his/her last known address. Where conditions warrant and in emergencies, the District may resort to notification either by telephone or messenger.

Sec 2.12 Correspondence from Customers

A customer or their authorized representative may present correspondence to the District Board of Directors or to the District Office

ARTICLE 3 General Use Ordinances

Sec 3.1 Efficient Water Use

All customers shall endeavor to use water efficiently, and not knowingly permit leaks or waste of water. Where water is wastefully or negligently used on a customer's premises, which in the opinion of the District affects the general water service, the District has the authority to discontinue the service after giving written notice to the customer and to levy such penalties as may be permitted by law and the District's rules and regulations.

Sec 3.2 Responsibility for Facilities

All facilities installed by the District for the purpose of supplying water service shall remain the property of the District and will be maintained, repaired, or replaced by the District. The property owner shall use reasonable care in the protection of the facilities. Any person who damages such facilities, and any property owner who knowingly or negligently permits such damage to occur will be liable to the District and subject to applicable legal remedies as provided for under these rules and regulations and California law. No person shall place or permit the placement of any object in a manner which will interfere with the District's free access to its water service connection or access to a meter box which would interfere with reading of a meter. The District may require a property owner to convey an easement or right-of-way for the protection or maintenance of water system facilities located on private property.

Sec 3.3 Damage to Water System Facilities

The customer shall be liable for any damage to the service facilities when such damage is caused by an act of the customer or his tenants, agents, employees, contractors, licensees or permittees, including but not limited to the breaking or destruction of locks by the customer or others on or near a meter, and any damage to a meter that may result from tampering and hot water or steam from a boiler or heater on the customer's premises. The District shall be reimbursed by the customer for the costs of any such damage promptly on presentation of an invoice for such damages...

Sec 3.4 Customer Control Valve

The customer valve inside the meter box is provided to allow the customer to turn water off in case of emergencies. Said customer valve shall be the property of the District. The customer shall be responsible, at its sole cost and expense, for the operation, maintenance and repair of the customer valve and for any damage or liability that may arise in connection with the use of the customer valve.

Sec 3.5 Curb Stop

Every service connection installed by the District shall be equipped with a curb stop on the inlet side of the meter. The curb stop is intended for the exclusive use of the District in controlling the water supply through the service connection pipe. If the curb stop is damaged by the customer's use, repair or replacement of the curb stop shall be at the owner's sole expense.

Sec 3.6 Changes in Customer's Equipment

Customers making any material changes in the size, character, or extent of the equipment or operations utilizing water service, or whose change in operations results in a large increase in the use of water, shall immediately give the District written notice of the nature of the change and, if necessary, amend their application to provide for installation of a larger meter.

Sec 3.7 Damage from Leaking Pipes and Fixtures

When turning off the meter to a house or property which is vacant, the District will attempt to determine if water is running. If the water meter shows that water is running, the District will shut off the water at the customer valve. However, the District's jurisdiction and responsibility cease at the end of the service connection at the meter and in no case will the District be liable for damages caused by water running from open or faulty fixtures, or from broken or damaged pipes beyond the District's meter connection.

Sec 3.8 Backflow Protection and Cross-Connection Control Program

A. The purpose of this program is to: (1) protect the public water supply against actual or potential backflow due to cross-connections between the customer's water system and the source of contamination; (2) eliminate existing connections between potable drinking water systems, non-potable water systems and other sources of contamination; (3) prevent the making of cross-connections in the future; and (4) provide for a continuing program of backflow prevention and cross-connection control. The District's Cross Control Protection Program is attached hereto as Appendix A and incorporated herein by this reference.

B. It is the responsibility of the District to protect the public water supply system from contamination due to unprotected actual or potential cross-connections. It is the intent of the Cross-Connection Control Program to prevent such contamination in accordance with state law and regulations. It shall be the customer's responsibility to comply with the District's Cross-Connection Control Program requirements as a condition of receiving and continuing to receive water service. When, in the judgment of the District, a backflow prevention assembly is required to protect the public water system, it shall be the responsibility of the customer to install, test, and repair the backflow assembly at the customer's expense. Ownership of the backflow prevention assembly will remain with the customer.

C. The District adopts by reference the current California Code of Regulations entitled "Regulations Relating to Cross-Connections" as said regulations may be revised or amended from time to time (the "Regulations"), and the State Water Resources Control Board's Cross Connection Control Handbook, Standards and Principles for California's Public Water Systems (12/19/23) (the "Handbook").

D. The District is responsible for applying and enforcing the Cross-Connection Control Program. In doing so all state and local laws, regulations, codes and the Handbook will be followed as they may apply to the program. The District shall evaluate the degree of actual or potential health hazard to the public water system as may be created by all water services, both existing and new. This evaluation shall be conducted by onsite inspections and onsite re-inspections as needed. In conducting an evaluation of a customer's premises private wells will be considered an actual hazard to the public water system and appropriate backflow prevention will be required.

1. The type of protection that shall be provided to prevent backflow into the public water system shall be commensurate with the degree of hazard that exists, or has the potential to exist, on the customer's premises. The type of protective device that may be required includes double check valve assembly, reduced pressure principle backflow prevention device, and air gap separation. The customer may choose a higher level of protection than required by the District.

2. Backflow protection will be required on premises with the following: where hazardous substances are handled in any manner that may enter the potable water system; irrigation systems into which pesticides, herbicides or fertilizers may be injected; any unapproved auxiliary water supply; certain fire systems; where entry is restricted limiting inspections for cross-connections; and where there is a repeated history of cross-connections.

E. The customer shall own and is responsible for the installation, testing, repair and/or replacement of all backflow prevention assemblies at their expense as required by the District and backflow prevention assembly shall be installed in accordance with District standards. The customer is responsible to send the appropriate copy of the periodic test to the District in a timely manner along with all information on repairs and parts used. Testing of backflow prevention assemblies shall be conducted by competent backflow prevention assembly testers certified by the County of Humboldt and approved by the District. The customer shall not alter,

remove or replace any backflow prevention assembly without prior written approval of the District.

Sec 3.9 Gray Water Systems and Rainwater Collection Systems

Gray water systems shall comply with Title 24, Part 5 of the California Plumbing Code and any county regulations. To comply with California Code of Regulations Water System Protection Requirements, backflow protection on the customer's potable water meter will be required if the gray water or rainwater system is hard-plumbed into the distribution system or is connected by any means to an irrigation system existing on the property.

Sec 3.10 Special Cases – Unusual or Hazardous Materials

In special circumstances, when the customer is engaged in the handling of especially dangerous or corrosive liquids or industrial or process waters, the District may require the customer to eliminate certain plumbing or piping connections as an additional precaution and as a protection to the back-flow preventive devices.

Sec 3.11 Pressure Relief Valves.

As a protection to the customer's plumbing system, a suitable pressure relief valve must be installed and maintained by the customer at the customer's expense when check valve or other protective devices are used. The relief valve shall be installed between the check valves and the water heater.

Sec 3.12 Interruptions in Service.

The District shall not be liable for damage that may result from an interruption in service from a cause beyond the control of the District.

Sec 3.13 Ingress and Egress

Representatives from the District shall have the right of ingress and egress over the customer's premises at reasonable hours for any purpose related to the provision of water service. The District shall provide employees with appropriate identification to be shown to the customer upon request.

ARTICLE 4 Conservation Ordinances

Sec 4.1 Water Shortage Contingency Compliance

All customers shall be required to comply with RCSD's Water Shortage Contingency Plan when activated by resolution of the board. Changes to the Water Shortage Contingency Plan may be made by resolution of the board to accommodate existing conditions of resource availability, system function or other emergency conditions.

Sec 4.2 Pools and Tanks.

When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission.

ARTICLE 5 APPLICATIONS FOR WATER SERVICE

Sec 5.0 Application Required

Each person applying for service connection or activation must complete an application in the manner and on a form prescribed by the District prior to making any connection (Existing building service connections, new construction for single family residences and small developments - no improvement of RCSD facilities or main extension required). Such application shall include a signed affirmation of the customer's willingness and intention to comply with this and other ordinances or regulations of the District relating to water service. The Applicant shall either be the Owner, or receive written permission from the Owner of the property to connect to the District's water distribution system,

The application shall contain the legal description of the property to be served and the Assessor Parcel Number of the property. The application shall be accompanied by a map or plot plan showing the location of all proposed connections. The applicant shall submit a copy of the plans and specifications submitted to the Humboldt County Building Department and any other plans and specifications and proposed water consumption estimates that may be required by the District in connection with the application. The application form is available at the District office. The District may modify application forms from time to time without modification to this ordinance.

The District will perform a feasibility evaluation and a capacity analysis of the applicant's Project based on the description of the Project and the estimated water demand of the Project specified in the application.

Sec 5.0.1 RCSD Capacity to Serve

Redway CSD's intent is to provide s water service to properties within the RCSD Service Area. From time-to-time demand for new connections to the District's water system may exceed the capacity of RCSD's existing infrastructure and/or water sources to provide services. Such lack of capacity may be due to a variety of factors including, but not limited to, water supply limitations due to drought; limitations in the District's water treatment system to provide sufficient amounts of treated water on a long-term or short-term basis as required by current customer demand and anticipated

demand from new connections; limitations imposed on the District's permits to provide water supply to its customers by state and/or federal authorities.

Sec 5.0.2 Capacity to Serve Determination

Should the District Engineer determine, after review of the Application, plans and specifications for the Project, Applicant's water usage estimates, and the District's water usage estimates for Applicant's Project that the District's water distribution or treatment system lack the capacity, or sufficient water supply, to meet the demands of Applicant's project, the Applicant will be notified in writing by District of such current lack of capacity. The Application will then be handled pursuant to the provisions of Section 4.4.0 (formerly section 4.19) of this Ordinance. If, on the other hand, the District Engineer determines that the District's water distribution and/or treatment systems provide sufficient capacity and water supply to meet the demands of Applicant's Project, the Applicant will be provided a Will Serve letter pursuant to Section 4.2.0 hereof, and will be required to execute a Water/Sewer Connection Agreement with the District as provided in Section 4.3.0.

Sec 5.0.3 Application Fees

Application fees are charged for the District Engineer to perform a feasibility evaluation and capacity analysis of the Applicant's Project and for the District to open a file for the applicant. The amount of the application fee is set forth in the Appendix B (Water Ordinance Rates and Charges) of this Ordinance. These fees are non-refundable. These fees represent reimbursement of the costs incurred by the District in initially evaluating the feasibility of supplying water to the applicant's project as described in the application and are payable at the time of the submission of the Application.

Sec 5.0.4 Payment for Previous Service

An application will not be honored unless payment in full has been made for water service previously rendered to the property that is the subject of the application, and any other premises owned by the applicant located within the jurisdictional boundaries of the District.

Sec 5.1.0 Service Applications Categories

Applications for RCSD Water Service will follow processes appropriate to the projects being proposed.

A simple reactivation of service for an existing connection will follow a different course than new construction involving small residential or commercial projects, or a large project involving a subdivision consisting of many residential units or large commercial or industrial projects.

Therefore, the District considers several types of development classifications, and each classification will require slightly different application processing procedures. A list of new connection

classifications is specified below. The criteria to determine which path an application to provide service to new construction will follow are as follows:

1. Single Family Residential Classification

- A Project involving new construction involving 4 or less single-family residential dwelling units, or a multiple housing unit with four (4) or less residential units; or
- A commercial or industrial project comprising 1500 sq. ft. or less of floor space.

Upon approval of the Application by the District, the applicant will be required to enter into a Water/Sewer Connection Agreement with the District pursuant to Section 4.3 hereof. This is the least restrictive development classification.

2. Small Development Classification

- A Project involving new construction involving 5 or more single family residential dwelling units, or a multiple housing unit with 5 or more residential units; or
- A commercial or industrial project comprising more than 1500 sq. ft. of floor space; or

A residential, commercial or industrial project requiring the Applicant to construct new water system improvements to be incorporated into the District's water system and dedicated to the District.

Upon approval of the Application by the District, the applicant will be required to enter into a Water/Sewer Connection Agreement with the District pursuant to Section 4.3 herein which incorporates the provisions of the Operations Plan.³

Large Development Classification

A Project satisfying all of the criteria of the Small Development Classification which also meets the following criteria: (1) a Tentative and Final Subdivision Map is required by the County; and/or (2) environmental review and documentation is required under CEQA consisting of either an Environmental Impact Report (EIR) or a Mitigated Negative Declaration; and/or (3) the Project is located outside of the District's jurisdictional boundaries and annexation into the District is required; and/or (4) the Project's projected water demand on the District's Water System exceeds the amount of (need amount).

3. Large Development Classification

Proposed Large Developments will complete an initial application and move directly to a review by the RCSD Board of Directors and commencement of negotiations upon a Development Agreement between the Applicant and the District. Large Developments will

not receive a Will-Serve letter from RCSD until approved by the RCSD Board. A description of the process required for approval of Large Developments can be found as Appendix E Large Development Process of this Ordinance.

4. Commercial Agriculture Producer Classification

A Project involving the use of a building(s) and/or property for the growing and raising of agricultural, horticultural and/or floricultural products including cannabis in conformity with recognized practices of husbandry, for the purposes of commerce, trade or industry. This water service provides agricultural customers with either potable or nonpotable water depending on availability. These customers must have an agricultural operation involving a minimum of one half acre of land in the case of outside cultivation, or a minimum of 500 square feet in the case of indoor cultivation. Projects within this classification are subject to special requirements consisting of (1) a water use forbearance period from May 15 to October 1 during which time the District lacks water system capacity to serve the Project and will limit an applicant's water usage to less than or equal to 500 CU/FT per month during the forbearance period; and (2) a water usage cap on the amount of water to be provided to the Project by the District to no more than 12,200 CU/FT per year. If it is necessary for the Board to declare a water conservation emergency before May 15 in any year, the forbearance period will begin on the date that the water conservation emergency declaration goes into effect.

Projects within this classification are required to submit with the application an Operations Plan prepared by a certified Professional Engineer which addresses the following issues: (1) project description including but not limited to amount of indoor and/or outdoor space dedicated to cultivation; number of growing cycles to be harvested each year; anticipated sources of electricity, water and refuse collection; hours of operation; (2) a cultivation plan which addresses characteristics of the plant beds; amount and method of disposal of drainage from planting beds; sources of plants to be cultivated; usage plan for grow lights including hours of operation; methods of mixing water with nutrients, description of all nutrients and fertilizers to be used, and methods of application of water and nutrients to plants; methods of pest control including pest control agents to be used; odor control measures; methods of storage and disposal of plant waste products; nature and extent of plant processing or drying; (3) an employee plan outlining the number of employees and whether full time or part time and what PPE will be provided to employees; (4) water source, storage and anticipated water demand, including number and capacity of mixing tanks, storage tanks, and dehumidifiers; anticipated daily, monthly and annual water use; anticipated daily, monthly and annual water sourced from recycled water from

dehumidifiers, water storage tanks on site, and to be supplied by the District; methods for sourcing water during the water use forbearance period; and methods for complying with the District's annual water supply cap; (5) a security plan in cases of cannabis cultivation; (6) noise sources and mitigation measures; (7) parking and road plans; (8) light pollution and control; (9) nature and extent of usage and storage of hazardous materials; (10) sewage disposal and waste management plan.

Upon approval of the Application and the Operations Plan by the District, the applicant will be required to enter into a Water/Sewer Connection Agreement with the District pursuant to Section 4.3 hereof which incorporates the provisions of the Operations Plan.

Sec 5.1.1 Existing Connections

Activation of an Existing Connection to the District requires applicant to submit an application pursuant to Section 5.0 and to sign a Water/Sewer Connection Agreement pursuant to Section 5.3 hereof.

Sec 5.1.2 Modification of Connections

These projects also require that the applicant submit an Application pursuant to Section 4.0 and to sign a Water/Sewer Connection Agreement pursuant to Section 4.3 hereof. These projects will require submission of project plans and estimated water use as part of the contents of the Application. The District will prepare a feasibility analysis including an estimate of the impact of the modification of the connection to the District's capacity to serve the requested demand of the applicant. Such a feasibility analysis may include evaluation of changes in water use, service to separate structures, and review of changes in equipment, operations or water demand or projected usage. A finding in such a feasibility analysis that such a project will have a "significant impact" on water usage may require installation of a separate meter and payment of a separate connection fee. Projects with projected water use that remains within a 100% variation from calculated SFRE volumes for the existing connection will not be deemed to have significant impact.

However, determination of Significant Impact and/or modification of connections to provide for a detached ADU or other multiple dwelling units on a single parcel may require installation of an individual unit meter and payment of a separate connection charge for each newly constructed detached ADU or other multiple dwelling unit on a single parcel under single ownership.

Sec 5.1.3 Application for Access to Public Water System

An application is also required prior to uncovering, making any connection with, opening into, using, altering, or disturbing the District's public water system, service meter box, or any appurtenances thereto.

Sec. 5.2.0 Will Serve Letters (Caveats)

When the review of the Application by the District is complete and the District has determined that the District's water system has the capacity to provide sufficient water supply and treatment to meet the demands of Applicant's Project as specified in the application, the District will provide a Will-Serve letter to each applicant for water service certifying that the District is willing to provide water services to the applicant subject to the availability of water at the time of the Applicant's request for connection to the District's water distribution system, and subject to the District having sufficient capacity to accept new connections to its water distribution system at the time that the Applicant requests connection of the Applicant's premises to the District's water distribution system. All such Will-Serve letters shall be subject to the following conditions:

Sec. 5.2.0.1 Ownership or Written Permission

That the Applicant either be the Owner or receive written permission from the Owner of the property to connect to the District's water distribution system, which written permission shall constitute a part of the Application filed by the Applicant.

