

Rubidoux Community Services District

Board of Directors

Diana Leja, President
Leslie Altamirano, Vice-President
Bernard Murphy
John Skerbelis
Hank Trueba, Jr.

General Manager

Brian R. Laddusaw



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING

Thursday, May 7, 2026, at 4:00 PM

During this regular meeting of the Rubidoux Community Services District Board of Directors, members of the public will have the choice to attend and address the Board in person or attend and address the Board via Zoom.

Members of the public wanting to attend and/or address the Board virtually may do so by using the Zoom App or website for free at: <https://zoom.us/>

- Meeting ID is **994 957 9980**
- Passcode is: rcsd
- Call into the meeting number 1-669-444-9171

Only one person at a time may speak by telephone or Zoom and only after being recognized by the President of the Board.

Board packets are available for public review upon request and may also be accessed on the District's website at <https://www.rcsd.org/board-of-directors-board-meetings> under the applicable meeting date.

Closed Session: At any time during the regular session, the Board may adjourn to a closed executive session to consider matter of litigation, personnel, negotiations, or to deliberate on decisions as allowed and pursuant with the open meetings laws. Discussion of litigation is within the Attorney/Client privilege and may be held in closed session.

Authority: Government code 11126-(a) (d) (q).

ADDITIONS TO THE AGENDA

In accordance with Section 54954.2 of the Government Code (Brown Act), additions to the agenda require a two-thirds vote of the entire Board, or, if fewer than two-thirds of the members are present, a unanimous vote of those members present, making findings that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the posting of the agenda.

1. **CALL TO ORDER** – Diana Leja, President
2. **PLEDGE OF ALLEGIANCE** – General Manager
3. **ROLL CALL** – General Manager
4. **PUBLIC COMMENTS**

Members of the public are encouraged to address the Board of Directors. Anyone who wishes to speak on an item not on the published agenda must submit a comment request card to the General Manager or designee. Each speaker should begin by identifying themselves for the record and is allowed up to five minutes.

No one may give their time to a speaker during the public comment period of the meeting. It is requested that all present refrain from any action that might disrupt the orderly course of the meeting. Coarse, crude, profane, or vulgar language, or unsolicited comments from the audience, which disrupts or disturbs the Board meeting, may result in exclusion from the meeting.

The Ralph M. Brown Act, Government Code 54950, et. seq. prohibits members of the Board of Directors from taking formal action or discuss items not on the published agenda. As a result, immediate response to public comment may be limited.

5. **CONSENT CALENDAR**

Consent Calendar items are expected to be routine and non-controversial and are to be acted upon by the Board by one motion, without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar for further discussion, it will be moved to the first item on the Action Agenda.

- A. Approval of Minutes for April 16, 2026, Regular Meeting
- B. Consideration to Approve May 8, 2026, Salaries, Expenses and Transfers
- C. Waive the Reading of the Title and Text of All Ordinances and Resolutions Included in the Agenda

- D. **DM 2026-31:** Receive and File Statement of Cash Asset Schedule Report Ending March 2026
- E. **DM 2026-32:** Consideration to Approve a Master Service Agreement for Electrical Services with Zamora Industrial

6. CORRESPONDENCE AND RELATED INFORMATION

7. REPORTS

- A. Operations Report – None
- B. Emergency and Incident Report – None
- C. General Manager and Staff Reports / Updates
- D. Committee Reports
 - a. Finance & Budget Committee (May 7, 2026 – 2:30 PM)
- E. Jurupa Unified School District – Student Liaison Report

8. ACTION / DISCUSSION ITEMS

- A. **DM 2026-33: PUBLIC HEARING** – First Reading of Ordinance No. 2026-144, An Ordinance of the Rubidoux Community Services District Authorizing the Adjustment of Certain Monthly User Charges for the Collection, Treatment, and Disposal of Wastewater
- B. **DM 2026-34: PUBLIC HEARING** – First Reading of Ordinance No. 2026-145, An Ordinance of the Rubidoux Community Services District Authorizing the Adjustment of Certain Water Rates for the Delivery of Potable Water to Residential, Commercial, and Industrial Customers
- C. **DM 2026-35:** Distribution for Review and Discussion – Consider Updates to Certain Policies of the Rubidoux Community Services District Employee Handbook
- D. **DM 2026-36: CLOSED SESSION** – Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District

9. DIRECTORS COMMENTS AND REQUESTS

10. NEXT MEETING

Thursday, May 21, 2026, at 4:00 p.m.

11. ADJOURNMENT

Any person with a disability who requires a modification or accommodation in order to participate in this meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Rubidoux Community Services District Board of Directors during the meeting, should contact the Rubidoux Community Services District Administrative Department, at (951) 684-7580 or admin@rcsd.org, no fewer than two (2) business days prior to this meeting to enable the Rubidoux Community Services District to make reasonable arrangements to assure accessibility or language assistance for this meeting.

DECLARATION OF POSTING

I, Brian Laddusaw, General Manager and Board Secretary to the Rubidoux Community Services District, certify that a copy of this has been posted in the District's main office, 3590 Rubidoux Blvd., Jurupa Valley, and on its website no less than seventy-two (72) hours before the start of the meeting.



Brian Laddusaw
General Manager-Secretary

4. **PUBLIC COMMENTS**

5. CONSENT CALENDAR

A. Approval of Minutes for April 16, 2026, Regular Meeting

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, April 16, 2026**

DIRECTORS PRESENT: Diana Leja
Hank Trueba Jr.,
John Skerbelis
Bernard Murphy
Leslie Altamirano

STAFF PRESENT: Brian Laddusaw, General Manager
Brandon Thomas, Assistant General Manager
Jaclyn Makarzec, Director of Engineering
Miguel Valdez, Director of Operations
Kirk Hamblin, Director of Operations
Martha Perez, Customer Services / Accounts Payable
Manager
Melissa Trujillo, Human Resources Generalist / Safety and
Facilities Coordinator
Julie Critchfield, Assistant Engineer

VISITORS (SIGNED IN): John Harper, RCSD Legal Counsel, Via Zoom
John Shulda, Lieutenant, Riverside County Sheriff
Tim Voigt, Cal Fire Chief, Station 38
George Ruiz, RCSD Customer
Israel Corona, Jurupa Unified School District Student
Ross Leja, RCSD Customer
California State Polytechnic University, Pomona – Civil
Engineering Students
Michael G., Via Zoom

ITEM 1. CALL TO ORDER

The regular meeting of the Board of Directors of the Rubidoux Community Services District was called to order by President Leja at 4:00 p.m. on Thursday, April 16, 2026, held in person and via teleconference at the District's Administrative Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 2. PLEDGE OF ALLEGIANCE – General Manager

ITEM 3. ROLL CALL – General Manager

ITEM 4. PUBLIC COMMENTS – None

BOARD DELIBERATION / ACTION

Director Leja made a motion to move ITEM 7C and ITEM 7E to be discussed after ITEM 4. PUBLIC COMMENTS and before ITEM 5. CONSENT CALENDAR, Director Altamirano seconded the motion.

Roll Call Vote:

Ayes – 5 (Trueba, Altamirano, Murphy, Skerbelis Leja)

Noes – 0

Abstain – 0

Absent – 0

Result: Motion carried 5-0-0-0.

ITEM 7. REPORTS

E. Jurupa Unified School District – Student Liaison Report

The JUSD student liaison reported that the performing arts program presented to the district members. Ina Arbuckle Elementary School celebrated its 70th anniversary with a special event. Measure E has been used for theater renovations at Patriots High School. Students also participated in a presentation at Jurupa Valley High School, highlighting their involvement with food trucks and river cleaning efforts to help prevent fires. They also congratulated Ms. Rodriguez for being approved to teach a Riverside Community College theater course to students enrolled in the course.

C. General Manager and Staff Reports / Updates

a. Presentation: California State Polytechnic University, Pomona – Civil Engineering Senior Project Presentation

Director of Engineering Jaclyn Makarzec introduced the civil engineering students from California State Polytechnic University, Pomona. They presented their senior project on Rubidoux’s Water Infrastructure and Education Center. The challenge identified was that, as the district’s population grows projected to double by 2050—the two existing treatment facilities will eventually be unable to provide sufficient clean, potable water to the community. This concern is heightened by increasingly stringent potable water regulations in California. As a solution, water production would be increased to more than 9.4 million gallons per day (MGD) through the addition of two newly constructed wells and a proposed reverse osmosis (RO) facility. The RO plant would blend treated water from the nearby Anita B. Smith Treatment Facility with purified water from the new system to enhance overall water quality and expand

supply capacity. The proposal also includes strengthening community engagement through the development of a local education center.

BOARD DELIBERATION / ACTION

Director Murphy requested ITEM 5B, 5D, and 5E, be pulled from the CONSENT CALENDAR and considered during ITEM 8. ACTION / DISCUSSION ITEMS.

ITEM 5. CONSENT CALENDAR

- A. Approval of Minutes for April 2, 2026, Regular Meeting
- B. Consideration to Approve April 17, 2026, Salaries, Expenses and Transfers
- C. Waive the Reading of the Title and Text of All Resolutions Included on the April 16, 2026, Agenda
- D. **DM 2026-27:** Consider Adopting Resolution No. 2026-930, A Resolution Authorizing the Opening of Accounts for Investment Purposes with Certain Financial Institutions
- E. **DM 2026-28:** Consider Adopting Resolution No. 2026-931, A Resolution Adopting a Statement of Investment Policy

BOARD DELIBERATION / ACTION

Director Skerbelis made a motion to approve the Consent Calendar, excluding Item 5B, 5D, and 5E, which have been moved to Item 8 (Action/Discussion Items). Director Trueba seconded the motion.

Roll Call Vote:

Ayes – 5 (Trueba, Altamirano, Murphy, Skerbelis Leja)

Noes – 0

Abstain – 0

Absent – 0

Result: Motion carried 5-0-0-0.

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION – None

ITEM 7. REPORTS

- A. Operations Report
 - a. Water and Wastewater Operations

Director of Operations Miguel Valdez shared the chemical deliveries during the month of March. He recognized the certificates received by Hunter Fike and Jeffrey Thime. He shared the Potable Water Production Report for March 2026, reporting a total production of 404 acre-feet, and also presented the potable water and wastewater comparison as well as the reservoir capacity. He provided an update on the sewer spill that occurred on February 13 following video footage of a sewer line blockage. A month later, staff cut the offset and blocked off all nearby storm drains to prevent a spill; JCSD assisted the District with the operation, and everything went as planned.

b. Anita B. Smith Water Treatment Facility – Brine Line Rehabilitation

Brandon Thomas presented an update on the Anita B. Smith Water Treatment Facility Brine Line Rehabilitation Project. The project involves a 4-inch brine discharge pipeline that serves the nitrate ion exchange system and conveys waste brine to the Inland Empire brine line system. The pipeline is approximately 945 linear feet in total, with 670 linear feet along Fleetwood Drive and 275 linear feet within the treatment plant.

He emphasized the critical importance of this infrastructure, noting that failure of the brine line would result in failure of the treatment plant. The Smith Plant represents approximately 45% of the District’s potable water production capacity.

Operational risks were outlined, including reduced discharge capacity, increased likelihood of complete pipeline blockage, and potential brine backup into the treatment facility. These conditions could lead to plant downtime or reduced production. He further noted that continued buildup will accelerate flow restrictions, and a failure would likely require emergency excavation. Due to the pipeline’s location along Fleetwood Drive, such an event could significantly increase costs and cause community disruption.

To address these risks, Brandon proposed issuing a Request for Proposals (RFP) to solicit qualified industrial contractors. Proposals will be evaluated, and recommendations will be brought back to the Board. The objective is to restore full pipeline functionality, ensure reliable plant operations, and prevent an emergency failure scenario.

He also provided an update on cameras installed at the treatment facility, noting their current status.

Additionally, he updated the Board on Well 18, stating that it requires repair and currently has an incorrect pump installed for the site. Without correction, it is difficult to meet demand requirements. The District is currently experiencing tight water conditions. At present, approximately 700 GPM is being received from JCSD, with service having started on April 15 at 2:00 PM.

c. District Billing & Collections Process Overview

Customer Services / Accounts Payable Manager Martha Perez presented on the District Billing & Collections Process. Billing cycles include Cycle 41, billed on the 10th of each month, and Cycle 40, billed on the 20th of each month, primarily for residential customers. Monthly bills

include due dates and the final date to pay before a late fee is applied. The back of the bills provides payment options and assistance options for customers who are unable to pay.

Customer support options include payment extensions, payment arrangements, customer service guidance, and a commitment to working with customers. Available resources for water bill support include LIHWAP, Riverside County Aging services, and local community and faith-based support.

Director Altamirano asked if we can include Reach Out and City resources. The final notice serves as a formal warning before further action. A bright red card is mailed as a final attempt to collect payment and is intended to prevent service interruption. Payment arrangements are available.

B. Emergency and Incident Report

Chief Tim Voigt of Cal Fire Station 38 presented the March 2026 Monthly Report. A total of 316 incidents were reported, with an average response time of 4.6 minutes and 68.7% of responses occurring within five minutes. He also provided an overview of several fire incidents that occurred during the reporting period.

Director Murphy requested how many weed abatement inspections occur in the common year and the time of year they occur for the next scheduled board meeting.

C. General Manager and Staff Reports / Updates

The Mayor's Prayer Breakfast is scheduled for May 7. Director Leja has RSVP'd for the event. May 16th is the City's Public Works event. Director Leja attended the Burrteck tour. Staff attended a scheduled Spring team builder. He also shared information about the Robert A. Skinner Water Treatment Plant tour for those interested in attending. RSVPs are due by March 25, and the tour will take place on April 30.

- a. Presentation: California State Polytechnic University, Pomona – Civil Engineering Senior Project Presentation (Completed after Item 4)

D. Committee Reports

- a. Solid Waste Committee (April 7, 2026 – 9:00 AM)
Second scheduled Solid Waste Committee and the topic is on the agenda tonight.
- b. Finance & Budget Committee (April 16, 2026 – 2:30 PM)
The focus was on the water and sewer enterprise.

E. Jurupa Unified School District – Student Liaison Report (Completed after Item 4)

10-minute break at 5:41 p.m. Resume at 5:51 p.m.

ITEM 8. ACTION / DISCUSSION ITEMS

5B. Consideration to Approve April 17, 2026, Salaries, Expenses and Transfers

The Salaries, Expenses and Transfers for April 17, 2026, can be viewed on the website:
<https://www.rcsd.org/2026-04-16-board-of-directors-board-meeting>

BOARD DELIBERATION / ACTION

Director Murphy had a few questions on a couple of the invoices including Elrod Fencing, Center Electric, and Earthsoft Inc.

Director Murphy made a motion to approve April 17, 2026, Salaries, Expenses and Transfer, Director Altamirano seconded the motion.

Roll Call Vote:

Ayes – 5 (Trueba, Altamirano, Murphy, Skerbelis Leja)

Noes – 0

Abstain – 0

Absent – 0

Result: Motion carried 5-0-0-0.

5D. DM 2026-27: Consider Adopting Resolution No. 2026-930, A Resolution Authorizing the Opening of Accounts for Investment Purposes with Certain Financial Institutions

BACKGROUND:

The District maintains a list of Board-authorized financial institutions for investment purposes in accordance with its Statement of Investment Policy. From time to time, updates to this list are necessary to reflect changes in financial institution names resulting from mergers, acquisitions, or rebranding.

Pacific Premier Bank, previously authorized by the Board, has undergone a name change and is now operating as Columbia Bank. Resolution No. 2026-930 reflects this administrative update.

Staff is recommending maintaining all previously authorized financial institutions without modification, with the sole update being the name change from Pacific Premier Bank to Columbia Bank.

If acceptable, Resolution No. 2026-930 is presented for the Board of Directors' adoption this afternoon (Attachment 1). Resolution No. 2026-930 will supersede Resolution No. 2024-913 in its entirety (Attachment 2).

Budget Considerations

There is no direct fiscal impact associated with this action. Costs are limited to existing staff time associated with preparing this administrative documentation.

BOARD DELIBERATION / ACTION

Director Altamirano made a motion to adopt Resolution No. 2026-930, A Resolution Authorizing the Opening of Accounts for Investment Purposes with Certain Financial Institutions, Director Skerbelis seconded the motion.

Roll Call Vote:

Ayes – 4 (Trueba, Altamirano, Skerbelis Leja)

Noes – 1 (Murphy)

Abstain – 0

Absent – 0

Result: Motion carried 4-1-0-0.

5E. DM 2026-28: Consider Adopting Resolution No. 2026-931, A Resolution Adopting a Statement of Investment Policy

BACKGROUND:

Pursuant to California Government Code Section 5364(a), the legislative body is required to annually review its investment policy at a public meeting. This review ensures that the District’s investment practices remain aligned with applicable federal, state, and local regulations and continue to reflect prudent financial management of public funds.

The attached Statement of Investment Policy establishes the District’s guidelines for safeguarding public funds, maintaining adequate liquidity, and achieving a reasonable rate of return consistent with safety and risk minimization. The policy emphasizes a conservative and diversified investment approach, which remains appropriate given current economic conditions and the District’s fiduciary responsibilities.

Staff recommends adoption of the updated Statement of Investment Policy.

The proposed policy has been revised to incorporate recent statutory changes and to ensure continued compliance with applicable standards. Key updates are summarized below:

➤ **Senate Bill 595 (Effective January 1, 2026):**

- Extends certain local agency investment authorities through January 1, 2031.
- Increases the allowable maturity of eligible commercial paper from 270 days to 397 days, aligning state law more closely with federal standards and providing additional short-term investment flexibility.

- Continues authorization for agencies with at least \$100 million in assets under management to invest up to 40 percent of their portfolios in eligible commercial paper.
- Maintains authority to invest in U.S. government securities that may accrue zero or negative interest during periods of negative market rates.

➤ **Senate Bill 852 (Effective January 1, 2026):**

- Enhances transparency under the Political Reform Act by requiring public officials and consultants with discretionary investment authority to file their Statement of Economic Interests (Form 700) electronically with the Fair Political Practices Commission.
- Centralizes reporting requirements and promotes consistency in financial disclosures.

Collectively, these legislative updates expand investment flexibility while strengthening transparency and accountability in public agency financial management.

If acceptable, Resolution No. 2026-931 is presented for Board adoption this afternoon (Attachment 1).

The updated Statement of Investment Policy, which is incorporated as Exhibit A to Resolution No. 2026-931, is provided as Attachment 2. For reference, the currently adopted Statement of Investment Policy, approved on April 17, 2025, is included as Attachment 3. To facilitate efficient review, revisions to the Policy are limited to the following:

1. Section 3 - Delegation of Authority
 - a. Addition of a final paragraph beginning with “Officials and consultants...” to reflect the requirements of Senate Bill 852.
2. Section 9 - Authorized Investments
 - a. Update to Figure 1 to reflect the provisions of Senate Bill 595.

Budget Considerations

There is no direct fiscal impact associated with the adoption of the Statement of Investment Policy. Staff time required to review, update, and present the policy is accommodated within the District’s existing administrative budget.

The policy provides the framework for prudent management of the District’s investment portfolio, with the objective of safeguarding public funds, maintaining liquidity, and optimizing investment returns within the constraints of applicable laws and established risk parameters.

BOARD DELIBERATION / ACTION

Director Murphy made a motion to adopt Resolution No. 2026-931, A Resolution Adopting a Statement of Investment Policy, Director Skerbelis seconded the motion.

Roll Call Vote:

Ayes – 5 (Trueba, Altamirano, Murphy, Skerbelis Leja)

Noes – 0

Abstain – 0

Absent – 0

Result: Motion carried 5-0-0-0.

8A. DM 2026-29: Consideration to Approve Solid Waste Rate Increases for FY 2026|2027 and Authorize Staff to Prepare and Set Solid Waste Public Protest Hearing Pursuant to Proposition 218

BACKGROUND:

On January 8, 2008, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) entered into an agreement titled “Contract Services Agreement for Refuse Collection, Disposal, and Recycling Services in the Rubidoux Community Services District” (“Agreement”) with Burrtec Waste Industries, Inc. (“Burrtec”), effective January 1, 2008. The Agreement grants Burrtec the exclusive right to collect and dispose of refuse, recyclables, and mixed organics (green waste and food waste) within the District.

On July 1, 2025, the District and Burrtec executed Amendment No. 3 to the Agreement. Among other items, the amendment revised Section 3.2, “*Change in Cost of Doing Business,*” and established the following parameters regarding annual service cost adjustments:

- Maximum 4.0% year-over-year increase in service cost based on the Consumer Price Index for All Urban Consumers (CPI-U), as published by the U.S. Bureau of Labor Statistics for the Riverside–San Bernardino–Ontario, CA Metropolitan Statistical Area, rounded to two decimal places.
- No more than a 2.0% difference in the cost of the 90-gallon residential barrel compared to the City of Jurupa Valley.

The District bills customers for solid waste services based on rates adopted annually by the Board. Historically, rate adjustments are considered on a schedule that allows updated rates to become effective July 1 of each fiscal year.

Pursuant to the Agreement, Burrtec has submitted proposed rate adjustments for FY 2026|2027. The proposed rate schedule was reviewed by the Solid Waste Committee during meetings held on March 16, 2026, and April 7, 2026.

At the conclusion of the April 7, 2026 Solid Waste Committee meeting, the Committee unanimously recommended that the Board consider the FY 2026|2027 solid waste rates as proposed by Burrtec and, if acceptable, authorize initiation of the Proposition 218 process.

Summary of Proposed Rate Adjustment

More than 90% of the District’s solid waste customers are residential customers, and the 90-gallon residential barrel has historically served as the primary benchmark when evaluating overall rate adjustments. The proposed FY 2026|2027 rate tables are included as Attachment 1.

Burrtec is proposing adjustments across all service categories for FY 2026|2027 in accordance with the Agreement.

For the District’s most common residential service level (90-gallon barrel), the proposed adjustment is as follows:

- **Current Rate:** \$38.92 per month
- **Proposed Rate:** \$40.65 per month
- **Increase:** \$1.73 per month
- **Percent Increase:** 4.45%

The proposed rate is expected to remain 0.39% lower than the comparable rate in the City of Jurupa Valley, consistent with the contractual requirement that the District’s rate not exceed Jurupa Valley’s rate by more than 2.0%.

The proposed adjustment is composed of several components, including the contractual CPI-based service adjustment and pass-through disposal costs. A detailed breakdown of the proposed monthly rate change for a residential customer with a 90-gallon barrel is provided in Attachment 1.

| TABLE 1 | | | | |
|----------------------|-----------------|-----------------|----------------|--------------|
| Cost Component | Current | Proposed | | |
| | FY 25 26 | FY 26 27 | | |
| | (\$) | (\$) | (\$) | (%) |
| CPI (3.28%) | \$ 18.21 | \$ 18.81 | \$ 0.60 | 3.29% |
| Landfill tipping fee | \$ 9.54 | \$ 9.81 | \$ 0.27 | 2.83% |
| Recycling | \$ 2.37 | \$ 2.44 | \$ 0.07 | 2.95% |
| Mixed Organics | \$ 5.90 | \$ 6.66 | \$ 0.76 | 12.88% |
| SB 1383 Admin Fee | \$ 0.90 | \$ 0.93 | \$ 0.03 | 0.00% |
| RCSD Admin Fee | \$ 2.00 | \$ 2.00 | \$ - | 0.00% |
| Total | \$ 38.92 | \$ 40.65 | \$ 1.73 | 4.45% |

Rate Adjustments Components

The proposed rate adjustment reflects several cost components, including contractual service adjustments and pass-through disposal costs.

CPI Adjustment (Service Component)

This component represents Burrtec’s annual service adjustment tied to the Consumer Price Index (CPI-U) for the Riverside–San Bernardino–Ontario Metropolitan Statistical Area. For FY

2026|2027, the CPI adjustment is 3.28%, which is below the contractual cap of 4.0%. This portion of the adjustment is retained by Burrtec.

Landfill, Recycling, and Mixed Organics Disposal

These costs represent pass-through tipping fees charged by the County of Riverside for landfill disposal, recycling processing, and mixed organics processing. Mixed organics includes food waste recycling required under State law. These fees are established by the County and are not controlled by Burrtec.

SB 1383 Administrative Fee

This fee supports ongoing compliance with the State's organic waste diversion requirements, including tracking and recordkeeping, contamination monitoring, annual reporting, education and outreach, procurement compliance, container labeling, and other mandated program activities.

RCSD Administrative Fee

This is the District's monthly administrative charge per residential customer to support oversight and administration of the solid waste program and contract management. Staff proposes maintaining this fee at \$2.00 per month, as the Solid Waste Enterprise Fund is anticipated to operate near break-even based on the proposed FY 2026|2027 budget.

Rate Adjustment Approach

In December 2022, the Board adopted a five-year rate plan for the District's water and wastewater enterprises, allowing for scheduled annual adjustments through July 1, 2027.

Due to the variable and pass-through nature of solid waste disposal costs, the District has historically implemented single-year rate adjustments for solid waste services rather than adopting a multi-year rate plan. Staff recommends continuing this approach for FY 2026|2027.

Proposition 218 Requirements

Adjustments to solid waste service rates are subject to the requirements of Proposition 218, which governs the adoption of property-related service fees.

The primary requirements include:

1. Conducting a noticed public hearing;
2. Mailing written notice of the proposed rate adjustment to affected property owners and tenants directly responsible for payment of the fee at least 45 days prior to the hearing; and
3. Including in the notice:
 - a. The amount of the proposed fee or charge;
 - b. The basis upon which the fee was calculated;
 - c. The reason for the fee or charge; and
 - d. The date, time, and location of the public hearing.

Proposed Implementation Schedule

With the goal of implementing updated rates effective July 1, 2026, staff has prepared the following schedule:

- **April 16, 2026 (Board Meeting)** – Board consideration of authorization to initiate the Proposition 218 process.
- **April 23, 2026** – Draft Resolution available at the District office and on the District website.
- **No later than April 30, 2026** – Mail Proposition 218 notices to property owners and tenants.
- **June 18, 2026** – Conduct Proposition 218 public protest hearing and consider adoption of the rate adjustment Resolution.
- **July 1, 2026** – New solid waste rates become effective.

Budget Considerations

The Solid Waste Enterprise Fund is intended to operate on a cost-recovery basis, with revenues generated from customer rates sufficient to cover the cost of contracted collection services, pass-through disposal fees, and District administrative oversight.

The proposed FY 2026|2027 rate adjustments reflect:

- Contractual CPI-based service cost increases payable to Burrtec;
- Pass-through disposal and processing costs established by the County of Riverside; and
- Ongoing programmatic and administrative costs, including compliance with State-mandated organic waste requirements (SB 1383).

Based on current projections, the proposed rates are anticipated to generate sufficient revenue to support the Solid Waste Enterprise Fund's operating expenditures for FY 2026|2027, with the intent of maintaining the fund in a near break-even position.

Final revenue projections and any associated impacts to fund balance will be presented to the Board as part of the Proposition 218 public protest hearing and in the District's adopted FY 2026|2027 budget.

BOARD DELIBERATION / ACTION

Director Skerbelis made a motion to review and provide direction on the proposed FY 2026/27 Solid Waste rate adjustments as presented in Attachment 1. The motion further authorized staff to initiate the Proposition 218 process, including the preparation and distribution of the required notices reflecting the proposed solid waste rate adjustments. Additionally, the motion established June 18, 2026, as the date for the Solid Waste Public

Protest Hearing in accordance with Proposition 218 requirements, and directed staff to return to the Board with a Resolution for consideration and potential adoption following the conclusion of the Public Protest Hearing., Director Altamirano seconded the motion.

Roll Call Vote:

Ayes – 5 (Trueba, Altamirano, Murphy, Skerbelis Leja)

Noes – 0

Abstain – 0

Absent – 0

Result: Motion carried 5-0-0-0.

8B. DM 2026-30: Consideration to Direct Staff to Prepare Draft Ordinance for Water and Wastewater Rate Adjustments

BACKGROUND:

In January 2022, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) hired IB Consulting (“IB”) to conduct a Comprehensive Cost of Services Study (“COSS”) to confirm the adequacy of revenues of the District’s then current rate plan to operate, maintain, and replace system assets to meet current and long-term needs of the District.

The COSS was a twelve (12) month process taking up all of calendar year 2022 and during this process, IB provided deliverables and financial resources to staff while also updating the Board at various milestones during their scope of work via Board presentations, which included:

Deliverables:

- Cost Allocation Plan
- Water Enterprise Financial Model
- Wastewater Enterprise Financial Model
- Utility Rate Report

In Fall of 2022, IB completed their work on the District’s COSS and it was determined the existing rates approved with the 2019 5-year rate plan were not adequate to meet the District’s future financial obligations. This work was detailed by IB in the form of an Administrative Record Report (“Report”). The Report became the nexus for establishing a new 5-year defensible rate plan to meet the District’s future financial obligations to ensure safe and reliable water supplies and wastewater conveyance and treatment are available 24 hours a day – 365 days a year.

On October 20, 2022, the Board authorized staff to prepare and mail the 5-year water, water conservation, and wastewater rate plan pursuant to the conditions of Proposition 218. The Proposition 218 mailings were completed on October 31, 2022, 45 days prior to the Public Protest Hearing on December 15, 2022. After the Proposition 218 notifications were mailed, the District performed the following additional outreach to its constituents:

- November 10 and 20, 2022 – Provided bill stuffer in the November billing highlighting the need for water and wastewater rate adjustments
- November 30, 2022 – Virtual Townhall
- December 1, 2022 – City of Jurupa Valley City Council Meeting presentation
- December 7, 2022 – Virtual Townhall

The purpose of the outreach events and mailings was to provide transparency to all affected property owners and tenants about the proposed rate adjustments and offer them various opportunities to contact staff for a better understanding of the adjustments.

On December 15, 2022, the Board conducted a Public Protest Hearing for all affected property owners and tenants. At the end of the Public Protest Hearing, staff tallied all protests against the 5-year rate plan and determined the public failed to achieve the required 50% + 1 protests for the rates to not be considered by the Board and “not take effect”. The Board then considered and adopted the new 5-year rate plan commencing July 1, 2023, with allowable increases every July 1 through 2027.

With the District’s investment in the COSS, the District intends to utilize this financial analysis and plan to be used as a foundational pillar into the District’s overall strategic plan.

PROPOSED FY 2026|2027 WATER AND WASTEWATER RATE ADJUSTMENTS:

Adopting a five-year rate plan in Fiscal Year 2023|2024 (“FY 2024”) allowed the District flexibility to adjust rates as necessary to cover future operating costs, and major maintenance and asset replacement, while also working to achieve its targeted reserve balances. Although adopted in December 2022, rates are not automatically adjusted every July 1 to the noticed rate amounts. The noticed rates are the maximum allowable rates under Proposition 218 the District may charge its customers. On an annual basis, staff will perform the necessary financial analysis to determine if a rate adjustment is necessary. During this analysis, staff may determine whether the District can achieve its financial targets with a rate adjustment less than the maximum allowed rates or alternatively, delay the date of implementation.

Analysis on the District’s current rate structure began in January 2026 when staff commenced work on the District’s Fiscal Year 2026|2027 (“FY 2027”) operating and capital fund budgets. During this time, District management met to discuss all facets of the District’s operations which ultimately become factors when setting budgetary figures. Items considered include but are not limited to the following:

- Current and forecasted operational challenges.
- Critical capital infrastructure spending related to the water and sewer enterprises and Fire Station 38.
- Allocation of central services and discretionary property tax revenue.
- Preventative maintenance programs and other programmatic initiatives.
- TDS mitigation i.e. elevated levels above 650 mg/l (maximum allowed based on City of Riverside discharge permit).

- Emphasis on reducing the District's Unfunded Accrued Liability ("UAL") through Additional Discretionary Payments ("ADPs").
- Establishing increased reserves for future capital projects that have substantial monetary costs and project lengths.
- Projected election-related costs.
- Board-directed priorities, including staff development and training, enhanced community outreach, and participation in industry organizations and events.

During the budgeting cycle, management assigns costs to the District's operational and capital fund budgets. As costs are assigned, management simultaneously looks at the anticipated revenues associated with each enterprise to determine if sufficient revenues could be generated at the District's current rates, if reserves will be used, or if a rate adjustment was necessary.

Water Enterprise:

The District's Water Enterprise has seen significant changes impacting its operating environment and financial stability. In 2020, the District, along with the entire water industry, was given approximately 2-years to respond/mitigate the emergence of the presence of perfluorooctane sulfonate (PFOS) and perfluorooctanoic acid (PFOA) in the groundwater pumped for potable supplies. This was accomplished as a two-pronged approach by implementing treatment processes at the Anita B. Smith and Leland Thompson Water Treatment Facilities. The total project costs for mitigating these contaminants were approximately \$5.0 million, all of which was funded through various District reserve accounts. In September 2021, the District successfully achieved non-detect in its potable water for these contaminants.

Along with these new capital improvements have come additional routine operating costs, most notable the periodic change out of media (GAC or resin) held in these pressure vessels, and additional energy costs and sampling, among other costs. Prior to these new emerging contaminants, the District was already dealing with 1,2,3-TCP and relatively high ambient TDS levels in the District's drinking water wells. Based on current operating efforts for PFAS Treatment combined with existing 1,2,3-TCP Treatment, the District is utilizing 13 pressure vessels. Excluding capital expenses, the media change out expenses and added energy and chemical costs add approximately \$1,250,000 to the annual water system operating expense budget. In addition, each year the District is required to treat new per- and polyfluoralkyl substances that are within the family of the original PFOS and PFOA compounds. It is estimated there are over 9,000 total PFAS variations. Further, supply chain issues have increased lead times on various District parts/chemicals and the rising cost of inflation has put significant financial constraints on the District's operating budgets.

This highlights the District's effort and focus with two of the more pressing issues, PFOS/PFOA and 1,2,3-TCP.

