

## REGULAR BOARD MEETING AGENDA

Tuesday, June 9, 2026, 10:00am

Resource Conservation District of Greater San Diego County Office  
11769 Waterhill Road, Lakeside CA 92040

Link for remote participants: <https://us02web.zoom.us/j/82512128155>  
meeting ID: 825 1212 8155

Land Acknowledgement Statement: Since time immemorial, the San Diego County region has been the home of the Kumeyaay, Luiseño, Cahuilla, and Cupeño Native people. We acknowledge that people have come before us and lived with care and respect on these lands. We recognize that we are now on the lands of these indigenous people who are still here and will always be. We honor the Indigenous people living today as well as their ancestors, and we deeply respect their resilience and connection to the land.

**1. CALL TO ORDER, INTRODUCTIONS**

**2. ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))**

**3. PUBLIC COMMENT**

Public may comment on non-agenda items at this time. Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes. (Gov. Code 54954.3(a)).

**4. CONSENT CALENDAR**

4-1 Approval of Regular Meeting Minutes of May 12, 2026

4-2 Note and file monthly Treasurer's Reports for April 2026

4-3 Approve monthly expenses for May 2026

**5. STAFF PRESENTATION:** MC Moazed will provide a recap of the 2026 Pollinator Week events and impact.

**6. BOARD ACTION AND DISCUSSION ITEMS**

6-1 Discuss/Approve: Discretionary funding for CUSP application assistance

6-2 Discuss/Approve: Approve Staff Handbook updates

6-3 Discuss/Approve: Resolutions 2026-07 and 2026-08: CAL FIRE Forest Health grant program applications

6-4 Discuss/Approve: Authorize RCD to enter into contracts on WCB Rare Butterflies grant

6-5 Discuss/Approve: Authorize Lumbercycle budget amendment

6-6 Discuss/Approve: Expenditure Authorization: video project with City of San Diego

6-7 Discuss/Approve: Resolution 2026-09: Biennial update of Conflict of Interest Code

6-8 Discuss/Approve: Selection of Regional Representative and Regional Chair for the Southern Baja Region of RCDs

6-9 Discuss/Approve: Southland Forest Management Contract for Mataguay Scout Camp

**7. STAFF AND OTHER REPORTS**

7-1 Executive Director's Staff Report (attached)

7-2 Grant Status Spreadsheets (attached)

**8. OTHER AGENCY, DIRECTOR, ASSOC DIRECTOR, COMMITTEE, AND ASSOCIATION REPORTS**

- 8-1 CARCD Report
- 8-2 Director/Assoc. Director and Other Activity or Committee Reports
- 8-3 NRCS Report

**9. AGENDA SETTING**

**10. CLOSED SESSION**

**10-1 PUBLIC EMPLOYEE EVALUATION – Government Code Section 54957**  
 Title: Executive Director Evaluation

**11. ADJOURNMENT**

**Public Notice:** In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the RCD at (619) 562-0096. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

<b>UPCOMING EVENTS</b>		
RCD Regular Board meeting	July 14, 2026	RCD Office
FSC General Board Meeting	July 9, 2026, 10:30 – 12:30	Water Conservation Garden, 12122 Cuyamaca College Dr W
See public events in staff report for upcoming events the RCD is hosting or participating in		

<b><u>RCD Board of Directors – May 2026</u></b>	
<b>Don Butz, President</b>	
Marilyn Huntamer, Vice President	Neil Meyer, Director
Maggie Sleeper, Director	Michael McGrath, Director
Diane Moss, Director	
<i>Associate Directors</i>	
Stephen Fillmore, Ofelia Lichtenheld, Jo MacKenzie, Jesh Taucher	