Sec. 5.2.0.2 Executed Development or Water/Sewer Connection Agreement

That the Applicant execute a Water/Sewer Connection Agreement with the District in the form provided by District as described in section 4.3 of this Ordinance (hereinafter referred to as the District Agreement).

Sec. 5.2.0.3 County Building Permit

That the Applicant secure a building permit from the County of Humboldt for any improvement project on the premises that will be connecting to the District's water distribution system and be ready to commence construction within sixty days after execution of the District Agreement.

Sec 5.2.0.4 RCSD Commitment Limits

That the District's commitment to provide water to the Applicant's premises is limited to the water demand associated with those improvements to the premises that are specified in the Application submitted by the Applicant to the District and specified in the District Agreement. The District's commitment to provide water for the Applicant's Project is also conditioned upon both the availability of sufficient water to serve the Applicant's Project at the time Applicant requests physical connection of the Project to the District's water system, and the District having sufficient capacity to accept new connections to the District's water system at the time the Applicant requests physical connection to the District's water system

Sec. 5.2.0.5 RCSD Fire Flow Commitment Limited to Existing Conditions

That the District's commitment to provide fire flow services to the Applicant's premises is limited to the storage and pressure conditions existing in the District's distribution system at the time the

District Agreement is as executed by all parties. The District's commitment to provide fire flow services is also conditioned upon the Applicant securing written approval for fire flow requirements to Applicant's premises from the local public agency having jurisdiction over the fire protection standards governing Applicant's premises and submission of a copy of such written approval to District.

Sec. 5.2.0.6 Applicant Commitment to Water Shortage Contingency Plan

That the Applicant commit to observing the District's Water Ordinance and Water Shortage Contingency Plan regarding water shortages when such conditions are in effect.

Sec. 5.2.0.7 Payment of Connection Fee

That the Applicant pay a water connection fee for connection to the District's water system in the amount in effect when the District Agreement has been executed by all parties, all plans for improvement projects to Applicant's premises have been approved by the County, all improvements comprising the Applicant's Project including have been completed and inspected by District, and Applicant is ready to physically connect to the District's water distribution system. During such times as a water shortage condition has been declared by the District, or when the District lacks sufficient water supply and/or distribution capacity to serve the Applicant's premises, the time when water connection fees must be paid will change pursuant to the District Policy regarding Procedures for Allocation of Water Supply and Distribution Capacity in Times of Limited Capacity detailed at Section 4.4 of this Ordinance.

Sec. 5.2.0.8 Completed Construction / Final Inspection

That the Applicant complete construction of all main extensions or other improvements to the District's water distribution system required by District to the satisfaction of the District; that the District formally accept dedication of all such improvements and related property rights and easements from the applicant; that the Applicant and any general contractor retained by applicant shall have provided all applicable warranties and bonds and that such warranties and bonds remain in full force and effect, and that all District costs and expenses associated with Applicant's project shall have been reimbursed by Applicant.

Sec 5.3 Water/Sewer Connection Agreement

Once the District determines that its water and sewer systems have the current capacity to serve the Applicant's project, and the District has issued a Will Serve letter, the District will request that the Applicant enter into a Water/Sewer Connection Agreement with the District.

The Agreement for Water System Connections assures that the District is reimbursed for all of its administrative, engineering, design and associated legal costs incurred in completing its processing of the application; reviewing and commenting on revisions to the plans and specifications for the

water distribution components of any improvement project on the Applicant's premises; inspection of any construction; and preparing and completing all required environmental documentation for such components. The Agreement also describes the conditions that must be satisfied by the Applicant for water to be provided by District to Applicant's Project.

The Agreement provides that the applicant shall advance an amount equal to the estimated costs to be incurred by the District in completing the processing of the application, reviewing revisions to the plans and specifications for the project, reviewing easement and real property title issues, and reviewing any plans and specifications and inspecting the construction of any improvements to the District's water system to be constructed by Applicant and connected to the District's system, if any. If the amount of funds advanced by the Applicant exceeds the District's actual costs of administration, engineering, design, legal, inspection and other charges attributable to the proposed project, the balance shall be refunded to the Applicant upon connection to the District's water system. If the amount of the deposit is insufficient to pay all of the District's costs incurred with respect to the project with respect to administration, engineering, design, legal, inspection and other costs attributable to the project, the Applicant shall replenish the funds advanced to the level specified in the Agreement to cover such additional costs at the request of the District, and the District shall have no obligation to continue its processing of the application or its acceptance of the project until such additional deposits have been received. The Agreement also specifies the amount of connection and meter installation fees payable by the Applicant as a condition of connection to the District's water distribution system and requires payment of those fees to the District in consideration for the District's agreement to provide water service to the premises of the Applicant.

Sec 5.3.1 Administration Fee and Engineering Deposit

Once this Water/Sewer Connection Agreement is signed, the applicant must pay the water administrative fee deposit and the engineering fee deposit to initiate work on the project. The fees and deposits will be made in cash, check or warrant (which must clear the bank before further work is done). The administrative fee is a non-refundable charge that reimburses the District for costs incurred for District staff time involving assistance to the Applicant regarding processing of the application, preparation and negotiation of the Agreement for Water/Sewer Connections, responding to inquiries from the applicant and meetings with the applicant, time scheduling and bookkeeping. The administrative fee is charged on an hourly basis at the rates specified in Appendix B to this ordinance. The engineering fee is a charge to reimburse the District for engineering costs incurred in processing the application, inspection costs, development plan review, and real property title and easement review. The engineering fee is charged on an hourly basis at the rate specified in Appendix B to this ordinance. As District incurs costs in reviewing Applicant's Project, District shall use the administrative fee deposit and engineering fee deposit to reimburse the District for such costs and expenses. Should such deposits be insufficient to reimburse all the administrative and/or

engineering costs incurred by District, Applicant will be requested to make additional advances to the District following receipt of a written notice requesting such additional advances to cover additional costs to be incurred by the District in performing its development review tasks. If applicant does not deliver the requested additional funding amount to the District within fifteen days after request, District will have no obligation to proceed with its review and approval of the Applicant's application and plans and specifications until such additional advances are received. Upon request District will provide to Applicant a summary of how the Applicant's deposits and advances have been spent and the unexpended balance remaining. To the extent the funds deposited and advanced by Applicant towards the administration fee and the engineering fee exceed the final amount of costs incurred by the District in performing such administrative and engineering tasks, any balance remaining in such administrative fee account and/or engineering fee account will be refunded to the Applicant.

Sec 5.3.2 Water/Sewer Connection Agreement; Improvements to District Water System Required

The Water/Sewer Connection Agreement contains several specific provisions that are applicable only to those projects that require improvements to the District's water system to be constructed by the Applicant pursuant to District standards and dedicated to the District upon completion. The standards applicable to the construction of such improvements are specified in Article 5 of this Ordinance. These contractual provisions are specifically initialed by both the applicant and the District for only those projects requiring such improvements. Such contractual provisions include the following:

A. Performance Bond and a Payment Bonds

The Applicant/Developer will be required to provide two separate bonds in the name of the District in the amount of 100% of the estimated costs of the construction of all water main extensions and related improvements, using prevailing wage rates. The first bond shall be a Performance Bond issued by a surety company admitted doing business in the State of California as an insurer, maintained during the entire life of the Agreement at the expense of Applicant/Developer, and shall guarantee the faithful performance of all aspects of the work of improvements specified in the Agreement. The second bond shall be the payment bond required by Division 4, Part 6, Title 3, Chapter 5 of the Civil Code of California, shall be in the amount of 100% of the estimated cost of the improvements at prevailing wage rates, and shall guarantee the payment of wages and materials, supplies, or equipment used by all contractors and subcontractors in the performance of the work specified in the Agreement.

B. Indemnification of District

The Agreement requires that the Applicant/Developer agree to defend, indemnify, and hold harmless the District from any and all claims, actions, liability, damages, and costs, including attorney's fees, resulting from or arising out of: (1) the design or construction of the water main extension or any water system improvements by Applicant/Developer; (2) the approval of the agreement by District; or (3) any environmental review or approval process with respect to the improvements.

C. Construction Warranty

The Applicant/Developer will be required in the Agreement to furnish a Construction Warranty Bond in the amount of one hundred twenty five percent (125%) of the final cost of the installed improvements to secure the warranty of the Applicant/Developer against defective workmanship and materials for a period of 2 years from the date of District's acceptance of such improvements.

D. Payment of Prevailing Wage

Any contractor retained by the Applicant to construct the water main extension or other water system improvements to be dedicated to District shall select a general contractor duly licensed to perform such work who is acceptable to District, and execute and form of construction agreement with that general contractor that requires the payment of prevailing wages to all laborers working on such project as required by Labor Code section 1771 et seq. and contains the bonding, indemnification and warranty requirements specified in subsections A, B and C above.

Sec 5.4.0 New Connections Waiting List

The provisions specified in this section apply when the District has determined that it lacks sufficient water supply and/or water system capacity to meet the estimated water usage demands of the Applicant's Project pursuant to Section 4.0.2 of this Ordinance. In order to fairly allocate this essential, finite resource the District must provide for allocation procedures for water supply and distribution in times of limited capacity that (1) provide property owners with assurance that upon completion of their project, physical connection to the District's water system could be made; and (2) prevent hoarding and speculating on water capacity by applicants who do not immediately intend to construct their project but who desire a District commitment to provide water capacity. The purpose of these procedures is to make water system capacity available on a fair and nondiscriminatory basis to those Applicants who are in need of immediate water supply and can reasonably guarantee that they are prepared to immediately develop their property and physically

connect to the District's water distribution system, and simultaneously to provide the District sufficient funding to plan for and provide for water distribution system improvements essential to increase capacity to serve all existing customers and future applicants. To accomplish these purposes the following procedures shall apply to allocation of water supply and distribution in times of limited capacity:

1. Capacity Shortage Notification

Upon the filing of an application and payment of the application fee the applicant will be notified by the District as to whether sufficient water supply capacity exists to meet the water demands required for the Applicant's projected use of the premises. If water supply capacity is limited at the time an application is received, applicant shall be notified by the District in chronological order of the date their Applications are received, and each such application shall receive a designated number based on the chronological date of its receipt.

2. Capacity Availability Notification

At such time as the District develops one or more capital improvement projects to increase water supply capacity, , in the sole discretion of the District, applicants will be notified in writing by the District in chronological order of the receipt of their applications, that sufficient capacity is anticipated to exist at the time such capital improvement project(s) is completed to provide sufficient water capacity to meet the demands specified in their particular application, conditioned upon the applicant's compliance with all of the provisions in Articles 4 and 5 of this Ordinance. The anticipated date that sufficient capacity is expected to be available due to the completion of such water capacity projects shall be stated in the notice.

3. Applicant Prepared to proceed

If an applicant desires to proceed with its application after receipt of such notice of anticipated available capacity from the District, the District will agree to reserve capacity for that Applicant's projected use of its premises upon payment of all applicable connection fees and meter installation fees by the Applicant at the rates in effect on the date of the notice by District to applicant of sufficient anticipated capacity to provide water to Applicant's premises or project. Such connection fees must be paid within two months of the date of notice from the District to Applicant of anticipated sufficient capacity to serve the Applicant's project. Failure to pay such connection fees will result in withdrawal of the application. However, an Applicant may elect to defer all or a portion of its application for water service provided the Applicant delivers written notice of such deferral to the District within one month of the receipt of the notice from District of anticipated available capacity and deposits with the District a deferral fee in the amount listed in the Appendix B Current Rates and Charges per single family residential equivalent unit. Upon payment of such deferral fee, the Applicant's application will not be

deemed withdrawn, but will be placed on a supplemental chronological application list. An Applicant may reinstate such application within twenty-four (24) months of payment of the deferral fee upon written notice to the District at which time such application shall have precedence over other applications filed after the date of payment of the deferral fee as water supply capacity becomes available.

An applicant may renew its deferral of its application one time prior to expiration of the initial deferral period of twenty-four (24) month period by providing written notice to District of such renewal and payment of a deferral renewal fee as specified in Appendix B. Such renewed deferral period shall not exceed a period of twenty-four (24) months. By payment of the deferral renewal fee, an applicant may reinstate its application for the renewed deferral period during which time such application shall continue to take precedence over other applications filed after the date of payment of the initial deferral fee by an applicant. All deferral fees paid by an applicant will be credited against the ultimate connection fees payable by that applicant.

4. Applicant Declines to Proceed

If an Applicant does not wish to proceed with Applicant's Project at the time of such notice of anticipated available capacity, the next Applicant on the chronological list of Applicants will be given the opportunity to reserve such capacity in the District's water distribution system upon payment of all applicable connection charges. This process of allocation of available capacity to applicants in the chronological order of the date of receipt of their Applications will continue until the District determines that all anticipated available water supply capacity to be provided to such capital improvement projects has been committed. If an applicant declines to proceed with its project after deferral of its application and payment of a deferral fee, the District will compute its administrative costs regarding capacity notifications, administration of the chronological application list, and communications with the applicant, and refund any remaining balance to the applicant.

5. Capacity Availability Time Frame

In order to assure utilization of available capacity within a reasonable period of time, all applicants who have agreed to proceed with their projects upon receipt of notice of anticipated available capacity and payment of the required connection fee must physically connect to the District's water distribution system and within twelve (12) months of the date of completion of the capital improvement project providing additional available water supply capacity specified in section 2 above.

Article 6 PROVISIONS FOR WATER MAIN EXTENSIONS AND IMPROVEMENTS TO DISTRICT WATER DISTRIBUTION SYSTEM

Sec 6.0 Application

After receipt of an application for a water service connection, the District shall determine whether a main extension and/or other improvements to the District's water system infrastructure are necessary to provide such service. A main extension or other such improvements shall be installed in the manner provided in this section whenever the District determines that such a main extension or other such improvements are necessary to provide regular water service to the property described in the application.

Unless a water main extension and other related improvements are part of a District Capital Improvement Project, the District expects the Applicant for a water main extension to complete all design and construction work of such extension and related improvements at Applicant's sole expense. Upon receipt of the Application, the District Engineer shall make an investigation of the proposed water extension and submit his or her opinion of the estimated cost thereof to the General Manager. All plans and specifications for the water main extension and related improvements must be submitted for evaluation and approval by the District Engineer prior to construction, must comply with all District Standard Specifications and Details, and must be prepared by a registered Civil Engineer. The Applicant must provide the required application, acceptable plans and specifications for required improvements approved by District in writing, and an executed Water/Sewer Connection Agreement prior to commencement of any work.

Sec 6.1 Applicability of Article 4

All the provisions of sections 4.0 through 4.4 shall be applicable to all Applications requiring a water main extensions or other improvements to the District's water distribution system to be constructed by the Applicant.

Sec 6.2 Extension or Improvement of Facilities, Main Extension and Development Agreement Required

When water service is requested for property within the District which does not have an adequate water distribution main, an extension or improvement of the District's system shall be required. Such facilities may include, but not be limited to, water mains, water storage tanks, valves, fire hydrants, public water services, service meter boxes, pressure regulating valves and booster stations. Minimum standards for the design and construction of water facilities within the District shall be in accordance with the applicable provisions of District ordinances, master plans, rules and regulations and with the District Standard Specifications and Standard Details heretofore or hereafter adopted by the District, copies of which are on file in the District office. The District or the

District Engineer may permit modifications or may require higher standards where unusual conditions are encountered.

Sec 6.2.1 Application for Extension or Improvement of Facilities, Main Extension

An extension or improvement of District facilities shall be initiated by completing an application and depositing an application fee pursuant to the provisions of section 4.0. Such applications will also require the execution of a District Agreement between the applicant and the District pursuant to the provisions of section 4.3. The application shall become null and void under the following conditions:

- a) The application shall become void ninety (90) days following date of issue unless a District Agreement has been signed by both the District and the applicant pursuant to section 5.2 hereof.,
- b) The application and District Agreement shall both be void and terminated eighteen (18) months after execution of the District Agreement unless construction has been completed and accepted in writing by the District. Extensions of time may be granted upon request by the applicant and approval in writing by the District.

Sec 6.2.2 Project Approval

Design documents accompanying extension or improvement applications shall be reviewed by the District. If further information or redesign is required by the District, the applicant shall furnish such additional material or information before such application shall be considered further. All such designs shall be certified and stamped by an engineer registered to practice in the State of California and all design and material specifications shall be in accordance with standard specifications approved by the District. Upon District approval, the design shall be incorporated into the District Agreement.

No actual construction or fieldwork shall begin until the District Agreement has been signed by all parties.

Sec 6.2.3 Installation and Ownership of Extension of Facilities

The Applicant shall have the facilities constructed and installed by an experienced, competent contractor approved by the District. The District reserves the right to construct, with its own personnel or by contract, at cost to the applicant, taps or connections to existing pipes and any other complex or difficult construction which may be crucial to proper operation and function of District facilities, in the opinion of the District. Upon completion, final inspection and acceptance in writing by the District, the newly constructed water facilities shall be owned and operated by the District as part of its water system. All fire hydrants installed on the District water system shall be constructed to District specifications and dedicated to the District upon completion of installation

and written acceptance by the District. All such water system facilities shall be installed in easements or rights of way dedicated to and accepted by the District.

Sec 6.2.4 Inspection of Public Waterworks

All public water system construction shall be inspected by personnel of the District during construction. In making a connection to a water main, no physical alterations of the District's facilities shall commence until an inspector is present.