Also in addition as previously mentioned in FY 2025, many of the District's infrastructure and long-lived assets are showing their age. The District's four (4) potable water tanks (Hunter 1, Atkinson, Watson, Perone) are 20+ years old each. In December 2019, the Board of Directors authorized a professional services contract with Harper & Associates to inspect the tanks with specific emphasis on: 1) corrosion evaluation, 2) structural/seismic, and 3) safety evaluation. The results of the assessment were not good, but otherwise not unexpected given the age and usage of

the tanks over the years. All tanks require substantial structural and safety upgrades to meet AWWA and OSHA regulations or replacement.

In Summer 2025, the District began working with its grant consultant, Blais & Associates, to submit a subapplication under the California Office of Emergency Services (“CalOES”) Hazard Mitigation Grant Program (“HMGP”) to replace all of the District’s existing potable water tanks with prestressed reinforced concrete tanks. The HMGP is a federally funded program administered by the Federal Emergency Management Agency (“FEMA”) and CalOES that provides financial assistance to state and local governments for projects that reduce long-term risk to people and infrastructure from natural hazards.

The total project cost is estimated at approximately \$24.5 million, with the Federal share request at \$18.4 million and the District match at \$6.1 million. In March 2026, the District was informed its project was deemed “cost-effective,” which represents a significant milestone in the evaluation process. Further, in April 2026, the District was notified by CalOES that the project has advanced to FEMA for final review and funding consideration, marking a substantial step forward.

If awarded, the District would anticipate recognizing grant funding within approximately three (3) years. Accordingly, the District must begin financial planning now in anticipation of a potential award.

The District is also working to not only maintain current infrastructure, but to also establish new infrastructure for a growing community. The District is anticipating approximately \$1.5 million in capital costs for a new Well. Well 25 and its treatment will bring an additional water source and treatment capacity for the District and will help the District maintain sufficient water supply for a growing community. The District is also planning for the expansion of the Leland Thompson Water Treatment Facility, with implementation tied to the progression of development and corresponding system demand thresholds.

In addition, the District is investing in new water metering equipment to establish high-quality, reliable metering infrastructure for years to come. In FY 2027, the District anticipates approximately \$3.4 million in capital costs for Advanced Metering Infrastructure (AMI) and related system components, of which \$1.5 million is expected to be reimbursed through grant funding. In Spring 2026, the District expects to be notified regarding the outcome of a secondary grant application for Phase II of the AMI project, which would fund the remaining meters not included in Phase I.

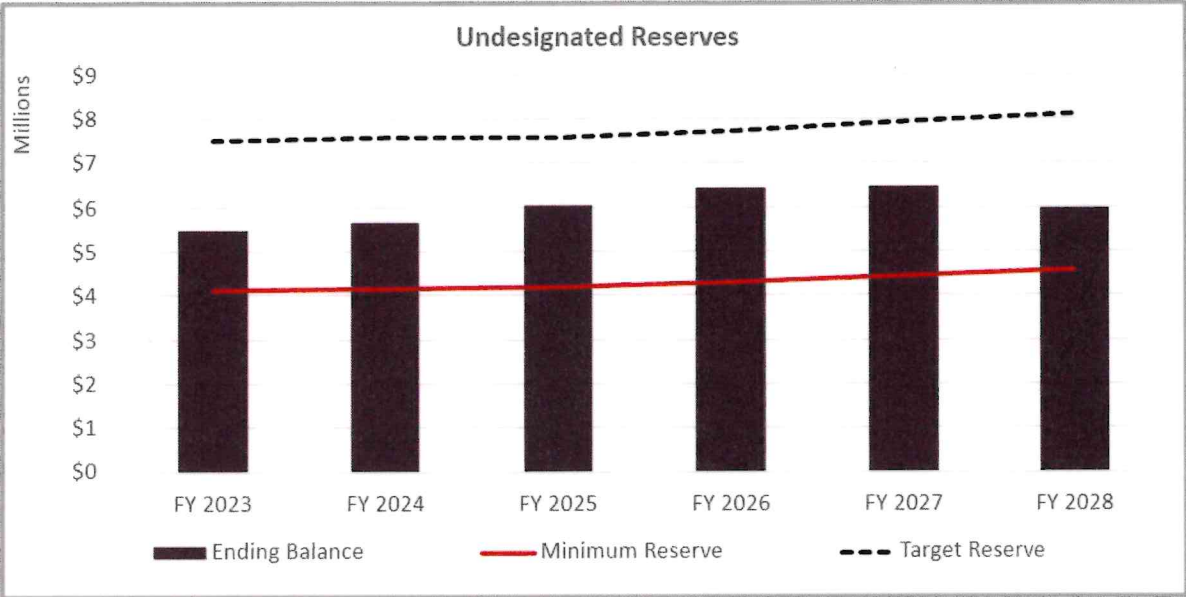
Management recognizes raising rates is not ideal, especially considering the impact of inflation on other household expenses; however, the District has a fundamental obligation to provide clean and reliable drinking water to its customers and to ensure sewage is collected and adequately treated, and these costs for service need to be included in the rates.

Staff anticipated the need to increase the District’s water rates to the fully noticed rates and incorporated the fully noticed year four rate increase into the Board drafted FY 2027 operating budget. For illustrative purposes, the following schedule shows the projected revenues and expenses with the overall net cash flow anticipated. Notice, this schedule solely focuses on

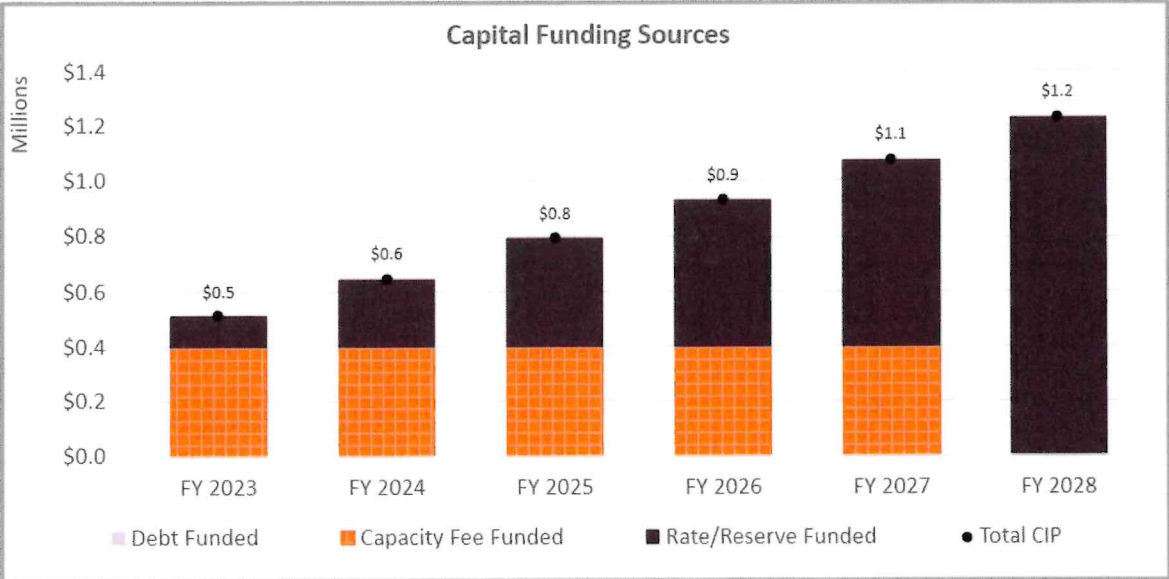
operations costs compared to revenue and does not factor into consideration the capital requirements of the District. Even though these estimated cash flows are positive, they alone are financially insufficient for the District's capital requirements. Although rate increases do increase monthly costs to the District customers, these increases are imperative for the District to establish higher undesignated reserves. The District aims to be proactive at generating appropriate reserve funding levels, so it can be funded for proactive infrastructure maintenance and/or financially ready for major repairs and avoid costly debt.

| Revenue | FY 2023 | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 |
|---|---------------------------|------------------------|---------------------|---------------------|---------------------|---------------------|
| Total Rate Revenues | \$7,858,000 | \$7,858,000 | \$7,858,000 | \$7,858,000 | \$7,858,000 | \$7,858,000 |
| Additional Revenue (from revenue adjustments): | | | | | | |
| Fiscal Year | Revenue Adjustment | Effective Month | | | | |
| FY 2023 | 0.0% | July | \$0 | \$0 | \$0 | \$0 |
| FY 2024 | 5.5% | July | | \$432,000 | \$432,000 | \$432,000 |
| FY 2025 | 5.5% | July | | \$455,000 | \$455,000 | \$455,000 |
| FY 2026 | 5.5% | July | | \$480,000 | \$480,000 | \$480,000 |
| FY 2027 | 5.5% | July | | | \$507,000 | \$507,000 |
| FY 2028 | 5.5% | July | | | | \$535,000 |
| Total Additional Revenue | | | \$0 | \$432,000 | \$887,000 | \$1,367,000 |
| Projected Rate Revenues | \$7,858,000 | \$8,290,000 | \$8,745,000 | \$9,225,000 | \$9,732,000 | \$10,267,000 |
| Operating Revenues | | | | | | |
| Sales - Late Charges | \$56,000 | \$56,000 | \$56,000 | \$56,000 | \$56,000 | \$56,000 |
| Sales - Service Charges | \$7,000 | \$7,000 | \$7,000 | \$7,000 | \$7,000 | \$7,000 |
| Sales - Reconnect Charge | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 |
| Sales - Meters | \$73,000 | \$73,000 | \$73,000 | \$73,000 | \$73,000 | \$73,000 |
| Sales - Jumper Income | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 |
| Miscellaneous Revenue | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| Non-Potable Revenue | \$17,000 | \$17,000 | \$17,000 | \$17,000 | \$17,000 | \$17,000 |
| Subtotal Operating Revenues | \$218,000 | \$218,000 | \$218,000 | \$218,000 | \$218,000 | \$218,000 |
| Other Revenues | | | | | | |
| Interest Income | \$18,000 | \$41,000 | \$35,000 | \$35,000 | \$36,000 | \$38,000 |
| Interest Income-Non-Operational | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 |
| Property Tax | \$229,000 | \$229,000 | \$229,000 | \$229,000 | \$229,000 | \$229,000 |
| JCSD Water Sales (Potable Contract) | \$1,200,000 | \$1,200,000 | \$1,200,000 | \$1,200,000 | \$1,200,000 | \$1,200,000 |
| Subtotal Other Revenues | \$1,451,000 | \$1,474,000 | \$1,468,000 | \$1,468,000 | \$1,469,000 | \$1,471,000 |
| Total Revenues | \$9,527,000 | \$9,982,000 | \$10,431,000 | \$10,911,000 | \$11,419,000 | \$11,956,000 |
| O&M Expenses | | | | | | |
| Operating Expenses | | | | | | |
| Salaries & Benefits | \$3,126,000 | \$3,251,000 | \$3,381,000 | \$3,516,000 | \$3,656,000 | \$3,803,000 |
| Energy | \$560,000 | \$588,000 | \$617,000 | \$648,000 | \$681,000 | \$715,000 |
| Operating & Maintenance | \$379,000 | \$398,000 | \$418,000 | \$433,000 | \$450,000 | \$467,000 |
| Operating Treatment | \$803,000 | \$843,000 | \$885,000 | \$919,000 | \$954,000 | \$991,000 |
| Other Expenses | \$831,000 | \$480,000 | \$504,000 | \$523,000 | \$543,000 | \$564,000 |
| Professional Fees | \$120,000 | \$142,000 | \$149,000 | \$154,000 | \$160,000 | \$167,000 |
| Administrative | \$1,159,000 | \$951,000 | \$999,000 | \$1,037,000 | \$1,076,000 | \$1,117,000 |
| Water Purchases - GW Blending | \$0 | \$1,035,000 | \$1,087,000 | \$1,142,000 | \$1,199,000 | \$1,259,000 |
| PFAS Treatment | \$1,250,000 | \$1,313,000 | \$1,379,000 | \$1,431,000 | \$1,486,000 | \$1,543,000 |
| Subtotal Operating Expenses | \$8,228,000 | \$9,001,000 | \$9,419,000 | \$9,803,000 | \$10,205,000 | \$10,626,000 |
| Debt Service | | | | | | |
| Existing Debt - 1998 COPs | \$709,533 | \$706,893 | \$707,595 | \$0 | \$0 | \$0 |
| Existing Debt - SRF Loan | \$364,196 | \$364,196 | \$364,196 | \$364,196 | \$364,196 | \$364,196 |
| Existing Debt - Field/Adm in Building Loan | \$59,393 | \$237,000 | \$237,000 | \$237,000 | \$237,000 | \$237,000 |
| Release of Debt Reserve | \$0 | (\$94,394) | (\$707,595) | \$0 | \$0 | \$0 |
| Transfers to/from COP Restricted Reserve | \$0 | (\$612,498) | (\$364,196) | (\$364,196) | (\$73,655) | \$0 |
| New/Proposed Debt | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Debt Service | \$1,133,121 | \$601,196 | \$237,000 | \$237,000 | \$527,541 | \$601,196 |
| Total Expenses | \$9,361,121 | \$9,602,196 | \$9,656,000 | \$10,040,000 | \$10,732,541 | \$11,227,196 |
| Net Cashflow | \$165,879 | \$379,804 | \$775,000 | \$871,000 | \$686,459 | \$728,804 |

The following chart shows the anticipated growth of the District’s unrestricted reserves as identified during the COSS. As outlined in the chart, the District is currently significantly below its targeted reserve level.



Further, capital projects are not entirely funded by collected capacity fees. The District’s capital planning requires reserve funding to be contributed. A failure to maintain adequate reserve levels over an extended period will ultimately result in deferred maintenance to the District’s water infrastructure, which will increase the risk of failure and potential for inefficient repairs. It is the District’s goal to provide reliable services to its customers and financial planning is vital to accomplish this.



Wastewater Enterprise:

The largest financial component of the wastewater enterprise are payment obligations to the City of Riverside (“Riverside”) for sewage treatment. Payments to Riverside are broken into two main categories, flow and surcharges. The flow rate is determined by the Regional Advisory Committee (“RAC”) and is set for each fiscal year. Flow is billed in million gallons. The District currently has capacity rights to send up to 3.055 million gallons per day (mgd) to Riverside’s Wastewater Treatment Plant. The District averages about 1.6-1.7 mgd and 610-620 mg annually. There are three surcharges Riverside are allowed to bill the District for monthly and they are: flow, total suspended solids (“TSS”), and biochemical oxygen demand (“BOD”). The District does not exceed its flow capacity and is not billed a flow surcharge. The District’s TSS and BOD limits are set forth by agreements with Riverside and currently the District routinely exceeds these limits. On average, the District pays about \$30,000 per month in TSS and BOD surcharges.

As of now, the District does not have an accurate estimated treatment cost for FY 2027, but cost are anticipated to be around \$2.0 million for FY 2027. For budgeting purposes, the District will use the projected FY 2025 treatment cost plus 5%. The District will revise projections as new information is obtained, but it is also important to consider the billings for Riverside’s wastewater treatment are under financial review by outside consultants to determine if appropriate billings have occurred for partnering agencies.

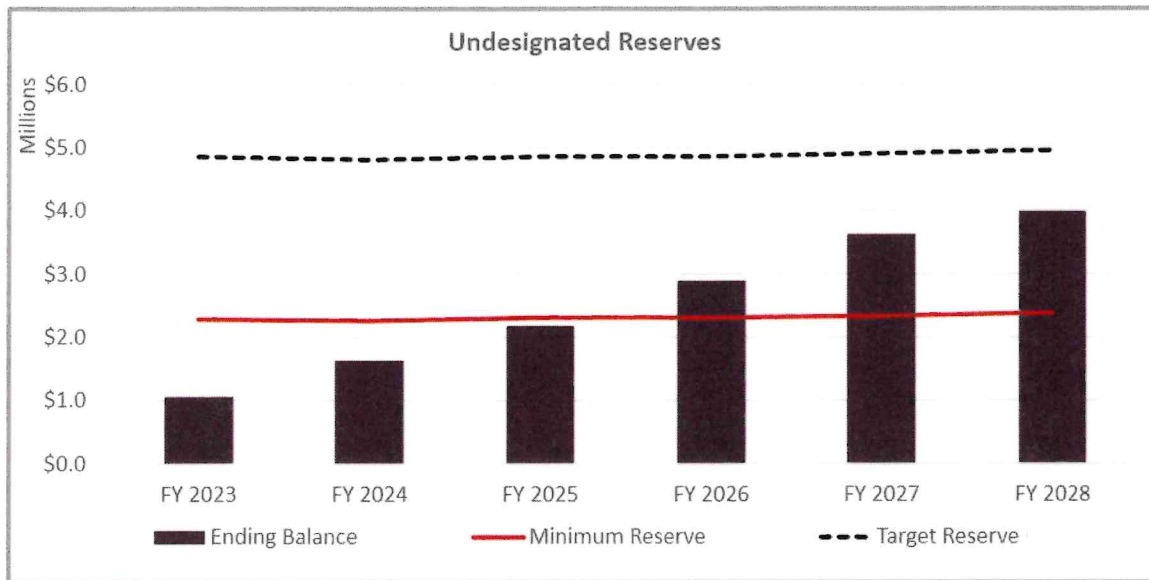
Further, the District has experienced an increase in sewer spills over the past several years, underscoring the need for a more proactive and data-driven approach to system maintenance and capital planning. In response, the District is prioritizing the implementation of a comprehensive pipeline closed-circuit television (CCTV) inspection program to systematically assess the condition of its wastewater collection system. This effort will provide critical information on pipeline integrity, including the identification of defects such as root intrusion, grease buildup, structural deterioration, and inflow and infiltration.

The results of this program will serve as a foundational dataset to inform and prioritize targeted line cleaning, rehabilitation, and pipeline replacement projects. By transitioning from a largely reactive maintenance approach to a risk-based asset management strategy, the District aims to reduce the frequency and severity of sanitary sewer overflows, improve system reliability, and optimize the allocation of limited capital and operational resources over time.

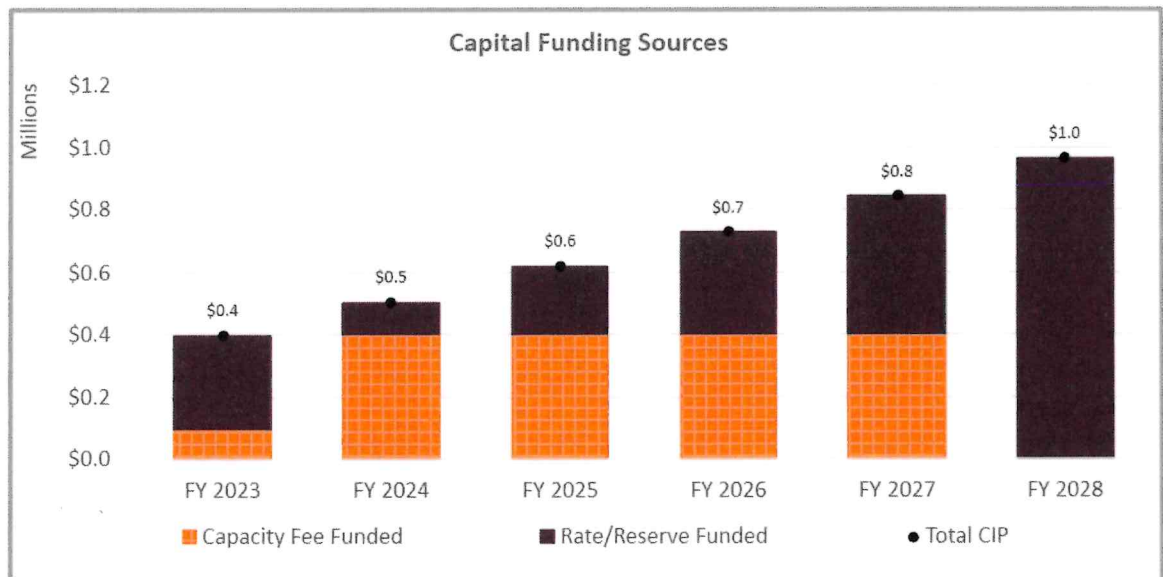
Staff anticipated the need to increase the District’s wastewater rates to the fully noticed rates and incorporated the fully noticed year four rate increase into the Board drafted FY 2027 operating budget. For illustrative purposes, the following schedule shows the projected revenues and expenses with the overall net cash flow anticipated. Notice, this schedule focuses solely on operational costs compared to revenue and does not factor into consideration the capital requirements of the District. Even though these estimated cash flows are positive, they alone are financially insufficient for the District’s capital requirements. Although rate increases do increase monthly costs to the District customers, these increases are imperative for the District to establish higher undesignated reserves. The District aims to be proactive at generating appropriate reserve funding levels, so it can be funded for proactive infrastructure maintenance and/or financially ready for major repairs and avoid costly debt.

| Revenue | FY 2023 | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 |
|---|---------------------------|------------------------|--------------------|--------------------|--------------------|--------------------|
| Rate Revenues | | | | | | |
| Sewer Treatment Charge | \$2,552,000 | \$2,552,000 | \$2,552,000 | \$2,552,000 | \$2,552,000 | \$2,552,000 |
| Sewer Collection Charge | \$655,000 | \$655,000 | \$655,000 | \$655,000 | \$655,000 | \$655,000 |
| Total Rate Revenues | \$3,207,000 | \$3,207,000 | \$3,207,000 | \$3,207,000 | \$3,207,000 | \$3,207,000 |
| Additional Revenue (from revenue adjustments): | | | | | | |
| Fiscal Year | Revenue Adjustment | Effective Month | | | | |
| FY 2023 | 0.0% | July | \$0 | \$0 | \$0 | \$0 |
| FY 2024 | 7.0% | July | \$224,000 | \$224,000 | \$224,000 | \$224,000 |
| FY 2025 | 7.0% | July | \$240,000 | \$240,000 | \$240,000 | \$240,000 |
| FY 2026 | 7.0% | July | \$256,000 | \$256,000 | \$256,000 | \$256,000 |
| FY 2027 | 7.0% | July | \$274,000 | \$274,000 | \$274,000 | \$274,000 |
| FY 2028 | 7.0% | July | \$294,000 | \$294,000 | \$294,000 | \$294,000 |
| Total Additional Revenue | | | \$0 | \$224,000 | \$464,000 | \$720,000 |
| Projected Rate Revenues | \$3,207,000 | \$3,431,000 | \$3,671,000 | \$3,927,000 | \$4,201,000 | \$4,495,000 |
| Operating Revenues | | | | | | |
| Miscellaneous Income e | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 |
| Permits & Licenses | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 |
| Subtotal Operating Revenues | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 |
| Other Revenues | | | | | | |
| Interest Income e | \$4,000 | \$8,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| Interest Income:Non Operational | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 |
| Property Tax | \$211,000 | \$211,000 | \$211,000 | \$211,000 | \$211,000 | \$211,000 |
| Subtotal Other Revenues | \$216,000 | \$220,000 | \$222,000 | \$222,000 | \$222,000 | \$222,000 |
| Total Revenues | \$3,427,000 | \$3,655,000 | \$3,897,000 | \$4,153,000 | \$4,427,000 | \$4,721,000 |
| O&M Expenses | | | | | | |
| Operating Expenses | | | | | | |
| Salaries & Benefits | \$117,000 | \$122,000 | \$127,000 | \$132,000 | \$137,000 | \$142,000 |
| Electrical Power | \$43,000 | \$45,000 | \$47,000 | \$50,000 | \$52,000 | \$55,000 |
| Operating & Maintenance | \$297,000 | \$312,000 | \$328,000 | \$340,000 | \$354,000 | \$367,000 |
| Operating Treatment | \$1,572,000 | \$1,650,000 | \$1,733,000 | \$1,819,000 | \$1,910,000 | \$2,006,000 |
| Other Expenses | \$67,000 | \$70,000 | \$74,000 | \$77,000 | \$80,000 | \$83,000 |
| Professional Fees | \$86,000 | \$4,000 | \$4,000 | \$5,000 | \$5,000 | \$5,000 |
| Administrative | \$678,000 | \$554,000 | \$581,000 | \$604,000 | \$627,000 | \$651,000 |
| Litigation Expense | \$150,000 | \$150,000 | \$150,000 | \$0 | \$0 | \$0 |
| Industrial Pretreatment Costs | \$80,000 | \$84,000 | \$89,000 | \$93,000 | \$98,000 | \$103,000 |
| Subtotal Operating Expenses | \$3,090,000 | \$2,991,000 | \$3,133,000 | \$3,120,000 | \$3,263,000 | \$3,412,000 |
| Debt Service | | | | | | |
| Existing Debt | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| New/Proposed Debt | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Debt Service | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Expenses | \$3,090,000 | \$2,991,000 | \$3,133,000 | \$3,120,000 | \$3,263,000 | \$3,412,000 |
| Net Cashflow | \$337,000 | \$664,000 | \$764,000 | \$1,033,000 | \$1,164,000 | \$1,309,000 |

The following chart shows the anticipated growth of the District's unrestricted reserves as identified during the COSS. As outlined in the chart, the District is currently significantly below its targeted reserve level.



Further, capital projects are not entirely funded by collected capacity fees. The District capital planning requires reserve funding to be contributed. A failure to maintain adequate reserves levels over an extended period will ultimately result in deferred maintenance to the District’s wastewater infrastructure, which will increase the risk of failure and potential for inefficient repairs. It is the District’s goal to provide reliable services to its customers and financial planning is vital to accomplish this.



Timeline:

As detailed above, with the District’s previous establishment of a 5-year rate plan, the water and wastewater enterprises rates are not automatically adjusted every July 1 for each period of the rate plan. For rates to be adjusted, the Board must formally do so through the proper Ordinance adoption procedures. For an Ordinance to be properly adopted, the District must adhere to the following criteria:

1. First and Second Reading of Draft Ordinance – No less than 2 weeks apart.
2. Public Hearing (not a protest hearing) with a minimum 10-day notice period. Must notice public in Press Enterprise, on the District’s website, and on the District’s administrative office windows.
3. Requires a 30-day delayed effective date.

Based on the criteria above, staff is proposing the following water and wastewater Ordinance adoption and rate adjustment timeline:

- Regular Board Meeting – May 7, 2026 (1st Reading of Ordinance and Public Hearing)
 - o Public Notice: No later than April 27, 2026
- Regular Board Meeting – May 21, 2026 (2nd Reading of Ordinance)
- Effective – July 1, 2026

Staff understands raising rates is not ideal, especially considering the impact of inflation on other household expenses; however, the District has a fundamental obligation to provide clean and reliable drinking water to its customers and to ensure wastewater is collected and adequately treated, and these costs for service need to be included in the rates. Additionally, the District must increase its system reinvestments and maintain healthy reserve balances. Sufficient reserve balances provide financial stability to the District by having adequate cash on hand to mitigate financial risks related to operating cashflow needs, unexpected increases in expenses, shortages in system reinvestment, and mitigating potential system failures.

BOARD DELIBERATION / ACTION

Director Murphy asked staff to include surrounding agencies in the rates comparison.

Director Altamirano made a motion to prepare draft ordinances for adjusting wastewater and water rates, respectively, to the fully noticed Year Four rates of the five-year rate plan adopted by the Board of Directors on December 15, 2022. The motion further directed staff to complete the following: (a) schedule the Public Hearing and First Readings of the ordinances at the regular Board meeting on May 7, 2026; and (b) schedule the Second Readings of the ordinances at the regular Board meeting on May 21, 2026, Director Skerbelis seconded the motion.

Roll Call Vote:

Ayes – 5 (Trueba, Altamirano, Murphy, Skerbelis Leja)

Noes – 0

Abstain – 0

Absent – 0

Result: Motion carried 5-0-0-0.

ITEM 9. DIRECTORS COMMENTS AND REQUESTS

Director Altamirano thanked staff for their excellent work. Director Murphy shared that he was surprised that all students from California State Polytechnic University, Pomona dressed alike for their presentation. He also asked whether Directors attending the April 30th event could inquire if they are currently working on a reverse osmosis plant. Director Skerbelis stated that he plans to attend the event. Director Leja shared that on May 16th, JARPD will be holding the Veterans Memorial Wall Ceremony. She also thanked staff for their work. No other Directors had additional comments.

ITEM 10. NEXT MEETING

Thursday, May 7, 2026, at 4:00 p.m.

ITEM 11. ADJOURNMENT

President Leja adjourned the meeting at 6:39 p.m.

5. **CONSENT CALENDAR** (continued)

B. Consideration to Approve May 8, 2026, Salaries, Expenses and Transfers

RUBIDOUX COMMUNITY SERVICES DISTRICT
MAY 7, 2026 (BOARD MEETING)
FUND TRANSFER AUTHORIZATION

| | |
|---|-----------|
| NET PAYROLL 5/8/26 | 96,000.00 |
| ACH TRANSFER: FEDERAL PAYROLL TAXES 5/8/26 | 40,000.00 |
| ACH TRANSFER: STATE PAYROLL TAXES 5/8/26 | 12,000.00 |
| ACH TRANSFER: TO CREDIT UNION | 5,000.00 |
| ACH TRANSFER: PERS RETIREMENT | 22,000.00 |
| ACH TRANSFER: PERS HEALTH PREMIUMS | 60,384.85 |
| ACH TRANSFER: PERS RETIRED HEALTH PREMIUMS AND FEES | 2,017.71 |
| ACH TRANSFER: VSP VISION | 1,188.10 |
| ACH TRANSFER: SDRMA | 3,066.62 |
| ACH TRANSFER: COLONIAL | 3,205.00 |
| ACH TRANSFER: THE STANDARD | 3,763.52 |
| ACH TRANSFER: SECTION 125 | 119.22 |
| ACH TRANSFER: SECTION 457 AND 401(A) | 3,000.00 |

CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:

| | |
|---|----------------|
| 5/7/2026 WATER FUND TO GENERAL FUND-Payables | 692,783.07 |
| WATER FUND TO GENERAL FUND-Trash | 325,700.85 |
| WATER FUND TO SEWER FUND | 210,719.98 |
| SEWER FUND TO GENERAL FUND-Payables | 208,054.33 |
| BUDGET ADMIN WATER FUND TO GENERAL FUND FY25-26 Q3 & Q4 | 587,000.00 |
| BUDGET ADMIN SEWER FUND TO GENERAL FUND FY25-26 Q3 & Q4 | 349,000.00 |
| BUDGET ADMIN TRASH FUND FY25-26 Q3 & Q4 | 308,000.00 |
| BUDGET ADMIN FIRE FUND FY25-26 Q3 & Q4 | 53,500.00 |
| BUDGET PROP TAX TO SF FY25-26 Q3 & Q4 | 375,000.00 |
| BUDGET PROP TAX TO WF FY25-26 Q3 & Q4 | 935,000.00 |
| BUDGET PROP TAX TRASH TO GF FY25-26 Q3 & Q4 | 31,500.00 |
| CALPERS SECTION 115 EXCESS UAL CONTRIBUTIONS - GENERAL | 69,000.00 |
| CALPERS SECTION 115 EXCESS UAL CONTRIBUTIONS - WATER | 78,000.00 |
| CALPERS SECTION 115 EXCESS UAL CONTRIBUTIONS - SEWER | 3,000.00 |

INTERFUND TRANSFERS:

| | |
|--|------------|
| 5/7/2026 SEWER FUND CHECKING TO LAIF SEWER ML | 208,000.00 |
| GENERAL FUND CHECKING TO LAIF PROP TAX | 601,725.97 |
| GENERAL FUND CHECKING TO LAIF FIRE MITIGATION | 19,274.03 |
| GENERAL FUND PROP TAX TO GENERAL FUND CHECKING | 255,028.75 |
| GENERAL FUND CHECKING TO SEWER FUND CHECKING | 208,000.00 |
| GENERAL FUND CHECKING TO WATER FUND CHECKING | 275,130.00 |
| LAIF PROPERTY TAX TO GENERAL FUND CHECKING | 130,000.00 |
| WATER FUND CHECKING TO LAIF WATER ML | 271,000.00 |
| LAIF WATER OP TO GENERAL FUND CHECKING | 200,000.00 |

NOTES PAYABLE

| <u>DESCRIPTION</u> | <u>BALANCE</u> | | <u>PAYMENT</u> | <u>DUE DATE</u> |
|-------------------------------|----------------|-------|----------------|-----------------|
| MN Plant-State Revolving Loan | 2,909,628 | Prin. | 148,443 | Jul-26 |
| MN Plant-State Revolving Loan | 368,135 | Intr. | 33,655 | Jul-26 |
| 2022 Obligations | 2,940,803 | Prin. | 340,195 | Jul-26 |
| 2022 Obligations | 372,912 | Intr. | 39,813 | Jul-26 |