<b>RCD STAFF – May 2026</b>	
Ann Baldrige, Executive Director	Chris Kelley, Financial Director
Heather Cady, Director of Forestry & Fire Prevention	Ellie Honan, Agriculture Department Director
Morgan Dioli, Forestry & Fire Prevention Program Manager	Stan Hill, Forestry & Fire Prevention Projects Manager
Alaina Makowski, Forestry Technical Advisor	Brian Gallagher, Forestry & Wildfire Resilience Program Coordinator
Rachel Pettitt, SoCal Soil & Water Hub Coordinator (shared position)	Elizabeth Garcia, Ag Programs Coordinator
Daniela Mejia, Community Garden Coordinator	Elizabeth Valdez, Technical Assistant
Areli Perez, Education Manager	Paul Maschka, Regenerative Farming Educator
Joanne Sauerma, Office Coordinator	John Hendra, Staff Accountant
Aidan Ryan, Education & Outreach Coordinator	MC Moazed, Habitat Programs Manager

RESOURCE CONSERVATION DISTRICT OF GREATER SAN DIEGO COUNTY

11769 Waterhill Road • Lakeside, CA 92040  
Phone: 619-562-0096 • Fax: 619-562-4799  
[www.rcdsandiego.org](http://www.rcdsandiego.org) • [www.firesafesdcounty.org](http://www.firesafesdcounty.org)

REGULAR BOARD MEETING MINUTES

Tuesday, May 12, 2026, 10:00am

Resource Conservation District of Greater San Diego County Office  
11769 Waterhill Road, Lakeside CA 92040

Link for remote participants: <https://us02web.zoom.us/j/82512128155>  
meeting ID: 825 1212 8155

**DIRECTORS PRESENT:** Don Butz, Neil Meyer, Diane Moss, Maggie Sleeper, Mike McGrath  
**DIRECTORS ABSENT:** Marilyn Huntamer  
**VACANCIES:** One  
**ASSOC. DIRECTORS PRESENT:** Jeshua Taucher, Stephen Fillmore; Online: Ofelia Lichtenfeld  
**ASSOC. DIRECTORS ABSENT:** Jo Mackenzie  
**OTHERS PRESENT:** Ann Baldrige, Heather Cady, Chris Kelley, Steve Boehmer, Laní Lutar, Elizabeth Garcia; online: Celine Morales, Michael ( unknown – did not speak )

Land Acknowledgement Statement: Since time immemorial, the San Diego County region has been the home of the Kumeyaay, Luiseño, Cahuilla, and Cupeño Native people. We acknowledge that people have come before us and lived with care and respect on these lands. We recognize that we are now on the lands of these indigenous people who are still here and will always be. We honor the Indigenous people living today as well as their ancestors, and we deeply respect their resilience and connection to the land.

1. **CALL TO ORDER, INTRODUCTION- CALL TO ORDER 10:08AM**
2. **ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))**  
**Motion (Meyer/Moss) to approve agenda as presented; passed unanimously: Butz, McGrath, Meyer, Moss, Sleeper; Absent: Huntamer**
3. **PUBLIC COMMENT**  
Public may comment on non-agenda items at this time. Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes. (Gov. Code 54954.3(a)).  
**No public speaker slips or online comment requests**
4. **CONSENT CALENDAR**  
4-1 Approval of Regular Meeting Minutes of April 14, 2026  
4-2 Note and file monthly Treasurer’s Reports for March 2026  
4-3 Approve monthly expenses for April 2026  
**Motion (Meyer/Moss) to accept Consent Calendar. Approved unanimously: Butz, McGrath, Meyer, Moss, Sleeper; Absent: Huntamer**
5. **STAFF PRESENTATION**  
Elizabeth Garcia presented on the California Underserved and Small Producers (CUSP) Program and the impacts of a CUSP TA grant recently completed by the RCD.
6. **BOARD ACTION AND DISCUSSION ITEMS**  
6-1 Discuss/Approve: Letter to City of San Diego  
**Motion (Sleeper/Meyer) to submit letter pending suggested edits: Butz, McGrath, Meyer, Moss, Sleeper; Absent: Huntamer**

Resource Conservation District of Greater San Diego County  
Regular Board Meeting Agenda