Sec 6.2.5 Sizing of Facilities

The size of water facilities required to be constructed by the applicant pursuant to the District Agreement will be determined by the District based upon the water system capacity required to serve the proposed development, plus additional capacity required to be served through the same facilities to serve potential development beyond the boundaries of the applicant's project. Water facilities that may be required to be oversized include, but are not limited to, water mains, pumping stations and water storage facilities.

Sec 6.2.6 Deposits and Payment of Costs

The Applicant shall pay the District's actual costs including, but not limited to:

- a) Engineering analysis, designs, plan review or preparation of environmental impact documents, hearings, review or preparation of improvement plans, construction inspection, as-built drawings, project management and usual overhead expenses allocated to such work.
- b) The Applicant shall deposit with the District the District's estimate of engineering review, inspection and project administrative costs prior to improvement plan review/approval and performance of additional work. Such costs will be deducted from the deposit periodically (usually monthly). The applicant shall maintain a positive balance at all times. Failure to do so may result in automatic withdrawal of approval of the application.
 - i) Upon completion of the work, if the amount deposited with the District is less than actual costs, the difference shall be paid to the District prior to acceptance of the facility.
 - ii) Any amount deposited in excess of actual cost will be refunded to the applicant following acceptance of the facility.

Sec 6.2.7 As-Built Drawings and Proof of Service Certification

Upon completion and final inspection by the District, Applicant shall submit a complete set of as-built drawings of the facility acceptable to the District.

After all conditions for acceptance of the facility have been met, the District will issue written certification of proof of service to the County Building Department.

Sec 6.2.8 Project Bonding and First Year Warranty Responsibility

Prior to commencement of construction of any of the infrastructure improvements to be constructed by the Applicant under the Agreement, Applicant or its contractor shall furnish bonds covering the faithful performance of the construction or installation activities required under the agreement, and the payment of all obligations arising hereunder as specifically required in this ordinance.

- a) The premiums for the bonds shall be paid by Applicant or its contractor.
- b) The Applicant shall deliver the required bonds to the District not later than the date of commencement of the work for each phase of work.
- c) Said bonds shall be issued by a surety company acceptable to the District duly licensed to issue bonds in the State of California, and shall be in the amount of one hundred percent (100%) of the estimated construction costs, as determined by the District, for the next phase of construction to be then undertaken by applicant for faithful performance, and one hundred percent (100%) of estimated cost of labor and materials, for the next phase of construction for payment of labor and materials.
- d) Failure by the applicant to pay for any damage to District facilities described above after being billed by the District will result in a lien being placed against the property by the District.
- e) The applicant, or the applicant's contractor, shall submit a one (1) year warranty surety, a bond, (in form acceptable to the District), certificate of deposit, or irrevocable letter of credit, in an amount not less than one hundred twenty-five percent (125%) of the actual construction costs of the facilities.

Sec 6.2.9 Documentation of Project Costs.

For projects involving District reimbursement or reimbursement by other users, the applicant shall provide the District with copies of all invoices for materials, equipment, employed labor and District costs for construction of the project marked "PAID" and signed by the applicant or his authorized agent.

Sec 6.2.10 Cost Reimbursed by the District

a. Reimbursement of reasonable costs to an applicant for extension of permanent facilities required to be larger than needed by the applicant may be made pursuant to the District reimbursement policies outlined in the following section and the execution of a separate Reimbursement Agreement between District and Applicant.

b. The District will collect and disperse funds for partial reimbursement of oversized facilities constructed by others through execution of a Reimbursement Agreement under the conditions set forth below.

- i) The District shall be under no obligation to make any reimbursement payment whatsoever, except as outlined in this section and in the Reimbursement Agreement. All questions as to the meaning of any portion of this section shall be as interpreted by the District.
- ii) Proposed facilities must be constructed in accordance with plans and specifications approved by the District. The District may require that the facilities have sufficient capacity not only to serve the applicants' areas, but other areas beyond, or in addition to the applicant's areas.
- iii) Any applicant who requires service through facilities or improvements constructed by others pursuant to a Reimbursement Agreement and who did not contribute to the cost of construction shall pay a pro rata reimbursement fee in addition to all other required charges prior to service being provided. An administration charge of ten (10) percent shall be added to the reimbursement fee, to compensate District for administration of the Reimbursement Agreement. An area of benefit which identifies parcels having access to the constructed facility shall be determined at the sole discretion of the District and a map of the area shall be attached as Exhibit A to the Reimbursement Agreement. The District shall make an estimate of future use within the area of benefit based upon knowledge and investigation of those same factors by which sizing of the constructed facility was determined. This total projected future use calculated in terms of single family residential equivalent units, assigned to the mapped area of benefit plus the verified cost of the project constitute those factors by which a contractually obligated reimbursement fee shall be calculated according to the following formula:
 1. R_f = Reimbursement Fee.
 2. C_p = Cost of project as determined in paragraph 3.01.9
 3. T_c = Total capacity of facility expressed in Single Family Residential Equivalent Units as determined solely by District.
 4. H_E = Number of Single-Family Residential Equivalent Units required by Applicant's parcel(s) or subdivision thereof.
 5. Where $R_f = (C_p \div T_c) \times H_E$
- iv) Each year, the District will disperse any collected reimbursement funds, less the administrative fee, to the applicant who constructed the facilities, without interest. Applicant shall keep the District informed of any change of applicant's mailing address.

- v) All obligations for reimbursement of any excess capacity costs to Applicant expire ten (10) years following the date of transfer of title to District of the reimbursable facilities. In no event shall reimbursement payments exceed total project construction costs less capacity used by the original applicant/builder of the project.
- vi) The Applicant's rights to reimbursement funds shall not be transferable or assignable without the express written consent of the District.
- vii) Applicant shall be solely responsible for providing District with a current contact address and phone number during the reimbursement period. District shall have no responsibility to make reimbursement to applicants who cannot be contacted at the address and/or phone number provided by the Applicant. Under such circumstances, reimbursement amounts collected shall be retained by the District.

Sec 6.2.11 Environmental Impact Report Charge

Unless all such environmental processing has been done by the County or another agency, the District may determine that an environmental impact study or report is required for a proposed extension facility necessary to serve an applicant's land. The applicant shall be responsible for the costs of preparing such a study and/or report, including associated costs incurred by the District for overhead, preparation, attorney' fees, environmental consultants, and hearings.

Sec 6.3 Easements or Right of Ways

In the event that an easement is required for the extension of the public water or the making of connections, the applicant shall procure and have accepted by the District proper easement or grant of right of way sufficient in width to allow the laying and maintenance of such extension or connection.

Sec 6.4 Persons authorized to Perform Work

Only properly licensed contractors shall be authorized to perform the work of community water construction within the District. All terms and conditions of the permit issued by the District to the applicant shall be binding on the contractor. The requirements of this Section shall apply to waterlines installed concurrently with Public water construction.

Sec 6.5 Grade Stakes

A Registered Civil Engineer or Licensed Land Surveyor shall set grade and line stakes prior to the start of work on any public water construction. The contractor shall be responsible for accurately transferring grade to water invert.

Sec 6.6 Compliance with Local Regulations

Any persons constructing a water line within a street shall comply with all State and County laws, ordinances, rules and regulations. They shall obtain all permits and pay all fees required by the department having jurisdiction prior to the issuance of a permit by the District.

Sec 6.7 Protection of Excavation

The applicant shall maintain such barriers, lights and signs as are necessary to give warning to the public at all times that a water line is under construction and of each dangerous condition to be encountered as a result thereof. He shall also likewise protect the public in the use of the sidewalks against any such conditions in connection with the construction of the water. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be reinstalled in a manner satisfactory to the District and any other person or agency having jurisdiction there over.

Sec 6.8 Design and Construction Standards

Minimum standards for the design and construction of water lines within the District shall be in accordance with the applicable provisions of the ordinances, rules and regulations heretofore or hereinafter adopted by the District, copies of which are on file in the office of the District. The District may permit modifications or may require higher standards where unusual conditions are encountered. "As-built" drawings showing the actual location of all mains, structures, valves and laterals shall be filed with the District before final acceptance of the work.

Sec 6.9 Completion of Water Improvements Required

Before acceptance of any water improvements by the District and prior to the furnishing of any water from the District, the water improvements shall be tested and shall be completed in full compliance with all requirements of the accepted specifications and to the satisfaction of the District.

ARTICLE 7 Construction and Installation Requirements

Sec 7.1 Unauthorized Service Connections

Construction of the service connection to the District's water distribution system without making application therefor to the District and without payment to District of all applicable connection charges and other charges in accordance with this ordinance is not permitted.

Sec 7.2 Installation of Service

Service installations will be made only to property and/or easements appurtenant thereto abutting on distribution mains that have been constructed in public streets, alleys, or easements, or to extensions thereof as herein provided pursuant to the provisions in Article 5 hereof. Services

installed prior to the construction of streets or in advance of street improvement must be accepted by the applicant in the installed location.

Sec 7.3 Connection and Meter Installation Fees

The Applicant shall pay all water connection fees and meter installation fees. These fees are paid by the Applicant at the time the project is ready to connect to the water service main. However, such connection fees may be payable prior to connection to the District's Water System during those times in which the District lacks water supply capacity to serve all applicants as specified in section 4.4.0 of this Ordinance. The connection fee is a one-time charge paid when the connection is made to the District's Water System. The connection fee is comprised of a capacity fee and a meter fee. The capacity fee portion is based on the capital cost of capacity and represents a reimbursement to the District's ratepayers for providing available water system capacity to future users of the District's water system. By paying this fee new customers have participated equally with existing ratepayers in sharing the capital costs of the District's water system capacity. The amount of the capacity fee is dependent upon the water demand associated with the Applicant's proposed use of the premises as estimated by District and calculated in terms of single family residential equivalent units as specified in Appendix B Current Rates and Charges to this Ordinance. The meter fee is equivalent to the cost of installation of a water meter to monitor the amount of water distributed through the new service connection and includes the charges for the service box, the meter, and the installation of the meter. The current amount of the meter charges is set forth in Appendix B Current Rates and Charges of this Ordinance.

Sec 7.4 Determination of Service Line and Meter Size

The District's Standard Specifications and Details list the maximum flow rate, in feet per second, allowable through any water service connection. The District's normal single-family residential service line size shall be 3/4 inch, to accommodate a 5/8 X3/4-inch meter. For all commercial, industrial and other non-residential uses, the minimum required service line and meter size shall be determined by the District based on information provided by the applicant regarding the estimated maximum water consumption requirements of applicant's project based on the number of single family residential equivalent units assigned to such estimated water usage. The amount of anticipated water usage is calculated in terms of single-family residential equivalents units and is specified in Appendix B Current Rates and Charges (water use calculations) of this Ordinance. The District will assign a service line size and meter size to the applicant's project based on such estimated annual water usage and the applicant will be required to pay a connection capacity fee calculated on the basis of such estimated water usage measured in terms of single family residential equivalent units plus the actual costs of meter installation. A customer may request a service line and meter larger than that assigned by the District in anticipation of future increased water demand as measured by single-family residential equivalent units, in which case the customer shall agree to

pay all connection capacity charges and service charges associated with such larger expected future water usage.

Sec 7.5 Supply to Separate Structures

Each house, structure, commercial or industrial building, dwelling unit, or dwelling unit within a community housing project, shall require a separate application for water service and shall have a separate service connection, including a separate meter.

Sec 7.6 Accessory Dwelling Units

- a) Definition. An accessory dwelling unit ("ADU") is an attached or detached residential dwelling unit built on a lot with existing or proposed housing and provides complete independent living facilities for one or more persons. It shall include permanent facilities for living, sleeping, eating, cooking, and sanitation on the same parcel of property as a single family or multifamily dwelling is or will be situated. An ADU may be constructed as (1) detached from the primary residential structure, (2) attached to the primary residential structure, (3) conversion of existing space in a primary residential structure such as master bedroom, attached garage, storage area or similar area; or (4) conversion of the space within a separate accessory structure on the same parcel such as a detached garage, barn, pool house, studio or other similar structure the use of which is incidental to the use of the primary residential structure on the parcel. Such converted existing space for an ADU may be limited to the footprint of the primary residential dwelling or accessory structure or may be expanded beyond the existing footprint of the primary residential structure or accessory structure. (Government Code section 65852.2 which is incorporated herein by this reference).
- b) ADU'S For Which No Separate Connection Is Required and No Connection Fee or Capacity Charge Will be Imposed. ADU's constructed entirely within the footprint of an existing or primary residence or other accessory structure on the same parcel with separate exterior access (for which an additional 150 sq. ft. expansion beyond the footprint may be added) and adequate side and rear yard setbacks are exempt from any requirement to install a new or separate water meter connection. This class of ADU's is also statutorily exempt from connection fees and/or capacity charges imposed by the District.
- c) ADU'S For Which a Separate Connection is Required, and a Connection Fee or Charge is Imposed. Newly constructed attached or detached ADU's, and ADU's which consist of conversion of existing space in a primary residence or accessory structure together with construction beyond the original footprint of the primary residential or

accessory structure may be required to install a separate water meter connection directly between the ADU and the District's water infrastructure. A connection fee and/or capacity fee may be imposed by the District on these types of ADU's.

- d) **Proportional Capacity Fees/Connection Fees.** The connection or capacity charge will not exceed the estimated reasonable cost of providing the water service for which the fee is imposed and will be calculated and imposed on a proportional basis. The calculated amount of the connection fee/capacity charge shall be proportional to the burden of the proposed ADU on the District's water infrastructure as compared to the burden of the primary residence, measured by either the number of square feet of the ADU compared to the primary residence, or as measured by the number of drainage fixture units (DFU) values of the ADU compared to the primary residence. For example, using a square foot proportional approach, a connection or capacity fee for a 1000 sq. ft. ADU should be half or 50% of the capacity fee for a 2000 sq. ft. primary residence.
- e) **Newly Constructed ADU's.** ADU's constructed concurrently with a new single family dwelling on the same parcel will require a separate connection and water meter and will be charged a connection fee/capacity charge equivalent to the connection fee/capacity charge payable by a new single family residence, since a newly constructed ADU in connection with the construction of a new primary residence is considered a new residential use for capacity charge calculation purposes.
- f) **Monthly Fixed Rate Charges for ADU's.** Each ADU, whether separately metered and subject to payment of connection fees/capacity charges or exempt therefrom, shall be assigned one (1) Single Family Residential Unit for purposes of calculation and payment of fixed monthly service charges based on a ¾-inch meter size rate. State ADU law does not address monthly service charges for ADU's.

Sec 7.7 No Service to Adjacent Parcels

No user of water supplied by the District shall supply water to adjacent parcels through that user's service connection.

Sec 7.8 Separate Ownerships

Each building under separate ownership must be provided with a separate service connection and meter. Two or more existing buildings under the same ownership and on the same lot or parcel may be supplied through the same service connection and meter.

Sec 7.9 Multiple service connections

Multiple service connections for single parcel with single owner are allowed under these conditions:

- A master meter is installed at the property line.
- Metered service connections are provided for each subunit. Meters and valves will be supplied and remain property of RCSD.
- Supply line from the master meter to each of the units shall be installed and maintained by owner.
- Owner will be responsible for usage on master meter, determined by deducting each subunit from master meter.

Sec 7.10 Parcel Subdivisions

Should the owner of a single property subsequently subdivide such parcel, then the portion of that parcel not directly connected with the District's water system through a separate service connection must be connected with the District's public water system through a separate service connection, for which additional connection charges are payable. It shall be unlawful and a violation of this ordinance for such owner to continue to use or maintain an existing service connection to the District's public water system for the purpose of providing an indirect connection to provide water to an additional parcel through an existing service connection for which no separate application has been filed. Any such indirect connections in existence prior to the adoption of this provision of this ordinance shall be abandoned by the customer upon issuance of a written order from the District. Any failure by an owner or customer to comply with such order from the District shall be enforceable by discontinuance of service pursuant to SECTION 10.1.5 of this Ordinance.

ARTICLE 8 Inspections

Sec 8.1 Changes in Owner's Equipment, Operations or Water Demand (look back)

Owners or customers making any material changes in the size, character, or extent of the service connection or other equipment or operations upon the property utilizing District water service, or whose changes in operations result in an increase in the use of water, shall notify the District not less than ten (10) working days prior to commencement of any such work, or additions or modifications to buildings or premises, or changes in the type of business or occupancy, which would affect the amount of water used on the premises, and file a new application to enable the District to determine whether a larger service line size or meter is required pursuant to the provisions of this Ordinance, or whether the anticipated increase in annual average water use associated with such changes will result in an increase in the number of single family residential equivalent units assigned to the Owner's use of District water from that determined at the time of

application which would require the payment of a higher connection capacity fee than that initially paid by the Owner at the time of connection to the District's water distribution system.

If a larger service connection is ordered by the District, or if the changes in the Owner's use results in an increase in estimated water use and the number of single family residential equivalent units assigned by the District to the Owner's use from that determined at the time of application, the Owner may be required to install a larger service connection as required by the District within the time period specified by the District, and will be required to pay any applicable additional connection capacity charges associated with such increased anticipated water usage. If no larger service connection is required, additional documentation of water usage by the Owner beyond that specified in the application may result in the payment of an additional connection fee represented by the difference between the connection fee originally paid and the connection fee applicable to the estimated number of single family residential equivalent units of water representing the increased water usage associated with the Owner's change in equipment or operations on the premises. This fee represents the cost of increased water capacity assigned by the District to the Owner's initial water demand resulting from the Owner's change in use of the premises since the time of connection to the District's water system.