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| Tr. # | Vendor | Inv Date | Paid Out | Immediate | Credit Card Vendor | Due Date | Discount Date | Invoice # |
|----------------------|--|------------|----------|-----------|--------------------|----------------|-----------------------|----------------|
| PO Number | | Inv Date | | | Check # | | | Discount |
| GL Date | Immediate GL Account | | | | Credit Card | CC Reference # | Payment Date | Total Invoice |
| 1 | 720 CARPET CLEANING / 720 CARPET CLEANING | | | | | | | 5118 |
| MAY.26" CLNG SVC | | 04/17/2026 | N | N | | | 05/17/2026 04/17/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,150.00 |
| 2 | ALESHIRE & WYNDER / ALESHIRE & WYNDER | | | | | | | 104734 |
| CITY RVSD APPEAL | | 04/06/2026 | N | N | | | 05/06/2026 04/06/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$25,281.80 |
| 3 | ALEXANDERS / ALEXANDER'S METER READING SOL | | | | | | | 12561 |
| PROBE SUPT | | 04/01/2026 | N | N | | | 05/01/2026 04/01/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$513.00 |
| 4 | AMAZON CAPIATL SERVICES / AMAZON CAPITAL SEF | | | | | | | 1QVM-4YQD-3Q9R |
| HAND SINK | | 04/02/2026 | N | N | | | 05/02/2026 04/02/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$93.01 |
| 5 | AMAZON CAPIATL SERVICES / AMAZON CAPITAL SEF | | | | | | | 1WKJ-4R91-CLGK |
| SNACK /BUDGET MEETIN | | 04/14/2026 | N | N | | | 05/14/2026 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$60.29 |
| 6 | AMERICAN RENTALS / AMERICAN RENTALS | | | | | | | 607781 |
| BOOMLIFT RNTL | | 04/10/2026 | N | N | | | 05/10/2026 04/10/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$4,370.26 |
| 7 | AT&T / AT&T | | | | | | | 000025065279 |
| PHN CHGRS | | 04/07/2026 | N | N | | | 05/07/2026 04/07/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$594.79 |
| 8 | BEST BEST / BEST BEST & KRIEGER LLP | | | | | | | 1058399 |
| ANALYSIS | | 04/08/2026 | N | N | | | 05/08/2026 04/08/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$2,100.00 |
| 9 | BEST BEST / BEST BEST & KRIEGER LLP | | | | | | | 1058400 |
| WILL SERVE LETTERS | | 04/08/2026 | N | N | | | 05/08/2026 04/08/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$2,610.00 |
| 10 | BENS / BEN'S LOCK & SAFE INC. | | | | | | | 5193 |
| RE KEY TRUCK | | 04/08/2026 | N | N | | | 05/08/2026 04/08/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$504.69 |
| 11 | BENS / BEN'S LOCK & SAFE INC. | | | | | | | 5194 |
| SVC CALL | | 04/08/2026 | N | N | | | 05/08/2026 04/08/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$220.00 |
| 12 | BERNELL / BERNELL HYDRAULICS, INC. | | | | | | | 00530050 |
| PART | | 04/07/2026 | N | N | | | 05/07/2026 04/07/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$63.10 |
| 13 | BERNELL / BERNELL HYDRAULICS, INC. | | | | | | | 00530480 |
| PRESSURE HOSE | | 04/14/2026 | N | N | | | 05/14/2026 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$373.30 |
| 14 | BERNELL / BERNELL HYDRAULICS, INC. | | | | | | | 00530505 |
| RUBBER SHEET | | 04/14/2026 | N | N | | | 05/14/2026 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$307.34 |
| 15 | BERNELL / BERNELL HYDRAULICS, INC. | | | | | | | 00530535 |
| RUBBER SHEET | | 04/14/2026 | N | N | | | 05/14/2026 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$161.08 |
| 16 | BERNELL / BERNELL HYDRAULICS, INC. | | | | | | | 00530557 |
| COUPLING /CLAMPS | | 04/15/2026 | N | N | | | 05/15/2026 04/15/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$93.71 |

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| PO Number | | Inv Date | | | Check # | | | Discount |
| GL Date | Immediate GL Account | | | | Credit Card | CC Reference # | Payment Date | Total Invoice |
| 17 | BLAIS / BLAIS & ASSOCIATES, LLC | | | | | | | BA_9637_2026 |
| CNSLT | | 04/15/2026 | N | N | | | 05/15/2026 04/15/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$3,440.00 |
| 18 | BLAIS / BLAIS & ASSOCIATES, LLC | | | | | | | BA_9682_2026 |
| CNSLT | | 04/15/2026 | N | N | | | 05/15/2026 04/15/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,215.00 |
| 19 | BOOT BARN / BOOT BARN | | | | | | | INV00592309 |
| BOOTS/ULLOA | | 04/10/2026 | N | N | | | 05/10/2026 04/10/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$207.97 |
| 20 | BOOT BARN / BOOT BARN | | | | | | | INV00592310 |
| BOOTS/LOPEZ | | 04/10/2026 | N | N | | | 05/10/2026 04/10/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$181.06 |
| 21 | BOOT BARN / BOOT BARN | | | | | | | INV00592311 |
| BOOTS/GOMEZ | | 04/10/2026 | N | N | | | 05/10/2026 04/10/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$195.74 |
| 22 | CORODATA SHREDDING, INC / CORODATA SHREDDII | | | | | | | DN1573912 |
| SHREDDING | | 03/31/2026 | N | N | | | 05/30/2026 03/31/2026 | \$0.00 |
| 04/07/2026 | | | | | N | | | \$48.57 |
| 23 | FERGUSON / FERGUSON ENTERPRISE INC #1350 | | | | | | | 0905062 |
| PVC GLUE | | 04/08/2026 | N | N | | | 05/08/2026 04/08/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$543.58 |
| 24 | FERGUSON / FERGUSON ENTERPRISE INC #1350 | | | | | | | 0904876 |
| PARTS | | 04/07/2026 | N | N | | | 05/07/2026 04/07/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$2,617.17 |
| 25 | GENERAL PUMP CO. / GENERAL PUMP CO, INC | | | | | | | 33329 |
| WELL 8 REHAB | | 03/31/2026 | N | N | | | 05/01/2026 03/31/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$5,884.00 |
| 26 | HAAKER EQUIPMENT / HAAKER EQUIPMENT | | | | | | | INV34470 |
| R&M VACTOR | | 04/15/2026 | N | N | | | 05/15/2026 04/15/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$4,363.66 |
| 27 | HARPER & ASSOC / HARPER & ASSOCIATES ENG, IN | | | | | | | ENG-9249 |
| TNK ASSES | | 10/22/2025 | N | N | | | 11/22/2025 10/22/2025 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$44,600.00 |
| 28 | HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI | | | | | | | 012O2960 |
| FILTER /PVC | | 04/08/2026 | N | N | | | 05/08/2026 04/08/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$227.81 |
| 29 | HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI | | | | | | | 012O2995 |
| PVC | | 04/09/2026 | N | N | | | 05/09/2026 04/09/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$869.57 |
| 30 | HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI | | | | | | | 012O2996 |
| PVC/PIPE | | 04/09/2026 | N | N | | | 05/09/2026 04/09/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$446.08 |
| 31 | INFOSEND / INFOSEND, INC | | | | | | | 307459.A |
| MAR 26" BILL PRINT | | 03/31/2026 | N | N | | | 04/30/2026 03/31/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,083.10 |
| 32 | INFOSEND / INFOSEND, INC | | | | | | | 307459.B |
| MAR.26" POSTAGE | | 03/31/2026 | N | N | | | 04/30/2026 03/31/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$3,129.85 |

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| PO Number | | Immediate GL Account | | | Check # | | Payment Date | Discount |
| GL Date | | | | | Credit Card | CC Reference # | | Total Invoice |
| 33 | JADTEC SECURITY / JADTEC SECURITY SVCS, INC. | | | | | | | 1921368 |
| MON SVC 5245 34TH | | 04/02/2026 | N | N | | | 05/02/2026 04/02/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$215.85 |
| 34 | KH METALS / KH METALS & SUPPLY | | | | | | | 0726512-IN |
| THOMPSON PLANT PARTS | | 04/09/2026 | N | N | | | 05/09/2026 04/09/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$388.01 |
| 35 | KH METALS / KH METALS & SUPPLY | | | | | | | 0726949-IN |
| THOMPSON PLANT | | 04/14/2026 | N | N | | | 05/14/2026 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$359.69 |
| 36 | KH METALS / KH METALS & SUPPLY | | | | | | | 0726970-IN |
| PARTS | | 04/14/2026 | N | N | | | 05/14/2026 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$13.35 |
| 37 | KH METALS / KH METALS & SUPPLY | | | | | | | 0726984-IN |
| PARTS | | 04/14/2026 | N | N | | | 05/14/2026 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$440.28 |
| 38 | LILLESTRAND / LILLESTRAND LEADERSHIP CONSUL | | | | | | | 8275 |
| CNSLT/VALDEZ | | 03/31/2026 | N | N | | | 04/30/2026 03/31/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$512.50 |
| 39 | MASTER'S / MASTER'S SERVICES (GLACIER) | | | | | | | 0000001450615 |
| WTR BTL | | 04/08/2026 | N | N | | | 05/08/2026 04/08/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$86.50 |
| 40 | MERIT OIL / MERIT OIL COMPANY | | | | | | | 951750 |
| GASOLINE | | 04/02/2026 | N | N | | | 04/17/2026 04/02/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,229.40 |
| 41 | MINUTEMAN PRESS / MINUTEMAN PRESS | | | | | | | 37975.A |
| DISCONN POSTAGE | | 04/18/2026 | N | N | | | 05/18/2026 04/18/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$125.66 |
| 42 | MINUTEMAN PRESS / MINUTEMAN PRESS | | | | | | | 37975.B |
| DISCONN NOTICE | | 04/18/2026 | N | N | | | 05/18/2026 04/18/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$226.52 |
| 43 | NORTHSTAR CHEMICALS / NORTHSTAR CHEMICAL | | | | | | | 337412 |
| SODIUM HYPO | | 04/09/2026 | N | N | | | 05/09/2026 04/09/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$8,393.67 |
| 44 | OREILLY AUTO PARTS / OREILLY AUTO PARTS | | | | | | | 4726-182413 |
| R&M TRUCK | | 04/13/2026 | N | N | | | 05/13/2026 04/13/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$71.63 |
| 45 | OREILLY AUTO PARTS / OREILLY AUTO PARTS | | | | | | | 4726-182731 |
| R&M VACTOR TRUCK | | 04/14/2026 | N | N | | | 05/14/2026 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$39.09 |
| 46 | RIVERSIDE CITY / RIVERSIDE CITY | | | | | | | 00285873.A |
| FEB.26" SURCH | | 04/07/2026 | N | N | | | 05/07/2026 04/07/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$13,188.39 |
| 47 | RIVERSIDE CITY / RIVERSIDE CITY | | | | | | | 00285873.B |
| FEB.26" TRTMNT | | 04/07/2026 | N | N | | | 05/07/2026 04/07/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$131,428.42 |
| 48 | RDO EQUIPMENT / RDO EQUIPMENT CO. | | | | | | | P5332035 |
| 4" HOSE /CAMLOCK | | 04/13/2026 | N | N | | | 05/13/2026 04/13/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,282.48 |

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| PO Number | | Immediate GL Account | GL Account | | Check # | | Payment Date | Discount |
| GL Date | | | | | Credit Card | CC Reference # | | Total Invoice |
| 49 | SCE / SCE | | | | | | | 26A700040982544 |
| MAIN OFC UTILITY | | 04/08/2026 | N | N | | 04/28/2026 | 04/08/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,836.00 |
| 50 | SCE / SCE | | | | | | | 26A700617778997 |
| FIRE STN UTILITY | | 04/08/2026 | N | N | | 04/28/2026 | 04/08/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$2,356.38 |
| 51 | SOCAL JCB / SOCAL JCB | | | | | | | W09931 |
| R&M BKHOE | | 04/15/2026 | N | N | | 05/15/2026 | 04/15/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$575.88 |
| 52 | SOCAL JCB / SOCAL JCB | | | | | | | W09976 |
| R&M BKHOE | | 04/15/2026 | N | N | | 05/15/2026 | 04/15/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,991.14 |
| 53 | SOCAL TRUCK / SOCAL TRUCKWORKS | | | | | | | 15830 |
| R&M TRUCK | | 04/09/2026 | N | N | | 05/09/2026 | 04/09/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,060.42 |
| 54 | SOCAL TRUCK / SOCAL TRUCKWORKS | | | | | | | 15837 |
| R&M TRUCK | | 04/10/2026 | N | N | | 05/10/2026 | 04/10/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$118.82 |
| 55 | SOCAL TRUCK / SOCAL TRUCKWORKS | | | | | | | 15838 |
| R&M TRUCK | | 04/13/2026 | N | N | | 05/13/2026 | 04/13/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$86.79 |
| 56 | SOCAL TRUCK / SOCAL TRUCKWORKS | | | | | | | 15840 |
| R&M TRUCK | | 04/13/2026 | N | N | | 05/13/2026 | 04/13/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$93.15 |
| 57 | TRUSSELL TECHNOLOGIES / TRUSSELL TECHNOLO | | | | | | | 0000011414 |
| CITY RVSD APPEAL | | 04/14/2026 | N | N | | 05/14/2026 | 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$500.00 |
| 58 | UPS / UNITED PARCEL SERVICE | | | | | | | 0000F908W2126 |
| POSTAGE | | 03/21/2026 | N | N | | 04/20/2026 | 03/21/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$25.00 |
| 59 | UPS / UNITED PARCEL SERVICE | | | | | | | 000F908W2136 |
| POSTAGE | | 03/28/2026 | N | N | | 04/27/2026 | 03/28/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$21.03 |
| 60 | VARNER / VARNER & BRANDT LLP | | | | | | | 20260331 |
| MAR.26 LGL CNSLT | | 03/31/2026 | N | N | | 04/30/2026 | 03/31/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$2,242.88 |
| 61 | WESTERN MUNICIPAL WATER / WESTERN MUNICIPA | | | | | | | IN-17367 |
| FEB.26" BRINE | | 04/09/2026 | N | N | | 05/09/2026 | 04/09/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$152.30 |
| 62 | XYLEM WATER / XYLEM WATER SOLUTIONS USA, INC | | | | | | | 401485510 |
| BYPASS TRASH PUMP | | 03/25/2026 | N | N | | 04/24/2026 | 03/25/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$992.22 |
| 63 | YO FIRE / YO FIRE | | | | | | | 2043964 |
| MTR BOX | | 04/14/2026 | N | N | | 05/14/2026 | 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$818.90 |
| 64 | AMERICAN RENTALS / AMERICAN RENTALS | | | | | | | 197573 |
| FORKLIFT RNTL | | 02/26/2026 | N | N | | 03/28/2026 | 02/26/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$3,417.76 |

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| GL Date | | Immediate GL Account | | Credit Card | CC Reference # | Payment Date | | Total Invoice |
| 65 | BERNELL / BERNELL HYDRAULICS, INC. | | | | | | | 00530748 |
| PARTS | | 04/15/2026 | N | N | | 05/15/2026 | 04/15/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$42.60 |
| 66 | BERNELL / BERNELL HYDRAULICS, INC. | | | | | | | 00530782 |
| PARTS | | 04/16/2026 | N | N | | 05/16/2026 | 04/16/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$13.22 |
| 67 | BURRTEC / BURRTEC WASTE INDUSTRIES, INC. | | | | | | | N0821146457 |
| SWR WSTE HAUL | | 03/31/2026 | N | N | | 04/30/2026 | 03/31/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$2,868.54 |
| 68 | CAELESTIS ENVIRONMENTAL CONTROLS S. CORP / | | | | | | | 09L1625 |
| WET WELL WIZARD | | 03/16/2026 | N | N | | 04/15/2026 | 03/16/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$19,732.95 |
| 69 | CLINICAL LABORATORY OF SAN BERNARDINO / CLIN | | | | | | | 2600629 |
| WTR ANALYSES | | 04/10/2026 | N | N | | 05/10/2026 | 04/10/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$7,579.02 |
| 70 | CLINICAL LABORATORY OF SAN BERNARDINO / CLIN | | | | | | | 2600630 |
| WTR ANALYSES | | 04/10/2026 | N | N | | 05/10/2026 | 04/10/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$10,405.00 |
| 71 | CLINICAL LABORATORY OF SAN BERNARDINO / CLIN | | | | | | | 2600631 |
| WTR ANALYSES | | 04/10/2026 | N | N | | 05/10/2026 | 04/10/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$930.00 |
| 72 | CORE & MAIN / CORE & MAIN | | | | | | | Y854092 |
| 3/4" MTRS | | 04/14/2026 | N | N | | 05/14/2026 | 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$76,640.85 |
| 73 | DELCO SERVICE, INC / DELCO SERVICE, INC DBA SO | | | | | | | 32068 |
| VALVE REP. | | 04/17/2026 | N | N | | 05/17/2026 | 04/17/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,308.69 |
| 74 | DURNEY DON / DURNEY, DON | | | | | | | 20260420 |
| GRDNG/WEED ABATE | | 04/20/2026 | N | N | | 05/20/2026 | 04/20/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$3,616.63 |
| 75 | FERGUSON / FERGUSON ENTERPRISE INC #1350 | | | | | | | 0904933 |
| PARTS | | 04/14/2026 | N | N | | 05/14/2026 | 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$197.00 |
| 76 | FERGUSON / FERGUSON ENTERPRISE INC #1350 | | | | | | | 0904876-1 |
| WRENCH | | 04/14/2026 | N | N | | 05/14/2026 | 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$898.82 |
| 77 | FLYERS ENERGY, LLC / FLYERS ENERGY, LLC | | | | | | | CFS-4581067 |
| DIESEL | | 05/15/2026 | N | N | | 05/15/2026 | 05/15/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$973.21 |
| 78 | GRAINGER / GRAINGER | | | | | | | 9806246816 |
| FLASHLIGHT | | 02/12/2026 | N | N | | 03/14/2026 | 02/12/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$90.72 |
| 79 | GRAINGER / GRAINGER | | | | | | | 9882891444 |
| TOOL | | 04/16/2026 | N | N | | 05/16/2026 | 04/16/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$165.37 |
| 80 | HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI | | | | | | | 01203151 |
| PVC | | 04/20/2026 | N | N | | 05/20/2026 | 04/20/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,137.01 |

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| Tr. # | Vendor | Inv Date | Paid Out | Immediate | Credit Card Vendor | Due Date | Discount Date | Invoice # |
|----------------------|---|------------|------------|-----------|--------------------|----------------|-----------------------|----------------|
| PO Number | | Inv Date | GL Account | | Check # | | | Discount |
| GL Date | | Immediate | GL Account | | Credit Card | CC Reference # | Payment Date | Total Invoice |
| 81 | HASA / HASA | | | | | | | 1115274 |
| SODIUM HYPO | | 04/17/2026 | N | N | | | 05/17/2026 04/17/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,566.30 |
| 82 | HOME DEPOT / HOME DEPOT CREDIT SERVICES | | | | | | | 013362/3534920 |
| SUPPLIES | | 04/13/2026 | N | N | | | 05/13/2026 04/13/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$205.31 |
| 83 | HOME DEPOT / HOME DEPOT CREDIT SERVICES | | | | | | | 014305/2010587 |
| REBAR WIRE DOBIE | | 04/14/2026 | N | N | | | 05/14/2026 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$14.01 |
| 84 | HOME DEPOT / HOME DEPOT CREDIT SERVICES | | | | | | | 016666/0371121 |
| TOOLS/SUPLIES | | 04/16/2026 | N | N | | | 05/16/2026 04/16/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$486.42 |
| 85 | HOME DEPOT / HOME DEPOT CREDIT SERVICES | | | | | | | 016493/0513174 |
| RING CAMERA | | 04/16/2026 | N | N | | | 05/16/2026 04/16/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$260.98 |
| 86 | JADTEC SECURITY / JADTEC SECURITY SVCS, INC. | | | | | | | 1891606 |
| SCV CALL 2100 FLEETW | | 01/14/2026 | N | N | | | 02/14/2026 01/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$436.49 |
| 87 | JADTEC SECURITY / JADTEC SECURITY SVCS, INC. | | | | | | | 1891607 |
| MON SCV 01/26-03/26 | | 01/14/2026 | N | N | | | 02/14/2026 01/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$30.00 |
| 88 | JADTEC SECURITY / JADTEC SECURITY SVCS, INC. | | | | | | | 1910439 |
| MON SVC 2100 FLEETWO | | 03/02/2026 | N | N | | | 04/02/2026 03/02/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$14.91 |
| 89 | JADTEC SECURITY / JADTEC SECURITY SVCS, INC. | | | | | | | 1912331 |
| R&M 2100 FLEETWOOD | | 03/05/2026 | N | N | | | 04/05/2026 03/05/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$261.25 |
| 90 | OREILLY AUTO PARTS / OREILLY AUTO PARTS | | | | | | | 4726-159765 |
| R&M TRUCK | | 01/06/2026 | N | N | | | 02/06/2026 01/06/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$21.54 |
| 91 | OREILLY AUTO PARTS / OREILLY AUTO PARTS | | | | | | | 4726-160264 |
| R&M TRUCK | | 01/08/2026 | N | N | | | 02/08/2026 01/08/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$50.63 |
| 92 | OSTS,INC / Osts, Inc. | | | | | | | 67844 |
| CONFINED SPACE TRAIN | | 03/31/2026 | N | N | | | 04/30/2026 03/31/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$750.00 |
| 93 | PIPE TEC, INC. / PIPE TEC, INC | | | | | | | 15846 |
| LATERAL LOCATOR | | 04/01/2026 | N | N | | | 05/01/2026 04/01/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$2,925.00 |
| 94 | RELIABLE / RELIABLE WORKPLACE SOLUTIONS | | | | | | | RWS26040182 |
| COPIER USG | | 04/15/2026 | N | N | | | 05/15/2026 04/15/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$584.19 |
| 95 | RELIABLE / RELIABLE WORKPLACE SOLUTIONS | | | | | | | RWS26040186 |
| COPIER USG | | 04/15/2026 | N | N | | | 05/15/2026 04/15/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$67.10 |
| 96 | ROYAL INDUSTRIAL / ROYAL INDUSTRIAL SOLUTIONS | | | | | | | 6441-1179393 |
| CIRCUIT BREAKER | | 04/07/2026 | N | N | | | 05/07/2026 04/07/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$38.92 |

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| Tr. # | Vendor | Inv Date | Paid Out | Immediate | Credit Card Vendor | Due Date | Discount Date | Invoice # |
|---------------------|---|------------|------------|-----------|--------------------|----------------|-----------------------|-----------------|
| PO Number | | Immediate | GL Account | | Check # | | Payment Date | Discount |
| GL Date | | | | | Credit Card | CC Reference # | | Total Invoice |
| 97 | SOCAL JCB / SOCAL JCB | | | | | | | W09916 |
| R&M BKHOE | | 04/20/2026 | N | N | | | 05/20/2026 04/20/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,810.53 |
| 98 | SCAQMD / SCAQMD | | | | | | | 4696502 |
| NO.03 PLANT | | 04/01/2026 | N | N | | | 05/01/2026 04/01/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$2,591.55 |
| 99 | SCAQMD / SCAQMD | | | | | | | 4698828 |
| NO.03 PLANT | | 04/01/2026 | N | N | | | 05/01/2026 04/01/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$170.94 |
| 100 | STEPSAVER / STEP-SAVER CA.LLC | | | | | | | CT493938 |
| SALT | | 04/16/2026 | N | N | | | 05/16/2026 04/16/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$4,772.34 |
| 101 | WEST COAST SECURITY & PATROL / WEST COAST S | | | | | | | 2040 |
| MAR.26" MON SVC | | 03/31/2026 | N | N | | | 04/30/2026 03/31/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$13,056.00 |
| 102 | WESTERN WATER WORKS SUPPLY COMPANY / WES | | | | | | | 1172639-00 |
| HYDRANT CAPS | | 04/06/2026 | N | N | | | 05/06/2026 04/06/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$2,392.05 |
| 103 | EARTHSTOFT INC / EARTHSTOFT INC | | | | | | | INV000984 |
| EASTHSTOFT SOFTWARE | | 04/16/2026 | N | N | | | 05/16/2026 04/16/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$10,290.00 |
| 104 | WALTERS WHOLESALE ELECTRICT / WALTERS WHO | | | | | | | S130097476.001 |
| SVC FEE | | 03/25/2026 | N | N | | | 04/25/2026 03/25/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$542.93 |
| 105 | GONZALES / GONZALES, MICHAEL | | | | | | | 20260421 |
| CWEA1 | | 04/21/2026 | N | N | | | 05/21/2026 04/21/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$370.00 |
| 106 | LILLESTRAND / LILLESTRAND LEADERSHIP CONSUL | | | | | | | 8278 |
| CNSLT/LADDUSAW | | 04/15/2026 | N | N | | | 05/15/2026 04/15/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$768.75 |
| 107 | MANRIQUE, BENNY / MANRIQUE, BENNY | | | | | | | 20260413 |
| CWEA-1 | | 04/13/2026 | N | N | | | 05/13/2026 04/13/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$365.00 |
| 108 | MERIT OIL / MERIT OIL COMPANY | | | | | | | 953931 |
| GASOLINE | | 04/15/2026 | N | N | | | 05/15/2026 04/15/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$2,185.89 |
| 109 | SO CAL LOCKSMITH / SO CAL LOCKSMITH | | | | | | | 68078 |
| R&M OFC | | 03/10/2026 | N | N | | | 04/10/2026 03/10/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,304.00 |
| 110 | SO CAL LOCKSMITH / SO CAL LOCKSMITH | | | | | | | 68079 |
| R&M OFFICE | | 03/17/2026 | N | N | | | 04/17/2026 03/17/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,194.00 |
| 111 | SO CAL LOCKSMITH / SO CAL LOCKSMITH | | | | | | | 68080 |
| R&M OFFICE | | 03/17/2026 | N | N | | | 04/17/2026 03/17/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$617.80 |
| 112 | SCE / SCE | | | | | | | 26A700158802582 |
| WTR PMP ENERGY | | 04/20/2026 | N | N | | | 05/11/2026 04/20/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$16,288.52 |

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| Tr. # | Vendor | Inv Date | Paid Out | Immediate | Credit Card Vendor | Due Date | Discount Date | Invoice # |
|------------|---|------------|------------|-------------|--------------------|------------|---------------|-----------------|
| PO Number | | Immediate | GL Account | Check # | Check # | | Payment Date | Discount |
| GL Date | | | | Credit Card | CC Reference # | | | Total Invoice |
| 113 | SCE / SCE | | | | | | | 26A700767086653 |
| 5473 | UTILITY | 04/20/2026 | N | N | | 05/11/2026 | 04/20/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$258.46 |
| 114 | SCE / SCE | | | | | | | 26700609292713 |
| WTR | PMP ENERGY | 04/20/2026 | N | N | | 05/11/2026 | 04/20/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$225.53 |
| 115 | SCE / SCE | | | | | | | 26A700044576190 |
| SWR | PMP ENERGY | 04/20/2026 | N | N | | 05/11/2026 | 04/20/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,560.78 |
| 116 | SOUTHWEST VALVE & EQUIPMENT / SOUTHWEST V/ | | | | | | | 56797B50012 |
| VALVE REP. | | 03/12/2026 | N | N | | 04/12/2026 | 03/12/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$212,791.82 |
| 117 | STELLAR TECHNOLOGY & AUTOMATION / STELLAR 1 | | | | | | | 25-171 |
| R&M | CAMERA DROPS | 03/31/2026 | N | N | | 04/30/2026 | 03/31/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$12,189.00 |
| 118 | STELLAR TECHNOLOGY & AUTOMATION / STELLAR 1 | | | | | | | 26-173 |
| WELL 6 | VFD | 04/02/2026 | N | N | | 05/01/2026 | 04/02/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$25,744.15 |
| 119 | STELLAR TECHNOLOGY & AUTOMATION / STELLAR 1 | | | | | | | 26-174 |
| R&M | DEMO WORK | 04/02/2026 | N | N | | 05/02/2026 | 04/02/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$16,500.00 |
| 120 | STELLAR TECHNOLOGY & AUTOMATION / STELLAR 1 | | | | | | | 26-176 |
| R&M | ANITA SMITH | 04/02/2026 | N | N | | 05/01/2026 | 04/02/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$18,250.00 |
| 121 | STELLAR TECHNOLOGY & AUTOMATION / STELLAR 1 | | | | | | | 26-178 |
| R&M | SCADA | 04/02/2026 | N | N | | 05/01/2026 | 04/02/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$3,353.88 |
| 122 | STELLAR TECHNOLOGY & AUTOMATION / STELLAR 1 | | | | | | | 26-179 |
| R&M | ANITA SMITH | 04/02/2026 | N | N | | 05/01/2026 | 04/02/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$1,071.11 |
| 123 | STELLAR TECHNOLOGY & AUTOMATION / STELLAR 1 | | | | | | | 26-180 |
| R&M | ANITA SMITH | 04/02/2026 | N | N | | 05/01/2026 | 04/02/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$11,207.98 |
| 124 | STELLAR TECHNOLOGY & AUTOMATION / STELLAR 1 | | | | | | | 26-181 |
| R&M | ANITA SMITH | 04/14/2026 | N | N | | 05/13/2026 | 04/14/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$9,038.16 |
| 125 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC | | | | | | | 040426-042026.A |
| COMM | TRSH | 04/22/2026 | N | N | | 05/22/2026 | 04/22/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$88,687.07 |
| 126 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC | | | | | | | 040426-042026.B |
| RES | TRSH | 04/22/2026 | N | N | | 05/22/2026 | 04/22/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | \$237,013.78 |
| 127 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC | | | | | | | 040426-042026.C |
| RCSD | SHR COMM | 04/22/2026 | N | N | | 05/22/2026 | 04/22/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | (\$15,076.80) |
| 128 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC | | | | | | | 040426-042026.D |
| RCSD | SHR RES | 04/22/2026 | N | N | | 05/22/2026 | 04/22/2026 | \$0.00 |
| 05/07/2026 | | | | | N | | | (\$12,179.55) |

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5. **CONSENT CALENDAR** (continued)

C. Waive the Reading of the Title and Text of All Ordinances and Resolutions Included in the Agenda

5. **CONSENT CALENDAR** (continued)

D. **DM 2026-31**: Receive and File Statement of Cash Asset Schedule
Report Ending March 2026

Rubidoux Community Services District

Board of Directors

Diana Leja, President
Leslie Altamirano, Vice-President
Bernard Murphy
John Skerbelis
Hank Trueba Jr.



General Manager

Brian R. Laddusaw

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2026-31

May 7, 2026

To: Rubidoux Community Services District
Board of Directors

Subject: Receive and File Statement of Cash Asset Schedule Report Ending March 2026

BACKGROUND:

Attached for the Board of Directors' consideration is the March 2026 Statement of Cash Assets Schedule Report for all District Fund Accounts. Year to date ("YTD") interest is \$1,181,047.53 for District controlled accounts. With respect to District "Funds in Trust," \$414.84 has been earned and posted. The District has a combined YTD interest earned total of \$1,181,462.37 as of March 31, 2026.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves) show a balance of \$17,411,724.15 ending March 31, 2026. This is **\$3,953,214.58 MORE** than July 1, 2025, beginning balance of \$13,458,509.57.

Further, the District's Field/Admin Fund current fund balance is \$849,989.39.

Submitted for the Board of Directors consideration is the *March 2026 Statement of Cash Assets Schedule Report* for review and acceptance.

RECOMMENDATION:

Staff recommends the Board of Directors “**Receive and File**” the March 2026 Statement of Cash Assets Schedule Report.