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6-2 Discuss/Approve: Appoint voting delegate for CARCD regional meeting

**Motion (Meyer/Sleeper) to nominate Director Huntamer as voting delegate. Approved unanimously: Butz, McGrath, Meyer, Moss, Sleeper; Absent: Huntamer**

6-3 Discuss/Approve: Preliminary budget for fiscal year 2026-27

**Motion (Sleeper/Meyer) to approve preliminary budget. Approved unanimously: Butz, McGrath, Meyer, Moss, Sleeper; Absent: Huntamer**

6-4 Discuss/Approve: California CLASS investments

**Motion (Sleeper/McGrath) to approve investments in CA Class Tier II account. Approved unanimously: Butz, McGrath, Meyer, Moss, Sleeper; Absent: Huntamer**

6-5 Discuss/Approve: New Associate Director application

**Motion (Sleeper/Meyer) to appoint Stephen Fillmore as an Associate Director. Approved unanimously: Butz, McGrath, Meyer, Moss, Sleeper; Absent: Huntamer**

**7. STAFF AND OTHER REPORTS**

7-1 Executive Director's Staff Report (attached)

7-2 Grant Status Spreadsheets (attached)

**8. OTHER AGENCY, DIRECTOR, ASSOC DIRECTOR, COMMITTEE, AND ASSOCIATION REPORTS**

8-1 CARCD Report: Ann Baldrige gave brief update on new by-laws and call for regional meeting

8-2 Director/Assoc. Director and Other Activity or Committee Reports

8-3 NRCS Report: Celine Morales, District Conservationist, provided a brief update by Zoom.

**9. AGENDA SETTING** – Staff to report back on additional hours for Elizabeth Garcia to continue providing CUSP TA through the end of the 2026 to align with producer funding.

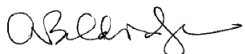
**10. CLOSED SESSION** entered into closed session at 11:30AM, open session resumed at 11:52PM.