Sec 8.2 Inspection of Private (Customer Lateral) Water Service Installation

The private water service shall be inspected by the District from a point within three (3) feet of the structure or foundation of any structure on Owner's premises to the point of connection to the District's public water service. No backfill shall be placed over any portion of a new service connection or private lateral until the work has been inspected. Any excavation on public rights of way shall be done only after permission has been received from the authority having jurisdiction thereof. Any installation not approved by the District shall be redone or replaced at the expense of the applicant.

Sec 8.3 Inspection Fees

The inspection fee for all water connections is detailed in Appendix B Current Rates and Charges. An additional inspection fee may be charged if the work is not ready for inspection or requires additional inspections due to non-compliance with District Standard Specifications and Details. The additional fee, if charged, will be calculated on a time and materials basis, at the rate shown in Appendix B Current Rates and Charges.

Sec 8.4 Required Advance Notice

The applicant must notify the District at least three (3) working days in advance of making the service connection to the District's public water service or of any other work requiring inspection by the District.

Sec 8.5 Normal Working Hours

Service connections installed on the District's public water system must be made during normal working hours of the District and a District inspector must be present. The applicant may be required to disconnect and reconnect the service connection for inspection purposes, if the District is not notified as required herein. All inspections of private water services will be completed during normal working hours of the District unless otherwise arranged and paid for by the applicant.

Sec. 8.6 Site Inspections After Installation of Service

The District reserves the right to inspect its service connections and the conditions of water usage on a Customer's premises in order to ensure that the Owner of the premises is in compliance with all of the provisions of this Ordinance. Such inspections will typically occur when property ownership changes; when the County issues a building permit for a parcel; when existing Customer accounts are closed; when new Customer accounts are opened; and when water service is discontinued.

ARTICLE 8 METERS

Sec 9.01 Installations

All services shall be metered. A sum of money, as set forth in EXHIBIT B—WATER RATES, CHARGES & FEES, shall be deposited with the District prior to installation of the facilities to pay all or a portion of the cost. The service connection, whether located on public or private property, is the property of the District and the District reserves the right to repair, replace, relocate and maintain it, including but not limited to removing it upon discontinuance of service.

Sec 9.02 Service Connections and Charges

The District will furnish and install a service of such size and at such location as the applicant requests, provided such requests are reasonable and approved by District. The service will be installed from the water distribution main to the curb line or property line of the premises, which may abut the street, on other thoroughfares, or on District rights-of-way or easements. Charges for new services are payable in advance and shall include charge for the service box, meter, meter installation, and connection fee. Applicable rates and fees are set forth in EXHIBIT B—WATER RATES, CHARGES & FEES.

Sec 9.03 Meter Installations

Only authorized employees or agents of the District will be permitted to install a service connection from the District's main to the customer's premises. Meters will be installed at the curb or within the District easement and shall be owned by the District and installed and removed at its expense after payment of the established charges. The District will not pay rent or other charge for a meter or other

facilities, including housing and connections, located on a customer's premises. The District will seal all meters at the time of installation, and no seal shall be altered or broken except as authorized by the District.

Sec 9.04 Change in Location of Meters

Meters moved for the convenience of the customer will be relocated at the customer's expense. Meters moved to protect the District's property will be moved at its expense unless improvements made by the customer or meter tampering by the customer have caused the need for relocation. If the lateral distance which the customer desires to have the meter moved exceeds eight (8) feet, he may be required to pay for and install a new service at the desired location.

Sec 9.05 Size and Location

The District reserves the right to determine the size of service connections, meters and their location with respect to the boundaries of the premises to be served. The laying of a customer's pipeline to the curb shall not be done until the District has approved the location of the service connection. The installation, including the meter, shall be the property of the District. The service between the meter and the building served by the installation (the "Customer Lateral") shall be the private property of the customer and shall be maintained by the customer at his expense. The District shall not be responsible for leaks or damage to the Customer Lateral under any circumstances. The District's responsibility for damage to the service connection is limited to the facilities between the main and the meter box. The District recommends that a valve be installed on the customer's side of the water meter if customer wishes to turn water off to the residence.

Sec 9.06 Angle Meter Stop

Every service connection installed by the District shall be equipped with an angle meter stop. The stop is to be on the water main side of the service installation. Such stop is intended for the exclusive use of the District in controlling the water supply through the service connection pipe. If the stop is damaged by the customer's use, replacement shall be at the customer's expense. The District recommends that a valve be installed on the customer's side of the water meter if customer wishes to turn water off to the residence.

Sec 9.07 Meter Tests

All meters are factory tested prior to installation. A customer may request that his/her meter be tested by the District if he/she feels it is not reading accurately. See EXHIBIT B-WATER RATES, CHARGES & FEES.

Sec 9.08 Adjustment for Meter Errors—Fast Meters

If a meter, tested at the request of a customer pursuant to Section 8.07, is found to be more than two percent (2%) fast, the excess charges for the time service was rendered to the customer requesting

the test or for a period of six months, whichever is less, shall be credited to the customer's account and the meter or meter register will be changed by the District.

Sec 9.09 Adjustment for Meter Errors—Slow Meters

If a meter, tested at the request of a customer pursuant to Section 8.07, is found to be more than 5% slow (i.e., registered less than 95% of actual flow) the District may bill the customer for the amount of the undercharge based upon corrected meter readings for the time service was rendered to the customer but not exceeding a period of six months and the meter or meter register will be changed by the District.

Sec 9.10 Non-Registering Meters

If a meter is found not registering, then the charges for service shall be based on the estimated consumption. Such estimates shall be made from previous consumption for a comparable period or by such other method as is determined by the District.

Sec 9.11 Meter Access

The area surrounding the meter box must be kept clear of all obstructions for accessibility at all times to allow access by District personnel. The area shall be kept free of vegetation or obstructions. If vegetation causes access difficulty, the customer will be notified in writing and have fifteen (15) days from the date of the notice in which to clear the meter access area. At the end of fifteen (15) days if such clearance has not taken place the District will have the option to clear the vegetation without further notice. In the event of an emergency the District may remove vegetation or obstructions to make repairs without customer verification. The District reserves the right to require customers to relocate a meter which may have been previously located on private property or is otherwise inaccessible to District personnel or is outside of the public right-of-way. In the event the District determines that such relocation is not feasible, the District may elect, in its discretion, to permit such a meter to remain in its current location subject to the conveyance to the District of an easement or other right-of-way, as determined by the District, in order to provide the District with access to the meter.

Sec 9.12 Abandonment of Services

Abandonment occurs when the customer surrenders his or her service and advises the District of his or her intent to terminate water services. All materials on the premises beyond the point of disconnection to the District's water distribution system are the property of the customer. If water services of the District have been abandoned and the customer wishes to reestablish service, the customer will be charged the meter charge for every month that the connection has been disconnected plus any outstanding balance due, and reconnection fees.

Sec 9.13 Penalty for Violation

The District shall have the right to assess such penalties as may be permitted by law and/or discontinue the water service to the premises, up to and including seizure of the service connection, of any customer for failure to comply with any rule and regulation of the District. The customer will be notified of the District's intention to discontinue service for noncompliance, with an explanation of the violation or infraction committed. There will be a reasonable opportunity given to comply before actions will be taken by the District. However, no such notice to afford an opportunity to comply need be given in those instances in which the noncompliance may cause conditions dangerous and detrimental to public health, safety and welfare, or are in violation of state law. These violations include, but are not limited to, trespass, assault, water theft, cross-connection and water system damage.

ARTICLE 10 BILLING

Sec 10.1 Billing Period

The regular billing period will be monthly.

Sec 10.2 Meter Reading

Meters will be read as nearly as possible on the same day of each month.

Sec10.3 Opening and Closing Bills

Opening and closing bills for less than the normal billing period shall be prorated as to quantity used.

Sec 10.4 Water Charges

Any residential multiple unit dwelling exceeding 2 units will be billed to the owner or property management at the appropriate unit equivalency rate. Water charges are due and payable at the office of the District on the date of mailing the bill to the property owner or his agent as designated in the application and are considered delinquent if not received by 5:00 p.m. the last business day of the month.

Service may be discontinued pursuant to the provisions of Article 10 hereto if payment is not made within 60 calendar days of the delinquent date.

Sec 10.5 Payment of Bills

Bills for water service shall be rendered at the end of each billing period and may be combined with sewer bills. Bills shall be payable on presentation and will be considered delinquent if payment is not received by 5:00 p.m. the last business day of the month.

Sec 10.6 Billing of Separate Meters

Separate bills will be rendered for each meter installation.

Sec 10.7 Customer's Guarantee

The water charge begins when a service connection is installed, and the meter is set. The property owner must sign the Water/Sewer Connection Agreement form prior to being connected which guarantees payment of future water bills for service required.

- a) Renters are required to place a deposit of at the current rate specified in Appendix B Current Rates and Charges, refundable after 2 years of good payment history.
- b) Owner may waive deposit for renter and will be responsible for charges. Account must be current before tenant's account can be established.
- c) Failure to receive a bill does not relieve consumer of liability. Any amount due shall be deemed a debt to the District and any person, firm, or corporation failing, neglecting, or refusing to pay said indebtedness shall be liable to an action in the name of the District in any court of competent jurisdiction for the amount, and may be subject to a tax roll lien.

Sec 10.8 Water Used Without Application Being Made

A person taking possession of premises and using water from an active service connection without having made application to the District for water service, shall be held liable for the water delivered from the date of the last recorded meter reading, and if the meter is found inoperative, the quantity consumed will be estimated. If proper application for water service is not made upon notification to do so by the District and if accumulated bills for service are not paid immediately, the service may be discontinued by the District without further notice.

Sec 10.10 Damages to Meters

The Board reserves the right to set and maintain a meter on any service connection. The water consumer shall be held liable however, for any damage to the meter due to his negligence or carelessness and in particular for damage caused by hot water or steam from the premises.

Sec 10.11 Water Leak Relief Policy

The District will forgive one half (1/2) the bill of one month's unusual water usage minus the normal use. The total amount forgiven will not exceed the current amount specified in Appendix B Current Rates and Charges within a two-year period. Staff will notify customers if they observe unusual water usage. No credit will be awarded until the water leak has been repaired.

ARTICLE 11 DISCONTINUANCE OF SERVICE

Sec 11.1 Discontinuance of Service for Delinquent Bills

Service may be discontinued for nonpayment of bills after 60 calendar days from the date of delinquency as specified herein. Monthly bills are generated on the same business day of each month. Current charges are due and payable upon receipt of the invoice and are considered delinquent if not received by 5:00 p.m. the last business day of the month.

Payment of the Disconnect Notice must be received within seven (7) days after the date of mailing. If payment is not received by the end of the business hours on the due date, service shall be scheduled for disconnection within 48 hours. However, services will not be discontinued on a Friday, weekend, holiday or day preceding a holiday.

The failure of the District to send, or any person to receive such notice shall not affect the District's power to discontinue services pursuant to this ordinance. Reconnection will be made by District only upon complete payment of all delinquent service charges and penalties, interest, reimbursement to District of its actual costs of disconnecting and reconnecting District's water system to the premises, payment of all applicable disconnection and reconnection fees specified in this Ordinance, and, in the event reconnection is requested, payment of a security deposit in an amount equal to the water service charges averaged over the preceding 6 months times the number of months the water has been shut off. In addition, a customer's water service may be discontinued if water service provided at a previous location is not paid for within the time for payment of bills provided herein. If the customer receives water service at more than one location, and the bill for water service at any one location becomes delinquent, water service at all locations may be disconnected.

Sec 11.2 Charges a Debt

Failure to receive a bill does not relieve the customer or property owner of liability for payment of the water service charges specified in said bill. Any amount due shall be deemed a debt to the District, and any person, firm or corporation failing, neglecting or refusing to pay said indebtedness shall be liable to an action in the name of the District in any court of competent jurisdiction for the amount thereof. In addition, such debt is subject to the collection procedures consisting of a lien on the property of the customer or owner and collection of the delinquent amounts on the property tax rolls as specified in Section 11.2 of this ordinance.

Sec 11.3 Reconnection Charge

A current reconnection charge plus all applicable fees, charges and penalties specified in Appendix B Current Rates and Charges will be assessed and collected prior to renewing service following a discontinuance.

Sec 11.4 Unsafe Apparatus

Water Service may be refused or discontinued on any premises where apparatus or appliances are in use which might endanger or disturb the service to other customers.

Sec 11.5 Cross-Connection

Water service may be refused or discontinued to any premises where there exists a cross-connection in violation of state or federal laws or this ordinance.

Sec 11.6 Fraud or Abuse

Service may be discontinued or removed, including the removal of unapproved connections or unauthorized facilities, and penalties imposed, if necessary, to protect the District against fraud or abuse.

- a) Fraud or abuse is the act of any person to commit, authorize, solicit, aid, abet or attempt any of the following acts:
 - i) Divert or cause to be diverted water service by any means.
 - ii) Make or cause to be made any connection or reconnection to the District's water system without the authorization or consent of the District. As used in this section "water system" means all property owned by the District for the transmission, collection, storage or treatment of water.
 - iii) Tampering with or otherwise interfere with any water meter or other water flow measurement device so as to prevent the accurate measurement of water use.
 - iv) Use or receive the benefit of water from the District with knowledge or reason to believe that the use or receipt of such water is unauthorized by the District.
 - v) Tampering with any property owned or used by the District to provide water service.
 - vi) Providing water through a service connection to another premises or parcel of property that does not have its own service connection, or for which an application for service connection has not been filed with the District.
- b) A violation exists if, on premises owned or controlled by the Customer or any person using or receiving the direct benefit of the water service, there is either of the following:
 - i) Any instrument, apparatus or device designed to be used to obtain service without paying the full lawful charge therefor.
 - ii) Any meter that is altered, tampered with or bypassed so as to cause no measurement or inaccurate measurement of water service.
 - iii) Any person who is determined by District staff to have committed fraud or abuse as defined herein shall be billed by the District for the damage to the property owned or used by the District to provide service, the actual cost to remove and reinstall facilities, for loss of water, plus a penalty of the current rate specified in Appendix B Current Rates and Charges per infraction. A separate infraction will be found for each day such fraud or abuse is determined by District to have continued.

- c) Upon approval by the Board of Directors, the District may bring a civil action pursuant to Section 1882.1 of the California Civil Code to recover up to three times the actual damages suffered by the District, plus its costs of suit and reasonable attorneys' fees, for each violation of the provisions of this section.
- d) The remedies set forth in this section shall be in addition to all other remedies, civil and criminal, available to the District for violation of the provisions of this section or for any ordinance, resolution, rule or regulation of the District, or any provision of Federal, State or local law.

Sec 11.7 Non-Compliance with Regulations

Service may be discontinued for non-compliance with this or any other ordinance or regulation relating to the water service. The Customer will be notified of the District's intention to discontinue service for noncompliance, with an explanation of the violation or infraction committed. There will be a reasonable opportunity given to comply before actions to discontinue water service will be taken by the District. However, no such notice to afford an opportunity to comply need be given to a Customer in those instances in which the noncompliance may cause conditions dangerous or detrimental to public health, safety and welfare, or are in violation of state law. These violations include, but are not limited to, trespass, assault, water theft, cross connection deficiencies, and water system or facility damage.

Sec 11.8 Use of Water Without Application

Service may be discontinued in all cases in which a person is determined by District to have used water from the District's water system without having made Application to the District therefore, or without having a separate service connection installed by District to provide water to that person's premises, or without having paid all applicable connection charges and service and meter installation charges.

Sec 11.9 Upon Vacating Premises

Customers desiring to discontinue service should so notify the district two (2) days prior to vacating the premises. Unless discontinuance of service is ordered, the customer shall be liable for charges whether or not any water is used.

Sec 11.10 Abandonment Charge

Any person who desires to abandon services to a building from the District's water system or to abandon service to a property, shall pay to the District an Abandonment Charge. The Abandonment Charge shall consist of:

- a) All costs incurred by the District in disconnecting the system at the property line and plugging and sealing the line, including the cost of surveying, if any, and.

- b) The sum of at current rate to recover the District's costs.

Item (b) of the Abandonment Charge shall not apply to any person who desires to disconnect a building from the District's Water or Sewer system but who intends to keep other buildings on the property connected to the system or to disconnect from one building while connecting to another on the same property.

Sec. 11.11 Unauthorized Removal of Water

Unauthorized removal of water from any RCSD source may result in a charge at the current rate and or referral to law enforcement.

ARTICLE 12 ENFORCEMENT OF PAYMENT

Sec. 12.1 Collection of Delinquent Account

If an account has not been paid in full when due, such account shall be considered delinquent, and a penalty assessed in the amount of "at current rate".

Sec. 12.2 Collection by Recordation of Lien Against Property

The Board of Directors may recover any water service charges, penalties and interest which are delinquent for a period of 30 days by recording in the office of the County Recorder of Humboldt County a Notice of Lien for unpaid delinquent charges, penalties, interest, lien administration charges and applicable Recorder's fees. Said Notice of Lien shall declare the amount of the delinquent charges, penalties, interest and related charges due, and the name and last the address of the person liable for such delinquent charges, penalties and interest. Pursuant to Government Code section 61115 (c) from the time of recordation of such Notice of Lien, the amount of such delinquent water service charges, penalties, interest, lien administration charges and applicable Recorder's fees shall constitute a lien against the lot or parcel of land against which the charge is imposed and all other property within Humboldt County owned by the property owner of the parcel upon which the water service charges are delinquent. The District will record a Notice of Release or Discharge of Lien upon the payment by the property owner of all delinquent charges, penalties, interest, lien administration charges and applicable Recorder's fees within 30 days of receipt of payment for all such amounts due.