Respectfully,



BRIAN R. LADDUSAW, CPA
General Manager

Attachment(s): March 2026, Cash Assets Schedule Report

Attachment 1

RUBIDOUX COMMUNITY SERVICES DISTRICT

INVESTMENT SUMMARY - MARCH 31, 2026
CASH BASIS

| | Beg. Balance 7/1/2025 | YTD Int. | Other Activity YTD | Balance 3/31/2026 | YTD Avg. Int. Rate |
|--|--------------------------|------------------------|------------------------|-------------------------|--------------------------|
| Operating Accounts | \$ 13,458,509.57 | \$ 385,602.17 | \$ 3,567,612.41 | \$ 17,411,724.15 | 2.21% |
| Water Operating Reserve | 4,726,385.84 | 118,555.34 | 31,825.00 | 4,876,766.57 | 2.43% |
| Wastewater Operating Reserve | 646,646.37 | 20,735.30 | - | 667,381.67 | 3.11% |
| Fire Mitigation Reserve | 3,878,995.47 | 121,260.88 | 41,208.83 | 4,041,465.18 | 3.00% |
| Wastewater Reserve | 3,370,049.77 | 109,139.12 | 309,974.53 | 3,789,163.42 | 2.88% |
| Wastewater Replacement Res. | 615,063.44 | 19,605.96 | (107,672.12) | 526,997.28 | 3.72% |
| Water Reserve | 3,263,353.98 | 98,243.35 | 155,213.48 | 3,516,810.81 | 2.79% |
| Field/Admin Reserve | 823,580.54 | 26,408.85 | - | 849,989.39 | 3.11% |
| Project Admin Building | 1,210,150.42 | 38,804.55 | - | 1,248,954.97 | 3.11% |
| Project Ops Building | 2,201,997.93 | 70,609.04 | - | 2,272,606.97 | 3.11% |
| Short-Term and Long-Term Strategic Investment Portfolio | 5,133,355.74 | 158,718.19 | - | 5,292,073.93 | 3.00% |
| CalPERS - Section 115 Trust (CEPPT) | 320,012.89 | 13,364.39 | - | 333,377.28 | 4.01% |
| Funds in Trust | 368,208.98 | 414.84 | - | 368,623.82 | 0.11% |
| Total Investments | \$ 40,016,310.94 | \$ 1,181,462.37 | \$ 3,998,162.13 | \$ 45,195,935.44 | 2.61% |

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2025 THRU MARCH 31, 2026
 CASH BASIS

FIRE MITIGATION

| <u>DATE</u> | <u>INSTITUTION</u> | <u>INSTRUMENT</u> | <u>MATURITY</u> | <u>STATUS</u> | <u>PURCHASE / REDEEM</u> | <u>INT. RATE</u> | <u>INTEREST</u> | <u>PAR/ BALANCE</u> | <u>TOTAL</u> |
|-------------|--------------------|-------------------|-----------------|---------------|------------------------------|----------------------|-----------------|-------------------------|-----------------|
| 3/1/2026 | Columbia Bank | CD | | Beg. Bal. | | | | 170,424.60 | |
| | Columbia Bank | | | Interest | 437.20 | 3.34% | - | 170,424.60 | |
| | Columbia Bank | | | Redeem | - | | | 170,424.60 | |
| 3/31/2026 | Columbia Bank | CD | 4/3/2026 | Purchase | - | | | 170,424.60 | |
| 3/1/2026 | LAIF | Fire Mitigation | | Beg. Bal. | | | | 1,736,657.89 | |
| | LAIF | | | Interest | | 3.83% | - | 1,736,657.89 | |
| 3/31/2026 | LAIF | | | Activity | 7,872.41 | | | 1,744,530.30 | |
| 3/1/2026 | U.S. Bank | US BANK - TVI | | Beg. Bal | | | | 2,130,994.76 | |
| | | | Deposits | - | 4.10% | (9,079.00) | 2,121,915.76 | | |
| 3/31/2026 | | | Disbursements | - | | | 2,121,915.76 | | |
| 3/1/2026 | Columbia Bank | Safekeeping | | Beg. Bal | | | | 4,157.32 | |
| | Columbia Bank | | | Activity | - | - | 437.20 | 4,594.52 | |
| 3/31/2026 | Columbia Bank | | | End Bal. | | | | 4,594.52 | \$ 4,041,465.18 |

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2025 THRU MARCH 31, 2026
 CASH BASIS

WASTEWATER CIP FUNDS

| <u>DATE</u> | <u>INSTITUTION</u> | <u>INSTRUMENT</u> | <u>MATURITY</u> | <u>STATUS</u> | <u>PURCHASE / REDEEM</u> | <u>INT. RATE</u> | <u>INTEREST</u> | <u>PAR/ BALANCE</u> | <u>TOTAL</u> |
|-------------|--------------------|-----------------------|-----------------|---------------|------------------------------|----------------------|-----------------|-------------------------|-----------------|
| 3/1/2026 | LAIF | Sewer Mainline | | Beg. Bal. | | | | 3,680,265.56 | |
| | LAIF | | | Interest | | 3.83% | - | 3,680,265.56 | |
| 3/31/2026 | LAIF | | | Activity | 36,400.00 | | | 3,716,665.56 | |
| 3/1/2026 | CBB | Safekeeping | | Beg. Bal | | | | 72,488.92 | |
| | CBB | | | Activity | - | 0.05% | 8.94 | 72,497.86 | |
| 3/31/2026 | CBB | | | End Bal. | | | | 72,497.86 | \$ 3,789,163.42 |

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2025 THRU MARCH 31, 2026
 CASH BASIS

WATER CIP FUNDS

| <u>DATE</u> | <u>INSTITUTION</u> | <u>INSTRUMENT</u> | <u>MATURITY</u> | <u>STATUS</u> | <u>PURCHASE / REDEEM</u> | <u>INTEREST RATE</u> | <u>INTEREST</u> | <u>PAR/ BALANCE</u> | <u>TOTAL</u> |
|-------------|--------------------|-----------------------|-----------------|---------------|------------------------------|--------------------------|-----------------|-------------------------|-----------------|
| 3/1/2026 | LAIF | Water Mainline | | Beg. Bal. | | | | 3,218,415.93 | |
| | LAIF | | | Interest | | 3.83% | - | 3,218,415.93 | |
| 3/31/2026 | LAIF | | | Activity | 47,600.00 | | | 3,266,015.93 | |
| 3/1/2026 | CBB | Safekeeping | | Beg. Bal. | | | | 250,763.96 | |
| | CBB | | | Activity | - | 0.05% | 30.92 | 250,794.88 | |
| 3/31/2026 | CBB | | | End Bal. | | | | 250,794.88 | \$ 3,516,810.81 |

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2025 THRU MARCH 31, 2026
 CASH BASIS

OPERATING FUNDS

| <u>DATE</u> | <u>INSTITUTION</u> | <u>INSTRUMENT</u> | <u>MATURITY</u> | <u>STATUS</u> | <u>DEPOSIT/ WITHDRAW</u> | <u>INTEREST RATE</u> | <u>INTEREST</u> | <u>PAR/ BALANCE</u> | <u>TOTAL</u> |
|-------------|--------------------|----------------------------------|-----------------|---------------|------------------------------|--------------------------|-----------------|-------------------------|--------------|
| 3/1/2026 | Columbia Bank | Checking-Gen. | | Beg. Bal. | | | | 599,864.40 | |
| | Columbia Bank | | | Deposits | 2,945,379.45 | 0.00 | - | 3,545,243.85 | |
| 3/31/2026 | Columbia Bank | | | Disbursements | (2,592,989.35) | | | 952,254.50 | |
| 3/1/2026 | Columbia Bank | Checking Property Tax | | Beg. Bal. | | | | 70,960.59 | |
| | Columbia Bank | | | Deposits | 12,555.90 | 0.00 | - | 83,516.49 | |
| 3/31/2026 | Columbia Bank | | | Disbursements | (66,460.59) | | | 17,055.90 | |
| 3/1/2026 | Columbia Bank | Checking-Sewer | | Beg. Bal. | | | | 4,777.09 | |
| | Columbia Bank | | | Deposits | 325,930.53 | 0.00 | - | 330,707.62 | |
| 3/31/2026 | Columbia Bank | | | Disbursements | (326,272.54) | | | 4,435.08 | |
| 3/1/2026 | Columbia Bank | Checking-Water | | Beg. Bal. | | | | 1,038,761.80 | |
| | Columbia Bank | | | Deposits | 1,678,481.41 | 0.00 | - | 2,717,243.21 | |
| 3/31/2026 | Columbia Bank | | | Disbursements | (1,569,349.42) | | | 1,147,893.79 | |
| 3/1/2026 | Bank of America | Paymode | | Beg. Bal. | | | | 3,935.89 | |
| | Bank of America | | | Deposits | - | 0.25% | 0.86 | 3,936.75 | |
| 3/31/2026 | Bank of America | | | Disbursements | - | | | 3,936.75 | |

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2025 THRU MARCH 31, 2026
 CASH BASIS

OPERATING FUNDS

| <u>DATE</u> | <u>INSTITUTION</u> | <u>INSTRUMENT</u> | <u>MATURITY</u> | <u>STATUS</u> | <u>DEPOSIT/ WITHDRAW</u> | <u>INTEREST RATE</u> | <u>INTEREST</u> | <u>PAR/ BALANCE</u> | <u>TOTAL</u> |
|-------------|--------------------|--|-----------------|---------------|------------------------------|--------------------------|-----------------|-------------------------|-----------------|
| 3/1/2026 | LAIF | Gen. Fund-Prop Tax Qtrly. Interest | | Beg. Bal. | | | | 9,185,490.06 | |
| | LAIF | | | Interest | | 3.83% | - | 9,185,490.06 | |
| 3/31/2026 | LAIF | | | Activity | (1,219,872.41) | | | 7,965,617.65 | |
| 3/1/2026 | LAIF | Water Op. Qtrly. Interest | | Beg. Bal. | | | | 4,114,904.89 | |
| | LAIF | | | Interest | | 3.83% | - | 4,114,904.89 | |
| 3/31/2026 | LAIF | | | Activity | 182,400.00 | | | 4,297,304.89 | |
| 3/1/2026 | LAIF | Sewer Op. Qtrly. Interest | | Beg. Bal. | | | | 2,973,625.59 | |
| | LAIF | | | Interest | | 3.83% | - | 2,973,625.59 | |
| 3/31/2026 | LAIF | | | Activity | 49,600.00 | | | 3,023,225.59 | \$17,411,724.15 |

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
FOR PERIOD JULY 1, 2025 THRU MARCH 31, 2026
CASH BASIS
RESERVED FUNDS

| <u>DATE</u> | <u>INSTITUTION</u> | <u>INSTRUMENT</u> | <u>MATURITY</u> | <u>STATUS</u> | <u>DEPOSIT/ WITHDRAW</u> | <u>INTEREST RATE</u> | <u>INTEREST</u> | <u>PAR/ BALANCE</u> | <u>TOTAL</u> |
|-------------|--------------------|-------------------------------|-----------------|---------------|------------------------------|--------------------------|-----------------|-------------------------|-----------------|
| 3/1/2026 | LAIF | Water Op. Reserve | | Beg. Bal. | | | | 3,815,808.67 | |
| | LAIF | Qtrly. Interest | | Interest | - | 3.83% | - | 3,815,808.67 | |
| 3/31/2026 | LAIF | | | Activity | - | | | 3,815,808.67 | |
| 3/1/2026 | | US BANK - TVI | | Beg. Bal. | | | | 1,065,497.40 | |
| | U.S. Bank | | | Deposits | - | 4.10% | (4,539.50) | 1,060,957.90 | |
| 3/31/2026 | | | | Disbursements | - | | | 1,060,957.90 | |
| 3/1/2026 | LAIF | Wastewater Replacement | | Beg. Bal. | | | | 526,997.28 | |
| | LAIF | Qtrly. Interest | | Interest | - | 3.83% | - | 526,997.28 | |
| 3/31/2026 | LAIF | | | Activity | - | | | 526,997.28 | |
| 3/1/2026 | LAIF | Field/Admin Bldg. | | Beg. Bal. | | | | 849,989.39 | |
| | LAIF | Qtrly Interest | | Interest | - | 3.83% | - | 849,989.39 | |
| 3/31/2026 | LAIF | | | Activity | - | | | 849,989.39 | |
| 3/1/2026 | LAIF | Wastewater Op. Reserve | | Beg. Bal. | | | | 667,381.67 | |
| | LAIF | Qtrly. Interest | | Interest | - | 3.83% | - | 667,381.67 | |
| 3/31/2026 | LAIF | | | Activity | - | | | 667,381.67 | |
| 3/1/2026 | LAIF | Project Admin Bldg | | Beg. Bal. | | | | 1,248,954.97 | |
| | LAIF | Qtrly. Interest | | Interest | - | 3.83% | - | 1,248,954.97 | |
| 3/31/2026 | LAIF | | | Activity | - | | | 1,248,954.97 | |
| 3/1/2026 | LAIF | Project Ops Bldg | | Beg. Bal. | | | | 2,272,606.97 | |
| | LAIF | Qtrly. Interest | | Interest | - | 3.83% | - | 2,272,606.97 | |
| 3/31/2026 | LAIF | | | Activity | - | | | 2,272,606.97 | \$10,442,696.85 |

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2025 THRU MARCH 31, 2026
 CASH BASIS

SHORT-TERM AND LONG-TERM STRATEGIC INVESTMENT PORTFOLIO

| <u>DATE</u> | <u>INSTITUTION</u> | <u>INSTRUMENT</u> | <u>MATURITY</u> | <u>STATUS</u> | <u>PURCHASE / REDEEM</u> | <u>INTEREST RATE</u> | <u>INTEREST / CHANGE IN FMV</u> | <u>MV/ BALANCE</u> | <u>TOTAL</u> |
|-------------|--------------------|----------------------|-----------------|---------------|------------------------------|--------------------------|-------------------------------------|------------------------|--------------|
| 3/1/2026 | U.S. Bank | US BANK - TVI | | Beg. Bal | | | | 5,314,713.43 | |
| | | | Deposits | - | 4.10% | (22,639.50) | 5,292,073.93 | | |
| 3/31/2026 | | | Disbursements | - | | | 5,292,073.93 | \$ 5,292,073.93 | |

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2025 THRU MARCH 31, 2026
 CASH BASIS

CALPERS - SECTION 115 TRUST (CEPPT)

| <u>DATE</u> | <u>INSTITUTION</u> | <u>INSTRUMENT</u> | <u>MATURITY</u> | <u>STATUS</u> | <u>PURCHASE / REDEEM</u> | <u>INTEREST RATE</u> | <u>INTEREST</u> | <u>PAR/ BALANCE</u> | <u>TOTAL</u> |
|-------------|--------------------|---|-----------------|---------------|------------------------------|--------------------------|-----------------|-------------------------|--------------|
| 3/1/2026 | CalPERS | Section 115 Trust (CEPPT) Strategy 2 | | Beg. Bal | | | | 334,862.85 | |
| | | | Deposits | - | -1.77% | (1,485.57) | 333,377.28 | | |
| 3/31/2026 | | | Disbursements | - | | | 333,377.28 | \$ 333,377.28 | |

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2025 THRU MARCH 31, 2026
 CASH BASIS

FUNDS IN TRUST

| <u>DATE</u> | <u>INSTITUTION</u> | <u>INSTRUMENT</u> | <u>MATURITY</u> | <u>STATUS</u> | <u>PURCHASE / REDEEM</u> | <u>INTEREST RATE</u> | <u>INTEREST</u> | <u>PAR/ BALANCE</u> | <u>TOTAL</u> |
|------------------|--------------------|----------------------------------|-----------------|---------------|------------------------------|--------------------------|-----------------|-------------------------|-----------------|
| 3/1/2026 | Columbia Bank | Fiscal Agent-SRL MN Plant | | Beg. Bal | | | | 368,576.86 | |
| | Columbia Bank | | | Deposits | - | 0.15% | 46.96 | 368,623.82 | |
| 3/31/2026 | Columbia Bank | | | Disbursements | - | | | 368,623.82 | \$ 368,623.82 |
| TOTAL CASH FUNDS | | | | | | | | | \$45,195,935.44 |

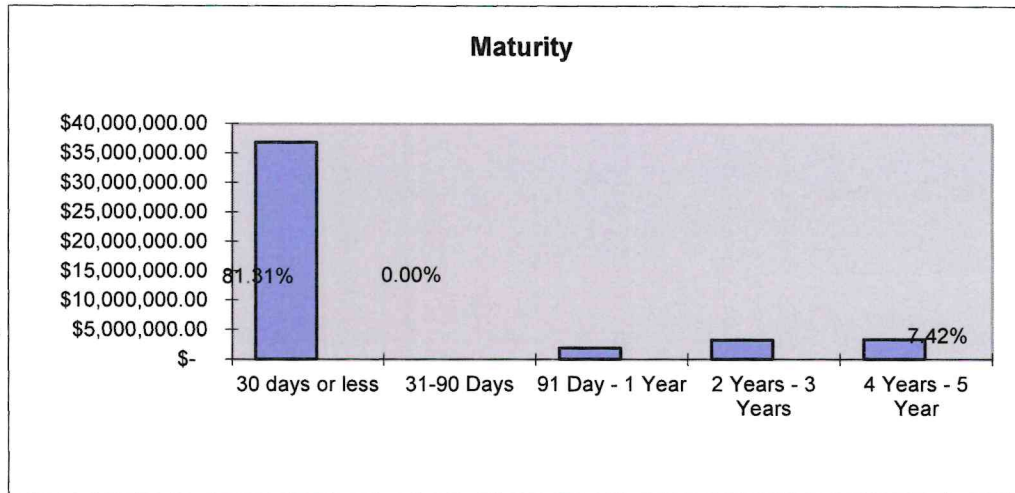
RCSD PORTFOLIO HOLDINGS REPORT
MARCH 31, 2026

| <u>Issuer</u> | <u>Maturity</u> | <u>Acquisition Cost</u> | <u>Current Market</u> | <u>Gain/Loss</u> | <u>Yld Mat</u> |
|--|-----------------|-----------------------------|-------------------------|------------------|----------------|
| AGENCY | Various | 3,878,870.45 | 3,873,958.30 | (4,912.15) | - |
| U.S. TREASURIES | Various | 1,374,531.48 | 1,384,971.40 | 10,439.92 | - |
| COMMERCIAL PAPER | | - | - | - | - |
| CALPERS - SECTION 115 TRUST (CEPPT) | | \$ 300,000.00 | \$ 333,377.28 | 33,377.28 | - |
| FUNDS IN TRUST | | \$ 368,623.82 | \$ 368,623.82 | - | |
| COLLATERALIZED TIME DEPOSITS | | | | | |
| Premier | 4/3/2026 | \$ 170,424.60 | \$ 170,424.60 | | 3.34% |
| US Bank | Various | 3,190,000.00 | 3,190,198.73 | | Various |
| Subtotals | | \$ 3,360,424.60 | \$ 3,360,623.33 | 198.73 | |
| CASH EQUIVALENT & MONEY MARKET | | | | | |
| LOCAL AGENCY INVESTMENT FUND (LAIF) | | \$ 33,395,098.87 | \$ 33,395,098.87 | - | 3.83% |
| US BANK CASH AND MONEY MARKET | | \$ 25,819.16 | \$ 25,819.16 | - | 3.33% |
| DEPOSITS HELD WITH FINANCIAL INSTITUTIONS | | \$ 2,453,463.28 | \$ 2,453,463.28 | - | - |
| Subtotals | | \$ 35,874,381.31 | \$ 35,874,381.31 | - | |
| GRAND TOTALS | | <u>\$ 45,156,831.66</u> | <u>\$ 45,195,935.44</u> | 198.73 | |

**RCSD INVESTMENT PORTFOLIO
MARCH 31, 2026**

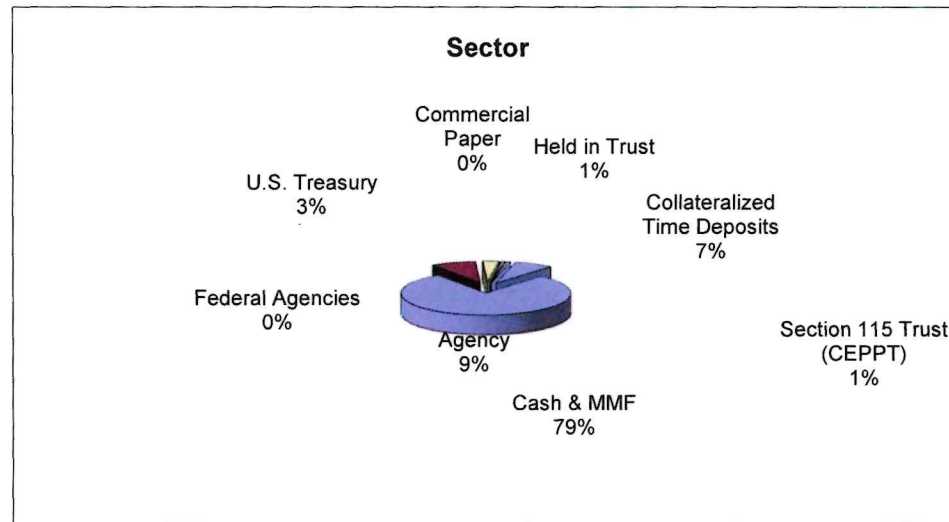
Maturity

| | <u>Assets</u> |
|-------------------|---------------------------------------|
| 30 days or less | \$ 36,746,807.01 |
| 31-90 Days | - |
| 91 Day - 1 Year | 1,865,711.26 |
| 2 Years - 3 Years | 3,231,056.98 |
| 4 Years - 5 Year | 3,352,360.19 |
| Total | <u><u>\$ 45,195,935.44</u></u> |



Sector

| | |
|------------------------------|---------------------------------------|
| Cash & MMF | \$ 35,874,381.31 |
| Agency | \$ 3,873,958.30 |
| U.S. Treasury | 1,384,971.40 |
| Federal Agencies | - |
| Commercial Paper | - |
| Section 115 Trust (CEPPT) | 333,377.28 |
| Held in Trust | 368,623.82 |
| Collateralized Time Deposits | 3,360,623.33 |
| Total | <u><u>\$ 45,195,935.44</u></u> |



5. CONSENT CALENDAR (continued)

E. DM 2026-32: Consideration to Approve a Master Service Agreement for Electrical Services with Zamora Industrial

Rubidoux Community Services District

Board of Directors

Diana Leja, President
Leslie Altamirano, Vice-President
Bernard Murphy
John Skerbelis
Hank Trueba Jr.

General Manager

Brian R. Laddusaw



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2026-32

May 7, 2026

To: Rubidoux Community Services District
Board of Directors

Subject: Consideration to Approve a Master Service Agreement for Electrical Services with Zamora Industrial

BACKGROUND:

The Rubidoux Community Services District (“District”) owns and operates critical water and wastewater infrastructure, including wells, treatment facilities, booster stations, reservoirs, and sewer lift stations. These facilities rely heavily on complex electrical systems, including motor control centers (MCCs), variable frequency drives (VFDs), programmable logic controllers (PLCs), and associated instrumentation.

Reliable and responsive electrical support is essential to maintaining continuous operations, regulatory compliance, and overall system reliability. Electrical failures or delays in response can result in service interruptions, regulatory risk, and increased operational costs.

During the rehabilitation and modernization efforts at the Anita B. Smith Water Treatment Facility, the District worked extensively with Zamora Industrial (“Zamora”) under subcontract to Stellar Technology and Automation. Through this work, Zamora demonstrated a high level of technical capability, responsiveness, and professionalism while working within an active treatment facility.

Discussion

Based on direct field experience, Zamora has proven to be uniquely qualified to support the District’s electrical needs for the following reasons:

- **Lack of In-House Electrical Staff**

The District does not currently employ a dedicated electrician. As a result, the District relies on

qualified external partners to perform electrical troubleshooting, repairs, and system modifications across all facilities. Delays in securing qualified electrical support can directly impact system operations, increasing the risk of service interruptions, regulatory compliance issues, and additional overtime costs associated with extended outages or manual operations.

- **Facility-Specific Knowledge**

Zamora has hands-on experience working within the District’s most critical facility, the Anita B. Smith Water Treatment Plant. This includes familiarity with existing MCC configurations, treatment processes, control systems, and ongoing modernization efforts.

- **Proven Performance Under Active Construction Conditions**

Zamora successfully performed electrical work in a live, operational treatment environment, coordinating closely with District staff and Stellar Technology and Automation. Their ability to work safely and efficiently under these conditions is critical for future work.

- **Responsiveness and Availability**

Zamora is a local contractor capable of rapid response to urgent and emergency conditions. This level of responsiveness is essential for maintaining continuous operations across the District’s facilities.

- **Coordination with Existing Integrators and Systems**

Zamora has already established a strong working relationship with Stellar Technology and Automation and understands the District’s SCADA and control system environment. This reduces risk, improves efficiency, and avoids conflicts between electrical and controls work.

- **Breadth of Capability**

Zamora is capable of supporting a wide range of District needs, including:

- Electrical troubleshooting and emergency response
- MCC and panel modifications
- VFD installation and integration
- Facility upgrades and rehabilitation projects
- Support for SCADA and instrumentation installations

Given the amount of infrastructure work that will be required to accommodate the District’s ongoing SCADA system modernization across water and sewer facilities, it is critical to maintain a qualified and reliable electrical partner that can support both planned improvements and unplanned operational needs without delay.

Due to this combination of experience, responsiveness, and demonstrated performance, Zamora meets the criteria of being “uniquely qualified” under the District’s Procurement Policy Section 1040.21 (Sole and Single Source Purchases).

Establishing a Master Service Agreement (“MSA”) with Zamora will allow the District to efficiently issue Task Orders for specific projects, maintenance activities, and emergency response needs without delay. This approach is consistent with the District’s use of MSAs for specialized services, including the previously approved agreement with Stellar Technology and Automation for SCADA system support.

The MSA structure provides flexibility while maintaining appropriate oversight, as individual Task Orders exceeding staff authorization limits will be brought to the Board for consideration in accordance with the District's Procurement Policy.

Given the critical nature of the District's infrastructure, maintaining a qualified and responsive electrical partner is essential to ensuring the operational continuity of water and wastewater services, minimizing downtime, and protecting public health and regulatory compliance.

In accordance with the District's Procurement Policy Section 1040.21, Sole and Single Source Purchases, a vendor may be selected without a competitive process when they are "uniquely qualified to provide the product or service." Based on the District's direct experience with Zamora Industrial at the Anita B. Smith Water Treatment Facility, Zamora has demonstrated the technical capability, responsiveness, and facility-specific knowledge necessary to support the District's critical infrastructure. Zamora's established coordination with Stellar Technology and Automation and familiarity with the District's electrical and control systems, combined with the District's lack of in-house electrical staff, supports this determination. For these reasons, Zamora is deemed uniquely qualified, and the use of a sole source procurement method is justified and in the best interest of the District.

Budget Considerations

Funding for electrical services will be drawn from existing and future approved budgets within the Water and Sewer Funds.

RECOMMENDATION:

Staff recommends that the Board of Directors take the following actions:

1. Authorize the General Manager to execute a Master Service Agreement with Zamora Industrial for electrical services.
2. Authorize the General Manager, or their designee, to issue Task Orders under the agreement in accordance with the District's Procurement Policy and within approved budget authority.

Respectfully,



BRIAN R. LADDUSAW, CPA
General Manager

Attachment(s):

1. N/A

6. **CORRESPONDENCE AND RELATED INFORMATION**

7. **REPORTS**

A. Operations Report – None

7. **REPORTS** (continued)

B. Emergency and Incident Report – None

7. **REPORTS** (continued)

C. General Manager and Staff Reports / Updates

7. **REPORTS** (continued)

D. Committee Reports

- a. Finance & Budget Committee (May 7, 2026 – 2:30PM)

7. **REPORTS** (continued)

E. Jurupa Unified School District – Student Liaison Report

8. ACTION / DISCUSSION ITEMS

- A. **DM 2026-33: PUBLIC HEARING** – First Reading of Ordinance No. 2026-144, An Ordinance of the Rubidoux Community Services District Authorizing the Adjustment of Certain Monthly User Charges for the Collection, Treatment, and Disposal of the Wastewater

Rubidoux Community Services District

Board of Directors

Diana Leja, President
Leslie Altamirano, Vice-President
Bernard Murphy
John Skerbelis
Hank Trueba Jr.

General Manager

Brian R. Laddusaw



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2026-33

May 7, 2026

To: Rubidoux Community Services District
Board of Directors

Subject: **PUBLIC HEARING** – First Reading of Ordinance No. 2026-144, An Ordinance of the Rubidoux Community Services District Authorizing the Adjustment of Certain Monthly User Charges for the Collection, Treatment, and Disposal of Wastewater

BACKGROUND:

On April 16, 2026, at the regularly scheduled Rubidoux Community Services District (“District”) Board of Directors (“Board”) meeting, the Board directed staff to prepare draft Ordinance No. 2026-144 and schedule its introduction (First Reading) and Public Hearing at tonight’s regularly scheduled Board meeting. The proposed Ordinance will adjust certain monthly charges for the collection, treatment, and disposal of wastewater. The proposed adjustment is based on the fully noticed Year Four (4) rate of the 5-year defensible rate plan adopted by the Board on December 15, 2022.

The proposed rate adjustment reflects Year 4 of the wastewater rate schedule previously adopted following a Proposition 218 noticing and public hearing process completed in December 2022 that established the multi-year rate schedule, and does not constitute a new rate-setting proceeding.

As stewards of the community's infrastructure and environmental health, the District must ensure the sustainable management of its wastewater system.

- 1. Infrastructure Maintenance and Upgrades:** The District’s wastewater treatment facilities and infrastructure require continuous maintenance and periodic upgrades to remain operational and compliant with regulatory standards. Aging collection system pipelines, lift stations, and equipment demand significant investment to prevent system failures, mitigate environmental risks, and ensure the uninterrupted delivery of essential services to District customers.

2. **Compliance with Regulatory Standards:** Regulatory agencies impose stringent requirements on wastewater treatment and discharge to safeguard public health and the environment. Failure to comply with these standards can result in substantial fines, legal liabilities, and reputational damage to the organization. Increasing operational costs associated with regulatory compliance necessitate adjustments to the District's rates to uphold its commitment to environmental responsibility and regulatory compliance.
3. **Population Growth and Increased Demand:** Population growth and urban development exert pressure on the District's wastewater infrastructure, leading to higher treatment volumes and operational expenses. As the community expands, so does the demand for wastewater services. To accommodate this increased demand and maintain service reliability, it is imperative to invest in capacity expansions, infrastructure enhancements, and technology upgrades, all of which require additional funding.
4. **Financial Sustainability and Long-Term Viability:** Maintaining a financially sustainable wastewater system is crucial to safeguarding the interests of the District's stakeholders and ensuring the long-term viability of the organization. Adequate funding through appropriate rate structures is essential to cover operating expenses, capital investments, and reserve funds for contingencies. By implementing a rate increase, the District can secure the financial stability necessary to support its mission and deliver high-quality wastewater services to its customers.

The proposed adjustment represents a planned and incremental implementation of the Board-adopted rate plan and is necessary to support the continued operation, maintenance, and improvement of the District's wastewater system.

This Public Hearing for Ordinance No. 2026-144 was duly noticed in accordance with applicable requirements, including posting at the District office and on the District's website, and publication in the *Press-Enterprise* at least 10 days in advance of the hearing.

As of the writing of this memorandum, no written or oral comments have been received from members of the public regarding draft Ordinance No. 2026-144.

If the Board does not propose any material changes to draft Ordinance No. 2026-144, staff recommends proceeding with the previously established schedule and introducing the Ordinance for Second Reading and adoption at the May 21, 2026, regular Board meeting.

RECOMMENDATION:

The General Manager recommends the Board of Directors consider the following actions:

1. Conduct the Public Hearing and receive public testimony regarding Ordinance No. 2026-144.
2. Introduce and approve the First Reading of Ordinance No. 2026-144.
3. Direct staff to place Ordinance No. 2026-144 on the agenda for its Second Reading and adoption at the May 21, 2026, regular Board meeting.

Respectfully,



BRIAN R. LADDUSAW, CPA
General Manager

Attachments:

1. Draft Ordinance No. 2026-144
2. Notice of Public Hearing
3. Press-Enterprise Newspaper Publication Confirmation

Attachment 1

ORDINANCE NO. 2026-144

**AN ORDINANCE OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SETTING CERTAIN MONTHLY USER CHARGES
FOR THE COLLECTION, TREATMENT, AND DISPOSAL OF WASTEWATER**

WHEREAS, the Rubidoux Community Services District owns and operates gravity sewer pipelines and force mains, sewer lift stations and pump stations, and conveys its wastewater to the City of Riverside for treatment; and,

WHEREAS, the Rubidoux Community Services District has wastewater Capacity Rights (Capacity Rights) in the City of Riverside's Regional Wastewater Treatment Plant totaling 3.055 million gallons a day (MGD) of primary, secondary and advance wastewater treatment capacity; and,

WHEREAS, pursuant to the agreement entitled "Agreement for Regional Advanced Wastewater Treatment between the City of Riverside, Jurupa Community Services District, Rubidoux Community Services District and Western Municipal Water District," dated December 1, 1976, and "Agreement for Regional Primary and Secondary Wastewater Treatment Between the City of Riverside, Jurupa Community Services District, Rubidoux Community Services district and Western Municipal Water District", dated May 4, 1978, (the Regional Agreements), stipulate that the parties shall pay for the operation and maintenance costs of wastewater delivered to the regional plant; and,

WHEREAS, Government Code Section 61,000, et seq., stipulates that Community Services Districts may charge an operating fee reflecting the actual cost of providing certain services, including among other things wastewater treatment, conveyance, and disposal costs; and,

WHEREAS, in May 2019 the Board of Directors adopted a 5-year rate plan allowing for adjustments to the District's monthly wastewater rates beginning July 1, 2019, with allowable increases every July 1 through 2023; and,

WHEREAS, in 2022 the Rubidoux Community Services District conducted a Comprehensive Cost of Services Study (COSS) to determine if the District's 2019 rate plan was sufficient to meet current and future operational costs, system improvements, and to adequately fund reserves target levels; and,

WHEREAS, at their December 15, 2022, regular meeting the Rubidoux Community Services District Board of Directors noticed, called, and conducted a Public Hearing for said charges pursuant to Proposition No. 218; and,

WHEREAS, subsequent to the Public Hearing, a majority protest did not exist, which requires 50% plus 1 protests of affected parcels for the rates to not be considered by the Board and "not take effect"; and,

WHEREAS, on December 15, 2022, the Board considered and adopted the new 5-year rate plan commencing July 1, 2023, with allowable increases every July 1 through 2027; and,

WHEREAS, during preparation of the District's Fiscal Year 2026|2027 wastewater operating and capital fund budgets, the Board determined rates must be adjusted to the fully noticed year four (4) rates of the 5-year rate plan; and,

WHEREAS, the Board of Directors directed staff to prepare Ordinance No. 2026-144 and set a Public Hearing for May 7, 2026, on such proposed wastewater charges.

NOW THEREFORE BE IT ORDAINED AS FOLLOWS:

1. That the foregoing recitals are true and correct.
2. The Notice of Public Hearing and Protest Vote were compliant to the Requirements of Proposition No. 218.
3. Residential and non-residential customers including each additional dwelling unit (DU) will be billed a monthly fixed charge of \$36.21 for the collection, treatment, and disposal of their wastewater as identified in Exhibit "A".
4. Non-residential customers will be billed a monthly variable charge of \$2.93 per unit for water consumption over 7 units as identified in Exhibit "A".
5. Ordinance No. 2026-144 shall supersede Ordinance No. 2025-139 in its entirety and the above assessments shall take effect July 1, 2026.

INTRODUCED on the 7th day, May 2026, **ADOPTED AND APPROVED** on the 21st day, May 2026, upon the following roll call vote:

AYES:

AWAY:

NOES:

ABSENT:

ABSTENTIONS:

Diana Leja, President
Rubidoux Community Services District

(SEAL)

ATTEST:

Brian R. Laddusaw, General Manager-Secretary
Rubidoux Community Services District

APPROVED TO FORM AND CONTENT:

John R. Harper, District General Counsel

**RUBIDOUX COMMUNITY SERVICES DISTRICT
WASTEWATER
MONTHLY RATES
EFFECTIVE JULY 1, 2026
ORDINANCE NO. 2026-144
EXHIBIT "A"**

| Customer Class | Existing (Effective July 2025) | Proposed (Effective July 2026) |
|--|---|---|
| <u>Fixed Charges (\$/month)</u> | | |
| Residential | \$33.84 | \$36.21 |
| Non-Residential (water meter size) | | |
| 5/8" | \$33.84 | \$36.21 |
| 3/4" | \$33.84 | \$36.21 |
| 1" | \$33.84 | \$36.21 |
| 1 1/2" | \$33.84 | \$36.21 |
| 2" | \$33.84 | \$36.21 |
| 3" | \$33.84 | \$36.21 |
| 4" | \$33.84 | \$36.21 |
| 6" | \$33.84 | \$36.21 |
| <u>Additional Dwelling Unit (DU) Charge (\$/DU/month)</u> | | |
| All Customers | \$33.84 | \$36.21 |
| <u>Variable Rates (\$/HCF*)</u> | | |
| Non-Residential** | \$2.73 | \$2.93 |

* 1 HCF is 100 cubic feet, or 748 gallons of water.