**10-1 PUBLIC EMPLOYEE EVALUATION** – Government Code Section 54957

Title: Executive Director Evaluation- **Direction given no reportable action.**

**11. ADJOURNMENT 11:53AM**

Respectfully submitted,



Ann Baldrige, Executive Director

RCD of Greater San Diego County  
Profit Loss Budget vs. Actual  
April 2026

	Jul '25 - Apr '26	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
40000 · Grant Income Restricted				
40041 · CDFA SWEEP TA 23-0684-000	26,550.24	53,230.00	-26,679.76	49.88%
40042 · CDFA CUSP Economic Relief	21,027.48	21,027.49	-0.01	100.0%
40043 · CDFA WETA	97,838.55	133,996.77	-36,158.22	73.02%
40044 · CDFA Planning Grant CAPGP-23-07	90,994.56	50,100.00	40,894.56	181.63%
40046 · CDFA Farm to School Incubator	9,435.64	9,751.01	-315.37	96.77%
40047 · USFS 2024 Girl Scouts Camp Winaka	155,942.31	96,324.00	59,618.31	161.89%
40048 · PMCDHTR USDA Forest Service	210,229.19	95,848.00	114,381.19	219.34%
40049 · CA Strategic Growth Council	1,242.25	5,600.00	-4,357.75	22.18%
40050 · CARCD WCB	95,290.65	162,000.00	-66,709.35	58.82%
40051 · Sweetwater Union HSD MOU	53,287.11	80,432.35	-27,145.24	66.25%
40052 · County of San Diego Regional Cohesive	106,419.86	105,507.00	912.86	100.87%
40053 · DOC RFFC Round IIA	738,897.98	795,774.00	-56,876.02	92.85%
40054 · CARCD NRCS Equity Block	15,584.14	20,933.52	-5,349.38	74.45%
40056 · CDFA PHP	56,759.65	198,500.00	-141,740.35	28.59%
40057 · WCB Rare Butterflies WC-2587HP	196.88	0.00	196.88	100.0%
40058 · CARCD Carbon Hub Coordinator	89,708.89	129,856.00	-40,147.11	69.08%
40059 · DOC Climate Smart Land Management	324,146.93	550,000.00	-225,853.07	58.94%
40060 · Foodshed Farm School	13,054.59	14,000.00	-945.41	93.25%
40061 · CARCD NRCS Forestry TA	32,391.40	136,459.00	-104,067.60	23.74%
40064 · NRCS Scaling Up Climate Resilience	68,183.55	72,024.00	-3,840.45	94.67%
40075 · Prebys Foundation	17,282.16	17,282.15	0.01	100.0%
40085 · NACC Parks	373,921.83	422,120.00	-48,198.17	88.58%
40095 · ZFP Zero Food Print	3,933.96	0.00	3,933.96	100.0%
40096 · SD Foundation Hervey Irrigation	16,323.15	16,323.15	0.00	100.0%
40116 · WCB Wildlife Conservation Board Otay Planning	108,412.53	90,366.34	18,046.19	119.97%
40120 · Port	9,647.40	16,100.00	-6,452.60	59.92%
40123 · CalFire CARCD Increasing Pace & Scale	28,199.54	40,217.79	-12,018.25	70.12%
40124 · CalFire Forest Health Grant Round II	97,869.77	240,000.00	-142,130.23	40.78%
40130 · NACD Urban Ag TA	22,609.64	22,613.70	-4.06	99.98%