Sec. 12.3 Collection by Further Legal Action

The Board is further authorized to institute and prosecute in the name of the District appropriate legal action for the collection of delinquent water charges, penalties, interest, lien administration charges and Recorder's fees against the property owner of the parcel upon which the water service charges were levied. By application for and receipt of water services, all property owners/customers agree to be responsible for reimbursement to the District of all attorneys' fees and other legal costs incurred by the District in collecting any delinquent water service charges,

penalties, interest and related costs from the property owner/customer through such legal action. In the event the District recovers a court judgment ordering the property owner/customer to pay all delinquent debt service charges, penalties, interest, and related costs, together with attorney's fees and legal costs, and the property owner/customer fails to pay such judgment, the District will amend its Notice of Lien recorded pursuant to Section 11.2 of this Ordinance to include the amount of attorney's fees and legal costs ordered by the court to be reimbursed by the property owner/customer to the District.

Sec. 12.4 Discontinuation of Service

Water service may be disconnected for nonpayment of water service bills in the time and manner specified in Article 10 of this Ordinance.

Sec. 12.5 Collection of Delinquent Charges on Tax Roll

For any water charges which have been delinquent for sixty (60) days, the District shall provide that any delinquent charges, penalties and interest may be collected on the property tax roll in the same manner as property taxes. On or about June 1st of each year, the General Manager shall prepare and file a written report with the District Board of Directors that describes each parcel of real property and the number of delinquent charges, penalties and interest for each affected parcel for the year pursuant to Government Code Section 61115(b). the General Manager shall give notice of the filing of the report and of the time and place for a public hearing before the Board of Directors by publishing a notice of hearing pursuant to Section 6066 in a newspaper of general circulation, and by mailing the notice to the property owner of each affected parcel. At the public hearing, the Board of Directors shall hear and consider any objections or protests to the report. At the conclusion of the public hearing the Board of Directors may adopt or revise the delinquent charges, penalties and interest, and determine to collect such delinquent charges, penalties and interest upon the County Property Tax Roll each affected parcel of property for the ensuing fiscal year. The Board of Director shall make its determination on each affected parcel by resolution and its determination shall be final.

On or before August 10 of each year following such determination by resolution of the Board, the General Manager shall thereafter file with the County Auditor a copy of the report filed with the Board of Directors and the resolution adopted by the Board at such public hearing, and request that the delinquent charges, penalties and interest be added to and collected with property tax on each affected parcel of property described in the written report and resolution at the same time and in the same manner as property taxes are collected by the County Auditor. Government Code section 61115(b) directs the County auditor to place such delinquent charges, penalties and interest on the tax bills for each affected parcel of real property listed in the District report and resolution and

collect the charges and penalties in the same manner as property taxes for the fiscal year in which such District report and resolution are filed with the County Auditor. I

Sec. 12.6 Alternative Method of Collection

If the bill is not paid within 60 days of becoming due, water service may be discontinued pursuant to Section 10 of this Ordinance. In addition, the rates for water service may be collected on the same bill with the rates for other services provided by the District. Failure to timely pay applicable rates for water service provided by the District to the Customer may also result in the discontinuance of any and all services such as sewer services provided by the District pursuant to the provisions of Government Code section 61115(a)(3).

Sec. 12.7 Remedies are Cumulative

Each and all of the remedies for the collection and enforcement of delinquent water service rates, penalties, interest and related charges listed in this Section 11 are cumulative and the District may pursue any or all of such remedies alternatively or consecutively as authorized by Government Code section 61115 (e).

Article 13 ENFORCEMENT OF ORDINANCE

Sec. 13.1 Penalty for Violations of Ordinance

Any violation of this Ordinance shall be a misdemeanor and shall be punishable by imprisonment in the County Jail for a period not to exceed 6 months, or by fine, not exceeding \$1000, or by both. Every day of violation of this Ordinance continues shall constitute a separate offense. The attorney of the District, upon order of the District's Board of Directors, shall request the District Attorney of Humboldt County to file an action in the Superior Court to confirm that the provisions of this Ordinance have been violated, to find that a misdemeanor has occurred, and to impose such penalties, fines, and reimbursement to the District of its attorney's fees and legal costs as provided by law and the provisions of this Ordinance. Any property owner/customer found to be violating any provision of this or any other ordinance, rule, or regulation of the District, shall be served by the District with written notice stating the nature of the violation and, if applicable, providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

Sec. 13.1.1 Discontinuation of Service for Violation

As a means of enforcement of the provisions of this ordinance, or any other rule or regulation of the District, the District shall have the right to assess all such penalties as may be permitted by law and/or discontinue water service or any other utility services provided by the District to the

property owner/customer as detailed in Sections 10 and 11 of this Ordinance. However, no such notice to afford an opportunity to comply need to be given to a property owner/customer in those instances in which the noncompliance may cause conditions dangerous or detrimental to public health, safety and welfare, or are in violation of state law. These violations include, but are not limited to, trespass, assault, water theft, cross connections and water system facility damaged.

Water service and any other discontinued utility services shall not be supplied to such property owner/customer until he or she shall have complied with the ordinance provision, rule, regulation, rate or charge order which has been violated to the satisfaction of the District. Reconnection shall be made only upon prior payment of charges, penalties and interest due, plus the disconnection and/or reconnection fee as detailed in this Ordinance and possible payment of a security deposit in the discretion of the District.

Sec 13.1.2 Relief on Application

When any property owner/customer is of the opinion that any provision of this Ordinance is unjust or inequitable as applied to his premises due to special circumstances, such property owner/customer may make written application to the General Manager, stating the special circumstances, citing the provision complained of, and requesting suspension or modification of such provisions as applied to the premises of such property owner/customer. If such application is approved by the General Manager, the General Manager will recommend to the Board that it act by resolution to suspend or modify the ordinance provision complained of, as applied to such premises, to be effective as of the date of the application and continuing during the period of the special circumstances cited. If an Owner's application for relief is denied by the General Manager, such denial shall be in writing and delivered to the Owner. The Owner shall have ten days from the date of such written denial to file a written appeal with the Board of Directors with arguments as to why specified provisions of this Ordinance should not be applied to the Owner's property. The Board of Directors will schedule a regular or special meeting at its earliest convenience to consider such an appeal. The Board of Directors will render its decision within ten days after completion of any such appeal hearing and advise the Owner in writing of its decision. The decision of the Board of Directors on any such appeal shall be final.

Sec13.1.3 Relief on Own Motion

The Board of Directors may, on its own motion, find that, by reason of special circumstances, any provision of this ordinance should be suspended or modified as applied to particular premises, and may, by resolution, order such suspension or modification for such premises during the period of such special circumstances.

Sec13.1.4 Board Rulings Final

All rulings of the Board of Directors on relief or from or suspension of provisions of this ordinance with respect to a particular ordinance provision shall be final and not subject to appeal.

Sec 13.1.5 Falsifying of Information

Any person who knowingly makes any false statement or representation to District personnel, or submits a false record, report, plan or other document with or relating to the District, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this ordinance, is guilty of a violation of this Ordinance and subject to the enforcement penalties provided in sections 10 and 11 hereof including misdemeanor criminal proceedings, disconnection of water and other utility services, payment of all applicable District fees and charges, and reimbursement of all attorney's fees and legal costs incurred by the District arising out of such conduct.

Sec 13.1.6 Costs and Attorney's Fees

Defendant shall pay court costs and attorney's fees incurred by the District in enforcing this ordinance and seeking collection of delinquent accounts in any judgment rendered in favor of the District and so consents to such an award of costs and attorney's fees by the filing of an Application for Water Service.

ARTICLE 14 FIRE PROTECTION

Sec 14.0 Public Fire Protection

Sec 14.0.1 Use of Fire Hydrants

Fire hydrants are for use by the District or by organized fire protection agencies pursuant to contract with the District. Other parties desiring to use fire hydrants for any purpose must first obtain written permission from the Board prior to use and shall operate the hydrant in accordance with instructions issued by the District.

Sec 14.0.2 Moving of Fire Hydrants

When a fire hydrant has been installed in the location specified by the proper authority, the District has fulfilled its obligation. If a property owner or other party desires a change in the size, type, or location of the hydrant, they shall bear all costs of such changes without refund. Prior to any change in the location of a fire hydrant must be approved by the Board of Directors.

Sec 14.1 Private Fire Protection Service

Sec 14.1.1 Payment of Cost

The applicant for private fire protection service shall pay the total cost of installation of the service from the distribution main to the customer's premises, including the cost of a detector check meter or other suitable and equivalent device, valve, and meter box, said installation to become the property of the District. The District may agree to install the connection and meter at cost plus ten percent (10%).

Sec 14.1.2 No Connection to Other System

There shall be no connections between this fire protection system and any other water distribution system on the premises.

Sec 14.1.3 Use

There shall be no water used through the fire protection service except to extinguish fires and for testing the firefighting equipment.

Sec 14.1.4 Meter Rates

Any consumption recorded on the meter will be charged for at double the regular service rate except that no charge will be made for water used to extinguish fires where such fires have been reported to the fire department.

Sec 14.1.5 Monthly Rates

The District upon providing fire protection service shall charge the current rate.

Sec 14.1.6 Violation of Agreement

District may, at its option, discontinue and remove the service.

Sec 14.1.7 Water Pressure and Supply

The District assumes no responsibility for loss or damage due to lack of water or pressure, either high or low, and merely agrees to furnish such quantities and pressures as are available in its general distribution system. The service is subject to shutdowns and variations required by the operation of the system.

Sec 14.1.8 Fire Service Connection Rules

The following rules shall apply to fire service connections:

Cross Connection: Proper back flow device must be installed for each private fire protection system.

Valve: When a fire service connection is installed, the valve governing it will be closed and LOCKED and remain so until a written order is received from the owner of the premises to have the water turned on.

Meter: If the District does not require a meter and if the water is used through a fire service connection for any other purpose than extinguishing of fires, it shall have the right to place a meter on the fire service connection and at the owner's expense or shut off the entire water supply from such premises.

ARTICLE 15 RATES AND FEES

Sec 15.1 Connection Fee

In addition to any other charges established by the ordinances, rules and regulations of the District, a connection charge shall be collected prior to connecting to the water distribution system as follows.

The connection charge shall consist of three components:

- The cost of the installation of the hardware by meter size.
- The cost of buying into the existing assets of the system
- The cost of developing and implementing specific projects to create the capacity to support new connections to the system.

These may change from time to time as conditions within the system change and will be charged at the current rate as detailed in Appendix B Current Rates and Charges.

These fees will be charged based on an evaluation of each application for new connections to assess the load that the project will place on the system. Charges will be expressed as a multiple of SFREs.

Sec 15.2 Monthly Rates and Charges

Current monthly rates and charges for water service are specified in Appendix B Current Rates and Charges. All references in Sections 14.1 through 14.8 to "at current rate" can be found specified in Appendix B Current Rates and Charges.

Sec 15.3 System Expansion Fee

System Expansion Fund for Expansion and Capital Improvements: A minimum monthly charge "at the current rate" per use/unit equivalency.

Sec 15.4 Reconnection Charges

Customers whose service has been disconnected pursuant to Article 10, Section 10.3 and who now wish to have their service reconnected shall pay “at the current rate” for a Reconnection Charge.

Sec 15.5 Deposits

One-unit residential dwelling: “at the current rate”

Rental properties with Commercial accounts: “at the current rate”

Sec. 15.6 Late Fees

To be charged “at the current rate” per residential or commercial unit

Sec 15.7 Bulk Water

RCSD does not allow sales of bulk water.

Sec 15.8 Nonprofit Irrigation Rate

Non-profit organizations whose sole use of water is irrigating playing fields used primarily for youth athletic activities may apply for an irrigation only water rate.

Sec 15.9 Rates, fees and penalties are set by Resolution of the District Board of Directors

Following annual evaluation any adjustment of rates and fees shall be accomplished by resolution by the District’s Board of Directors as required to be fiscally responsible to the requirements of the community and in compliance with state and local regulations. The current rates and fees will be set by the most recent Board Resolution of record.

ARTICLE 16 - TIME OF TAKING EFFECT

Sec 16.1 This ordinance shall take effect

This Ordinance shall take effect thirty days after its adoption by the Board of Directors, provided that a summary of this ordinance as adopted is published in a newspaper of general circulation throughout the District and the full text of the ordinance as adopted is posted at the District offices within fifteen days after the adoption of this amendment by the Board of Directors.

AYES: DIRECTORS: Dian Griffith, Michael McKaskle, Marie Etherton, Tammy Willison,
Arthur M^cClure
NOES: DIRECTORS
ABSENT: DIRECTORS: Arthur M^cClure
ABSTAIN: DIRECTORS

Signature lines

X_____

X_____

X_____

X_____

X_____

Secretary X_____

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

Hello Community,

It has come to our attention that some residences that are receiving water in town may be “second units” not on record with Redway Community Services District.

Many RCSD customers have second (housing) units as defined by the State (Government Code Section 65852.150). RCSD encourages affordable rental housing in our town but these units do create demands on the water and sewer system. The costs of these demands are paid by all ratepayers if the second unit is not appropriately paying their share. Many of these units are providing income to their owners while others provide a benefit by housing friends or family members for free. Redway Community Services District, We recognize that our recent rate increase obligates us to ensure that we are fairly apportioning the costs of providing our communities with water and sewer services. Some accounts are not paying their fair share, renting out units without having paid hookup fees or separate monthly service charges. While we support the provision of local housing, other rate payers should not, and legally must not subsidize those who have undeclared units. We are starting inspections to ensure all homes connected to the water and sewer system are paying their share appropriately. In correcting this issue we hope to defer future rate increases for all customers.

We recognize that the capacity fees (hook up charges) are a large obligation to property owners in a currently depressed economy. In order to get all of the housing units paying their monthly bills appropriately, for a limited window of time, Redway Community Services District is willing to waive 50% of the regular hook up charges for any units that did not pay them when



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

their service started. Furthermore payment plans will be available spreading this obligation out over 3 years. New billing rates for affected customers will be issued starting on July 1, 2024. Any property coming into compliance after this time will be charged 100% of hook up charges.

Contact the office to schedule an inspection or wait until we work our way through town to your neighborhood and we will contact you.

Thank you for your assistance in this matter.



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

May 29, 2025

Dear Rate Payer,

Get a rate review.

Invite Rcsd over to your property.

Get a usage review.

Hear potential ways to reduce your water bill.

Explore recommended changes to your account.

Review fees.

Update phone numbers, addresses and emails for more benefits.

Receive a low flow shower head.

Some residents will achieve a lower water bill and some will experience a higher bill, but all will be rewarded.

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NOTICE OF AWARD

TO: Mercer-Fraser Company
200 Dinsmore Dr
Fortuna, CA 95540

PROJECT: RCSD Emergency Water Storage and Supply Project

The OWNER has considered the BID submitted by you for the above described WORK in response to its Advertisement for BIDS dated April 15, 2025 and Information for BIDDERS.

You are hereby notified that your BID has been accepted for items in the amount of

One Million One Hundred Eighty Five Thousand Dollars and Zero Cents Dollars (\$
1,185,000.00)

You are required by the Information for BIDDERS to execute the Agreement and furnish the required Contractor's certificates of insurance within ten (10) calendar days from the date this Notice is received by you.

If you fail to execute said Agreement and to furnish said INSURANCE within ten (10) calendar days from the date of receipt of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this 6 day of June, 2025

Owner: Redway Community Services District

By: Cody Cox  Title: General Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by:

(Name of Contractor)

Dated this _____ day of _____, 20____

By: _____ Title: _____

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Water Ordinance Fees and Charges

Sec 2.12 Unauthorized removal of water fee - \$1,000.00.

Sec 4.0.3 Application Fees \$880 non-refundable (6 hours admin staff, 8 hours field staff)

Sec 4.3.1 RCSD Staff Time Basis

Administrative Staff: 60 per hour

Field Staff: 65 per hour

Sec 4.4.0 Deferral Fee \$2500 -- must be exercised within 48 months of payment if capacity is still available. All fees must be paid within 3 months of notice of capacity availability.

Sec 6.0 Meter installation fee deposit \$1000

Calculation method to determine capacity fee (See Sec 6.1)

Sec 6.6 Inspection Fees -Time and materials: \$75 minimum

Sec 6.1 Water use calculations for connection fees (based on Waterworks analysis)

Standard calculation will reference SFRE calculations in the *Waterworks Engineering Water Use Evaluation 01-05-2016* report.

1 SFRE for each residential unit

1 SFRE for each commercial unit

0.5 SFRE for each apartment or ADU

AAU 200 GPD per SFRE

ADMM 350 GPD per SFRE

PDD 700 GPD per SFRE

Sec 9.7 Customer's Guarantee

Residential Rentals are required to pay \$100 Deposit

Commercial Rentals are required to pay \$200 Deposit

Sec 10.1 Disconnection Fee for Non-Payment 27.50

Sec 10.3 Reconnection Cost

27.50 Reconnection Fee plus

Residential Rentals may be required to pay \$100 Deposit

Commercial Rentals may be required to pay \$200 Deposit

(see Sections 9.7 and 10.1)

Sec 10.6 Fraud or abuse penalty \$300 per infraction

Sec 10.10 Abandonment charge \$500

Sec 11.1 Collection of Delinquent Account:

Late fee: \$12 per month

Sec 14.1 Current Connection Charges

\$12,445 per SFRE plus meter and other installation charges

Section 14.3 System Enhancement Fund monthly fee

\$8.00 per use/unit equivalency

Sec 14.4 Reconnection Cost

\$27.50 Disconnection Fee plus deposits

Sec 14.5 Account Deposits

Residential Rentals are required to pay \$100 Deposit

Commercial Rentals are required to pay \$200 Deposit

(as in Sections 9.7 and 10.1)

Sec 14.6 Late Fees (see Sec 11.1)

Sewer Ordinances Rates and Charges

Sec. 8.5 Lateral Connection Charges

Sewer Connection Fees are included in Water/Sewer Connection Fee as approved by RCSD Board. (See Water Ordinance Sec 14.1)

Lateral Connection deposit and construction costs

Sec 8.5 A.