** Variable Rates for Non-Residential customers are charged per HCF of water consumed over 7 HCF.

Attachment 2

Rubidoux Community Services District

Board of Directors

Diana Leja, President
Leslie Altamirano, Vice-President
Bernard Murphy
John Skerbelis
Hank Trueba Jr.

General Manager

Brian R. Laddusaw



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

NOTICE OF PUBLIC HEARING

OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT FOR THE ADOPTION OF ORDINANCE NO. 2026-144, AN ORDINANCE SETTING CERTAIN MONTHLY USER CHARGES FOR THE COLLECTION, TREATMENT, AND DISPOSAL OF WASTEWATER

Notice is hereby given that the Board of Directors of the Rubidoux Community Services District (District) will conduct a Public Hearing on Thursday, May 7, 2026, at 4:00 PM, during the regular meeting of the Board of Directors. Subject Public Hearing shall be conducted at 3590 Rubidoux Blvd., Jurupa Valley, CA 92509, at the above time and date.

The purpose of the Public Hearing is for receiving comments (oral and written), as they pertain to draft Ordinance 2026-144 which authorizes the Board of Directors to set certain monthly user charges for the collection, treatment, and disposal of wastewater.

A draft copy of Ordinance 2026-144 is available for download at the District's website www.rcsd.org. The draft Ordinance may also be viewed at the District office lobby.

You may also request a copy by calling the District office during normal business hours, M-F, from 8am to 5pm at 951-684-7580, and one will be mailed at no charge.

BRIAN R. LADDUSAW
General Manager

April 27, 2026

Attachment 3

THE PRESS-ENTERPRISE
KEEP YOUR EYES ON THE 'PRISE
pe.com

3512 14 Street
Riverside, California 92501
(951) 368-9229
cgonzales@scng.com

Martha Perez
3590 Rubidoux Blvd
Jurupa Valley, CA 92509

Account Number: 5272431
Ad Order Number: 0011790063
Customer's Reference/PO Number:
Publication: The Press-Enterprise
Publication Dates: 04/27/2026
Total Amount: \$629.71
Payment Amount: \$0.00
Amount Due: \$629.71
Notice ID: nkDNxaKwUn2dxsYvvUgA
Invoice Text: [https://res.cloudinary.com/dgqq2xsfid/image/upload/q_auto:best/enotice-production/documentcloud/notices/1776893432297/cdcdc.jpg] NOTICE OF PUBLIC HEARING Weed Abatement OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT FOR THE ADOPTION OF ORDINANCE NO. 2026-144, AN ORDINANCE SETTING CERTAIN MONTHLY USER CHARGES FOR THE COLLECTION, TREATMENT, AND DISPOSAL OF WASTEWATER Notice is hereby given that the Board of Directors of the Rubidoux Community Services District (District) will conduct a Public Hearing on Thursday, May 7, 2026, at 4:00 PM, during the regular meeting of the Board of Directors. Subject Public Hearing shall be conducted at 3590 Rubidoux Blvd., Jurupa Valley, CA 92509, at the above time and date. The purpose of the Public Hearing is for receiving comments (oral and written), as they pertain to draft Ordinance 2026-144 which authorizes the Board of Directors to set certain monthly user charges for the collection, treatment, and disposal of wastewater. A draft copy of Ordinance 2026-144 is available for download at the District's website www.rcsd.org. The draft Ordinance may also be viewed at the District office lobby. You may also request a copy by calling the District office during normal business hours, M-F, from 8am to 5pm at 951-684-7580, and one will be mailed at no charge. BRIAN R. LADDUSAW General Manager April 27, 2026 NOTICE OF PUBLIC HEARING Weed Abatement OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT FOR THE ADOPTION OF ORDINANCE NO. 2026-145, AN ORDINANCE SETTING CERTAIN USER CHARGES FOR THE DELIVERY OF POTABLE WATER TO RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL CUSTOMERS Notice is hereby given that the

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Martha Perez
3590 Rubidoux Blvd
Jurupa Valley, CA 92509

Publication: The Press-Enterprise

PROOF OF PUBLICATION OF

Ad Desc: 0011790063

FILE NO. 0011790063

PROOF OF PUBLICATION

I am a citizen of the United States. I am over the age of eighteen years and not party to or interested in the above-entitled matter. I am an authorized representative of THE PRESS-ENTERPRISE, a newspaper of general circulation, printed and published daily in the County of Riverside, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Riverside, State of California, under date of April 25, 1952, Case Number 54446, under date of March 29, 1957, Case Number 65673, under date of August 25, 1995, Case Number 267864, and under date of September 16, 2013, Case Number RIC 1309013; that the notice, of which the annexed is a printed copy, has been published in said newspaper in accordance with the instructions of the person(s) requesting publication, and not in any supplement thereof on the following dates, to wit:

04/27/2026

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Date: April 27, 2026.
At: Riverside, California



Signature

Rubidoux Community Services District

Board of Directors
Diana Leja, President
Leslie Altamirano, Vice-President
Bernard Murphy
John Skerbellis
Hank Trueba Jr.

General Manager
Brian R. Laddusaw



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

NOTICE OF PUBLIC HEARING
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BRIAN R. LADDUSAW
General Manager

April 27, 2026

NOTICE OF PUBLIC HEARING
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BRIAN R. LADDUSAW
General Manager

April 27, 2026

The Press-Enterprise
Published: 4/27/26

8. **ACTION / DISCUSSION ITEMS** (continued)

- B. **DM 2026-34: PUBLIC HEARING** – First Reading of Ordinance No. 2026-145, An Ordinance of the Rubidoux Community Services District Authorizing the Adjustment of Certain Water Rates for the Delivery of Potable Water to Residential, Commercial and Industrial Customers

Rubidoux Community Services District

Board of Directors

Diana Leja, President
Leslie Altamirano, Vice-President
Bernard Murphy
John Skerbelis
Hank Trueba Jr.

General Manager

Brian R. Laddusaw



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2026-34

May 7, 2026

To: Rubidoux Community Services District
Board of Directors

Subject: **PUBLIC HEARING** – First Reading of Ordinance No. 2026-145, An Ordinance of the Rubidoux Community Services District Authorizing the Adjustment of Certain Water Rates for the Delivery of Potable Water to Residential, Commercial, and Industrial Customers

BACKGROUND:

On April 16, 2026, at the regularly scheduled Rubidoux Community Services District (“District”) Board of Directors (“Board”) meeting, the Board directed staff to prepare draft Ordinance No. 2026-145 and schedule its introduction (First Reading) and Public Hearing at tonight’s regularly scheduled Board meeting. The proposed Ordinance will adjust certain monthly charges for the delivery of potable water to residential, commercial, and industrial customers. The proposed adjustment is based on the fully noticed Year Four (4) rate of the 5-year defensible rate plan adopted by the Board on December 15, 2022.

The proposed rate adjustment reflects Year 4 of the water rate schedule previously adopted following a Proposition 218 noticing and public hearing process completed in December 2022 that established the multi-year rate schedule, and does not constitute a new rate-setting proceeding.

As guardians of the community's water resources and infrastructure, it is incumbent upon the District to ensure the sustainable management of its water system.

1. **Infrastructure Maintenance and Rehabilitation:** The District’s water distribution infrastructure, including pipelines, pumps, and treatment plants, is aging and in need of regular maintenance and rehabilitation. Failure to address infrastructure deterioration can lead to leaks, breaks, and service disruptions, resulting in costly repairs, water loss, and customer dissatisfaction. Increasing investment in infrastructure maintenance is essential to preserve the reliability and efficiency of the District’s water system and mitigate the risk of system failures.

2. **Compliance with Drinking Water Standards:** Regulatory agencies set stringent standards for drinking water quality to protect public health and safety. Ensuring compliance with these standards requires continuous monitoring, testing, and treatment of the water supply. As regulatory requirements evolve and become more stringent, the costs associated with water treatment and quality assurance escalate. A rate increase is necessary to cover the expenses associated with maintaining compliance with drinking water standards and safeguarding the health of District customers.
3. **Resilience to Climate Change and Extreme Weather Events:** Climate change poses significant challenges to water management, including more frequent and severe droughts, floods, and extreme weather events. Building resilience to climate change requires investments in adaptive infrastructure, water storage, and emergency preparedness measures. By increasing water rates, the District can generate the revenue needed to enhance the resilience of its water system, minimize the impacts of climate-related risks, and ensure the continuous delivery of safe and reliable water services to District customers.
4. **Financial Sustainability and Long-Term Viability:** Maintaining a financially sustainable water system is essential to support the District’s mission, meet customer expectations, and fulfill its obligations to stakeholders. Adequate funding through appropriate rate structures is indispensable for covering operating expenses, debt service obligations, capital investments, and reserve funds for contingencies. A responsible and transparent approach to rate setting will enable the District to achieve financial sustainability while upholding its commitment to delivering high-quality water services to District customers.

The proposed water rate increase is a necessary and prudent measure to address the challenges facing the water system, including infrastructure maintenance, regulatory compliance, water conservation, climate resilience, and financial sustainability.

This Public Hearing for Ordinance No. 2026-145 was duly noticed in accordance with applicable requirements, including posting at the District office and on the District’s website, and publication in the *Press-Enterprise* at least 10 days in advance of the hearing.

As of the writing of this memorandum, no written or oral comments have been received from members of the public regarding draft Ordinance No. 2026-145.

If the Board does not propose any material changes to draft Ordinance No. 2026-145, staff recommends proceeding with the previously established schedule and introducing the Ordinance for Second Reading and adoption at the May 21, 2026, regular Board meeting.

RECOMMENDATION:

The General Manager recommends the Board of Directors consider the following actions:

1. Conduct the Public Hearing and receive public testimony regarding Ordinance No. 2026-145.
2. Introduce and approve the First Reading of Ordinance No. 2026-145.
3. Direct staff to place Ordinance No. 2026-145 on the agenda for its Second Reading and adoption at the May 21, 2026, regular Board meeting.

Respectfully,



BRIAN R. LADDUSAW, CPA
General Manager

Attachments:

1. Draft Ordinance No. 2026-145
2. Notice of Public Hearing
3. Press-Enterprise Newspaper Publication Confirmation

Attachment 1

ORDINANCE NO. 2026-145

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RUBIDOUX
COMMUNITY SERVICES DISTRICT AMENDING AND SETTING CERTAIN USER
CHARGES FOR THE DELIVERY OF POTABLE WATER TO RESIDENTIAL,
COMMERCIAL, AND INDUSTRIAL CUSTOMERS**

WHEREAS, the Rubidoux Community Services District (District) is empowered to provide a reliable potable source of water for the health, welfare and safety of the community and its residents; and,

WHEREAS, new and on-going treatment requirements, energy costs, treatment media, water quality monitoring, infrastructure maintenance and replacement, disinfection requirements, exterior and interior reservoir coatings, and personnel costs have increased and consequently add to the production, treatment, and delivery costs of providing potable water to District residents and customers; and,

WHEREAS, recently enacted State Water Resources Control Board water quality requirements will result in significant additional capital improvement, infrastructure, and treatment operating costs by the District, including additional operating costs associated with new PFAS treatment improvements; and,

WHEREAS, in May 2019 the Board of Directors adopted a 5-year rate plan allowing for adjustments to the District's monthly potable water rates beginning July 1, 2019, with allowable increases every July 1 through 2023; and,

WHEREAS, in 2022 the Rubidoux Community Services District conducted a Comprehensive Cost of Services Study (COSS) to determine if the District's 2019 rate plan was sufficient to meet current and future operational costs, system improvements, and to adequately fund reserves target levels; and,

WHEREAS, Government Code Section 61000 et seq., a community services district must charge for the actual cost of providing certain services or improvements,

including among other things potable water, pumping facilities, reservoir structures, pipeline conveyance, energy charges, personnel costs, treatment facilities, debt and other operational and maintenance costs associated with but not limited to the extraction, storage, delivery, transmission, and treatment of potable water; and,

WHEREAS, to ensure the District has a safe and significant ground water source of potable water for present and future customers and residents, the Board of Directors determined the District's 2019 rate plan was not adequate to meet the District's future financial obligations and approved a new 5-year cost-of-service rate plan; and,

WHEREAS, pursuant to Proposition No. 218, the Rubidoux Community Services District Board of Directors at their October 20, 2022, regular meeting authorized a special mailing of a "Notice of Hearing and Right to Protest" sent to all affected property owners and tenants providing an opportunity to protest against adjustments to the District's monthly potable water charges; and,

WHEREAS, at their December 15, 2022, regular meeting the Rubidoux Community Services District Board of Directors noticed, called, and conducted a Public Hearing for said charges pursuant to Proposition No. 218; and,

WHEREAS, subsequent to the Public Hearing, a majority protest did not exist, which requires 50% plus 1 of affected parcels for the rates to not be considered by the Board and "not take effect"; and,

WHEREAS, on December 15, 2022, the Board considered and adopted the new 5-year rate plan commencing July 1, 2023, with allowable increases every July 1 through 2027; and,

WHEREAS, during preparation of the District's Fiscal Year 2026|2027 water operating and capital fund budgets, the Board determined rates must be adjusted to the fully noticed year four (4) rates of the 5-year rate plan; and,

WHEREAS, the Board of Directors directed staff to prepare Ordinance No. 2026-145 and set a Public Hearing for May 7, 2026, on such proposed potable water charges.

NOW THEREFORE BE IT ORDAINED AS FOLLOWS:

1. That the Foregoing recitals are true and correct.
2. The Notice of Public Hearing and Protest Vote were compliant to the Requirements of Proposition No. 218.
3. The potable water charges for residential, commercial, and industrial users are more specifically outlined in Exhibit “A” and made a part of this Ordinance.
4. Ordinance No. 2026-145 shall supersede Ordinance No. 2025-140 in its entirety and the above assessments shall take effect July 1, 2026.

INTRODUCED on the 7th day, May 2026, **ADOPTED AND APPROVED** on the 21st day, May 2026, upon the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diana Leja, President
Rubidoux Community Services District

(SEAL)

ATTEST:

Brian R. Laddusaw, General Manager-Secretary
Rubidoux Community Services District

APPROVED TO FORM AND CONTENT:

John R. Harper, District General Counsel

**RUBIDOUX COMMUNITY SERVICES DISTRICT
POTABLE WATER
MONTHLY RATES
EFFECTIVE JULY 1, 2026
ORDINANCE NO. 2026-145
EXHIBIT "A"**

| Customer Class | Existing (Effective July 2025) | Proposed (Effective July 2026) |
|--|---|---|
| <u>Fixed Charges (\$/month)</u> | | |
| Residential (meter size) | | |
| 5/8" | \$38.22 | \$40.33 |
| 3/4" | \$44.49 | \$46.94 |
| 1" | \$57.04 | \$60.18 |
| 1 1/2" | \$88.39 | \$93.26 |
| 2" | \$126.02 | \$132.96 |
| Non-Residential (meter size) | | |
| 5/8" | \$38.22 | \$40.33 |
| 3/4" | \$44.49 | \$46.94 |
| 1" | \$57.04 | \$60.18 |
| 1 1/2" | \$88.39 | \$93.26 |
| 2" | \$126.02 | \$132.96 |
| 3" | \$245.20 | \$258.69 |
| 4" | \$420.80 | \$443.95 |
| 6" | \$841.02 | \$887.28 |
| <u>Additional Dwelling Unit (DU) Charge (\$/DU/month)</u> | | |
| Residential | \$25.67 | \$27.09 |
| Non-Residential | \$25.67 | \$27.09 |

**RUBIDOUX COMMUNITY SERVICES DISTRICT
 POTABLE WATER
 MONTHLY RATES
 EFFECTIVE JULY 1, 2026
 ORDINANCE NO. 2026-145
 EXHIBIT "A"**

| Existing | | Proposed | |
|--|-----------------------|--|-----------------------|
| Customer Class | (Effective July 2025) | Customer Class | (Effective July 2026) |
| <u>Variable Rates (\$/HCF*)</u> | | <u>Variable Rates (\$/HCF*)</u> | |
| Single-Family Residential | | Single-Family Residential | |
| Tier 1 (0 - 13) | \$2.65 | Tier 1 (0 - 13) | \$2.80 |
| Tier 2 (14 - 24) | \$2.70 | Tier 2 (14 - 24) | \$2.85 |
| Tier 3 (25+) | \$2.91 | Tier 3 (25+) | \$3.08 |
| Multi-Family Residential | | Multi-Family Residential | |
| Tier 1 (0 - 8) | \$2.67 | Tier 1 (0 - 8) | \$2.82 |
| Tier 2 (9+) | \$2.74 | Tier 2 (9+) | \$2.90 |
| Non-Residential | | Non-Residential | |
| Tier 1 (Uniform) | \$2.71 | Tier 1 (Uniform) | \$2.86 |

* 1 HCF is 100 cubic feet, or 748 gallons of water.

Attachment 2

Rubidoux Community Services District

Board of Directors

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Leslie Altamirano, Vice-President
Bernard Murphy
John Skerbelis
Hank Trueba Jr.

General Manager

Brian R. Laddusaw



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

NOTICE OF PUBLIC HEARING

OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT FOR THE ADOPTION OF ORDINANCE NO. 2026-145, AN ORDINANCE SETTING CERTAIN USER CHARGES FOR THE DELIVERY OF POTABLE WATER TO RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL CUSTOMERS

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BRIAN R. LADDUSAW
General Manager

April 27, 2026

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Martha Perez
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Jurupa Valley, CA 92509

| | |
|--|--|
| <i>Account Number:</i> | 5272431 |
| <i>Ad Order Number:</i> | 0011790063 |
| <i>Customer's Reference/PO Number:</i> | |
| <i>Publication:</i> | The Press-Enterprise |
| <i>Publication Dates:</i> | 04/27/2026 |
| <i>Total Amount:</i> | \$629.71 |
| <i>Payment Amount:</i> | \$0.00 |
| <i>Amount Due:</i> | \$629.71 |
| <i>Notice ID:</i> | nkDNxaKwUn2dxsYvvUgA |
| <i>Invoice Text:</i> | [https://res.cloudinary.com/dgqq2xsfd/image/upload/q_auto:best/enotice-production/documentcloud/notices/1776893432297/cdcdc.jpg] NOTICE OF PUBLIC HEARING Weed Abatement OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT FOR THE ADOPTION OF ORDINANCE NO. 2026-144, AN ORDINANCE SETTING CERTAIN MONTHLY USER CHARGES FOR THE COLLECTION, TREATMENT, AND DISPOSAL OF WASTEWATER Notice is hereby given that the Board of Directors of the Rubidoux Community Services District (District) will conduct a Public Hearing on Thursday, May 7, 2026, at 4:00 PM, during the regular meeting of the Board of Directors. Subject Public Hearing shall be conducted at 3590 Rubidoux Blvd., Jurupa Valley, CA 92509, at the above time and date. The purpose of the Public Hearing is for receiving comments (oral and written), as they pertain to draft Ordinance 2026-144 which authorizes the Board of Directors to set certain monthly user charges for the collection, treatment, and disposal of wastewater. A draft copy of Ordinance 2026-144 is available for download at the District's website www.rcsd.org . The draft Ordinance may also be viewed at the District office lobby. You may also request a copy by calling the District office during normal business hours, M-F, from 8am to 5pm at 951-684-7580, and one will be mailed at no charge. BRIAN R. LADDUSAW General Manager April 27, 2026 NOTICE OF PUBLIC HEARING Weed Abatement OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT FOR THE ADOPTION OF ORDINANCE NO. 2026-145, AN ORDINANCE SETTING CERTAIN USER CHARGES FOR THE DELIVERY OF POTABLE WATER TO RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL CUSTOMERS Notice is hereby given that the |

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3590 Rubidoux Blvd
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Publication: The Press-Enterprise

PROOF OF PUBLICATION OF

Ad Desc: 0011790063

FILE NO. 0011790063

PROOF OF PUBLICATION

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04/27/2026

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Date: April 27, 2026.
At: Riverside, California



Signature

Rubidoux Community Services District

Board of Directors
Diana Leja, President
Leslie Altamirano, Vice-President
Bernard Murphy
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April 27, 2026

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BRIAN R. LADDUSAW
General Manager

April 27, 2026
The Press-Enterprise
Published: 4/27/26

8. **ACTION / DISCUSSION ITEMS** (continued)

- C. **DM 2026-35:** Distribution for Review and Discussion – Consider Updates to Certain Policies of the Rubidoux Community Services District Employee Handbook

Rubidoux Community Services District

Board of Directors

Diana Leja, President
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Brian R. Laddusaw

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2026-35

May 7, 2026

To: Rubidoux Community Services District
Board of Directors

Subject: Distribution for Review and Discussion – Consider Updates to Certain Policies of the Rubidoux Community Services District Employee Handbook

BACKGROUND:

The Rubidoux Community Services District (“District”) Employee Handbook (“Handbook”) is designed to be a user-friendly resource for employees. It provides general information about the District’s compensation, benefits, policies, and relevant state and federal laws. The Handbook is helpful for both new and current employees, supports the District’s mission and goals, and reminds staff of their important role in the organization.

The Handbook does not replace the Memorandum of Understanding (“MOU”) between the District and the Laborers’ International Union of North America, Local 777 (“Union”), but rather supplements it.

The District’s Board of Directors (“Board”) last approved a full update to the Handbook on June 17, 2021 (DM 2021-40). Since then, additional updates have been made to reflect changes in state law, correct formatting issues, and adjust for operational needs, as summarized below:

- February 16, 2023 (DM 2023-17) – Updated the Bereavement Leave, Family & Medical Leave, Pregnancy Disability Leave, and Sick Leave policies.
- December 21, 2023 (DM 2023-108) – Updated Policy No. 2300 ‘Internet, E-mail, and Electronic Communications’, following adoption of the District’s Strategic Communications Plan (DM 2023-89).
- March 7, 2024 (DM 2024-20) – Changed the Sick Leave policy, along with grammatical, formatting, and numbering updates made to other policies.

- June 6, 2024 (DM 2024-44) – Updated Policy No. 2142 ‘Travel Expense/Vehicle Cost Reimbursements’, adding detail on allowable expenses and reimbursement rates.
- July 18, 2024 (DM 2024-58) – Adoption of a new Workplace Violence Prevention Plan (WVPP) as required by Senate Bill 553, replacing the old Workplace Violence Prevention Policy (Policy No. 2525).
- May 1, 2025 (DM 2025-35) – Updated Policy No. 2108: Drug and Alcohol Testing, Policy No. 2140: Unlawful Harassment, Policy No. 2425: Family and Medical Leave, Policy No. 2460: Sick Leave, Policy No. 2465: Time Keeping/Time Records, along with grammatical, formatting, and numbering updates made to other policies.

2026 Proposed Updates

In early 2026, the District’s labor counsel reviewed the Handbook and recommended updates to the following policies based on new state laws and regulations:

- Policy No. 2430: Holidays
- Policy No. 2440: Rights of Victims of Domestic Violence, Sexual Assault, and Stalking

In addition to this legal update, staff reviewed the Employee Handbook and identified other necessary revisions. Some are minor (grammatical, formatting, and numbering corrections) and are reflected in the redline version included as Attachment 1. The more substantive changes are summarized below:

- Policy No. 2200: Dress Code and Personal Standards – Updated to reflect current District practices
- Policy No. 2520: Drug and Alcohol Testing for Safety-Sensitive Employees – Updated for consistency with current job classifications

Attachments Provided for Board Review

- Attachment 1 – Redline version of the proposed revised policies
- Attachment 2 – Clean version of the proposed revised policies

These updates are intended to keep the Handbook aligned with current state laws, the applicable Memorandum of Understanding (MOU), and the District’s operational needs. Should the Board not proceed with these updates, the District would nonetheless remain obligated to comply with applicable state laws and regulations.

Consistent with the advice of the District’s labor counsel, even limited revisions to Handbook policies require notice to the District’s Union representatives. On April 30, 2026, District staff provided the Union and District stewards with copies of the proposed revisions (Attachments 1 and 2) and requested any comments be submitted by Wednesday, May 13, 2026. Board members are similarly requested to provide any comments or proposed revisions to staff by that same date to allow for consolidation and review prior to formal consideration.

This item is being presented for Board review and input at this time. Staff anticipates returning to the Board on May 21, 2026, for formal consideration and adoption of the proposed policy updates following completion of the review period.

Budget Considerations

The District incurs annual costs associated with labor counsel review and recommended updates to the Employee Handbook. These services are budgeted each fiscal year and the work associated with the current revisions falls within the approved budget.

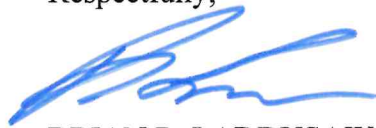
Additional costs related to these updates are limited to staff time required to coordinate revisions, process updates, and distribute the finalized policies to employees. These activities are performed within existing staffing resources and do not result in any additional budgetary impact.

RECOMMENDATION:

The General Manager recommends that the Board of Directors take the following action:

1. Review the proposed changes to the Rubidoux Community Services District Employee Handbook and direct any comments to the District's General Manager no later than Wednesday, May 13, 2026, in advance of anticipated Board consideration and potential adoption at the next regularly scheduled Board meeting on May 21, 2026.

Respectfully,



BRIAN R. LADDUSAW, CPA
General Manager

Attachment(s):

1. Redline Version of Proposed Employee Handbook Policy Revisions (Policies Nos. 2200, 2215, 2425, 2430, 2440, 2520, 2525)
2. Clean Version of Proposed Employee Handbook Policy Revisions (Policies Nos. 2200, 2215, 2425, 2430, 2440, 2520, 2525)

Attachment 1

Rubidoux Community Services District

POLICY TITLE: Dress Code & Personal Standards
POLICY NUMBER: 2200

2200.1 At Rubidoux Community Services District, professional image is important and is maintained, in part, by the image employees present to customers, each other, visitors, vendors, and others in our business. In choosing appropriate work attire, employees should consider factors including tastefulness, anticipated requirement for public contact, the nature of the job, and working conditions.

2200.1.1 All employees who are required to wear uniforms shall wear the appropriate uniform for their assigned work area. If an employee is governed by the MOU, the employee should must follow the rules pertaining to their dress code requirements as outlined in the relevant applicable MOU. Employees are permitted to wear the uniform only during their work hours, work time, or traveling to and from work, or while representing the District. An Em-ployee shall not wear their District uniform while off-duty.

2200.1.2 To maintain a consistent and professional appearance, the District provides approved polo shirts to staff as determined by the General Manager. Each employee will receive two (2) polo shirts upon hire, and replacement polos may be issued as needed, up to a maximum of two (2) per year, selected from styles and colors approved by the General Manager. Replacement of District-issued polo shirts will be determined by the employee's supervisor, the General Manager, or their designee, with the General Manager retaining final authority (and the discretion to determine that replacement is not necessary). District-issued polos may be worn during regular work hours and when representing the District at events or professional functions, as appropriate; however, field staff are required to wear their designated uniforms while performing field duties, and polos are not a substitute for required field uniforms. Employees are responsible for the proper care and maintenance of all issued polo shirts. To maintain a consistent and professional appearance, as determined by Management, the District provides District-approved polo shirts to staff. Each employee will receive two (2) polo shirts upon hire and replaced as required up to a maximum of two (2) per year, selected from styles and colors preapproved by Management. District issued polos may be worn during work hours and when appropriate to represent the District at events and professional functions. Field staff are required to continue wearing their designated uniforms while performing field duties, and polos do not replace required field uniforms. Employees are responsible for the care and maintenance of their issued polos.

2200.2 Rubidoux Community Services District expects all employees to use good judgment and taste in matters of personal grooming and dress. Good judgment includes consideration for both Rubidoux Community Services District and its constituents and clients. Attire should be in keeping with the dignity and image of a professional office. Employees should always be neat and clean in appearance, dressed in reasonably professional attire.

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2200.2.1 No visible tattoos are allowed anywhere on the head, face, or neck, unless for religious reasons or purposes that the employee professes or provides information of religious affiliation or associate. Any visible tattoos cannot be obscene, sexually explicit, or otherwise violate the District's policy against unlawful harassment or discrimination. Extremist or gang-related tattoos are also not permitted. All non-conforming tattoos must be covered with clothing or a bandage while at work, or must be removed.

2200.2.2 No objects, articles, jewelry or ornamentation of any kind shall be attached to or through the skin if visible on any body part (including the tongue or any part of the mouth) except that an employee may wear two sets (i.e., four holes total) of reasonable-sized (i.e., small and professional-looking) earrings in the ear lobe. Piercings as described herein shall be allowed if the employee provides information of religious affiliation or association related to their piercings. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer while the employee is working.

2200.2.3 There will be no unlawful discrimination based on "protective hairstyles" or religious clothing.

2200.3 In all cases, supervisors will assist employees to determine what is considered appropriate attire for the particular situation. The following is offered as a general guideline:

- Business Casual Attire (Monday through Friday). No torn or faded jeans, t-shirts, exposed midriiffs, low cut tops showing cleavage, tops with spaghetti straps, tube-tops, halter tops, sweats, shorts, tennis shoes, flip flops, or other informal or inappropriate attire.
- Business Attire (Board & Special Meetings). Generally, will include suits, sport coats, dress shirt and tie and dress slacks unless excused by the General Manager in advance.
- Field Work Attire (All times). Field or facility work may require special uniforms or equipment. Employees shall consult with a supervisor on requirements in advance. No personal hats or jackets, including with logos or names on them other than the District, shall be allowed.

Within each general guideline above, attire shall be clean, non-wrinkled, not torn or faded, and shirts tucked-in.

2200.4 Non-Compliance. Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who violate Rubidoux Community Services District dress code policy or grooming standards will be subject to corrective action and disciplinary action, up to and including termination.

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POLICY TITLE: Gifts, Entertainments, and Gratuities
POLICY NUMBER: 2215

2215.1 In accordance with California Fair Political Practices Commission (FPPC) regulations and Government Code Section 89503, Board members, employees and their immediate family members (defined as spouse and children) may not accept from, or provide to, individuals or entities doing business or seeking to do business with the District any gifts, entertainment, services, or other benefits unless the transaction meets all of the following conditions:

2215.2 Compliance with FPPC Limits: The cumulative value of gifts received from a single source does not exceed the gift limit established by the FPPC for public officials, which is periodically adjusted (currently \$630 per calendar year as of 2025). Notwithstanding this statutory limit, the District adopts a stricter internal threshold of \$50.00 per occurrence to avoid any perception of undue influence.

2215.3 Customary and Reasonable: The item or service is customary in nature, modest in value, and gives no appearance of impropriety or favoritism.

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2215.4 No Obligation or Expectation: The gift or benefit does not create or imply any obligation on the part of the giver or the recipient and is not intended to influence official action.

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2215.5 No Special Treatment: Acceptance or provision of the gift or benefit does not result in, nor is intended to result in, special or favored treatment for any individual or entity.

2215.6 Not Excessive or Frequent: The gift or benefit is not extravagant or excessive, and the frequency of such exchanges does not raise concerns under the FPPC's "undue influence" standards or District policy. The circumstances should also reflect the District's ability to reciprocate in a manner that is lawful and consistent with public stewardship.

2215.7 Transparency: There is no effort by either the giver or the recipient to conceal the transaction. All applicable reporting and disclosure requirements under the Political Reform Act are followed.

2215.8 Employees must report gifts in accordance with FPPC disclosure rules and the District's Conflict of Interest Code (Policy 1020) and seek guidance from the General Manager or District Counsel if there is any doubt about the appropriateness of accepting or providing a gift or benefit.

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POLICY TITLE: Family and Medical Leave
POLICY NUMBER: 2425

2425.1 The purpose of this policy is to clarify how Rubidoux Community Services District will implement the Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act (CFRA). The provisions of the Memorandum of Understanding with the union shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLA or CFRA.

2425.2 Eligibility. To be eligible for leave under the FMLA, an employee must have: (1) been employed by Rubidoux Community Services District for at least 12 months, which need not be consecutive, (2) worked for Rubidoux Community Services District at least 1,250 hours during the 12 months immediately preceding the commencement of leave, and (3) be employed at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of the worksite. Effective January 1, 2021, to be eligible for leave under the CFRA, an employee must have: (1) been employed by the Rubidoux Community Services District for at least twelve (12) months, which need not be consecutive; and (2) worked for the Rubidoux Community Services District at least 1250 hours during the previous twelve (12) month period immediately preceding the commencement of the leave.

2425.3 Leave Benefit.

2425.3.1 Eligible employees will be provided with up to 12 work weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse (and for CFRA leave, grandparents, grandchildren, siblings, designated persons and registered domestic partners). ("Designated persons" means any individual related by blood or whose association with the employee is equivalent of a family relationship. An employee is limited to one (1) "designated person" per twelve (12) month period.) In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 work weeks of unpaid leave. "Serious health condition" includes an illness, injury, impairment, or physical or mental condition that entails:

- (1) Inpatient care in a hospital, hospice, or residential medical care facility;
- (2) Continuing treatment by a health care provider; or
- (3) Preventing the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

2425.3.2 Employees will generally be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave. However, an employee shall not use sick leave during a period of leave in connection with the birth, adoption, or foster care of a child unless mutually agreed to by the District and the employee. Employees will also not be required to use sick leave or vacation time if they are receiving partial wage replacement benefits (for example, State Disability Insurance or paid family leave).