40140 · NRP Neighborhood Reinvestment Program	30,000.00	30,000.00	0.00	100.0%
40146 · SDG&E Fuels MOU	626,343.13	1,125,883.00	-499,539.87	55.63%
40193 · UP Listos Subaward	51,998.05	51,999.60	-1.55	100.0%
42005 · BLM Hermes Butterfly/Zoo (account reserved)	85,475.07	149,198.00	-63,722.93	57.29%
42007 · USFWS Pollinators on Working Lands	2,252.93	2,455.00	-202.07	91.77%
42021 · Wildfire Resilience Education	48,956.96	48,956.97	-0.01	100.0%
42022 · CalFire County Coordinator	91,876.63	151,000.00	-59,123.37	60.85%
<b>Total 40000 · Grant Income Restricted</b>	<b>3,822,284.60</b>	<b>5,155,878.84</b>	<b>-1,333,594.24</b>	<b>74.13%</b>
45000 · Income Unrestricted Community Gardens				
45190 · TRV Community Garden	21,283.52	74,087.60	-52,804.08	28.73%
45191 · Sweetwater Community Garden	57,647.00	54,175.52	3,471.48	106.41%
	78,930.52	128,263.12	-49,332.60	61.54%
45000 · Income - Unrestricted				
45010 · Rent - San Diego River Conserva	32,198.00	38,256.00	-6,058.00	84.17%
45020 · Donations, Awards & Scholarship	50.00	500.00	-450.00	10.0%
45030 · Rebates and Refunds	1,384.47	4,000.00	-2,615.53	34.61%
45040 · CLASS & LAIF Interest Income	77,032.19	80,000.00	-2,967.81	96.29%
45080 · US Bank Interest	241.46	208.00	33.46	116.09%
45090 · Tax Assessments	400,000.00	480,000.00	-80,000.00	83.33%
45095 · Redevelopment Revenue City Tax	14,828.03	12,000.00	2,828.03	123.57%
45100 · Miscellaneous Income	7,096.88	2,000.00	5,096.88	354.84%
45200 · Fee for Service	3,925.00	10,000.00	-6,075.00	39.25%
45505 · Payroll & Benefits Offset	352,358.62	320,000.00	32,358.62	110.11%
45000 · Income - Unrestricted - Other	0.00	0.00	0.00	0.0%
<b>Total 45000 · Income - Unrestricted</b>	<b>889,114.65</b>	<b>946,964.00</b>	<b>-57,849.35</b>	<b>93.89%</b>
<b>Total Income</b>	<b>4,790,329.77</b>	<b>6,231,105.96</b>	<b>-1,440,776.19</b>	<b>76.88%</b>
<b>Expense</b>				
50000 · Grant Expenses Restricted				
50041 · CDFA SWEEP TA 23-0684-000	22,545.21	44,342.00	-21,796.79	50.84%
50042 · CDFA CUSP Economic Relief	19,053.94	19,261.15	-207.21	98.92%
50043 · CDFA WETA	81,532.12	111,556.61	-30,024.49	73.09%
50044 · CDFA Planning Grant CAPGP-23-07	36,254.82	0.00	36,254.82	100.0%
50046 · CDFA Farm to School Incubator	7,863.43	8,125.84	-262.41	96.77%
50047 · USFS 2024 Girl Scouts Camp Winaka	139,234.20	86,004.00	53,230.20	161.89%
50048 · PMCDHTR USDA Forest Service	187,704.65	85,579.00	102,125.65	219.34%
50049 · CA Strategic Growth Council	1,109.14	5,000.00	-3,890.86	22.18%