Four (4) inch lateral

Deposit: \$1,000 to be reconciled with actual construction costs

Sec 8.5 B

Six (6) inch lateral

Deposit: \$3,000 to be reconciled with actual construction costs

Sewer Ordinance Fees and Charges

Sec 8.8 Abandonment charge

(See Water Section 10.10)

Combined water and sewer abandonment charge:
(\$500)

Sec 8.9 Late charge

(See Water Section 11.1 Collection of Delinquent Account)

Combined water and sewer accounts will be billed only one late charge per month.

REDWAY COMMUNITY SERVICES DISTRICT

Board Stipend Guidance:

UPDATE 2025

The Chairman of the Redway Community Services District Board of Directors receive \$150.00 for each business meeting attended with the total not to exceed \$450.00 per month (three meetings).

A Director of the Redway Community Services District Board of Directors receives \$100.00 for each business meeting attended with a total not to exceed \$300.00 per month (three meetings).

A Director of the Redway Community Services District Board of Directors receives \$75.00 for each Redwood Regional Economic Development Commission meeting attended plus mileage at the current rate with a total not to exceed \$300.00 per month.

The maximum a Chairman can receive who also goes the RREDC is \$625.00

The maximum a Director can receive who also goes the RREDC is \$550.00

A Director of the Redway Community Services District Board of Directors who attends an out-of-town meeting receives \$75 per day for travelling to and attending meetings, no extra day of pay for returning from meetings.

The District will provide per diems and mileage at current rates upon returning or before leaving, which must be arranged at least 48 hours in advance. Google maps will determine mileage.

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REDWAY COMMUNITY SERVICES DISTRICT
MINUTES OF THE REGULAR BUSINESS MEETING

October 22, 2014

CALL TO ORDER:

Vice-Chairman McClure called the October 22, 2014 Regular Business Meeting of the Redway Community Services District, Board of Directors, to order at 7:00 P.M. in the Redway Community Services District Business Office.

ROLL CALL:

Directors Present: Michael McKaskle, Chm., Art McClure Vice-Chm, Linda Sutton, Rian Shultz, Dian Griffith.

Staff Present:

John Rogers, General Manager
Ken Dean, Operations Manager

Staff Absent:
Debra Evans

ACTION / DISCUSSION ITEMS:

6. Board Stipend Guidance: Following discussion Michael McKaskle moved that the Chairman of the Redway Community Services District Board of Directors receive \$75.00 for each business meeting attended and \$50.00 for each Redwood Regional Economic Development Commission meeting attended plus mileage at the current rate with the total not to exceed \$200.00 per month. Each member of the Redway Community Services District Board of Directors will receive \$50.00 for each business meeting attended with the total not to exceed \$150.00 per month. Dian Griffith seconded the motion. The motion was carried with a voice vote of five Yeas and zero Nays.

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Redway Community Services District
Proposed Budget
July 2025 through June 2026

										Option #1	Option #2	Assumption #1	Assumption #2
										25-26	25-26	25-26	25-26
										7%	COLA 4%	10%	per Rate STUDY
Ordinary Income/Expense													
Income													
Water Charges													
4100 · Residential										517,434.88	502,927.36	531942.4	556,122.00
4150 · Commercial										126,622.73	123,072.56	130172.9	136,090.00
Total Water Charges										644,057.61	625,999.92	662115.3	692,212.00
Sewer Charges													
4200 · Residential										599,283.46	582,481.12	616085.8	616,085.00
4250 · Commercial										241,601.72	234,827.84	248375.6	248,375.00
Total Sewer Charges										840,885.18	817,308.96	864461.4	864,460.00
4440 · Application Fees										1,760.00	1,760.00	1,760.00	1,760.00
4450 · Reconnect Fees										624.00	624.00	624.00	624.00
4500 · Late Charges										26,640.00	26,640.00	26,640.00	26,640.00
4600 · Other Operating Revenue										1,000.00	1,000.00	1,000.00	1,000.00
Property Tax Revenue										0.00	0.00	0.00	0.00
7000 · Secured										124,250.00	124,250.00	124,250.00	124,250.00
7005 · Unsecured										2,171.00	2,171.00	2,171.00	2,171.00
7010 · Prior Years										4,133.00	4,133.00	4,133.00	4,133.00
7015 · Supplemental - Current										1,704.00	1,704.00	1,704.00	1,704.00
7020 · Supplemental - Prior										248.00	248.00	248.00	248.00
7050 · Property Assessments										0.00	0.00	0.00	0.00
7100 · Homeowners' Tax Relief										1,213.00	1,213.00	1,213.00	1,213.00
7105 · St. Wildlife Refuge In Lieu Tax										38.00	38.00	38.00	38.00
Total Property Tax Revenue										133,757.00	133,757.00	133,757.00	133,757.00
7200 · Interest Income										12,000.00	12,000.00	12,000.00	12,000.00
Total Income										1,660,723.79	1,619,089.88	1,702,357.70	1,732,453.00
										124,714.26	83,080.35	166,348.17	196,443.47

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Used 2013 Chevrolet Silverado 1500 LT w/ All-Star Edition

113,038 miles - Low Mileage ⓘ

5.3L 8-Cylinder Flexible Fuel Engine

13 City / 18 Highway ⓘ

Silver Ice Metallic Exterior

Ebony Interior

6-Speed Automatic Transmission

4 wheel drive

5'10" Bed Length (Short)

CREDIT & TERM



Very Good 

BUDGET



Set a budget

DOWN PAYMENT



20% 

TRADE-IN VALUE



Add a vehicle

Build Your Offer

Powered by Kelley Blue Book®

☒ Finance

\$302/mo.

☐ Cash

\$22,500

Listing Price

\$22,500

Down Payment

\$4,500

Trade-In

\$0 

Finance Terms

72 months 

Credit Rating

Very Good 

Est. Taxes & Fees 

Not Available

Estimated Payment

Need a lower payment? [Contact the dealer](#) for more options.

\$302/mo.*

National Average Rate

6.44% APR for 72 mo.

[Explore Financing >](#)

 **Offer Breakdown**

\$22,500

Send Offer

*Est. payment based on vehicle price (excluding taxes and fees) and associated lender rates for qualified buyers, term length and any associated trade-in equity or down payment from buyer. Contingent upon seller's



PO BOX 9585
Coppell, TX 75019

Reprise Account Number: **3859576 1001**
Original Loan Date: **8/6/2024**

CODY COX
P.O. BOX 1431
REDWAY, CA 95560

Date: **6/11/2025**

Dear **CODY COX** :

At your request, the amount required to pay off your account in full is **25,759.17** , good through **6/21/2025** days. Please make checks payable to Reprise Financial and be sure to reference your account number.

Pay by Overnight Mail:

Reprise Financial
8333 Ridgepoint Dr
Suite 150
Irving, TX 75063

Pay by Regular Mail:

Reprise Financial
PO Box 660252
Dallas, TX 75266

Please be advised the payoff effective date will be the date the funds are received in our office. If payoff is received after **6/21/2025** please add \$ **16.661** for each additional day to the **25,759.17** listed above.

We appreciate your business!

Sincerely,

Reprise Financial
Customer Service Department

DISCLAIMER: This payoff amount is subject to financial reconciliation and accounting. It may change if there are returned payments or fees assessed on the account within 45 days of this quote. *** If applicable to your loan, Title will not be released until the account is paid in full.

We may report information about your account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

*** NOTICE: If you are entitled to the protections of the United States Bankruptcy Code 11 U.S.C. §§ 362; 524 regarding the subject matter of this letter, the following applies to you: THIS COMMUNICATION IS NOT AN ATTEMPT TO COLLECT, ASSESS, OR RECOVER A CLAIM IN VIOLATION OF THE BANKRUPTCY CODE AND IS FOR INFORMATIONAL PURPOSES ONLY.**

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Redwood Region Economic Development Commission Report for April 2025

The Redwood Region Economic Development Commission was formed to help mitigate job losses feared to be looming due to the expansion of Redwood National Park. Upon our creation in 1977 the Department of Commerce's Economic Development Administration (EDA) first granted us funds, half of which we lost in the first few years. Since then we have vastly improved our performance and are self-supporting through revenue received by lending EDA funds and our own money as well as from partnering on some loans with the Headwaters Fund and Humboldt Area Foundation. The goal of our lending is to increase employment.

We act as a lender to businesses and non-profits who are unable to access traditional financing. Some of our funds are closely overseen by the EDA, others we are fully responsible for. We are using some those funds for a micro-loan program.

This month we were joined by Ken Bates and Michael Kraft from the California Fisherman's Resiliency Association (CFRA). Their Board of Directors is made up of representatives from 14 local commercial fisherman's organizations and the Coastal Commission is an ex-officio member. It's creation was spurred by a 1999 cable landing project in Morrow Bay. A local management group (with tribal representation)/ocean protection council was formed. Fishermen stayed off the cables and a resilience, not restitution, fund was created. SB286 requires such things now. One CFRA project is 7 sea (seven 'c'?) working group. They work on agreements relating to wind generation and other industrial hazards. They are not opposed to renewable energy.

The deeper under water cables are the farther apart they need to be in order to be able to repair them if needed. Buried cables are safe from trawlers unless hit at 90 degrees but scouring and sand waves (like underwater sand dunes) can expose them. They are not buried when over 1000 fathoms deep.

RWE seems to be backing off developing 200 sq. miles of lease while Vineyard has patient capital and is moving forward with it's 200 sq. miles. Lessons are being learned in Newport OR where 2 lidar buoys broke free and a wave generation unit sank. Test anchor rods are soon to be driven into the substrate offshore.

The fishing industry has 3 stressors; Loss of harvest opportunity (from weather, regulations and climate change), loss of Port infrastructure, and loss of markets (often involving transportation).

We will sell a big chunk (maybe even 50%) of our existing portfolio to the Headwaters Fund. We will keep 40% of the interest for servicing. They will still participate in new loans. I am not sure how much of their portfolio is invested with us now but it keeps growing. Getting about 5% with low risk while supporting the community seems to work for them.

Fewer and fewer auditors seem to want to serve public agencies. Especially not really unusual ones like a JPA with a loan fund with a regulatory basis of accounting. We got only 2

responses to our last request for bids to serve us. One was from Texas(?) for an absurd amount of money. Harshwal has agreed to do another year and we encouraged staff to lock in more years, especially if the same associate (who knows us now) can supervise it.

We set up a committee to update our ancient bylaws and are unsure of our cash flow projections due to economic uncertainty. Coffee or Chocolate tariffs could hurt some of our customers.

The County has put out an RFP for tourism/marketing services. They had 14 strong applicants for the airport director position.

Willow Creek is hoping for a tourism grant and funded a 650,000 gallon water tank.

Arcata's new skate park will cost \$92,500. They updated zoning for affordable housing and the mobile home rehab program is in effect.

HBMWD has a new GM. A new invasive mussel in CA is a threat (in addition to the Zebra and Quaga mussels). The Golden Mussel is very adaptable.

HumboldtCSD approved bringing the McKay tract into the District.

Fortuna finally has a full council. The police chief has left but a Lt. Is in charge til 10/2026. They hope to promote from the ranks.

Trinidad is discussing annexations.

Rio Dell is still working on water system damage from 2 earthquakes. They have a new trail but dirt bikes have become a problem.

Redway is not only a super wonderful place full of beautiful people with fabulous weather, good food and nice views but also has a well run and popular CSD who have made great progress on their Mill st. capital improvements project including placement of 2 new fire hydrants.

McKinleyvilleCSD gave us an ACWA update. HR1276 exempts us from cleanup liability for PFAS. Something similar is happening for microfibers. HR2766 has something to do with special districts standing alone for State Revolving Funds, whatever that means.

RREDC meets most fourth Mondays at Eureka City Hall at 6:30pm.

Submitted by Michael McKaskle, RCSD RREDC representative.



500 CAPITOL MALL, SUITE 1000, SACRAMENTO, CA 95814
OFFICE: 916-446-7979 FAX: 916-446-8199
SOMACHLAW.COM

June 6, 2025

Via U.S. Mail

Glenn Grandin
Cody Cox
P.O. Box 40
1150 Evergreen Road
Redway, CA 95560
cody@redwaycsd.org
glenn@redwaycsd.org

Re: Return of Client Trust Account Funds and Confirmation of
Termination of Legal Services

Dear Messrs. Grandin and Cox:

I hope this letter finds you well. As you are aware, my firm has not provided legal services to the Redway Community Services District (Redway) for over seven years. In reviewing our client trust account records, however, we find we still have advance deposit funds from Redway. Accordingly, enclosed is a check in the amount of \$3,000.00, which represents all of Redway's advance deposit funds in our client trust account.

In addition, this letter confirms the termination of any legal services this firm has been providing to Redway. Of course, if Redway desires this firm's representation in the future, please do not hesitate to contact me so that we can discuss how this firm may be able to assist. It has been a pleasure working with you, and we wish you every success.

Very truly yours,

Nicholas A. Jacobs

Enc.

NAJ:je

<p>PRIVILEGED AND CONFIDENTIAL ATTORNEY/CLIENT PRIVILEGE ATTORNEY WORK PRODUCT</p>

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Board of Directors' Policy Manual



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I. MISSION STATEMENT

The Mission of SDRMA is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member-districts, delivered in a timely, cost-efficient manner, responsive to the needs of the districts.

OBJECTIVE I

STAFFING—To provide an efficient and adequate staff of employees and consultants, loyal to the SDRMA mission and responsive to the Board that is provided with proper resources and compensation.

OBJECTIVE II

COMMUNICATIONS—To establish and maintain an environment that encourages an open exchange of ideas and information among SDRMA and the applicable parties that is positive, honest, concise, understandable, responsive and cost-efficient.

OBJECTIVE III

RISK-FINANCING/COVERAGES—To provide appropriate coverages adequate to meet the needs of the members, through the most cost-effective, financially sound combination of self-funding and/or reinsurance and/or excess insurance.

OBJECTIVE IV

EDUCATION—To develop and maintain a superior level of understanding and competence in Board and Staff and assure member-districts' awareness of the benefits of safe operations and proper claims procedures.

Adopted June 21, 1987, amended on May 4, 1990.



II. OPERATING PRINCIPLES OF THE BOARD (NORMS) (Incorporated with 1/25/01 revision)

IMPLEMENTATION

- We are committed to practice these norms, whereupon we will evaluate, learn, and adjust according to what we learn.
- Upon the occasion of the occurrence of what appears to be a breach of these norms, we are committed to addressing this perception first to the individual(s) involved, before raising the issue with the Board itself. Because we value learning and improvement, we are committed to debriefing each of these at each of our Board meetings.

COMMUNICATION NORMS

- All communication will be accurate and brief.
- We will attempt to describe our behavior before we engage in it, and actively listen when communicated with.
- Check Your Assumptions (C.Y.A.).
- Revisit and display these norms at each Board meeting.

PROCESS NORMS

- The Board needs to address and resolve policy issues and set priorities. The Team is committed to doing this by practicing the building of consensus and orderly implementation.
- The Team is committed to SDRMA's mission and to work as a team.
- The Team needs to monitor and respond to changes in the market and environment.
- Staff needs to make available all information and analysis of alternatives so that the Board can make "reasoned decisions."
- The Board will jointly discuss and identify its interest(s) prior to establishing a position and negotiating with external organizations.
- All requests from the Board for information/agenda items will be funneled through the Chief Executive Officer (CEO) and distributed to all Board members.

RELATIONSHIP NORMS

- Create an environment that promotes respect and appreciation between the Board, Staff, Consultants, and Membership.
- Fundamental agreement that the focus of SDRMA's mission is its accomplishments and future vision that meets the needs of its members.
- Establish, accept and support common purpose and vision.
- The "Team" includes the Board, Staff, Consultants and Membership.

CAPACITY NORMS

- Continue the process of hiring qualified personnel.
- Expand education for the Board, Staff and Consultants.
- Expect creative decision-making.
- Maintain competitive advantage by adhering to a policy of updating technology and resources.
- Ensure a cooperative and open work environment.

"Norms" were developed by the Board of Directors of SDRMA at the Strategic Planning Advancement Workshop January 22, 1997 and updated at the Board's Strategic Planning Session, January 4-5, 2001 in Pismo Beach.



III. AUTHORITY OF THE BOARD

- A. The Board of Directors shall act only at regular, regularly adjourned, or special meetings, as provided by State Law.
- B. Individual Directors shall have no power to act for SDRMA, or the Board, or to direct the staff of SDRMA, except as authorized by the Board.
- C. The Board sets the policy for the Authority.

The Authority's Chief Executive Officer serves at the pleasure of the Board. The Board will provide policy direction to the Chief Executive Officer on matters within the authority of the Board by majority vote of the Board members present during duly-convened Board meetings. Members of the Board will deal with matters within the authority of the Chief Executive Officer through the Chief Executive Officer, and not through other Authority staff. Members of the Board will refrain from making requests directly to Authority staff (rather than to the Chief Executive Officer) to undertake analyses, perform other work assignments or change the priority of work assignments. Members of the Board may request non-confidential, factual information regarding Authority operations from Authority staff.