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Further, employees will make the determination on whether to use sick leave that also qualifies as "kin care" under applicable law.

2425.3.3 Employees on leave who were previously covered by Rubidoux Community Services District's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work. Under certain circumstances, employees who fail to return from their leave may be required to repay the amounts the District has paid for their health benefits while out on CFRA or FMLA.

2425.3.4 At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not accrue seniority or employment benefits during the leave period. Rubidoux Community Services District may also require the employee to obtain medical certification that ~~they are~~ he/she is able to resume work.

2425.3.5 Under the CFRA, employees may also be eligible for "qualifying exigency leave" related to the covered duty or call to covered active duty of any employee's spouse, registered domestic partner, child, or parent in the armed forces of the United States, as specified in Section 3302.2 of the Unemployment Insurance Code.

2425.4 Employee Obligations.

2425.4.1 If the event necessitating the leave is foreseeable, the employee must provide their division manager with at least 30 days' prior written notice. However, if 30 days advance notice for foreseeable leave is not practicable, the employee must provide their supervisor with as much notice as practicable.

2425.4.2 Employees seeking leave because of a serious health condition must provide the supervisor with medical certification regarding their condition. The General Manager may require employees to obtain, at Rubidoux Community Services District's expense, a second opinion. If the second opinion differs from the first, the General Manager may require a third opinion from a mutually agreed on health care provider.

2425.4.3 For some leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the General Manager's approval. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

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POLICY TITLE: Holidays

POLICY NUMBER: 2430

2430.1 This policy shall apply to all employees.

2430.2 The following days shall be recognized and observed as paid holidays:

New Years Day;
Martin Luther King, Jr.'s Birthday;
[Cesar Chavez' Birthday](#); [Farmworker Day](#)
Lincoln's Birthday,
Washington's Birthday;
Memorial Day;
Independence Day;
Labor Day;
Admissions Day (floating holiday);
Columbus Day/Indigenous Peoples Day;
Veteran's Day;
Thanksgiving Day;
Day after Thanksgiving;
Christmas Day.

The District shall observe:

1. The Friday immediately preceding a holiday, when the holiday falls on Saturday;
2. The Monday immediately following a holiday, whenever the holiday falls on Sunday;
3. December 26 and January 2 whenever those days fall on Friday;
4. December 24 and December 31 when those days fall on Monday.

2430.3 Employees shall receive eight (8) hours pay for each of the holidays listed above. Eligibility is also granted if the employee was on vacation or had received permission to be absent from work on that specific day or days.

2430.4 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

2430.5 If any employee works on any of the holidays listed above, they shall, in addition to their holiday pay, be paid for all hours worked two (2) times their hourly rate) or as otherwise specified under Policy #2122, "Hours of Work and Overtime."

Rubidoux Community Services District

POLICY TITLE: Rights of Victims of Domestic Violence, Sexual Assault and Stalking
POLICY NUMBER: 2440

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2440.1 Your Right to Take Time Off

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You have the right to take time off work for jury service or to appear in court as a witness to comply with a subpoena or court order. All employees have this right, no matter the size of the employer.

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If you are a victim of violence, you have the right to take time off work to get relief (like a restraining order) to protect you or your child's health, safety, or welfare. All employees have this right, no matter the size of the employer.

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If you are a victim of violence or the family member of a victim of violence, and your employer has 25 or more workers, you have the right to take time off work for any of the following reasons:

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- To take part in safety planning or other actions to help keep you or your family member safe from future violence.
- To prepare for, participate in, or attend civil, administrative, or criminal legal proceedings, such as a court hearing, related to the violence.
- To seek, get, or provide childcare or care to a dependent adult if the care is necessary to keep the child or adult safe after an act of violence.
- To care for a family member recovering from injuries caused by violence.
- To get, or help a family member get, the following services relating to the violence: civil or criminal legal services; a restraining order or other relief, medical attention for injuries; services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency; psychological counseling; mental health services; or housing, including relocating, securing temporary or permanent housing, and enrolling children in a new school or childcare.

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To take part in safety planning or other actions to help keep you or your family member safe from future violence.

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To prepare for, participate in, or attend civil, administrative, or criminal legal proceedings, such as a court hearing, related to the violence.

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To seek, get, or provide childcare or care to a dependent adult if the care is necessary to keep the child or adult safe after an act of violence.

To care for a family member recovering from injuries caused by violence.

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Rubidoux Community Services District

~~To get, or help a family member get, the following services relating to the violence: civil or criminal legal services; a restraining order or other relief, medical attention for injuries; services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency; psychological counseling; mental health services; or housing, including relocating, securing temporary or permanent housing, and enrolling children in a new school or childcare.~~

~~If you are a victim of violence or the family member of a deceased victim of violence, you can take up to twelve (12) weeks off work for any of these reasons. If you are the family member of a living victim of violence but are not yourself a victim, you may take up to ten (10) days off work for these reasons, with the exception of relocation, for which you can take up to five (5) days.~~

~~You may use available vacation, paid time off, personal leave, or paid sick leave to take time off for any of the reasons described in this notice.~~

~~You must give your employer advance notice before taking time off, unless it is not possible. If you do not give advance notice, your employer cannot discipline you if you provide documentation to the employer within a reasonable time supporting the reason for your absence.~~

2440.2 Your Right to Confidentiality

~~If you are a victim or the family member of a victim, your employer must keep information about your request for time off or reasonable accommodation confidential unless federal or state law requires disclosure, or disclosure is necessary to protect your safety at work. If your employer plans to disclose information about you or your circumstances, your employer must tell you in advance.~~

2440.3 Your Right to Reasonable Accommodation for Your Safety

~~If you or your family member is a victim of violence, you have the right to ask for a reasonable accommodation to make sure you are safe at work. Your employer must work with you to see what changes can be made.~~

~~Your employer can ask you for a statement certifying that your request is related to being a victim or the family member of a victim.~~

2440.4 Your Right to be Free from Retaliation and Discrimination

~~Your employer cannot discipline you, treat you differently, or fire you because:~~

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Rubidoux Community Services District

- You are a survivor or the family member of a victim or survivor of domestic violence, sexual assault, stalking, violent threats, or violence causing injury.
- You asked for time off work to recover from or get help related to the violence.
- You asked for accommodations to make sure you are safe at work.

~~You are a survivor or the family member of a victim or survivor of domestic violence, sexual assault, stalking, violent threats, or violence causing injury.~~

~~You asked for time off work to recover from or get help related to the violence.~~

~~You asked for accommodations to make sure you are safe at work.~~

2240.5 You May Also Have Protections Under Other Laws:

Wage Replacement: You may be eligible for wage replacement if you are unable to work because of your health or because you need to care for a family member with a serious health condition. State Disability Insurance (SDI) provides short-term wage replacement when you are temporarily disabled from working. Paid Family Leave (PFL) provides short-term wage replacement so you can care for a seriously ill family member, among other reasons. Learn more or file a claim for wage replacement by contacting the Employment Development Department (EDD) online (<https://edd.ca.gov/>) or by phone at (800) 480-3287 (for SDI) or (877) 238-4373 (for PFL).

Family and medical leave: Under the California Family Rights Act, you may have the right to take time off work for your own or a family member's serious health condition or because of the birth, adoption, or foster care placement of a child. Learn more about family and medical leave by visiting <https://www.bit.ly/CRD-leave>. You can file a complaint with the CRD if you believe your rights have been violated.

Bereavement leave: Bereavement leave allows eligible employees to take up to five (5) days off work within three (3) months of the family member's death. Leave does not need to be taken all at once. Learn more about bereavement leave protections by reviewing your employer's policy or visiting <https://www.bit.ly/CRD-Bereavement>. You can file a complaint with the CRD if you believe your rights have been violated.

Leave to attend court for certain crimes: If you are a victim of certain crimes or the family member of a victim of certain crimes, you have the right to take time off work to attend related court proceedings under Labor Code sections 230.2 and 230.5. You can learn more information or file a complaint with the Labor Commissioner's Office within the Department of Industrial Relations by visiting <https://www.bit.ly/DIR-Retaliation>.

2240.6 To File a Complaint

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Rubidoux Community Services District

Contact the Civil Rights Department if you have questions about your rights or to file a complaint:

Civil Rights Department

Online at <http://ccrs.cacivilrights.ca.gov/s/>

By mail at 651 Bannon Street, Suite 200

Sacramento, CA 95811

By calling (800) 884-1684 (voice),

(800) 700-2320 (TTY),

Or California's Relay Service at 711

- You have the right to take time off from work to get help to protect you and your children's health, safety, or welfare. You can take time off to get a restraining order or other court order.
- If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.
- You may use available vacation, personal leave, accrued paid sick leave or compensatory time off for your leave unless you are covered by a union agreement that says something different. Even if you do not have paid leave, you still have the right to time off.
- In general, you do not have to give your employer proof to use leave for these reasons unless it involves an unscheduled absence.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer before, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order or doctor's or counselor's note of similar document.

2440.2 Your Right to Reasonable Accommodation:

- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

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Rubidoux Community Services District

~~2440.3 Your Right to be Free from Retaliation and Discrimination: Your employer cannot treat you differently or fire you because:~~

- ~~• You are a victim of domestic violence, sexual assault, or stalking.~~
- ~~• You asked for leave time to get help.~~
- ~~• You asked your employer for help or changes in the workplace to make sure you are safe at work.~~

~~You can file a complaint with the Labor Commissioner's Office against your employer if they retaliate or discriminate against you.~~

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Rubidoux Community Services District

POLICY TITLE: Drug and Alcohol Testing for Safety Sensitive Employees
POLICY NUMBER: 2520

2520.1 Policy Statement. The purpose of this policy is to assure worker fitness for duty and to protect District employees and the public from risks posed by the use of alcohol and controlled substances. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation (DOT) has enacted 49 CFR Part 382 that mandate urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted "The Drug-Free Workplace Act of 1988," which requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the Department of Transportation. This policy incorporates those requirements for safety-sensitive employees and others when so noted. This policy should be interpreted consistently with the regulations set forth above.

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

2520.1.1 Applicability. This policy applies to all safety sensitive employees when they are on District property or when performing any District related business. It also applies to off-site lunch periods and breaks when a safety-sensitive employee is scheduled to return to work.

A safety-sensitive employee is:

- A. One in any classification requiring the use of a Class "A" or Class "B" commercial driver's license, as listed in Appendix C;
- B. One who has voluntarily driven a District vehicle requiring a commercial license within the last 12-month period, or who desires in the future to voluntarily drive a District vehicle requiring a commercial license; or,
- C. One who performs safety-sensitive functions as specified in Appendix C. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

2520.1.2 Prohibited Substances. "Prohibited substances" addressed by this policy include the following:

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- a) Drugs: marijuana, amphetamines/methamphetamines, opiates, phencyclidine (PCP), cocaine and any other substances set forth in applicable DOT regulations.
- b) Alcohol. The use of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of that stated in DOT guidelines while actually performing, ready to perform, or immediately available to perform any District business is prohibited. "Alcohol" is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.
- c) Legal Medications. Using or being under the influence of any legally prescribed medication(s), or non-prescription medication(s) while performing District business or while on District property is prohibited to the extent that such use or influence affects job safety or effective and efficient job performance. This prohibition includes the use of medically prescribed marijuana. An employee who feels their performance of work-related duties may be impaired by use of any legal substance which carries a warning label that indicates that mental functioning, motor skills and/or judgment may be adversely affected should report it to their supervisor, and medical advice should be sought before performing work-related duties. In the above instance, an employee using legal prescribed medication or non-prescription medication may continue to work if the supervisor determines that the employee does not pose a safety threat and that job performance is not affected by such use.

2520.1.3 Prohibited Conduct.

- a) Manufacture, Trafficking, Possession and Use. Engaging in unlawful manufacture, distribution or dispensing of a controlled substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation may result in termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected. Engaging in unlawful possession or use of a controlled substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from duty and referral to a Substance Abuse Professional (SAP) and may result in discipline up to and including termination of employment.
- b) Impaired/Not Fit for Duty. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from job duties and be required to undergo a reasonable suspicion-controlled substance or alcohol test. Safety sensitive employees failing to pass this reasonable suspicion-controlled substance or alcohol test shall remain off duty and be referred to an SAP. A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the DOT guidelines.

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- c) Alcohol Use. No safety-sensitive employee may report for duty or remain on duty when their ability to perform assigned functions is adversely affected by alcohol or when their breath alcohol concentration is 0.04 or greater. No employee shall use alcohol during working hours. No safety-sensitive employee shall use alcohol within four (4) hours of reporting for duty. Violations of this provision is prohibited and will subject the employee to disciplinary action, including removal from safety-sensitive duty and referral to an SAP.
- d) Compliance with Testing Requirements. All safety-sensitive employees are subject to controlled substance testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and be referred to an SAP. Refusal to submit to a test can include an inability to provide a urine specimen or breathe sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.
- e) Treatment/Rehabilitation Program. An employee with a controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:
 - (1) Positive Controlled Substance and/or Alcohol Test. A Rehabilitation Program is available for employees who have tested positive for a prohibited substance on a one-time basis only. Employees will be terminated immediately on the occurrence of a second event with a verified positive test result. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the employee. When recommended by the SAP, participation and completion of the rehabilitation program is mandatory. Failure of an employee to attend and complete a prescribed program will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.
- f) Voluntary Admittance. All employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program. Requests must be submitted to the General Manager or their designee for review prior to policy violation. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the employee. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for thirty-six (36) months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests will result in termination from employment. Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any.

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- 2520.1.4 Proper Application of the Policy. The District is dedicated to assuring fair and equitable application of this Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to their subordinates shall be subject to disciplinary action, up to and including termination of employment.
- 2520.1.5 Testing for Prohibited Substances. Analytical urine-controlled substance testing and breathe testing for alcohol will be conducted as required under DOT guidelines. All safety-sensitive employees shall be subject to testing, based on reasonable suspicion, randomly and following an accident, as defined in the DOT guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests for up to five (5) years, as determined by an SAP. Safety-sensitive employees who perform safety-sensitive functions as defined in the DOT guidelines shall also be subject to testing on a randomly selected and unannounced basis.

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

An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the DOT guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. A safety-sensitive employee who has a confirmed alcohol concentration of 0.02, but less than 0.04 will be removed from their position for at least twenty-four (24) hours unless a retest results in an alcohol concentration of 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of DOT guidelines and this policy.

Any employee who has a confirmed positive controlled substance or alcohol test will be removed from their position, informed of educational and rehabilitation programs available, and evaluated by an SAP.

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

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Circumstances under which employees may be tested:

- a) Pre-Employment Testing. All job applicants who have been offered District employment, including current safety-sensitive employees who promote, demote or transfer to another safety sensitive position, shall undergo urine-controlled substance testing prior to employment. Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the candidate from further consideration for employment. Current employees who promote, demote or transfer from non-safety-sensitive to safety-sensitive position shall test negative prior to assignment to a safety-sensitive classification. The District will obtain records from previous employers of new employees in conformance with DOT guidelines. Probationary employees who receive a positive alcohol and/or substance abuse test, or who fail to provide "clean" records from previous employers will fail to complete the District's probationary period.

- b) Reasonable Suspicion Testing. All employees will be subject to urine and/or breathe testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:
 - 1. Adequate documentation of unsatisfactory work performance or on-the-job behavior consistent with substance abuse.
 - 2. Physical signs and symptoms consistent with prohibited substance use.
 - 3. Occurrence of a serious or potentially serious accident that may have been caused by human error consistent with substance abuse.
 - 4. Fights (i.e., physical contact), assaults and flagrant disregard or violations of established safety, security, or other operational procedures.

Reasonable-suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in their work performance due to prohibited substance abuse or misuse.

- c) Post-Accident Testing. Safety-sensitive employees will be required to undergo controlled substance and/or breathe alcohol testing if they are involved in an accident, as set forth in applicable regulations. This includes all safety-sensitive employees who are on duty in the vehicles. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or there is a human fatality; or where one or more vehicles incurs disabling damage that requires towing from the site; and the

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safety-sensitive employee receives a citation under State or local law for a moving traffic violation arising from the accident; or there is a human fatality.

Following an accident, the safety-sensitive employee will be tested as soon as possible, but not to exceed eight (8) hours for alcohol and thirty-two (32) hours for controlled substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and be subject to termination of employment. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but any other employees whose performance could have contributed to the accident.

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

When safety-sensitive employees are off work due to long-term lay-offs, illness, injury, or vacation, the employee's name will be placed back into the pool and another employee name selected.

The number of safety-sensitive employees selected for random testing will be the amount required in the DOT guidelines. Currently, 25% of the employee pool is tested for alcohol and 50% for substance abuse. The employee pool will either be all Rubidoux Community Services District safety-sensitive employees or, if the District participates in a consortium of employers, all safety-sensitive employees within the consortium.

- e) Return-to-Duty Testing. All employees who previously tested positive for a controlled substance or alcohol test must test negative and be evaluated and released to duty by the SAP before returning to duty. Employees will be required to undergo unannounced follow-up-controlled substance and/or alcohol breath testing following returning to duty. The SAP will determine the duration and frequency. However, it shall not be less than six tests during the first 12 months, nor longer than 60 months in total, following return to duty.
- f) Employee Requested Testing. Any employee who questions the result of a required controlled substance test may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the DOT guidelines. The safety-sensitive employee's request for a retest must be made to the Medical Review Officer

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(MRO) within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

- g) Records Retention. The District shall maintain complete records of alcohol and/or controlled substance test results for each employee in a secure location with controlled access. Employee records are generally confidential but, will be available to the DOT or any state or local officials with regulatory authority over the District or any of its drivers only and prospective employers as set forth in applicable law. Records will be kept for a minimum of five (5) years regarding the following: driver alcohol tests; positive controlled substance tests; documentation on refusals to take alcohol or controlled substance tests; calibration documentation; and, employee evaluations and referrals. Records will be kept for a minimum of two (2) years regarding the alcohol and controlled substance collection process. Records will be kept for a minimum of one (1) year regarding the following: records of negative and cancelled controlled substance test results (as defined in Part 40 of federal regulations) and alcohol test with a concentration of less than 0.02. *29 CFR 382.401*.

Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the District while the individual performs the functions which require the training for two (2) years after ceasing to perform those functions.

- 2520.1.6 Employee Assessment. Any employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum thresholds set forth in the DOT guidelines will be assessed by an SAP. An SAP is a District selected licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of drug and alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance or alcohol abuse or misuse.

If an employee is returned to duty following rehabilitation, they must agree to and sign a Return-to-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one (1) to five (5) years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is borne by the employee and is on a one-time basis only. An employee will be immediately terminated from employment on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, vacation, administrative leave, personal necessity leave, and/or floating holidays, if any, to participate in the prescribed rehabilitation program.

- 2520.1.7 Test Related Time-Off Work Provisions. Any employee who is relieved from duty due to a positive drug or controlled substance test must use accumulated compensated leave (i.e.,

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vacation, sick leave, administrative leave, personnel necessity leave or floating holidays, if any) during the regularly scheduled work time missed. If the employee has insufficient accumulated compensated leave to cover the regularly scheduled work time missed due to a positive alcohol or controlled substance test, such time shall be without pay. In the event there is a false positive test the District, upon verification, will compensate the employee for any regularly scheduled work time missed as a result thereof.

2520.1.8 Contact Person: Any questions regarding this policy should be directed to the following District representative:
Name: Melissa Trujillo
Title: Human Resources Generalist/ Safety & Facilities Coordinator
Address: 3590 Rubidoux Blvd., Jurupa Valley, CA 92509
Telephone: (951) 684-7580

2520.1.9 Definitions.

- a) Accident - An incident involving a commercial motor vehicle in which there is a fatality or a citation was issued, and either an injury is treated away from the scene, or a vehicle is required to be towed from the scene.
- b) Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.
- c) Alcohol Concentration - The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath-testing device.
- d) Alcohol Use – The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication), containing alcohol.
- e) Breath Alcohol Technician (BAT) - A person who instructs and assists employees in the alcohol testing process and operates an evidential breath-testing device.
- f) Chain of Custody - The procedures used to document the handling of the urine specimen, from the time the employee gives the specimen to the collector, until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF). The CCF also ensures the integrity of each urine specimen by tracking its handling and storage from the point of specimen collection to its final disposition.
- g) Collection Site - A place designated by the District where individuals present themselves for the purpose of providing a specimen of urine and/or breathe.

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- h) Commercial Motor Vehicle - A motor vehicle, or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: (1) has a gross combination weight ratio of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or, (2) has a gross vehicle weight rating of 26,001 or more pounds; or, (3) is designed to transport 16 or more passengers, including the driver; or, (4) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.
- i) Confirmation Test - For alcohol testing, means a subsequent test using an EBT, following a screening test with a result of 0.02 grams or greater of alcohol per 210 liters of breath, that provides quantitative data about the alcohol concentration. For controlled substances testing, mean a second analytical procedure performed on a urine specimen to identify and quantify a specific drug or drug metabolite, which is independent of the screen test and uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.
- j) Controlled Substance (Drug) Test - A method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration.
- k) Covered Employee - A person, including a volunteer or applicant, who performs a safety-sensitive function for the District.
- l) Department of Transportation Guidelines - The controlled substance and alcohol testing rules - 49 CFR Part 382 (FWHA - Commercial Motor Vehicle) - setting forth the procedures for controlled substance and alcohol testing (49 CFR Part 40) in all transportation industries.
- m) District or Employer – Rubidoux Community Services District.
- n) District Time - Any period of time in which an employee is actually performing a District function. Any period of time in which a safety-sensitive employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.
- o) Driver - Any person who operates a commercial motor vehicle. This includes, but is not limited to, full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors. For pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle.

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- p) Drug (Controlled Substance) Metabolite - The specific substance produced when the human body metabolizes (changes) a given drug (controlled substance) as it passes through the body and is excreted in urine.
- q) Evidential Breath Testing Device (EBT) - A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "conforming products list of evidential breath."
- r) Medical Review Officer (MRO) - A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the employer's drug testing program, who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with their medical history and any other relevant biomedical information. The MRO also must be knowledgeable about DOT Rule 49 C.F.R., Part 40 Section 40.121, the DOT MRO guideline, and the DOT agency regulation applicable to the District. Additional requirements are set forth in 49 C.F.R. Part 40 Section 40.121.
- s) Performing (Safety-Sensitive Function) - A safety-sensitive employee is considered to be performing a safety-sensitive function and includes any period in which the safety sensitive employee is actually performing, ready to perform, or immediately available to perform such functions.
- t) Post-Accident Alcohol and/or Controlled Substance Testing - Testing conducted after accidents on employees whose performance could have contributed to the accident. For drivers this is determined by a citation for a moving traffic violation and for all fatal accidents even if the driver is not cited for a moving traffic violation. See "Accident."
- u) Pre-Employment Controlled Substance Testing - Testing conducted after an offer to hire has been extended to a job applicant, but before actually performing District functions as an employee. Also required when employees transfer to a safety-sensitive position.
- v) Prohibited Drugs (Controlled Substances) - Include: Marijuana Metabolites, Cocaine Metabolites, Codeine/Morphine, Oxycodone/Oxymorphone, Hydrocodone/Hydromorphone, 6-Acetylmorphine/6-AM (Heroin), Amphetamine/Methamphetamine, MDMA/MDA, and Phencyclidine (PCP) and any others set forth in applicable DDOT regulations.
- w) Prohibited Substances - Synonymous with drug abuse and/or alcohol misuse or abuse.
- x) Random Alcohol and/or Controlled Substance Testing - Testing conducted on a random unannounced basis just before, during or just after performance of safety-sensitive functions.

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- y) Reasonable Suspicion Alcohol and/or Controlled Substance Testing - Testing conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol misuse or controlled substance abuse.

- z) Refusal to Submit (to an Alcohol and/or Controlled Substance Test) - A refusal to submit to alcohol or controlled substances test means that a driver:
 - 1) Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner/operator) to appear for a test when by C/TPA (see 29 CFR Section 40.61(a));
 - 2) Fails to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences (see 29 CFR Section 40.63 a pre-employment test is not deemed to have refused to test;
 - 3) Fails to provide a urine specimen for any drug test required by this part or DOT agency regulations. Provided, that an employee who does not provide a urine specimen because they have left the testing site before the testing process commences (see 29 CFR Section 40.63(c)) for a pre-employment test is not deemed to have refused a test;
 - 4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen (see 29 CFR Section 40.69(g));
 - 5) Fails to provide a sufficient amount of urine when directed, and it has been determined through a required medical evaluation, that there was no adequate medical explanation for the failure (see 29 CFR Section 40.193(d)(2));
 - 6) Fails or declines to take a second test the employer or collector has directed the driver to take;
 - 7) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 29 CFR Section 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment.
 - 8) Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); or
 - 9) Is reported by the MRO as having verified adulterated or substituted test result.
 - 10) Any employee who has been determined to have "refused to test" will face the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions until all return-to-duty requirements are met.

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- aa) Rehabilitation - The total process of restoring an employee to satisfactory work performance through constructive confrontation, referral to the SAP and participation in SAP recommendations such as education, treatment and/or support groups to resolve personal, physical or emotional/mental problems which contributed to job problems.
- bb) Return-to-Duty and Follow-Up Alcohol and/or Controlled Substance Testing - Testing conducted when an employee who has violated the prohibited alcohol or controlled substance conduct standards returns to performing duties. Follow-up tests are unannounced, and at least six tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return-to-duty upon the SAP recommendation.
- cc) Return-to-Duty Agreement - A document agreed to and signed by the General Manager or their designee, the employee, and the SAP, that outlines the terms and conditions under which the employee may return to duty after having had a verified positive controlled substance test result, or an alcohol concentration of 0.04 or greater on an alcohol test.
- dd) Safety-Sensitive Function - On duty time for safety sensitive functions means all time from the time a driver begins work or is required to be in readiness to work until the time they are relieved from work and all responsibility for performing work. Safety sensitive function shall include:
- (i) All time at the employer plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.
 - (ii) All time inspecting equipment as required by the FMCSA's subchapters § 392.7 and 392.8, or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
 - (iii) All time spent at the driving controls of a commercial motor vehicle in operation.
 - (iv) All time, other than driving time, in or upon any commercial motor vehicle (except for time spent resting in the sleeper berth).
 - (v) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded and unloaded. Remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
 - (vi) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- ee) Screening (Initial) Test - An analytical procedure in alcohol testing to determine whether an employee may have a prohibited concentration of alcohol in their system. In controlled substance testing, it is an immunoassay screen to eliminate negative urine specimens from further consideration.

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ff) Substance Abuse Professional (SAP) - A licensed physician (Medical Doctor or Doctor of Osteopathy), or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC)) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

gg) Supervisor - Foreman, Superintendent, Division Manager or General Manager who has had one hour of training on the signs and symptoms of alcohol abuse and an additional hour training on the signs and symptoms of controlled substance abuse.

hh) Vehicle - Bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel used for mass transportation.

2520.2 Procedures.

2520.2.1 Reasonable Suspicion Testing.

- a) An employee who may possibly be under the influence of alcohol and/or controlled substances is observed by a supervisor is subject to this testing. Any employee may identify someone suspected of alcohol and/or controlled substance abuse to any supervisor (employees should realize, however, that it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action). The supervisor must witness first-hand the employee's signs and symptoms or other evidence of being under the influence.
- b) The supervisor is then obligated to ensure that the matter is immediately investigated. If possible, two supervisors determine (independently or together) that the employee in question may be under the influence of alcohol and/or controlled substances.
- c) When the supervisor(s) suspect and believe that the employee may be under the influence of alcohol and/or controlled substances, the employee is then immediately suspended from duty (with pay) and driven by a District employee (or others designated) to the District specified collection site. Because of a testing facility requirement, the employee in question must show proof of identification, such as a driver's license photo or state-issued photo identification card. Whenever practical, the General Manager (or their designee) should be notified in advance of the employee being taken to the collection site.
- d) At the collection site, the employee will be required to submit a urine sample in the event that controlled substances are suspected, or a breath sample in the event that alcohol intoxication is suspected by the on-duty technician. Care will be taken to provide the employee reasonable privacy without compromising the integrity of the sample.

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- e) The District will take precautions to prevent the employee being tested from going back to work and driving their own car home if any of the tests are positive. Instead, the employee will be taken home from the collection by a District employee (or others designated).
- f) The employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated immediately. The employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.
- g) The employee whose controlled substance test results are verified negative will be reinstated immediately. The employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

2520.2.2 Random Testing.

- a) The compliance company notifies the General Manager, who in turn notifies the supervisor to send the safety-sensitive employee to the collection site for alcohol and/or controlled substance testing.
- b) The supervisor notifies the safety-sensitive employee to go to the collection site for alcohol and/or controlled substance testing immediately. Because of a testing facility requirement, the safety-sensitive employee sent to the collection site must have proof of identification, such as a driver's license photo or state-issued photo identification card.
- c) At the collection site, the safety-sensitive employee will be required to submit a urine sample (in the event that controlled substances are to be tested for) or a breath sample (in the event that alcohol is being tested for) to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.
- d) The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will

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not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

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

2520.2.3 Post-Accident.

- a) The safety-sensitive employee notifies a supervisor that an accident has occurred.
- b) The supervisor determines that the circumstances of the accident warrant a post-accident test when a citation was issued, or a fatality occurred. Thereafter, the supervisor directs the safety-sensitive employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a driver's license photo or state-issued photo identification card.
- c) At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with reasonable privacy without compromising the integrity of the sample.
- d) The General Manager (or their designee) will be notified that an accident has occurred, and that the safety-sensitive employee was instructed to go to the collection site.
- e) The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified

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SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

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

2520.2.4 Return-To-Duty and Follow Up.

- a) At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.
- b) The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.
- c) The safety-sensitive employee whose controlled substance test results are verified negative will be released to return to work. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

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2520.2.5 Chain of Custody for Controlled Substance Specimens.

- a) At the time a specimen is collected, the employee will be given a copy of the specimen collection procedures.
- b) Urine will be in a wide-mouthed clinic specimen container which will remain in full view of the employee until split, transferred to, sealed and initialed in two tamper-resistant urine bottles.
- c) Immediately after the specimens are collected, the urine bottles will, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at the site other than the controlled substance and/or alcohol testing laboratory, the specimens will then be placed in the transportation container. The container will be sealed in the employee's presence and the employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.
- d) A chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with the specimen.

2520.2.6 Specimen Collection of Strange and/or Unrecognizable Substances.

- a) An employee is observed with a strange and/or unrecognizable substance.
- b) The supervisor, in the presence of a witness, places the strange and/or unrecognizable substance into a clear plastic bag. The bag is sealed, labeled and signed by both the supervisor and the witness.
- c) An incident report is written by the supervisor and signed by both the supervisor and the witness.
- d) The plastic bag containing the specimen and a copy of the incident report is taken to the collection site for transportation to the laboratory for analysis.

2520.2.7 Alcohol Concentration.

- a) The employee and the on-duty Breath Alcohol Technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded.
- b) After an explanation of how the breathalyzer works, an initial breath sample is taken.
- c) If the results of the initial test show an alcohol concentration of 0.02 or greater, a second or confirmation test must be conducted. The confirmation test must not be conducted less than fifteen (15) minutes after, nor more than twenty (20) minutes after the screening test.

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- d) The confirmation test will utilize Evidential Breath Testing (EBT) devices that print out the results, date and time, a sequential test number, and the name and serial number of the EBT device to ensure the reliability of the results.

2520.2.8 Deviations from Procedures. Unless otherwise provided in DOT guidelines, deviations from the foregoing procedures shall not invalidate the results of any prohibited substance tests verified positive by the Medical Review Officer.

APPENDIX "C"

Safety-Sensitive Classifications and Functions:

~~Utility and Senior-Utility Maintenance Worker (I-/II) – Water and Collections~~

~~Utility Crew Leader – Water~~

~~Utility Maintenance Worker (I/II) – Collections~~

~~Utility Crew Leader – , Water and Collections~~

~~Utility Field Field Supervisor~~

~~Systems and Senior Systems Operator (s-I, /II)~~

~~Senior Systems Operator (I/II)~~

~~Backflow / Cross-Connection Inspector~~

~~Cross Connection & Source Control Field Program Coordinator~~

Safety-Sensitive Function:

Operating any vehicle where a Class A or Class B driver's license would be required.

Rubidoux Community Services District

POLICY TITLE: Workplace Violence Prevention Plan
POLICY NUMBER: 2525



Workplace Violence Prevention Plan

Adopted July 18, 2024

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Appendices

 Appendix A. Workplace Violent Incident Log

 Appendix B. Workplace Violence Prevention Environmental Hazard & Control Checklist

 Appendix C. Violent Incident Investigation Form

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Policy

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Rubidoux Community Services District ("District") is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. The policy is to establish, implement, and maintain an effective plan as required by Senate Bill ("SB") 553. The regulation requires the District to establish, implement, and maintain, at all times in all the facilities, a workplace violence prevention plan for the purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

The Workplace Violence Prevention Plan ("WVPP") is available upon request for examination and copying to employees, their representatives, and the Chief of Cal/OSHA and/or their designee.

Prohibited Acts

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The District will not ignore, condone, or tolerate threats of violence or workplace violence by any employee, appointed or elected official, volunteer, contractor, client, and/or visitor.

Threats of violence include both verbal and non-verbal conduct that causes a person to fear for their safety because there is a reasonable possibility they might be physically injured and that serves no legitimate work-related purpose.

Workplace violence means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury; and
- An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site includes violent acts by anyone who enters the workplace with the intent to commit a crime.

Type 2: Workplace violence directed at employees by customers, and/or visitors.

Type 3: Workplace violence against an employee by a present or former employee, Director/Manager or Supervisor.

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is

known to have had a personal relationship with an employee.

In addition, the District prohibits all dangerous weapons not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all District property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on District property is in violation of this policy and may be subject to disciplinary action up to and including termination. Any volunteer, contractor, or visitor in possession of prohibited dangerous weapons will be banned from the premises. Dangerous weapons include any instrument capable of inflicting death or serious bodily injury.

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Responsibility and Authority

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Workplace Violence Prevention Plan Administrator

The Human Resources Generalist/Safety and Facilities Coordinator ("HR") under the direction of the Director of Finance and Administration ("DOF"), is the designated WVPP Administrator and has the authority and responsibility for developing, implementing, and maintaining the WVPP and conducting or overseeing any investigations of workplace violence reports. The DOF will also be able to answer employee questions concerning the WVPP.

HR and the DOF, shall solicit feedback and input from employees in developing and implementing the WVPP. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

Directors, Managers, and Supervisors

Responsibilities include:

- Implementing the WVPP in their work areas;
- Providing input to HR regarding the WVPP;
- Enforcing the rules fairly and uniformly;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this WVPP.

Employees

Responsibilities include:

- Complying with the WVPP;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and

- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

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Compliance

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HR is responsible for ensuring the WVPP is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the WVPP:

- Informing all employees of the WVPP during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring all employees, including Directors/Managers, and Supervisors receive training on this WVPP;
- Providing comprehensive workplace violence prevention training to Directors/Managers and Supervisors concerning their roles and responsibilities for WVPP implementation;
- Directors/Managers and Supervisors will also be knowledgeable of the WVPP to ensure that the employees they supervise are taking the proper precautions for protections against any specific hazards they may incur at the workplace;
- Evaluating employees to ensure their compliance with the WVPP;
- Providing retraining to employees whose safety performance is deficient with the WVPP;
- Disciplining employees, appointed or elected officials, who engage in threats of violence behaviors or fail to comply with the WVPP, up to and including termination; and
- Ensuring training of the WVPP is conducted on an annual basis.

Communication and Training

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Directors/Managers, and Supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

The District may also post or distribute workplace violence prevention information to employees.

Employees are encouraged to inform their Director/Manager or Supervisor about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their Director/Manager or Supervisor, they will report this information to HR who will investigate the incident. HR will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the District's responsibility in complying with hazard correction measures outlined in the WVPP.

Any employee who believes they are a potential victim of violent behavior is encouraged to use the District's confidential Employee Assistance Program:

The Standard Employee Assistance Program

Main Phone Number: 800-293-6948

Email Address: answers@healthadvocate.com

Website Address: <http://healthadvocate.com/standard3>

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Employee training on workplace violence will include:

- This WVPP;
- Workplace violence risks and hazards that employees may encounter in their jobs, the corrective measures the District has implemented, and how to seek assistance to prevent or respond to violence;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- How to obtain a copy of the District's WVPP at no cost, and how to participate in development and implementation of the District's WVPP;
- The Workplace Violent Incident Log (Appendix A) and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs;
- Opportunities the District has for interactive questions and answers with a person knowledgeable about the District's plan;
- How to report incidents to the District or law enforcement without the fear of reprisal; and
- The Standard Employee Assistance Program.

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior; and
- Strategies to prevent physical harm.

Training will occur:

- When the WVPP is first established;

- At time of hire or transfer;
- Annually for employees and their Supervisors;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the WVPP.

Procedures

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Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, HR, or other department Directors/Managers, will alert employees of the presence, location, and nature of the workplace violence through the following methods: text message or phone call.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify HR, their immediate Supervisor, and/or law enforcement.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Emergencies and Reporting a Crime

For immediate assistance in an emergency, contact emergency services or law enforcement by calling 911. Employees should also notify their Director/Manager/Supervisor, and HR as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience threats of violence or workplace violence can report the incident through their chain of command or directly to HR. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail. A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

Restraining Orders

Employees or other personnel affiliated with the District who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their Director/Manager and HR. Directors/Managers who receive notification of a restraining order that includes the workplace will meet with HR to decide what actions, if any, need to be initiated.

Hazard Assessment

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Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments by HR and Directors/Managers to identify unsafe conditions and work practices and employee reports and concerns.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the WVPP is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

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Hazard Correction

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Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated. Corrective measures for workplace violence hazards will be specific to a given work area.

Post Incident Response and Investigation

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Directors/Managers, and Supervisors will use the Workplace Violent Incident Log (Appendix A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate first aid;
- Identify all employees involved in the incident;

- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this WVPP were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

The Violent Incident Investigation Form (Appendix C) will be used to conduct incident analysis and document the post-incident response.

Recordkeeping

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Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for five years in accordance with the recordkeeping requirements. Training for each employee, including the employee's name, training dates, type of training, and training provider will be created and maintained for a minimum of one year. Records of violent incidents (Workplace Violent Incident Log) and workplace violence incident investigations will be maintained for a minimum of five years with HR. Records of workplace violence hazard identification, evaluation, and correction, training records, and violent incident logs shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**.

The District's Reporting Responsibilities

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As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, the District will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Annual Review

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The District's WVPP will be reviewed annually and updated as needed considering the following criteria: staffing, job, equipment, and facility design and risks, modifications or additions to tasks and procedures that affect WVPP implementation, newly identified hazards, prior year incidents, identified deficiencies, and feedback provided by employees.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

| | | |
|------------------------|-----------------------------------|--------------------|
| Incident ID #*: | Date and Time of Incident: | Department: |
|------------------------|-----------------------------------|--------------------|

Specific Location of Incident:

* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)

Describe Incident (Include additional pages if needed):

Assailant information:

| | | |
|--|---|---|
| <input type="checkbox"/> Family or Friend of Victim | <input type="checkbox"/> Family or Friend of Contractor | <input type="checkbox"/> Co-Worker/Supervisor/Manager |
| <input type="checkbox"/> Partner/Spouse of Victim | <input type="checkbox"/> Customer | <input type="checkbox"/> Stranger |
| <input type="checkbox"/> Former Partner/Spouse of Victim | <input type="checkbox"/> Family or Friend of Customer | <input type="checkbox"/> Student |
| <input type="checkbox"/> Robber/Burglar | <input type="checkbox"/> Animal | |
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Other: | |

Circumstances at time of incident:

| | | |
|--|---|---|
| <input type="checkbox"/> Employee Performing Normal Duties | <input type="checkbox"/> Poor Lighting | <input type="checkbox"/> Employee Rushed |
| <input type="checkbox"/> Employee Isolated or Alone | <input type="checkbox"/> High Crime Area | <input type="checkbox"/> Low Staffing Level |
| <input type="checkbox"/> Unable to Get Help or Assistance | <input type="checkbox"/> Working Outdoors | <input type="checkbox"/> Unfamiliar or New Location |
| <input type="checkbox"/> Other: | | |

Location of Incident:

| | |
|--|------------------------------------|
| <input type="checkbox"/> Personal Residence | <input type="checkbox"/> Breakroom |
| <input type="checkbox"/> Restroom or Bathroom | <input type="checkbox"/> Hallway |
| <input type="checkbox"/> Parking Lot or Outside Building | <input type="checkbox"/> Other: |

Type of Incident (check as many apply):

| | | |
|--|---|--|
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Grabbed | <input type="checkbox"/> Pushed |
| <input type="checkbox"/> Verbal Threat or Harassment | <input type="checkbox"/> Kicked | <input type="checkbox"/> Scratched |
| <input type="checkbox"/> Sexual Threat, Harassment, or Assault | <input type="checkbox"/> Hit with an Object | <input type="checkbox"/> Bitten |
| <input type="checkbox"/> Animal Attack | <input type="checkbox"/> Shot (or Attempted) | <input type="checkbox"/> Slapped |
| <input type="checkbox"/> Threat of Physical Force | <input type="checkbox"/> Bomb Threat | <input type="checkbox"/> Hit with Fist |
| <input type="checkbox"/> Threat of Use of Weapon or Object | <input type="checkbox"/> Vandalism (of Victim's Property) | <input type="checkbox"/> Knifed (or Attempted) |

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Appendix B

**WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

| | |
|------------------------------|---------------|
| Assessed by: | Title: |
| Location(s) Assessed: | |

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

- Step 1: Identify risk factors that may increase District's vulnerability to workplace violence events
- Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities
- Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

| Yes | No | Risk Factors | Comments: |
|--------------------------|--------------------------|---|-----------|
| <input type="checkbox"/> | <input type="checkbox"/> | Does staff have contact with the public? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Does staff exchange money with the public? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Does staff work alone? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the workplace often understaffed? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the workplace located in an area with a high crime rate? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Does staff enter areas with high crime rates? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Does staff have mobile workplaces? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Does staff perform public safety functions that might put them in conflict with others? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Does staff perform duties that may upset people? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Does staff work with people known or suspected to have a history of violence? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Do any employees have a history of threats of violence? | |

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STEP 2: CONDUCT ASSESSMENT

Building Interior

| Yes | No | Building Interior | Comments: |
|--------------------------|--------------------------|--|-----------|
| <input type="checkbox"/> | <input type="checkbox"/> | Are employee ID badges required? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are employees notified of past workplace violence events? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are bullet resistant windows or similar barriers used when money is exchanged with the public? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are areas where money is exchanged visible to others? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a limited amount of cash kept on hand with appropriate signage? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Could someone hear an employee who called for help? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Do employees have a clear line of sight of visitors in waiting areas? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are waiting and work areas free of objects that could be used as weapons? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is furniture in waiting and work areas arranged to prevent employee entrapment? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are private, locked restrooms available for employees? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Do employees have a secure place to store personal belonging? | |

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Building Exterior

| Yes | No | Building Exterior | Comments: |
|--------------------------|--------------------------|---|-----------|
| <input type="checkbox"/> | <input type="checkbox"/> | Do employees feel safe walking to and from the workplace? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the entrances to the building clearly visible from the street? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the area surrounding the building free of bushes or other hiding places? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is video surveillance provided outside the building? | |

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|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there enough lighting to see clearly? | |
|--------------------------|--------------------------|--|--|

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-Parking Area

| Yes | No | Parking Area | Comments: |
|--------------------------|--------------------------|--|-----------|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a nearby parking lot reserved for staff? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the parking lot attended and secure? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the parking lot free of blind spots and landscape trimmed to prevent hiding places? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there enough lighting to see clearly? | |

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Security Measures

| Yes | No | Security Measures | Comments: |
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| <input type="checkbox"/> | <input type="checkbox"/> | Is there a response plan for workplace violence emergencies? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there physical barriers? (between staff and customers) | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there security cameras? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there panic buttons? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there alarm systems? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there metal detectors? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there X-ray machines? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Do doors lock? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Does internal telephone system activate emergency assistance? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are telephones with an outside line programed for 911? | |

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| Yes | No | Security Measures | Comments: |
|-----|----|--|-----------|
| ▲ | | Are there two-way radios, pagers, or cell phones? | |
| ▲ | | Are there security mirrors? | |
| ▲ | | Is there a secured entry? | |
| ▲ | | Are there personal alarm devices? | |
| ▲ | | Are there "drop safes" to limit available cash? | |
| ▲ | | Is there a system to alert staff of the presence, location, and nature of a security threat? | |
| ▲ | | Is there a system in place for testing security measures? | |

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Appendix C

**RCSD WORKPLACE VIOLENCE PREVENTION PLAN
VIOLENT INCIDENT INVESTIGATION FORM**

The WVPP administrator or designee will complete the investigation into the violent incident. Further investigation and resolution of the Incident is expected within seven (7) days of the Violent Incident Report being submitted.

Incident Analysis To Be Completed by WVPP Administrator or Designee:

Has this type of incident occurred before at the workplace? Yes No

What were the main factors that contributed to the incident?

What could have prevented or at least minimized the damage caused by this incident?

Post-Incident Response

Yes No Did the employee(s) require medical attention as a result of the incident?

Yes No Did the employee(s) miss work as a result of the incident?

Yes No Did the employee(s) apply for workers' compensation?

Yes No Was security contacted?

Yes No Was building facilities contacted?

Yes No Was immediate counseling provided to affected workers and witnesses?

Yes No Was critical incident debriefing provided to all affected staff who desired it?

Yes No Was post-trauma counseling provided to affected staff who desired it?

Yes No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)? Yes No

Is this a recurring event? Yes No

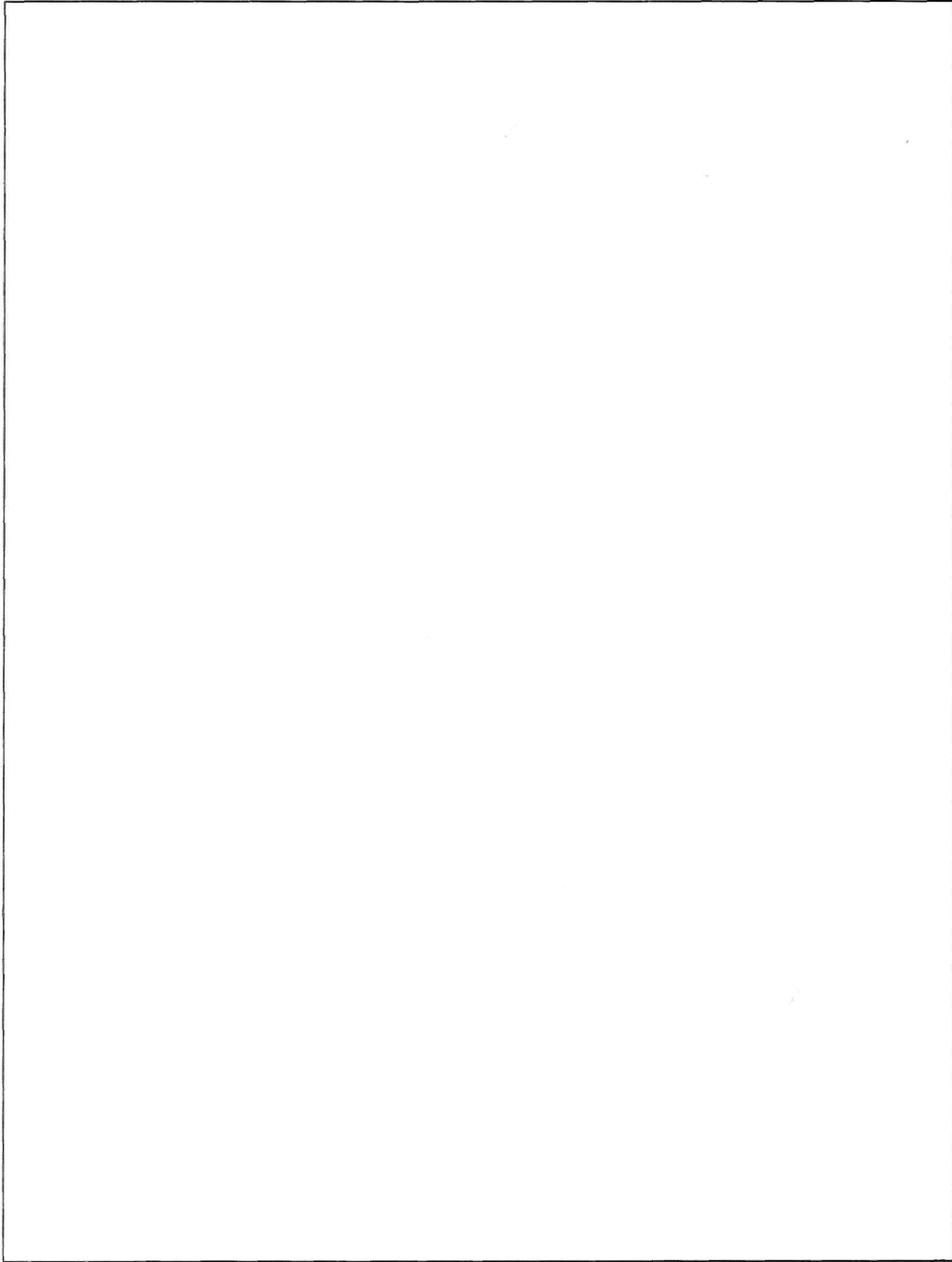
Are there modifications to be made to WVPP to reflect updated practices? Yes No

Describe updates to WVPP: _____

Investigation completed by: _____

Department/Job Title: _____

Date: _____ Phone number: _____



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Attachment 2

Rubidoux Community Services District

POLICY TITLE: Dress Code & Personal Standards
POLICY NUMBER: 2200

2200.1 At Rubidoux Community Services District, professional image is important and is maintained, in part, by the image employees present to customers, each other, visitors, vendors, and others in our business. In choosing appropriate work attire, employees should consider factors including tastefulness, anticipated requirement for public contact, the nature of the job, and working conditions.

2200.1.1 All employees who are required to wear uniforms shall wear the appropriate uniform for their assigned work area. If an employee is governed by the MOU, the employee must follow the dress code requirements as outlined in the applicable MOU. Employees are permitted to wear the uniform only during their work hours, work time, or traveling to and from work, or while representing the District. Employee shall not wear their District uniform while off-duty.

2200.1.2 To maintain a consistent and professional appearance, the District provides approved polo shirts to staff as determined by the General Manager. Each employee will receive two (2) polo shirts upon hire, and replacement polos may be issued as needed, up to a maximum of two (2) per year, selected from styles and colors approved by the General Manager. Replacement of District-issued polo shirts will be determined by the employee's supervisor, the General Manager, or their designee, with the General Manager retaining final authority (and the discretion to determine that replacement is not necessary). District-issued polos may be worn during regular work hours and when representing the District at events or professional functions, as appropriate; however, field staff are required to wear their designated uniforms while performing field duties, and polos are not a substitute for required field uniforms. Employees are responsible for the proper care and maintenance of all issued polo shirts.

2200.2 Rubidoux Community Services District expects all employees to use good judgment and taste in matters of personal grooming and dress. Good judgment includes consideration for both Rubidoux Community Services District and its constituents and clients. Attire should be in keeping with the dignity and image of a professional office. Employees should always be neat and clean in appearance, dressed in reasonably professional attire.

2200.2.1 No visible tattoos are allowed anywhere on the head, face, or neck, unless for religious reasons or purposes that the employee professes or provides information of religious affiliation or associate. Any visible tattoos cannot be obscene, sexually explicit, or otherwise violate the District's policy against unlawful harassment or discrimination. Extremist or gang-related tattoos are also not permitted. All non-conforming tattoos must be covered with clothing or a bandage while at work, or must be removed.

Rubidoux Community Services District

2200.2.2 No objects, articles, jewelry or ornamentation of any kind shall be attached to or through the skin if visible on any body part (including the tongue or any part of the mouth) except that an employee may wear two sets (i.e., four holes total) of reasonable-sized (i.e., small and professional-looking) earrings in the ear lobe. Piercings as described herein shall be allowed if the employee provides information of religious affiliation or association related to their piercings. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer while the employee is working.

2200.2.3 There will be no unlawful discrimination based on “protective hairstyles” or religious clothing.

2200.3 In all cases, supervisors will assist employees to determine what is considered appropriate attire for the particular situation. The following is offered as a general guideline:

- Business Casual Attire (Monday through Friday). No torn or faded jeans, t-shirts, exposed midriiffs, low cut tops showing cleavage, tops with spaghetti straps, tube-tops, halter tops, sweats, shorts, tennis shoes, flip flops, or other informal or inappropriate attire.
- Business Attire (Board & Special Meetings). Generally, will include suits, sport coats, dress shirt and tie and dress slacks unless excused by the General Manager in advance.
- Field Work Attire (All times). Field or facility work may require special uniforms or equipment. Employees shall consult with a supervisor on requirements in advance. No personal hats or jackets, including with logos or names on them other than the District, shall be allowed.

Within each general guideline above, attire shall be clean, non-wrinkled, not torn or faded, and shirts tucked-in.

2200.4 Non-Compliance. Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who violate Rubidoux Community Services District dress code policy or grooming standards will be subject to corrective action and disciplinary action, up to and including termination.

Rubidoux Community Services District

POLICY TITLE: Gifts, Entertainments, and Gratuities

POLICY NUMBER: 2215

2215.1 In accordance with California Fair Political Practices Commission (FPPC) regulations and Government Code Section 89503, Board members, employees and their immediate family members (defined as spouse and children) may not accept from, or provide to, individuals or entities doing business or seeking to do business with the District any gifts, entertainment, services, or other benefits unless the transaction meets all of the following conditions:

2215.2 Compliance with FPPC Limits: The cumulative value of gifts received from a single source does not exceed the gift limit established by the FPPC for public officials, which is periodically adjusted (currently \$630 per calendar year as of 2025). Notwithstanding this statutory limit, the District adopts a stricter internal threshold of \$50.00 per occurrence to avoid any perception of undue influence.

•2215.3 Customary and Reasonable: The item or service is customary in nature, modest in value, and gives no appearance of impropriety or favoritism.

2215.4 No Obligation or Expectation: The gift or benefit does not create or imply any obligation on the part of the giver or the recipient and is not intended to influence official action.

2215.5 No Special Treatment: Acceptance or provision of the gift or benefit does not result in, nor is intended to result in, special or favored treatment for any individual or entity.

2215.6 Not Excessive or Frequent: The gift or benefit is not extravagant or excessive, and the frequency of such exchanges does not raise concerns under the FPPC's "undue influence" standards or District policy. The circumstances should also reflect the District's ability to reciprocate in a manner that is lawful and consistent with public stewardship.

2215.7 Transparency: There is no effort by either the giver or the recipient to conceal the transaction. All applicable reporting and disclosure requirements under the Political Reform Act are followed.

2215.8 Employees must report gifts in accordance with FPPC disclosure rules and the District's Conflict of Interest Code (Policy 1020) and seek guidance from the General Manager or District Counsel if there is any doubt about the appropriateness of accepting or providing a gift or benefit.

Rubidoux Community Services District

POLICY TITLE: Family and Medical Leave
POLICY NUMBER: 2425

2425.1 The purpose of this policy is to clarify how Rubidoux Community Services District will implement the Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act (CFRA). The provisions of the Memorandum of Understanding with the union shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLA or CFRA.

2425.2 Eligibility. To be eligible for leave under the FMLA, an employee must have: (1) been employed by Rubidoux Community Services District for at least 12 months, which need not be consecutive, (2) worked for Rubidoux Community Services District at least 1,250 hours during the 12 months immediately preceding the commencement of leave, and (3) be employed at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of the worksite. Effective January 1, 2021, to be eligible for leave under the CFRA, an employee must have: (1) been employed by the Rubidoux Community Services District for at least twelve (12) months, which need not be consecutive; and (2) worked for the Rubidoux Community Services District at least 1250 hours during the previous twelve (12) month period immediately preceding the commencement of the leave.

2425.3 Leave Benefit.

2425.3.1 Eligible employees will be provided with up to 12 work weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse (and for CFRA leave, grandparents, grandchildren, siblings, designated persons and registered domestic partners). ("Designated persons" means any individual related by blood or whose association with the employee is equivalent of a family relationship. An employee is limited to one (1) "designated person" per twelve (12) month period.) In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 work weeks of unpaid leave. "Serious health condition" includes an illness, injury, impairment, or physical or mental condition that entails:

- (1) Inpatient care in a hospital, hospice, or residential medical care facility;
- (2) Continuing treatment by a health care provider; or
- (3) Preventing the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

2425.3.2 Employees will generally be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave. However, an employee shall not use sick leave during a period of leave in connection with the birth, adoption, or foster care of a child unless mutually agreed to by the District and the employee. Employees will also not be required to use sick leave or vacation time if they are receiving partial wage replacement benefits (for example, State Disability Insurance or paid family leave).

Rubidoux Community Services District

Further, employees will make the determination on whether to use sick leave that also qualifies as "kin care" under applicable law.

2425.3.3 Employees on leave who were previously covered by Rubidoux Community Services District's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work. Under certain circumstances, employees who fail to return from their leave may be required to repay the amounts the District has paid for their health benefits while out on CFRA or FMLA.

2425.3.4 At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not accrue seniority or employment benefits during the leave period. Rubidoux Community Services District may also require the employee to obtain medical certification that they are able to resume work.

2425.3.5 Under the CFRA, employees may also be eligible for "qualifying exigency leave" related to the covered duty or call to covered active duty of any employee's spouse, registered domestic partner, child, or parent in the armed forces of the United States, as specified in Section 3302.2 of the Unemployment Insurance Code.

2425.4 Employee Obligations.

2425.4.1 If the event necessitating the leave is foreseeable, the employee must provide their division manager with at least 30 days' prior written notice. However, if 30 days advance notice for foreseeable leave is not practicable, the employee must provide their supervisor with as much notice as practicable.

2425.4.2 Employees seeking leave because of a serious health condition must provide the supervisor with medical certification regarding their condition. The General Manager may require employees to obtain, at Rubidoux Community Services District's expense, a second opinion. If the second opinion differs from the first, the General Manager may require a third opinion from a mutually agreed on health care provider.

2425.4.3 For some leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the General Manager's approval. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

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POLICY TITLE: Holidays

POLICY NUMBER: 2430

2430.1 This policy shall apply to all employees.

2430.2 The following days shall be recognized and observed as paid holidays:

New Years Day;
Martin Luther King, Jr.'s Birthday;
Farmworker Day
Lincoln's Birthday,
Washington's Birthday;
Memorial Day;
Independence Day;
Labor Day;
Admissions Day (floating holiday);
Columbus Day/Indigenous Peoples Day;
Veteran's Day;
Thanksgiving Day;
Day after Thanksgiving;
Christmas Day.

The District shall observe:

1. The Friday immediately preceding a holiday, when the holiday falls on Saturday;
2. The Monday immediately following a holiday, whenever the holiday falls on Sunday;
3. December 26 and January 2 whenever those days fall on Friday;
4. December 24 and December 31 when those days fall on Monday.

2430.3 Employees shall receive eight (8) hours pay for each of the holidays listed above. Eligibility is also granted if the employee was on vacation or had received permission to be absent from work on that specific day or days.

2430.4 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

2430.5 If any employee works on any of the holidays listed above, they shall, in addition to their holiday pay, be paid for all hours worked two (2) times their hourly rate) or as otherwise specified under Policy #2122, "Hours of Work and Overtime."

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POLICY TITLE: Rights of Victims of Domestic Violence, Sexual Assault and Stalking
POLICY NUMBER: 2440

2440.1 Your Right to Take Time Off: You have the right to take time off work for jury service or to appear in court as a witness to comply with a subpoena or court order. All employees have this right, no matter the size of the employer.

If you are a victim of violence, you have the right to take time off work to get relief (like a restraining order) to protect you or your child's health, safety, or welfare. All employees have this right, no matter the size of the employer.

If you are a victim of violence or the family member of a victim of violence, and your employer has 25 or more workers, you have the right to take time off work for any of the following reasons:

- To take part in safety planning or other actions to help keep you or your family member safe from future violence.
- To prepare for, participate in, or attend civil, administrative, or criminal legal proceedings, such as a court hearing, related to the violence.
- To seek, get, or provide childcare or care to a dependent adult if the care is necessary to keep the child or adult safe after an act of violence.
- To care for a family member recovering from injuries caused by violence.
- To get, or help a family member get, the following services relating to the violence: civil or criminal legal services; a restraining order or other relief, medical attention for injuries; services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency; psychological counseling; mental health services; or housing, including relocating, securing temporary or permanent housing, and enrolling children in a new school or childcare.

If you are a victim of violence or the family member of a deceased victim of violence, you can take up to twelve (12) weeks off work for any of these reasons. If you are the family member of a living victim of violence but are not yourself a victim, you may take up to ten (10) days off work for these reasons, with the exception of relocation, for which you can take up to five (5) days.

You may use available vacation, paid time off, personal leave, or paid sick leave to take time off for any of the reasons described in this notice.

You must give your employer advance notice before taking time off, unless it is not possible. If you do not give advance notice, your employer cannot discipline you if you provide documentation to the employer within a reasonable time supporting the reason for your absence.

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2440.2 Your Right to Confidentiality

If you are a victim or the family member of a victim, your employer must keep information about your request for time off or reasonable accommodation confidential unless federal or state law requires disclosure, or disclosure is necessary to protect your safety at work. If your employer plans to disclose information about you or your circumstances, your employer must tell you in advance.

2440.3 Your Right to Reasonable Accommodation for Your Safety

If you or your family member is a victim of violence, you have the right to ask for a reasonable accommodation to make sure you are safe at work. Your employer must work with you to see what changes can be made.

Your employer can ask you for a statement certifying that your request is related to being a victim or the family member of a victim.

2440.4 Your Right to be Free from Retaliation and Discrimination

Your employer cannot discipline you, treat you differently, or fire you because:

- You are a survivor or the family member of a victim or survivor of domestic violence, sexual assault, stalking, violent threats, or violence causing injury.
- You asked for time off work to recover from or get help related to the violence.
- You asked for accommodations to make sure you are safe at work.

2240.5 You May Also Have Protections Under Other Laws:

Wage Replacement: You may be eligible for wage replacement if you are unable to work because of your health or because you need to care for a family member with a serious health condition. State Disability Insurance (SDI) provides short-term wage replacement when you are temporarily disabled from working. Paid Family Leave (PFL) provides short-term wage replacement so you can care for a seriously ill family member, among other reasons. Learn more or file a claim for wage replacement by contacting the Employment Development Department (EDD) online (<https://edd.ca.gov/>) or by phone at (800) 480-3287 (for SDI) or (877) 238-4373 (for PFL).

Family and medical leave: Under the California Family Rights Act, you may have the right to take time off work for your own or a family member's serious health condition or because of the birth, adoption, or foster care

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placement of a child. Learn more about family and medical leave by visiting <https://www.bit.ly/CRD-leave>. You can file a complaint with the CRD if you believe your rights have been violated.

Bereavement leave: Bereavement leave allows eligible employees to take up to five (5) days off work within three (3) months of the family member's death. Leave does not need to be taken all at once. Learn more about bereavement leave protections by reviewing your employer's policy or visiting <https://www.bit.ly/CRD-Bereavement>. You can file a complaint with the CRD if you believe your rights have been violated.

Leave to attend court for certain crimes: If you are a victim of certain crimes or the family member of a victim of certain crimes, you have the right to take time off work to attend related court proceedings under Labor Code sections 230.2 and 230.5. You can learn more information or file a complaint with the Labor Commissioner's Office within the Department of Industrial Relations by visiting <https://www.bit.ly/DIR-Retaliation>.

2240.6 To File a Complaint

Contact the Civil Rights Department if you have questions about your rights or to file a complaint:

Civil Rights Department

Online at <http://ccrs.calcivilrights.ca.gov/s/>

By mail at 651 Bannon Street, Suite 200
Sacramento, CA 95811

By calling (800) 884-1684 (voice),
(800) 700-2320 (TTY),
Or California's Relay Service at 711

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POLICY TITLE: Drug and Alcohol Testing for Safety Sensitive Employees

POLICY NUMBER: 2520

2520.1 Policy Statement. The purpose of this policy is to assure worker fitness for duty and to protect District employees and the public from risks posed by the use of alcohol and controlled substances. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation (DOT) has enacted 49 CFR Part 382 that mandate urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted "The Drug-Free Workplace Act of 1988," which requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the Department of Transportation. This policy incorporates those requirements for safety-sensitive employees and others when so noted. This policy should be interpreted consistently with the regulations set forth above.

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

2520.1.1 Applicability. This policy applies to all safety sensitive employees when they are on District property or when performing any District related business. It also applies to off-site lunch periods and breaks when a safety-sensitive employee is scheduled to return to work.

A safety-sensitive employee is:

- A. One in any classification requiring the use of a Class "A" or Class "B" commercial driver's license, as listed in Appendix C;
- B. One who has voluntarily driven a District vehicle requiring a commercial license within the last 12-month period, or who desires in the future to voluntarily drive a District vehicle requiring a commercial license; or,
- C. One who performs safety-sensitive functions as specified in Appendix C. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

2520.1.2 Prohibited Substances. "Prohibited substances" addressed by this policy include the following:

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- a) Drugs: marijuana, amphetamines/methamphetamines, opiates, phencyclidine (PCP), cocaine and any other substances set forth in applicable DOT regulations.
- b) Alcohol. The use of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of that stated in DOT guidelines while actually performing, ready to perform, or immediately available to perform any District business is prohibited. "Alcohol" is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.
- c) Legal Medications. Using or being under the influence of any legally prescribed medication(s), or non-prescription medication(s) while performing District business or while on District property is prohibited to the extent that such use or influence affects job safety or effective and efficient job performance. This prohibition includes the use of medically prescribed marijuana. An employee who feels their performance of work-related duties may be impaired by use of any legal substance which carries a warning label that indicates that mental functioning, motor skills and/or judgment may be adversely affected should report it to their supervisor, and medical advice should be sought before performing work-related duties. In the above instance, an employee using legal prescribed medication or non-prescription medication may continue to work if the supervisor determines that the employee does not pose a safety threat and that job performance is not affected by such use.

2520.1.3 Prohibited Conduct.

- a) Manufacture, Trafficking, Possession and Use. Engaging in unlawful manufacture, distribution or dispensing of a controlled substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation may result in termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected. Engaging in unlawful possession or use of a controlled substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from duty and referral to a Substance Abuse Professional (SAP) and may result in discipline up to and including termination of employment.
- b) Impaired/Not Fit for Duty. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from job duties and be required to undergo a reasonable suspicion-controlled substance or alcohol test. Safety sensitive employees failing to pass this reasonable suspicion-controlled substance or alcohol test shall remain off duty and be referred to an SAP. A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the DOT guidelines.