IV. CODE OF ETHICS

- A. The proper operation of the Authority requires decisions and policy to be made in the proper channels of government structure, that public office not be used for personal gain, and that all individuals associated with the Authority remain impartial and responsible towards the public. Accordingly, it is the policy of the Authority that Board members and staff will maintain the highest standard of personal honesty and fairness in carrying out their duties.
- B. To conform to the requirements of AB1234, all Board members need to take at least two (2) hours of ethics training every two years and receive a certificate of completion. New Board members need to complete the training within one (1) year of taking office. The Authority must keep records indicating when each Board member has completed the training and who provided the training for five years.
- C. Except as specifically authorized, a Board member will not use or permit the use of Authority owned vehicles, equipment, telephones, materials or property for personal convenience or profit. A Board member will not ask or require an Authority employee to perform services for the personal convenience or profit of a Board member or employee. Each Board member must protect and properly use any Authority asset within his or her control, including information recorded on paper or in electronic form. Board members will safeguard Authority property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Board members are responsible for maintaining written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on the Authority's behalf, in accordance with the Authority's policy for reimbursement of expenses of Board members.
- D. A Board member is not authorized, without approval of the Board, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.
- E. This section does not prohibit a board member from performing any of the following: (1) making a confidential inquiry or complaint to the Authority's general counsel or grand jury concerning a perceived violation of law, including disclosing facts to the Authority's general counsel or grand jury that are necessary to establish the alleged illegality of an action taken by the Authority, (2) expressing an opinion concerning the propriety or legality of actions taken by the Authority in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a



Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation. A Board member who willfully and knowingly discloses, confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor.

IV. CODE OF ETHICS, continued

Board members are prohibited from soliciting political funds or contributions at Authority facilities. A Board member will not accept, solicit or direct a political contribution from any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before the Authority. A Board member will not use the Authority's seal, trademark, stationary, or other indicia of the Authority's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. Board members must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the Authority has, or is likely to have, business dealings. Similarly, Board members must not accept any other preferential treatment under these circumstances because their position with the Authority might be inclined to, or be perceived to, place them under obligation.

- F. Authority officials shall not, for a period of one year after leaving [their] office or employment, act as agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, that local government agency, or any committee, subcommittee, or present member of that local government agency, or any officer or employee of the local government agency, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.
- G. The CEO has primary responsibility for (1) ensuring compliance with the Authority's Personnel Manual, and ensuring that Authority staff do not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the CEO is operating the Authority according to law and the policies approved by the Board. Board members are encouraged to fulfill their obligations to the public and the Authority by disclosing to the CEO to the extent not expressly prohibited by law, improper activities within their knowledge. Board members will not interfere with the CEO's responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the CEO is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the CEO.
- H. A Board member will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the CEO or the Board any information that, if true, would constitute: a work-related violation by a Board member or Authority employee of any law or regulation, waste of Authority funds, abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of an Authority official or employee, use of an Authority office or position or of Authority resources for personal gain, or a conflict of interest of a Board member or Authority employee.

A Board member will not use or threaten to use any official authority or influence to effect any action as a reprisal against an Authority Board member or Authority employee who reports or otherwise brings to the attention of the CEO, any Board members or the public any information regarding the subjects described in this section.

Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the CEO, or (2) a Board member, if the complaint involves the conduct of the CEO, who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the CEO (or the Board in case of a complaint against the CEO) will take appropriate action consistent with the Authority's Personnel Manual and applicable law (Labor Code Section 1102.5 and following, and Government Code Section 53296).



- H. A Board member will not include false or misleading information in a candidate's statement for a general Authority election.
- I. A perceived violation of this policy by a Board member should be referred to the President of the Board or the full Board for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the Authority, including but not limited to: (a) verbal public censure at a Board meeting (b) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (c) injunctive relief, or (d) referral of the violation to the Authority Attorney and/or the grand jury.

V. GOVERNING LAWS

- A. The Board of Directors shall comply with and shall be guided by applicable provisions of the State law, Association By-Laws, and the motions, resolutions and ordinances enacted by the Board of Directors.
- B. Motions, resolutions and ordinances may be enacted by the Board in accordance with Title 6, Division 3 of the California Government Code.

VI. ELECTION OF OFFICERS

In accordance with SDRMA's By-Laws, there shall be three officers: a president, a vice-president and a secretary, who shall be members of the SDRMA Board of Directors.

Elections shall be held at the first meeting following January 1 of each year. Officers will serve for one-year terms. Elections will conform with Article III, Section 1 of the By-Laws. No director of the Authority shall serve as a director on any other Board of Directors that is a signatory to the Memorandum of Understanding – Alliance Executive Council, dated September 20, 2001, during the term of the MOU.

VII. ROLE OF BOARD MEMBERS (POWERS, PURPOSES, DUTIES AND FUNCTIONS)

A. POWERS

The enabling codes established by the California State Legislature empowers the Board to have broad authority and flexibility in carrying out financial programs and activities which meet its individual needs, provided these programs or activities are not in conflict with, inconsistent with, or preempted by law.

The Governing Board is responsible for the general control of the Authority and to establish policy. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws and regulations. The Board may execute any powers delegated by law to the Authority, and shall discharge any duty imposed by law upon the Authority.

The powers and duties of the Board include governance, executive and judicial functions. These relate to the Board's own operations as a governing body and to all functions of the Authority.

B. PRIMARY RESPONSIBILITIES

Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.

C. PRIMARY DUTIES

1. Develop a master plan for the Authority.
2. Set written policies for the SDRMA operation.
3. Take action at legal meetings.
4. Provide Fiduciary oversight for all Authority finances.



- a. approve fiscal budget
 - b. monitor the budget spending
5. Set rates and use fees for Authority services.
6. Personnel, as relates to the CEO:
 - a. hires and discharges the CEO
 - b. evaluates the CEO a minimum of biennially
7. Establish written policy on how Board Meetings are conducted.
8. Ratify committee appointments made by the President.
9. Set Director compensation limits.

VII. ROLE OF BOARD MEMBERS, continued

D. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board is committed to establishing policies to govern SDRMA activities.

The Board shall consider and approve or disapprove matters submitted to it by a Director, the CEO or the public.

The Board shall prescribe rules for its own governance which are consistent with its "enabling code" or by Federal or State Laws and regulations.

E. EXECUTIVE FUNCTIONS

The Board is authorized to delegate any of its powers and duties to "an officer or employee of SDRMA." The Board, however, "retains ultimate responsibility over the performance of those powers or duties so delegated."

F. JUDICIAL FUNCTIONS

The Board believes that SDRMA employees and citizens have the right to a hearing and a resolution of grievances, complaints and criticisms. In order to maintain positive personnel and public relations, the Board convened shall serve as a body of appeal for grievances, complaints and criticisms in accordance with Board policies.

VIII. ROLE OF INDIVIDUAL DIRECTORS

The Board of Directors is the unit of authority for SDRMA. Apart from his/her normal function as a part of this unit, Board Members may not commit the Authority to any policy, act or expenditure unless duly authorized by the Board. Nor may an individual Board Member direct staff to perform specific duties unless duly authorized by the Board. Board Members do not represent any factional segment of the membership, but are, rather, a part of the body which represents and acts for the membership as a whole.

Each Board Member has the right to place an item on a subsequent Board Meeting agenda by submitting a written request to the President of the Board or the CEO. Agenda item requests received after the posting deadline for a specific agenda as set forth in state law will be added to the following agenda.

Board Members will make every effort to attend assigned committee meetings and board meetings; to prepare adequately for each such meeting and to observe the rules of decorum as set forth herein.

When requesting information from staff, Board Members shall contact the CEO. When responding to member entity requests and concerns, Board Members should reroute such inquiries to the CEO.

IX. MEETING OF THE BOARD

A. TIME AND PLACE OF MEETINGS (as revised 3/2/11)



The Board adopts an annual meeting schedule. Unless otherwise specified by action of the Board, meetings shall be held in the Earl Sayre Board Room at the SDRMA office, 1112 "I" Street, Suite 300, Sacramento CA 95814, on the first Tuesday and Wednesday of the month, with the meeting months to be specified in the annual meeting schedule.

B. PUBLIC NATURE OF MEETINGS

All meetings of the Board shall be open to the Public, except when the Board is convened in Closed Session as authorized under provisions of law. Meetings of standing committees of the Board composed of two or more members of the Board shall be subject to the "open meetings laws and regulations" and shall comply with notification as required by law.

C. QUORUM AND VOTING REQUIREMENTS

A majority of the Board of Directors shall constitute a quorum for the transaction of business. No ordinance, resolution or motion shall be passed without four affirmative votes.

IX. MEETING OF THE BOARD, continued

D. RULES OF DECORUM FOR BOARD MEETINGS (added 1/25/01 by incorporating Resolution 96-01)

1. DECORUM—Meetings of the Board of Directors shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Board is retained at all times. The presiding officer of the Board, who shall be the President, Vice President, Secretary, or in their absence, other member so designated by the Board, shall be responsible for maintaining the order and decorum of the meetings.
2. RULES OF DECORUM—While any meeting of the Board is in session, the following rules of order and decorum shall be observed:
 - a. BOARD OF DIRECTORS—The members of the Board shall preserve order and decorum, and a member shall not by conversation or other means delay or interrupt the Board proceedings or disturb any other member while speaking.
 - b. SDRMA STAFF MEMBERS—Employees of SDRMA shall observe the same rules of order and decorum as those which apply to the members of the Board.
 - c. PERSONS ADDRESSING THE BOARD—Public oral communications at the Board meetings should not be a substitute for any item that can be handled during the normal working hours of SDRMA. The primary purpose of oral communications is to allow citizens the opportunity to formally communicate with the SDRMA Board as a whole, for matters that cannot be handled during the regular working hours of SDRMA. Each person who addresses the Board shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Board, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Board meeting shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.
 - d. MEMBERS OF THE AUDIENCE—No person in the audience at a Board meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Board Meeting. Any person who conducts him/herself in the afore-mentioned manner shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.



3. ADDRESSING THE BOARD—A person wishing to address the Board regarding an item which is on the Board meeting agenda shall submit a request on the form provided prior to the start of the meeting. Persons wishing to discuss a non-agenda item may seek recognition by the presiding officer during the "Communication/Correspondence" portion of the meeting. No person shall address the Board without first being recognized by the presiding officer. The following procedures shall be observed by persons addressing the Board:
 - a. Each person shall step up to the podium, if provided, and shall state their name and address; the organization, if any, which they represent; and, if occurring during the "Communication/Correspondence" portion of the meeting, the subject they wish to discuss.
 - b. During the "Communication/Correspondence" portion, any subject which is not deemed relevant by the Board shall be concluded.
 - c. Each person shall confine their remarks to the Board agenda item or approved "Communication/Correspondence" subject being discussed.
 - d. Each person shall confine their remarks to five (5) minutes, unless further time is granted by the Board.

IX. MEETING OF THE BOARD, continued

- e. All remarks shall be addressed to the Board as a whole and not to any single member thereof, unless in response to a question from said member.
 - f. No question may be asked of a member of the Board or of the Authority staff without permission of the presiding officer.
4. ENFORCEMENT OF DECORUM—The rules of decorum set forth above shall be enforced in the following manner:
 - a. WARNING—The presiding officer shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, the presiding officer shall order said person to leave. If such person does not leave the meeting room, the presiding officer may order any law enforcement officer who is on duty to remove said person from the Board meeting room.
 - b. DISORDERLY CONDUCT—Clear Room (Govt. Code 54957.9). In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.
 - c. MOTION TO ENFORCE—If the presiding officer of the Board fails to enforce the rules set forth above, any member of the Board may move to require the presiding officer to do so. If the presiding officer of the Board fails to carry out the will of a majority of the Board, the majority may designate another member of the Board to act as presiding officer for the limited purpose of enforcing any rule of this section which it wishes to enforce.
 - d. ADJOURNMENT—If a meeting of the Board is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the meeting may be adjourned or continued by the presiding officer or a majority of the Board, and any remaining Board



business may be considered at the next meeting.

5. SEVERABILITY—If any provision of this section is or any reason held unconstitutional or otherwise invalid by any court of competent jurisdiction, such provision shall be deemed a separate, distinct and independent portion of this section, and such holding shall not affect the validity of the remaining portions of this section.

E. BOARD ACTION

The Board shall act only by ordinance, resolution, or motion. Except where action is taken by the unanimous vote of all Director's present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings, and unless otherwise provided by its own terms, shall become effective upon adoption. All motions, including a motion to adopt an ordinance or to approve a resolution, shall require a second. If a second is not received, the motion shall die without the requirement of a vote. Any member of the Board, excluding the President, can make and second a motion, but the President may vote on all motions unless disqualified or abstaining. The President shall not call for a vote on any motion until sufficient time has been allowed to permit any member of the Board to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board, the President shall restate the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the President states the question, the director who made the motion, with the approval of the second, may modify his motion or withdraw it completely. However, after the question has been stated by the President, the motion may be changed only by a motion to amend which is seconded and carried.

IX. MEETING OF THE BOARD, continued

F. ORDERLY DISCUSSION

In order to promote discussion of the issues before the Board, each member shall be recognized by the Chair before speaking. Notwithstanding any provision of this Policy, however, each member of the Board shall have a right to be heard within reason on any issue before the Board. Each member of the Board may seek information or comment by the staff on any question.

G. PARLIAMENTARY PROCEDURES AFFECTING MOTIONS

After a motion has been made and seconded, any member of the Board may make any of the following motions:

1. To continue the motion to a specific time.
2. To table the motion, the effect of which defers further discussion and a vote until the majority of the board again wishes to resume consideration of the motion.
3. To commit or refer the motion to a committee, the effect of which is to defer further consideration until the committee has reported its findings to the Board.
4. To amend the motion to modify its wording before adoption, provided the suggested amendment is germane to the original motion.
5. To propose a substitute motion, which has the effect of disposing of the motion before the Board and eliminating the necessity of a vote on the original motion.

H. ROUTINE BUSINESS

Matters of routine business such as approval of the minutes and approval of minor matters may be expedited by assuming unanimous consent of the members of the Board and having the President state that without objection the matter will stand approved. If any member should object to such unanimous consent, the President shall then call for a vote.

Board of Directors' Policy Manual



I. CLOSED SESSION

Except as required by law, all proceedings in Closed Sessions shall remain confidential.

X. PRESIDENT

A. DUTIES

The president shall sit at and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.

B. RESPONSIBILITIES (as revised 1/25/01)

The president shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the president wishes to move or second a motion he/she must pass the gavel to the Vice-President and step down as the presiding officer for that particular agenda item. Responsibilities of the President include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Sign the minutes of the Board meeting following their approval;
3. Appoint and disband all committees, subject to Board ratification;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Coordinate the Agenda with the CEO;
6. Confer with the CEO or designee on crucial matters which may occur between Board meetings;
7. Be responsible for the orderly conduct of all Board meetings;
8. Be the Spokesperson for the Board; and
9. Perform other duties as authorized by the Board.

XI. VICE-PRESIDENT

When the President resigns or is absent or disabled, the Vice-President shall perform the President's duties.

When the President disqualifies himself/herself from participating in an agenda item or becomes partisan in the debate on any such item, the Vice-President shall perform the duties of the presiding officer.

XII. SECRETARY (revised 06/26/13)

When the President and Vice-President resign or are absent or disabled, the Secretary shall perform the President's duties.



When the President and Vice-President disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the Secretary shall perform the duties of the presiding officer.

A. DUTIES

The secretary of the Governing Board shall have the following duties:

1. Certify or attest to actions taken by the Board when required;
2. Sign the minutes of the Board meeting following their approval;
3. Sign the documents as directed by the Board on behalf of the Authority, and sign all other items which require the signature of the Secretary; and
4. Perform any other duties assigned by the Board.

B. RESPONSIBILITIES

Note: It is the responsibility of the CEO to ensure:

1. Open session meetings of the Board of Directors are recorded. These recordings are for use by the Recording Secretary only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board. Upon adoption of these minutes the recordings will be deleted and/or the recording media will be destroyed;
2. Minutes of each Board meeting are prepared and maintained;
3. Board records and other documents/reports are maintained, as required by law; and
4. Board officers receive the correspondence addressed to them.

XIII. COMMITTEES (as revised 4/23/08)

- A. The Board President may appoint committees, subject to ratification of the Board. The Board may create standing committees and ad hoc committees at its discretion. Unless authority to perform a duty is expressly delegated to a Committee, committee motions and recommendations shall be advisory to the Board and shall not commit the Authority to any policy, act or expenditure. Nor may any committee direct staff to perform specific duties unless duly authorized by the Board.
- B.
 1. Committees shall be appointed by the President, or the Vice President, operating in the President's absence, with the ratification of the Board.
 2. Committees so appointed may be open to non-members of the Board of Directors. A minimum of one (1) standing committee for the Workers' Compensation Program and one (1) standing committee for the Property/Liability Program shall be appointed. Committees shall include at least one (1) member of the Board of Directors, but may not include a majority of the Board of Directors.
 3. The appointing officer shall name the chairperson of each committee, without Board ratification.
 4. Each committee chairperson shall select such staff and consultants as is deemed necessary or appropriate, to facilitate the committee's operations.
 5. Each committee shall meet as needed, either at the call of the committee chairperson, any two-committee members or the CEO.
 6. Committees shall operate in a manner that complies with the Ralph M. Brown Act, its amendments and interpretations.
 7. Any committee, except for the two (2) standing committees, may be dissolved by the President, subject to ratification by the Board of Directors.

See Committees and Appointments listed in Appendix A



XIV. REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS (as revised 6/25/98)

A. REMUNERATION

It shall be the policy of the SDRMA Board that each member of the Governing Board elected by SDRMA members or appointed by the SDRMA Board of Directors may receive compensation in the amount of \$100 for each day's service rendered as a Director when requested by the Board, up to a maximum of \$600 per month. This shall include travel time up to one day before and after said service. This policy is based, in part, on Section 61047(a) of the California Government Code.

B. REIMBURSEMENT (as revised 3/2/11)

The reimbursement of Directors and Directors-elect shall be made in accordance with the following provisions:

Directors shall be reimbursed by SDRMA for reasonable expenses, including travel, lodging and meals incurred when attending board and committee meetings. All directors shall be reimbursed said expenses when making any trips on official business of SDRMA when so authorized by the Board. All requests for reimbursement will be made to the SDRMA Chief Financial Officer within 120 days of the actual expense.

The amount of mileage reimbursement will be consistent with IRS Guidelines. All Board members should keep travel, meals and lodgings costs within reasonable constraints, keeping in mind that these expenses require the use of public monies. Emphasis should be placed on keeping costs to acceptable practices as allowed by the respective agencies we serve.

Directors and/or consultants who bring personal guests to dinners, etc. and who prefer not to pay for their guest separately at the time, shall be billed by SDRMA for the actual additional costs. If actual cost cannot be determined, the per person average of the bill shall be calculated and billed by SDRMA to the Director(s) and/or consultants.

Receipts or other supporting documentation for expenses directly billed to SDRMA shall be submitted to the Authority, regardless of the amount. Expenses which are incurred by the Directors and are not directly billed to the Authority, but are less than \$25.00 per expense claim, do not require receipts or other supporting documentation.

XIV. REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS, continued

EXPENSES FOR EDUCATIONAL PROGRAMS AND CONFERENCES - Directors shall be reimbursed by SDRMA for reasonable expenses, including registration, transportation, meals, lodging and incidental expenses incurred when attending SDRMA Board approved training seminars, programs, workshops or conferences.

EXPENSES OF DIRECTORS ELECT - Whereas, it is to the advantage of the members of SDRMA that directors-elect become rapidly and fully informed of the workings of the Board of Directors and of the issues before the Board, it will be policy to reimburse the expenses of Directors-elect, between their date of election and the inception of their terms, that would otherwise be reimbursable if their terms began with the date of their election.

EXPENSES OF DIRECTOR CANDIDATES - SDRMA shall reimburse the reasonable expenses (travel and lodging) of the successful applicant, interviewing to fill an opening on the Board of Directors (following a vacancy). The expenses of all other candidates shall be borne by the candidates or their districts.

The Board of Directors encourages the participation of all Directors in the CSDA Annual Conference in order to help promote SDRMA as an organization and to enhance the relationship between CSDA and SDRMA; and workshops related thereto; and



1. To the extent that his/her district does not cover the expenses of a Director of the Authority to attend the CSDA Annual Conference, including travel, meals, lodging and registration fees, those expenses will be reimbursed by the Authority.
2. The Authority will pay or reimburse SDRMA Directors for:
 - a. Travel to and from the conference;
 - b. Lodging for the night before the day of the Annual Meeting and workshops;
 - c. Lodging for the night following the Annual Meeting, if scheduling and/or transportation precludes Directors from returning home that evening;
 - d. Meals during the same period of time, which are not provided with the conference registration.

If a Board member is issued an SDRMA credit card while on official district business, UNDER NO CIRCUMSTANCES MAY PERSONAL EXPENSES BE CHARGED ON AN SDRMA CREDIT CARD.

XV. PERSONNEL POLICIES

A. SEXUAL HARASSMENT (as revised 6/25/98)

Sexual harassment by any Director or employee shall not be tolerated. The Board considers sexual harassment to be a major offense which may result in disciplinary action or dismissal of the offending employee.

An employee who feels that he/she is being harassed is strongly encouraged to immediately report such incident to the immediate supervisor of the accused employee or to the CEO without fear of reprisal. If a supervisor is so notified, the supervisor shall relay such information to the CEO who will assist in the investigation and resolution of complaints. The CEO may, in his or her discretion, assign the investigation of the alleged misconduct to an outside party such as an attorney or law firm experienced in such matters. If the CEO is the accused harasser, the employee or supervisor should report such incident to the Board President. Thereafter, the Board President, at the next meeting of the Board, shall report the fact and nature of the allegation(s) to the entire board. The Board shall promptly investigate the allegation(s) or assign the investigation to an outside party. Depending on the nature of the allegation(s) and the outcome of the investigation, the Board shall take all appropriate remedial measures.

In the case of a Director harassing an employee, the CEO should be notified, so that he/she can then notify the President of the Board. Thereafter, the President, at the next meeting of the Board, shall report the fact and nature of the allegation(s) to the entire Board. The Board shall assign the investigation of the alleged misconduct to an outside party.

XV. PERSONNEL POLICIES, continued

If the Director charged with sexual harassment is the President of the Board, the CEO shall report the fact and nature of the allegation(s) to the entire Board at its next meeting.

If an allegation of sexual harassment against a Director is investigated and found to be supported, the Board reserves the right to take such remedial action as is appropriate under all of the circumstances, including, if warranted, initiating an action for recall of such Director. The Directors agree that an accusation of sexual harassment against any one of them must be investigated. It is further agreed that such an investigation is not an invasion of their right of privacy.

B. NONDISCRIMINATION

The Authority shall not unlawfully discriminate against qualified employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability, or Vietnam era veteran status.



Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice. The authority shall not discriminate against a physically or mentally disabled person who, with reasonable accommodation, can perform the essential function of the job in question.

All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct.

C. AMERICANS WITH DISABILITIES ACT—REASONABLE ACCOMMODATION

Pursuant to the Americans with Disabilities Act, employers have a duty to reasonably accommodate employees and job applicants with known disabilities. This accommodation is not required for individuals who are not otherwise qualified for the job nor is accommodation generally required until the person with the disability requests it. The following optional regulation includes procedures recommended by the Equal Employment Opportunity Commission for use when determining what accommodation to make. . .

Requests for reasonable accommodation may first be considered informally by the site administrator. If an accommodation cannot be made at the site because it would impose undue hardship or because of a lack of funds, the site administrator shall ask that the request be submitted in writing to the SDRMA's Coordinator for Nondiscrimination in Employment (the CEO shall be designated as the Coordinator). The site administrator shall provide the employee or applicant with any assistance he/she may need in order to submit this request.

. . . Note: The duty to reasonably accommodate an individual with a disability is limited to those accommodations which do not impose an undue hardship upon the district. Undue hardship is determined on a case-by case basis and includes any action that is unduly costly, extensive, substantial, disruptive, or that fundamentally alters the nature or operation of the district. The burden of proving undue hardship rests with the district, and what may be an undue hardship for one district may not be an undue hardship for another, depending on factors such as cost and district size. Even if cost does pose an undue hardship, the disabled person should have the opportunity to pay for the portion of the cost that constitutes an undue hardship, or to personally provide the accommodation...

XVI. CONFLICT OF INTEREST CODE

Government Code Section 87100 states as follows:

"No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest."

Government Code Section 87101, 87103 and 87103.5 provide explicit language explaining the nature of a "conflict of interest" and disclosure relating to Board responsibilities. Members are required to be in compliance with all Federal and State requirements of the "Conflict Codes".

XVII. ATTENDANCE (as revised 2/2/11)

A. BOARD MEETINGS

Board members are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, members should be present for scheduled meeting or events whenever possible. The failure of a director to attend three (3) consecutive regular meetings of the Board (provided such meetings shall occur in a period of not less than three (3) successive months), except when prevented by sickness, or except when absent from the State with the prior consent of the Board, as provided by Government Code, Section 1770, shall cause such director's remaining term in office to be considered vacant. A successor director shall be selected for the duration of such



director's term as set forth in Section 5 of the Bylaws.

In addition, the By-laws, Article II, Section (5) provides that such vacancies shall be filled for the unexpired term by appointment in accordance with policy established by the Board of Directors. Such appointment will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy of an elected Director occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, do the following:

1. Instruct staff to notify all member entities that a vacancy has occurred.
 - a. Said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible personnel of the steps to take to apply for appointment;
2. Establish the closing date for the receipt of applications.
 - a. Applicants shall submit the following, by the date specified in the notice:
 - a letter of interest, and
 - a resume, with particular emphasis on the applicant's knowledge of special districts and risk-financing, and
 - a resolution from, or a letter approved by, the applicant's Board of Directors nominating the applicant.
3. Interview applicant(s) at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for applications; and
4. Appoint the selected applicant without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 3) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above

B. EDUCATIONAL PROGRAMS, CONFERENCES AND MEETINGS

In accordance with Objective IV of the MISSION STATEMENT, the Board reconfirms a goal "To develop and maintain a superior level of understanding and competence in Board and Staff and assure member-districts' awareness of the benefits of safe operations and proper claims procedures." In addition, the Board believes it is to the advantage of all member entities to have Directors participate in conferences, meetings and educational programs where said Directors' knowledge of

B. EDUCATIONAL PROGRAMS, CONFERENCES AND MEETINGS, continued

risk financing matters may be increased, so that the Directors can better perform their duties as Directors. Finally, the Board of Directors employs staff to administer and operate the Authority, and encourages said staff to continue its education in risk financing matters, and further finds that there is value in networking available through staff attendance at and participation in some conferences and meetings.

As a result of these findings, the Board of Directors has determined that the following provisions shall

Board of Directors' Policy Manual



apply to educational programs, conferences and meetings, except those sponsored/presented by SDRMA:

1. That Directors of SDRMA shall attend, on behalf of SDRMA, such educational programs, conferences and meetings (other than SDRMA meetings) as have been approved by the Board of Directors prior to such attendance; and
2. That, to the extent possible, staff will, from time to time, present comprehensive lists of conferences, meetings and educational programs so that the Board may consider attendance on a broader than single-event approach, in order to provide a coordinated plan for attendance; and
3. That if a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program; and
4. At the Board meeting following such attendance, or the next reasonable opportunity thereafter, the attendee(s) shall report to the Board on information and ideas learned at the event(s); and
5. The President is exempt from the reporting requirement, unless he/she's the only Director in attendance; and
6. Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act, when more than four Directors attend the same event.

XVIII. INCOMPATIBLE EMPLOYMENT

Pursuant to the provision of the Government Code, Section 53227, an employee of SDRMA may not be sworn into office as an elected or appointed member of SDRMA's Board of Directors unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office.

XIX. DIRECTORS' LEGAL LIABILITIES

The Authority shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities as a Director or Officer of the Authority.

XX. GENERAL PROVISIONS

Any of the within policies not required by law may be suspended by a majority of the Board. Any policy not required by law may be altered, amended, or repealed at a duly noticed meeting by a majority vote of the Board. This policy is meant to be supplementary to, and not exclusive of, other federal, state and local laws with regard to conflicts of interest, etc.

Approved	March 28-29, 1996
Revised	June 25, 1998, January 25, 2001
Revised	March 22, 2001, April 25, 2001
Revised	July 1, 2003
Revised	June 28, 2006
Revised	April 4, 2007
Revised	April 23, 2008
Revised	March 2, 2011
Revised	February 6, 2013
Revised	June 26, 2013





Appendix A

Board Commitments *Updated June 26, 2013*

- I. **SDRMA Workers' Compensation Program**
Appointments When Needed
- II. **SDRMA Property/Liability Program**
Appointments When Needed
- III. **SDRMA Election Committee**
Ed Gray
Sandy Raffelson
- IV. **CSDA Education Committee**
David Aranda
- V. **CSDA Legislative Committee**
Muril Clift
Alternate – Ed Gray

Board approved protocol – The Legislative Committee working with staff is authorized to provide CSDA with analytical data support as available and requested and to send letters on behalf of the Board of Directors relating to legislative bill positions previously reviewed/approved by the Board of Directors.

Bill Position Recommendations

From time to time, the Legislative Committee and Executive staff working with legal counsel will provide legislative bill positions recommendations to the Board of Directors for possible action related to proposed legislation that could affect SDRMA and/or its members.

Urgency Positions – The Legislative Committee is authorized to send position letters on legislative bills not previously reviewed and/or positions approved by Board of Directors where timing does not permit a review by the Board of Directors. These actions can take place provided these positions, in the opinion of the Committee Chair, and in consultation with the CEO or COO, and SDRMA Legislative Counsel, are consistent with SDRMA's mission statement and are in the best interest of SDRMA members and their employees. Copies of letters will be sent to all Board members and will be included in the next Board Meeting Agenda Packet for ratification by the Board of Directors.

- VI. **Alliance Executive Council (AEC)**
Jerry Ledbetter – Chair (term expires June 30, 2014)
David Aranda (term expires June 30, 2014)
Terry Burkhart (term expires June 30, 2015)
- VII. **Special District Leadership Foundation (SDLF)**
David Aranda - President
Jean Bracy - Secretary
Muril Clift

LEGAL NOTICES

Date: June 6, 2025
To: Redway Property owners and residents in the Redway Community Services District
Re: Public Notice of Public Hearing To discuss Placing Delinquent Accounts On County Tax Rolls, 45-day notice as required by California Law.
NOTICE IS HEREBY GIVEN that the Redway Community Services District ("District") has filed a report with the District's Board of Directors that describes the amount of unpaid charges and delinquencies for each affected parcel within the District, and that the District's Board of Directors will hold a public hearing to consider adding such delinquent non-paid charges to the annual taxes levied upon the property for which the charges are delinquent and unpaid.
The hearing will be held at a regular meeting of the District's Board of Directors scheduled for August 6th, 2025 at 6 p.m., at the Redway Community Services District 3168 Redwood Drive, Redway, California.

IN ACCORDANCE WITH DISTRICT ORDINANCE 6, SEC. 11.5
COLLECTION OF DELINQUENT CHARGES ON TAX ROLLS

For any water charges which have been delinquent for sixty (60) days, the District shall provide that any delinquent charges, penalties and interest may be collected on the property tax roll in the same manner as property taxes. On or about June 1st of each year, the General Manager shall prepare and file a written report with the District Board of Directors that describes each aspect of parcel of real property and the amount of delinquent charges, penalties and interest for each affected parcel for the year pursuant to Government Code Section 61115(b), the General Manager shall give notice of the filing of the report and of the time and place for a public hearing before the Board of Directors by publishing a notice of hearing pursuant to Section 6066 in a newspaper of general circulation, and by mailing the notice to the property owner of each affected parcel. At the public hearing, the Board of Directors shall hear and consider any objections or protests to the report. At the conclusion of the public hearing the Board of Directors may adopt or revise the delinquent charges, penalties and interest, and determine to collect such delinquent charges, penalties and interest upon the County Property Tax Roll each affected parcel of property for the ensuing fiscal year. The Board of Director shall make its determination on each affected parcel by resolution and its determination shall be final.
On or before August 10 of each year following such determination by resolution of the Board, the General Manager shall thereafter file with the County Auditor a copy of the report filed with the Board of Directors and the resolution adopted by the Board at such public hearing, and request that the delinquent charges, penalties and interest be added to and collected with property tax on each affected parcel of property described in the written report and resolution at the same time and in the same manner as property taxes are collected by the County Auditor. Government Code section 61115(b) directs the County auditor to place such delinquent charges, penalties and interest on the tax bills for each affected parcel of real property listed in the District report and resolution and collect the charges and penalties in the same manner as property taxes for the fiscal year in which such District report and resolution are filed with the County Auditor.

DELINQUENT ACCOUNTS FOR CONSIDERATION OF TAX ROLL PLACEMENT:

ADDRESS	AP /#	DELINQUENT AMOUNT
3223 Redwood Dr.	077-331-011-000	\$5,100.74
144 Rusk Lane	077-331-025-000	\$578.37
31 Mill Rd.	077-302-016-000	\$1,671.88
933 Redway Dr.	077-203-014-000	\$4,524.88
260 redway Dr.	077-122-006-000	\$4,158.58
548 Forest Dr.	077-091-007-000	\$1,618.87
190 Cedar Lane	077-171-015-000	\$1,512.26
216 McKenzie Dr.	077-241-007-000	\$1,618.87
451 Orchard Lane	077-261-036-000	\$1,023.40
409 Orchard Lane	077-267-014-000	\$1,618.87
143 Apple Lane	077-141-022-000	\$1,918.86
20 Oakridge	077-072-007-000	\$2,070.25
77 Mill Rd.	077-302-022-000	\$1,446.84
2874 Redwood Dr.	077-321-004-000	\$1,054.71
408 Briceland Rd.	077-212-007-000	\$3,620.04
975 Evergreen Rd.	223-311-040-000	\$1,537.56
2611 Redwood Dr.	077-312-014-000	\$2,402.59
737 Briceland Rd.	077-151-003-000	\$1,476.98
273 Forest Dr.	077-113-017-000	\$630.91
38 McKenzie Dr.	077-241-008-000	\$2,580.67
380 Willow Ln.	077-171-019-000	\$12,047.03
645 Orchard Ln.	077-161-043-000	\$2,165.06
85 Madrone Ave.	077-212-010-000	\$100.66

All interested people are invited to attend the meeting and submit oral and/or written comments to the District's Board of Directors at the time of the hearing. All persons are further invited to review the report and proposed resolution, copies of which will be available for public inspection beginning ten (10) days prior to the above meeting, during regular business hours at the District's headquarters located at District 3168 Redwood Drive, Redway, California. For more information, you may contact District staff at the headquarters address listed above, or by telephone at (707) 923-5101, during regular business hours.
Public Hearing to be held at the Redway CSD Office, 3168 Redwood Dr. Redway; On August 6th, 2025, at 6 PM.

Sincerely,
Redway Community Services District