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- c) Alcohol Use. No safety-sensitive employee may report for duty or remain on duty when their ability to perform assigned functions is adversely affected by alcohol or when their breath alcohol concentration is 0.04 or greater. No employee shall use alcohol during working hours. No safety-sensitive employee shall use alcohol within four (4) hours of reporting for duty. Violations of this provision is prohibited and will subject the employee to disciplinary action, including removal from safety-sensitive duty and referral to an SAP.
- d) Compliance with Testing Requirements. All safety-sensitive employees are subject to controlled substance testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and be referred to an SAP. Refusal to submit to a test can include an inability to provide a urine specimen or breathe sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.
- e) Treatment/Rehabilitation Program. An employee with a controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:
 - (1) Positive Controlled Substance and/or Alcohol Test. A Rehabilitation Program is available for employees who have tested positive for a prohibited substance on a one-time basis only. Employees will be terminated immediately on the occurrence of a second event with a verified positive test result. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the employee. When recommended by the SAP, participation and completion of the rehabilitation program is mandatory. Failure of an employee to attend and complete a prescribed program will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.
- f) Voluntary Admittance. All employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program. Requests must be submitted to the General Manager or their designee for review prior to policy violation. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the employee. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for thirty-six (36) months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests will result in termination from employment. Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any.

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2520.1.4 Proper Application of the Policy. The District is dedicated to assuring fair and equitable application of this Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to their subordinates shall be subject to disciplinary action, up to and including termination of employment.

2520.1.5 Testing for Prohibited Substances. Analytical urine-controlled substance testing and breathe testing for alcohol will be conducted as required under DOT guidelines. All safety-sensitive employees shall be subject to testing, based on reasonable suspicion, randomly and following an accident, as defined in the DOT guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests for up to five (5) years, as determined by an SAP. Safety-sensitive employees who perform safety-sensitive functions as defined in the DOT guidelines shall also be subject to testing on a randomly selected and unannounced basis.

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

An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the DOT guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. A safety-sensitive employee who has a confirmed alcohol concentration of 0.02, but less than 0.04 will be removed from their position for at least twenty-four (24) hours unless a retest results in an alcohol concentration of 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of DOT guidelines and this policy.

Any employee who has a confirmed positive controlled substance or alcohol test will be removed from their position, informed of educational and rehabilitation programs available, and evaluated by an SAP.

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

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Circumstances under which employees may be tested:

- a) Pre-Employment Testing. All job applicants who have been offered District employment, including current safety-sensitive employees who promote, demote or transfer to another safety sensitive position, shall undergo urine-controlled substance testing prior to employment. Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the candidate from further consideration for employment. Current employees who promote, demote or transfer from non-safety-sensitive to safety-sensitive position shall test negative prior to assignment to a safety-sensitive classification. The District will obtain records from previous employers of new employees in conformance with DOT guidelines. Probationary employees who receive a positive alcohol and/or substance abuse test, or who fail to provide "clean" records from previous employers will fail to complete the District's probationary period.
- b) Reasonable Suspicion Testing. All employees will be subject to urine and/or breathe testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:
 1. Adequate documentation of unsatisfactory work performance or on-the-job behavior consistent with substance abuse.
 2. Physical signs and symptoms consistent with prohibited substance use.
 3. Occurrence of a serious or potentially serious accident that may have been caused by human error consistent with substance abuse.
 4. Fights (i.e., physical contact), assaults and flagrant disregard or violations of established safety, security, or other operational procedures.

Reasonable-suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in their work performance due to prohibited substance abuse or misuse.

- c) Post-Accident Testing. Safety-sensitive employees will be required to undergo controlled substance and/or breathe alcohol testing if they are involved in an accident, as set forth in applicable regulations. This includes all safety-sensitive employees who are on duty in the vehicles. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or there is a human fatality; or where one or more vehicles incurs disabling damage that requires towing from the site; and the

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safety-sensitive employee receives a citation under State or local law for a moving traffic violation arising from the accident; or there is a human fatality.

Following an accident, the safety-sensitive employee will be tested as soon as possible, but not to exceed eight (8) hours for alcohol and thirty-two (32) hours for controlled substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and be subject to termination of employment. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but any other employees whose performance could have contributed to the accident.

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

When safety-sensitive employees are off work due to long-term lay-offs, illness, injury, or vacation, the employee's name will be placed back into the pool and another employee name selected.

The number of safety-sensitive employees selected for random testing will be the amount required in the DOT guidelines. Currently, 25% of the employee pool is tested for alcohol and 50% for substance abuse. The employee pool will either be all Rubidoux Community Services District safety-sensitive employees or, if the District participates in a consortium of employers, all safety-sensitive employees within the consortium.

- e) Return-to-Duty Testing. All employees who previously tested positive for a controlled substance or alcohol test must test negative and be evaluated and released to duty by the SAP before returning to duty. Employees will be required to undergo unannounced follow-up-controlled substance and/or alcohol breath testing following returning to duty. The SAP will determine the duration and frequency. However, it shall not be less than six tests during the first 12 months, nor longer than 60 months in total, following return to duty.
- f) Employee Requested Testing. Any employee who questions the result of a required controlled substance test may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the DOT guidelines. The safety-sensitive employee's request for a retest must be made to the Medical Review Officer

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(MRO) within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

- g) Records Retention. The District shall maintain complete records of alcohol and/or controlled substance test results for each employee in a secure location with controlled access. Employee records are generally confidential but, will be available to the DOT or any state or local officials with regulatory authority over the District or any of its drivers only and prospective employers as set forth in applicable law. Records will be kept for a minimum of five (5) years regarding the following: driver alcohol tests; positive controlled substance tests; documentation on refusals to take alcohol or controlled substance tests; calibration documentation; and, employee evaluations and referrals. Records will be kept for a minimum of two (2) years regarding the alcohol and controlled substance collection process. Records will be kept for a minimum of one (1) year regarding the following: records of negative and cancelled controlled substance test results (as defined in Part 40 of federal regulations) and alcohol test with a concentration of less than 0.02. 29 CFR 382.401.

Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the District while the individual performs the functions which require the training for two (2) years after ceasing to perform those functions.

- 2520.1.6 Employee Assessment. Any employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum thresholds set forth in the DOT guidelines will be assessed by an SAP. An SAP is a District selected licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of drug and alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance or alcohol abuse or misuse.

If an employee is returned to duty following rehabilitation, they must agree to and sign a Return-to-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one (1) to five (5) years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is borne by the employee and is on a one-time basis only. An employee will be immediately terminated from employment on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, vacation, administrative leave, personal necessity leave, and/or floating holidays, if any, to participate in the prescribed rehabilitation program.

- 2520.1.7 Test Related Time-Off Work Provisions. Any employee who is relieved from duty due to a positive drug or controlled substance test must use accumulated compensated leave (i.e.,

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vacation, sick leave, administrative leave, personnel necessity leave or floating holidays, if any) during the regularly scheduled work time missed. If the employee has insufficient accumulated compensated leave to cover the regularly scheduled work time missed due to a positive alcohol or controlled substance test, such time shall be without pay. In the event there is a false positive test the District, upon verification, will compensate the employee for any regularly scheduled work time missed as a result thereof.

2520.1.8 Contact Person: Any questions regarding this policy should be directed to the following District representative:

Name: Melissa Trujillo

Title: Human Resources Generalist/ Safety & Facilities Coordinator

Address: 3590 Rubidoux Blvd., Jurupa Valley, CA 92509

Telephone: (951) 684-7580

2520.1.9 Definitions.

- a) Accident - An incident involving a commercial motor vehicle in which there is a fatality or a citation was issued, and either an injury is treated away from the scene, or a vehicle is required to be towed from the scene.
- b) Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.
- c) Alcohol Concentration - The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath-testing device.
- d) Alcohol Use – The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication), containing alcohol.
- e) Breath Alcohol Technician (BAT) - A person who instructs and assists employees in the alcohol testing process and operates an evidential breath-testing device.
- f) Chain of Custody - The procedures used to document the handling of the urine specimen, from the time the employee gives the specimen to the collector, until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF). The CCF also ensures the integrity of each urine specimen by tracking its handling and storage from the point of specimen collection to its final disposition.
- g) Collection Site - A place designated by the District where individuals present themselves for the purpose of providing a specimen of urine and/or breathe.

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- h) Commercial Motor Vehicle - A motor vehicle, or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: (1) has a gross combination weight ratio of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or, (2) has a gross vehicle weight rating of 26,001 or more pounds; or, (3) is designed to transport 16 or more passengers, including the driver; or, (4) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.
- i) Confirmation Test - For alcohol testing, means a subsequent test using an EBT, following a screening test with a result of 0.02 grams or greater of alcohol per 210 liters of breath, that provides quantitative data about the alcohol concentration. For controlled substances testing, mean a second analytical procedure performed on a urine specimen to identify and quantify a specific drug or drug metabolite, which is independent of the screen test and uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.
- j) Controlled Substance (Drug) Test - A method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration.
- k) Covered Employee - A person, including a volunteer or applicant, who performs a safety-sensitive function for the District.
- l) Department of Transportation Guidelines - The controlled substance and alcohol testing rules - 49 CFR Part 382 (FWHA - Commercial Motor Vehicle) - setting forth the procedures for controlled substance and alcohol testing (49 CFR Part 40) in all transportation industries.
- m) District or Employer – Rubidoux Community Services District.
- n) District Time - Any period of time in which an employee is actually performing a District function. Any period of time in which a safety-sensitive employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.
- o) Driver - Any person who operates a commercial motor vehicle. This includes, but is not limited to, full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors. For pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle.

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- p) Drug (Controlled Substance) Metabolite - The specific substance produced when the human body metabolizes (changes) a given drug (controlled substance) as it passes through the body and is excreted in urine.
- q) Evidential Breath Testing Device (EBT) - A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "conforming products list of evidential breath."
- r) Medical Review Officer (MRO) - A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the employer's drug testing program, who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with their medical history and any other relevant biomedical information. The MRO also must be knowledgeable about DOT Rule 49 C.F.R., Part 40 Section 40.121, the DOT MRO guideline, and the DOT agency regulation applicable to the District. Additional requirements are set forth in 49 C.F.R. Part 40 Section 40.121.
- s) Performing (Safety-Sensitive Function) - A safety-sensitive employee is considered to be performing a safety-sensitive function and includes any period in which the safety sensitive employee is actually performing, ready to perform, or immediately available to perform such functions.
- t) Post-Accident Alcohol and/or Controlled Substance Testing - Testing conducted after accidents on employees whose performance could have contributed to the accident. For drivers this is determined by a citation for a moving traffic violation and for all fatal accidents even if the driver is not cited for a moving traffic violation. See "Accident."
- u) Pre-Employment Controlled Substance Testing - Testing conducted after an offer to hire has been extended to a job applicant, but before actually performing District functions as an employee. Also required when employees transfer to a safety-sensitive position.
- v) Prohibited Drugs (Controlled Substances) - Include: Marijuana Metabolites, Cocaine Metabolites, Codeine/Morphine, Oxycodone/Oxymorphone, Hydrocodone/Hydromorphone, 6-Acetylmorphone/6-AM (Heroin), Amphetamine/Methamphetamine, MDMA/MDA, and Phencyclidine (PCP) and any others set forth in applicable DDOT regulations.
- w) Prohibited Substances - Synonymous with drug abuse and/or alcohol misuse or abuse.
- x) Random Alcohol and/or Controlled Substance Testing - Testing conducted on a random unannounced basis just before, during or just after performance of safety-sensitive functions.

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- y) Reasonable Suspicion Alcohol and/or Controlled Substance Testing - Testing conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol misuse or controlled substance abuse.

- z) Refusal to Submit (to an Alcohol and/or Controlled Substance Test) - A refusal to submit to alcohol or controlled substances test means that a driver:
 - 1) Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner/operator) to appear for a test when by C/TPA (see 29 CFR Section 40.61(a));
 - 2) Fails to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences (see 29 CFR Section 40.63 a pre-employment test is not deemed to have refused to test;
 - 3) Fails to provide a urine specimen for any drug test required by this part or DOT agency regulations. Provided, that an employee who does not provide a urine specimen because they have left the testing site before the testing process commences (see 29 CFR Section 40.63(c)) for a pre-employment test is not deemed to have refused a test;
 - 4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen (see 29 CFR Section 40.69(g));
 - 5) Fails to provide a sufficient amount of urine when directed, and it has been determined through a required medical evaluation, that there was no adequate medical explanation for the failure (see 29 CFR Section 40.193(d)(2));
 - 6) Fails or declines to take a second test the employer or collector has directed the driver to take;
 - 7) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 29 CFR Section 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment.
 - 8) Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); or
 - 9) Is reported by the MRO as having verified adulterated or substituted test result.
 - 10) Any employee who has been determined to have "refused to test" will face the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions until all return-to-duty requirements are met.

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- aa) Rehabilitation - The total process of restoring an employee to satisfactory work performance through constructive confrontation, referral to the SAP and participation in SAP recommendations such as education, treatment and/or support groups to resolve personal, physical or emotional/mental problems which contributed to job problems.
- bb) Return-to-Duty and Follow-Up Alcohol and/or Controlled Substance Testing - Testing conducted when an employee who has violated the prohibited alcohol or controlled substance conduct standards returns to performing duties. Follow-up tests are unannounced, and at least six tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return-to-duty upon the SAP recommendation.
- cc) Return-to-Duty Agreement - A document agreed to and signed by the General Manager or their designee, the employee, and the SAP, that outlines the terms and conditions under which the employee may return to duty after having had a verified positive controlled substance test result, or an alcohol concentration of 0.04 or greater on an alcohol test.
- dd) Safety-Sensitive Function - On duty time for safety sensitive functions means all time from the time a driver begins work or is required to be in readiness to work until the time they are relieved from work and all responsibility for performing work. Safety sensitive function shall include:
- (i) All time at the employer plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.
 - (ii) All time inspecting equipment as required by the FMCSA's subchapters § 392.7 and 392.8, or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
 - (iii) All time spent at the driving controls of a commercial motor vehicle in operation.
 - (iv) All time, other than driving time, in or upon any commercial motor vehicle (except for time spent resting in the sleeper berth).
 - (v) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded and unloaded. Remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
 - (vi) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- ee) Screening (Initial) Test - An analytical procedure in alcohol testing to determine whether an employee may have a prohibited concentration of alcohol in their system. In controlled substance testing, it is an immunoassay screen to eliminate negative urine specimens from further consideration.

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ff) Substance Abuse Professional (SAP) - A licensed physician (Medical Doctor or Doctor of Osteopathy), or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC)) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

gg) Supervisor - Foreman, Superintendent, Division Manager or General Manager who has had one hour of training on the signs and symptoms of alcohol abuse and an additional hour training on the signs and symptoms of controlled substance abuse.

hh) Vehicle - Bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel used for mass transportation.

2520.2 Procedures.

2520.2.1 Reasonable Suspicion Testing.

- a) An employee who may possibly be under the influence of alcohol and/or controlled substances is observed by a supervisor is subject to this testing. Any employee may identify someone suspected of alcohol and/or controlled substance abuse to any supervisor (employees should realize, however, that it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action). The supervisor must witness first-hand the employee's signs and symptoms or other evidence of being under the influence.
- b) The supervisor is then obligated to ensure that the matter is immediately investigated. If possible, two supervisors determine (independently or together) that the employee in question may be under the influence of alcohol and/or controlled substances.
- c) When the supervisor(s) suspect and believe that the employee may be under the influence of alcohol and/or controlled substances, the employee is then immediately suspended from duty (with pay) and driven by a District employee (or others designated) to the District specified collection site. Because of a testing facility requirement, the employee in question must show proof of identification, such as a driver's license photo or state-issued photo identification card. Whenever practical, the General Manager (or their designee) should be notified in advance of the employee being taken to the collection site.
- d) At the collection site, the employee will be required to submit a urine sample in the event that controlled substances are suspected, or a breath sample in the event that alcohol intoxication is suspected by the on-duty technician. Care will be taken to provide the employee reasonable privacy without compromising the integrity of the sample.

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- e) The District will take precautions to prevent the employee being tested from going back to work and driving their own car home if any of the tests are positive. Instead, the employee will be taken home from the collection by a District employee (or others designated).
- f) The employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated immediately. The employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.
- g) The employee whose controlled substance test results are verified negative will be reinstated immediately. The employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

2520.2.2 Random Testing.

- a) The compliance company notifies the General Manager, who in turn notifies the supervisor to send the safety-sensitive employee to the collection site for alcohol and/or controlled substance testing.
- b) The supervisor notifies the safety-sensitive employee to go to the collection site for alcohol and/or controlled substance testing immediately. Because of a testing facility requirement, the safety-sensitive employee sent to the collection site must have proof of identification, such as a driver's license photo or state-issued photo identification card.
- c) At the collection site, the safety-sensitive employee will be required to submit a urine sample (in the event that controlled substances are to be tested for) or a breath sample (in the event that alcohol is being tested for) to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.
- d) The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will

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not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

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

2520.2.3 Post-Accident.

- a) The safety-sensitive employee notifies a supervisor that an accident has occurred.
- b) The supervisor determines that the circumstances of the accident warrant a post-accident test when a citation was issued, or a fatality occurred. Thereafter, the supervisor directs the safety-sensitive employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a driver's license photo or state-issued photo identification card.
- c) At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with reasonable privacy without compromising the integrity of the sample.
- d) The General Manager (or their designee) will be notified that an accident has occurred, and that the safety-sensitive employee was instructed to go to the collection site.
- e) The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified

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SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

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

2520.2.4 Return-To-Duty and Follow Up.

- a) At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.
- b) The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.
- c) The safety-sensitive employee whose controlled substance test results are verified negative will be released to return to work. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

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2520.2.5 Chain of Custody for Controlled Substance Specimens.

- a) At the time a specimen is collected, the employee will be given a copy of the specimen collection procedures.
- b) Urine will be in a wide-mouthed clinic specimen container which will remain in full view of the employee until split, transferred to, sealed and initialed in two tamper-resistant urine bottles.
- c) Immediately after the specimens are collected, the urine bottles will, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at the site other than the controlled substance and/or alcohol testing laboratory, the specimens will then be placed in the transportation container. The container will be sealed in the employee's presence and the employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.
- d) A chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with the specimen.

2520.2.6 Specimen Collection of Strange and/or Unrecognizable Substances.

- a) An employee is observed with a strange and/or unrecognizable substance.
- b) The supervisor, in the presence of a witness, places the strange and/or unrecognizable substance into a clear plastic bag. The bag is sealed, labeled and signed by both the supervisor and the witness.
- c) An incident report is written by the supervisor and signed by both the supervisor and the witness.
- d) The plastic bag containing the specimen and a copy of the incident report is taken to the collection site for transportation to the laboratory for analysis.

2520.2.7 Alcohol Concentration.

- a) The employee and the on-duty Breath Alcohol Technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded.
- b) After an explanation of how the breathalyzer works, an initial breath sample is taken.
- c) If the results of the initial test show an alcohol concentration of 0.02 or greater, a second or confirmation test must be conducted. The confirmation test must not be conducted less than fifteen (15) minutes after, nor more than twenty (20) minutes after the screening test.

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- d) The confirmation test will utilize Evidential Breath Testing (EBT) devices that print out the results, date and time, a sequential test number, and the name and serial number of the EBT device to ensure the reliability of the results.

2520.2.8 Deviations from Procedures. Unless otherwise provided in DOT guidelines, deviations from the foregoing procedures shall not invalidate the results of any prohibited substance tests verified positive by the Medical Review Officer.

APPENDIX "C"

Safety-Sensitive Classifications and Functions:

Utility Maintenance Worker (I/II) – Water
Utility Crew Leader – Water
Utility Maintenance Worker (I/II) – Collections
Utility Crew Leader – Collections
Utility Field Supervisor
Systems Operator (I/II)
Senior Systems Operator (I/II)
Cross Connection & Source Control Field Program Coordinator

Safety-Sensitive Function:

Operating any vehicle where a Class A or Class B driver's license would be required.

Rubidoux Community Services District

POLICY TITLE: Workplace Violence Prevention Plan
POLICY NUMBER: 2525



Workplace Violence Prevention Plan

Adopted July 18, 2024

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Policy

Rubidoux Community Services District ("District") is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. The policy is to establish, implement, and maintain an effective plan as required by Senate Bill ("SB") 553. The regulation requires the District to establish, implement, and maintain, at all times in all the facilities, a workplace violence prevention plan for the purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

The Workplace Violence Prevention Plan ("WVPP") is available upon request for examination and copying to employees, their representatives, and the Chief of Cal/OSHA and/or their designee.

Prohibited Acts

The District will not ignore, condone, or tolerate threats of violence or workplace violence by any employee, appointed or elected official, volunteer, contractor, client, and/or visitor.

Threats of violence include both verbal and non-verbal conduct that causes a person to fear for their safety because there is a reasonable possibility they might be physically injured and that serves no legitimate work-related purpose.

Workplace violence means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury; and
- An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site includes violent acts by anyone who enters the workplace with the intent to commit a crime.

Type 2: Workplace violence directed at employees by customers, and/or visitors.

Type 3: Workplace violence against an employee by a present or former employee, Director/Manager or Supervisor.

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is

known to have had a personal relationship with an employee.

In addition, the District prohibits all dangerous weapons not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all District property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on District property is in violation of this policy and may be subject to disciplinary action up to and including termination. Any volunteer, contractor, or visitor in possession of prohibited dangerous weapons will be banned from the premises. Dangerous weapons include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The Human Resources Generalist/Safety and Facilities Coordinator ("HR") under the direction of the Director of Finance and Administration ("DOF"), is the designated WVPP Administrator and has the authority and responsibility for developing, implementing, and maintaining the WVPP and conducting or overseeing any investigations of workplace violence reports. The DOF will also be able to answer employee questions concerning the WVPP.

HR and the DOF, shall solicit feedback and input from employees in developing and implementing the WVPP. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

Directors, Managers, and Supervisors

Responsibilities include:

- Implementing the WVPP in their work areas;
- Providing input to HR regarding the WVPP;
- Enforcing the rules fairly and uniformly;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this WVPP.

Employees

Responsibilities include:

- Complying with the WVPP;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and

- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

HR is responsible for ensuring the WVPP is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the WVPP:

- Informing all employees of the WVPP during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring all employees, including Directors/Managers, and Supervisors receive training on this WVPP;
- Providing comprehensive workplace violence prevention training to Directors/Managers and Supervisors concerning their roles and responsibilities for WVPP implementation;
- Directors/Managers and Supervisors will also be knowledgeable of the WVPP to ensure that the employees they supervise are taking the proper precautions for protections against any specific hazards they may incur at the workplace;
- Evaluating employees to ensure their compliance with the WVPP;
- Providing retraining to employees whose safety performance is deficient with the WVPP;
- Disciplining employees, appointed or elected officials, who engage in threats of violence behaviors or fail to comply with the WVPP, up to and including termination; and
- Ensuring training of the WVPP is conducted on an annual basis.

Communication and Training

Directors/Managers, and Supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

The District may also post or distribute workplace violence prevention information to employees.

Employees are encouraged to inform their Director/Manager or Supervisor about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their Director/Manager or Supervisor, they will report this information to HR who will investigate the incident. HR will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the District's responsibility in complying with hazard correction measures outlined in the WVPP.

Any employee who believes they are a potential victim of violent behavior is encouraged to use the District's

confidential Employee Assistance Program:

The Standard Employee Assistance Program

Main Phone Number: 800-293-6948

Email Address: answers@healthadvocate.com

Website Address: <http://healthadvocate.com/standard3>

Employee training on workplace violence will include:

- This WVPP;
- Workplace violence risks and hazards that employees may encounter in their jobs, the corrective measures the District has implemented, and how to seek assistance to prevent or respond to violence;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- How to obtain a copy of the District's WVPP at no cost, and how to participate in development and implementation of the District's WVPP;
- The Workplace Violent Incident Log (Appendix A) and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs;
- Opportunities the District has for interactive questions and answers with a person knowledgeable about the District's plan;
- How to report incidents to the District or law enforcement without the fear of reprisal; and
- The Standard Employee Assistance Program.

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior; and
- Strategies to prevent physical harm.

Training will occur:

- When the WVPP is first established;
- At time of hire or transfer;
- Annually for employees and their Supervisors;

- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the WVPP.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, HR, or other department Directors/Managers, will alert employees of the presence, location, and nature of the workplace violence through the following methods: text message or phone call.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify HR, their immediate Supervisor, and/or law enforcement.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Emergencies and Reporting a Crime

For immediate assistance in an emergency, contact emergency services or law enforcement by calling 911. Employees should also notify their Director/Manager/Supervisor, and HR as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience threats of violence or workplace violence can report the incident through their chain of command or directly to HR. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail. A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

Restraining Orders

Employees or other personnel affiliated with the District who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their Director/Manager and HR. Directors/Managers who receive notification of a restraining order that includes the workplace will meet with HR to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and

- Periodic physical security assessments by HR and Directors/Managers to identify unsafe conditions and work practices and employee reports and concerns.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the WVPP is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated. Corrective measures for workplace violence hazards will be specific to a given work area.

Post Incident Response and Investigation

Directors/Managers, and Supervisors will use the Workplace Violent Incident Log (Appendix A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this WVPP were effectively implemented; solicit

feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and

- Record the incident in the Workplace Violent Incident Log.

The Violent Incident Investigation Form (Appendix C) will be used to conduct incident analysis and document the post-incident response.

Recordkeeping

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for five years in accordance with the recordkeeping requirements. Training for each employee, including the employee's name, training dates, type of training, and training provider will be created and maintained for a minimum of one year. Records of violent incidents (Workplace Violent Incident Log) and workplace violence incident investigations will be maintained for a minimum of five years with HR. Records of workplace violence hazard identification, evaluation, and correction, training records, and violent incident logs shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**.

The District's Reporting Responsibilities

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, the District will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Annual Review

The District's WVPP will be reviewed annually and updated as needed considering the following criteria: staffing, job, equipment, and facility design and risks, modifications or additions to tasks and procedures that affect WVPP implementation, newly identified hazards, prior year incidents, identified deficiencies, and feedback provided by employees.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

| | | |
|------------------------|-----------------------------------|--------------------|
| Incident ID #*: | Date and Time of Incident: | Department: |
|------------------------|-----------------------------------|--------------------|

Specific Location of Incident:

* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)

Describe Incident (Include additional pages if needed):

Assailant information:

| | | |
|--|---|---|
| <input type="checkbox"/> Family or Friend of Victim | <input type="checkbox"/> Family or Friend of Contractor | <input type="checkbox"/> Co-Worker/Supervisor/Manager |
| <input type="checkbox"/> Partner/Spouse of Victim | <input type="checkbox"/> Customer | <input type="checkbox"/> Stranger |
| <input type="checkbox"/> Former Partner/Spouse of Victim | <input type="checkbox"/> Family or Friend of Customer | <input type="checkbox"/> Student |
| <input type="checkbox"/> Robber/Burglar | <input type="checkbox"/> Animal | |
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Other: | |

Circumstances at time of incident:

| | | |
|--|---|---|
| <input type="checkbox"/> Employee Performing Normal Duties | <input type="checkbox"/> Poor Lighting | <input type="checkbox"/> Employee Rushed |
| <input type="checkbox"/> Employee Isolated or Alone | <input type="checkbox"/> High Crime Area | <input type="checkbox"/> Low Staffing Level |
| <input type="checkbox"/> Unable to Get Help or Assistance | <input type="checkbox"/> Working Outdoors | <input type="checkbox"/> Unfamiliar or New Location |
| <input type="checkbox"/> Other: | | |

Location of Incident:

| | |
|--|------------------------------------|
| <input type="checkbox"/> Personal Residence | <input type="checkbox"/> Breakroom |
| <input type="checkbox"/> Restroom or Bathroom | <input type="checkbox"/> Hallway |
| <input type="checkbox"/> Parking Lot or Outside Building | <input type="checkbox"/> Other: |

Type of Incident (check as many apply):

| | | |
|--|---|--|
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Grabbed | <input type="checkbox"/> Pushed |
| <input type="checkbox"/> Verbal Threat or Harassment | <input type="checkbox"/> Kicked | <input type="checkbox"/> Scratched |
| <input type="checkbox"/> Sexual Threat, Harassment, or Assault | <input type="checkbox"/> Hit with an Object | <input type="checkbox"/> Bitten |
| <input type="checkbox"/> Animal Attack | <input type="checkbox"/> Shot (or Attempted) | <input type="checkbox"/> Slapped |
| <input type="checkbox"/> Threat of Physical Force | <input type="checkbox"/> Bomb Threat | <input type="checkbox"/> Hit with Fist |
| <input type="checkbox"/> Threat of Use of Weapon or Object | <input type="checkbox"/> Vandalism (of Victim's Property) | <input type="checkbox"/> Knifed (or Attempted) |

| | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Assault With A Weapon or Object | <input type="checkbox"/> Vandalism (of Employer's Property) | <input type="checkbox"/> Arson |
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Other: | |

Consequences of incident:

| | | |
|---|--|--|
| Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No | Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No | Days lost from work (if any) | |
| Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Completed by:

| | | |
|------------|------------|-------|
| Name: | Title: | Date: |
| Telephone: | Email: | |
| Signature: | Telephone: | |

Appendix B

**WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

| | |
|------------------------------|---------------|
| Assessed by: | Title: |
| Location(s) Assessed: | |

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase District's vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

| Yes | No | Risk Factors | Comments: |
|-----|----|---|-----------|
| | | Does staff have contact with the public? | |
| | | Does staff exchange money with the public? | |
| | | Does staff work alone? | |
| | | Is the workplace often understaffed? | |
| | | Is the workplace located in an area with a high crime rate? | |
| | | Does staff enter areas with high crime rates? | |
| | | Does staff have mobile workplaces? | |
| | | Does staff perform public safety functions that might put them in conflict with others? | |
| | | Does staff perform duties that may upset people? | |
| | | Does staff work with people known or suspected to have a history of violence? | |
| | | Do any employees have a history of threats of violence? | |

STEP 2: CONDUCT ASSESSMENT

Building Interior

| Yes | No | Building Interior | Comments: |
|-----|----|--|-----------|
| | | Are employee ID badges required? | |
| | | Are employees notified of past workplace violence events? | |
| | | Are bullet resistant windows or similar barriers used when money is exchanged with the public? | |
| | | Are areas where money is exchanged visible to others? | |
| | | Is a limited amount of cash kept on hand with appropriate signage? | |
| | | Could someone hear an employee who called for help? | |
| | | Do employees have a clear line of sight of visitors in waiting areas? | |
| | | Are waiting and work areas free of objects that could be used as weapons? | |
| | | Is furniture in waiting and work areas arranged to prevent employee entrapment? | |
| | | Are private, locked restrooms available for employees? | |
| | | Do employees have a secure place to store personal belonging? | |

Building Exterior

| Yes | No | Building Exterior | Comments: |
|-----|----|---|-----------|
| | | Do employees feel safe walking to and from the workplace? | |
| | | Are the entrances to the building clearly visible from the street? | |
| | | Is the area surrounding the building free of bushes or other hiding places? | |
| | | Is video surveillance provided outside the building? | |

| | | | |
|--|--|--|--|
| | | Is there enough lighting to see clearly? | |
|--|--|--|--|

Parking Area

| Yes | No | Parking Area | Comments: |
|-----|----|--|-----------|
| | | Is there a nearby parking lot reserved for staff? | |
| | | Is the parking lot attended and secure? | |
| | | Is the parking lot free of blind spots and landscape trimmed to prevent hiding places? | |
| | | Is there enough lighting to see clearly? | |

Security Measures

| Yes | No | Security Measures | Comments: |
|-----|----|---|-----------|
| | | Is there a response plan for workplace violence emergencies? | |
| | | Are there physical barriers? (between staff and customers) | |
| | | Are there security cameras? | |
| | | Are there panic buttons? | |
| | | Are there alarm systems? | |
| | | Are there metal detectors? | |
| | | Are there X-ray machines? | |
| | | Do doors lock? | |
| | | Does internal telephone system activate emergency assistance? | |
| | | Are telephones with an outside line programmed for 911? | |
| | | Are there two-way radios, pagers, or cell phones? | |
| | | Are there security mirrors? | |
| | | Is there a secured entry? | |
| | | Are there personal alarm devices? | |

| Yes | No | Security Measures | Comments: |
|-----|----|--|-----------|
| | | Are there "drop safes" to limit available cash? | |
| | | Is there a system to alert staff of the presence, location, and nature of a security threat? | |
| | | Is there a system in place for testing security measures? | |

Appendix C

RCSD WORKPLACE VIOLENCE PREVENTION PLAN
VIOLENT INCIDENT INVESTIGATION FORM

The WVPP administrator or designee will complete the investigation into the violent incident. Further investigation and resolution of the Incident is expected within seven (7) days of the Violent Incident Report being submitted.

Incident Analysis To Be Completed by WVPP Administrator or Designee:

Has this type of incident occurred before at the workplace? Yes No

What were the main factors that contributed to the incident?

What could have prevented or at least minimized the damage caused by this incident?

Post-Incident Response

- Yes No Did the employee(s) require medical attention as a result of the incident?
- Yes No Did the employee(s) miss work as a result of the incident?
- Yes No Did the employee(s) apply for workers' compensation?
- Yes No Was security contacted?
- Yes No Was building facilities contacted?
- Yes No Was immediate counseling provided to affected workers and witnesses?
- Yes No Was critical incident debriefing provided to all affected staff who desired it?
- Yes No Was post-trauma counseling provided to affected staff who desired it?
- Yes No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)? Yes No

Is this a recurring event? Yes No

Are there modifications to be made to WVPP to reflect updated practices? Yes No

Describe updates to WVPP: _____

Investigation completed by: _____

Department/Job Title: _____

Date: _____ Phone number: _____

8. **ACTION / DISCUSSION ITEMS** (continued)

D. **DM 2026-36: CLOSED SESSION** – Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District

9. **DIRECTORS COMMENTS AND REQUESTS**

10. **NEXT MEETING**

Thursday, May 21, 2026, at 4:00 p.m.

11. ADJOURNMENT