**RCD of Greater San Diego County  
Profit Loss Budget vs. Actual  
April 2026**

50050 · CARCD WCB	85,073.31	145,000.00	-59,926.69	58.67%
50051 · Sweetwater Union HSD MOU	44,405.93	67,026.96	-22,621.03	66.25%
50052 · County of SD Regional Cohesive	95,017.74	94,202.00	815.74	100.87%
50053 · DOC RFFC Round IIA	653,845.27	705,111.00	-51,265.73	92.73%
50054 · CARCD NRCS Equity Block	13,914.42	18,690.65	-4,776.23	74.45%
50056 · CDFA PHP	58,180.43	193,500.00	-135,319.57	30.07%
50057 · WCB Rare Butterflies WC-2587HP	164.07	0.00	164.07	100.0%
50058 · Carbon Hub Coordinator	81,842.86	117,685.00	-35,842.14	69.54%
50059 · DOC Climate Smart Land Management	288,966.06	491,000.00	-202,033.94	58.85%
50060 · Foodshed Farm School	10,545.51	11,666.67	-1,121.16	90.39%
50061 · CARCD NRCS Forester TA	29,446.73	108,362.87	-78,916.14	27.17%
50064 · NRCS Scaling Up Climate Resilience	62,275.74	65,894.55	-3,618.81	94.51%
50075 · Prebys Foundation	15,144.73	15,144.70	0.03	100.0%
50085 · NACC Parks	326,646.42	351,766.67	-25,120.25	92.86%
50096 · SD Foundation Hervey Family Irrigation TA	14,446.99	14,574.60	-127.61	99.12%
50116 · WCB Wildlife Conservation Board	97,539.17	83,336.00	14,203.17	117.04%
50120 · Port	8,389.06	14,000.00	-5,610.94	59.92%
50123 · CalFire CARCD Increasing Pace & Scale	23,481.24	35,522.66	-12,041.42	66.1%
50124 · CalFire Forest Health Round II	88,972.56	218,180.00	-129,207.44	40.78%
50130 · NACD Urban Agriculture Conservation	20,197.15	20,200.76	-3.61	99.98%
50140 · NRP Neighborhood Reinvestment Program	30,000.00	30,000.00	0.00	100.0%
50146 · SDG&E Fuels MOU	546,377.54	963,488.00	-417,110.46	56.71%
50193 · UP Listos Subcontract	46,546.08	46,413.93	132.15	100.29%
52005 · BLM Hermes Butterfly/Zoo (account reserved)	76,317.03	138,248.00	-61,930.97	55.2%
52007 · USFWS Pollinators on Working Lands	1,877.44	2,296.00	-418.56	81.77%
52021 · Wildfire Resilience Education	43,711.58	43,711.59	-0.01	100.0%
52022 · CalFire County Coordinator	82,032.71	134,821.00	-52,788.29	60.85%
<b>Total 50000 · Grant Expenses Restricted</b>				
<b>53000 · Expenses Unrestricted</b>	<b>3,340,655.28</b>	<b>4,489,712.21</b>	<b>-1,149,056.93</b>	<b>74.41%</b>
53005 · Advertising	2,445.39	1,500.00	945.39	163.03%
53035 · Processing Fees	2,637.66	5,000.00	-2,362.34	52.75%
53040 · Bank Fees	7,275.67	7,000.00	275.67	103.94%
53050 · Depreciation	23,033.80	27,640.00	-4,606.20	83.34%
53060 · Donations, Awards & Scholarship	0.00	15,000.00	-15,000.00	0.0%
53070 · Dues & Memberships	10,619.00	12,000.00	-1,381.00	88.49%
53075 · Subscriptions	4,839.06	5,000.00	-160.94	96.78%
53080 · Equipment Leases	2,741.90	3,500.00	-758.10	78.34%
53090 · Sponsorships	2,500.00	7,500.00	-5,000.00	33.33%
53100 · Automobile				
53110 · Fuel	-4,465.03	2,000.00	-6,465.03	-223.25%
53120 · Repairs & Maintenance	4,741.95	7,000.00	-2,258.05	67.74%
<b>Total 53100 · Automobile</b>	<b>276.92</b>	<b>9,000.00</b>	<b>-8,723.08</b>	<b>3.08%</b>
<b>53200 · Unrestricted Expenses Community Gardens</b>				
53290 · TRV Garden	48,811.65	66,150.00	-17,338.35	73.79%
53291 · Sweetwater Garden	66,953.95	48,371.00	18,582.95	138.42%
	<b>115,765.60</b>	<b>114,521.00</b>	<b>1,244.60</b>	<b>101.09%</b>
<b>53900 · Insurance</b>				
53910 · Auto & General Liability	57,800.57	84,000.00	-26,199.43	68.81%
53920 · In Lieu of Health Insurance	179,184.77	230,566.00	-51,381.23	77.72%
53930 · Workers Compensation	8,836.02	20,000.00	-11,163.98	44.18%
<b>Total 53900 · Insurance</b>	<b>245,821.36</b>	<b>334,566.00</b>	<b>-88,744.64</b>	<b>73.48%</b>
<b>54000 · Outside Services</b>				
54010 · Facility Maintenance & Repairs	1,521.60	25,000.00	-23,478.40	6.09%
54020 · Janitorial	5,674.86	8,000.00	-2,325.14	70.94%
54030 · Landscaping	10,069.38	18,000.00	-7,930.62	55.94%
54040 · Payroll Processing Fees	3,426.30	4,500.00	-1,073.70	76.14%
54050 · Pest Control	12.36	400.00	-387.64	3.09%
54060 · Website & Computer Maintenance	44,343.59	70,000.00	-25,656.41	63.35%
<b>Total 54000 · Outside Services</b>	<b>65,048.09</b>	<b>125,900.00</b>	<b>-60,851.91</b>	<b>51.67%</b>
54070 · Permits & Fees	0.00	100.00	-100.00	0.0%
54080 · Postage	443.78	400.00	43.78	110.95%
54090 · Printing	587.73	750.00	-162.27	78.36%
<b>55000 · Professional Services</b>				
55010 · Accounting Fees	13,500.00	12,500.00	1,000.00	108.0%
55020 · Legal Fees	21,200.00	35,500.00	-14,300.00	59.72%
55030 · Professional Services - Other	68,751.36	16,300.00	52,451.36	421.79%
<b>Total 55000 · Professional Services</b>	<b>103,451.36</b>	<b>64,300.00</b>	<b>39,151.36</b>	<b>160.89%</b>
<b>57000 · Supplies</b>				
57100 · Conservation Garden & Education	2,237.76	5,000.00	-2,762.24	44.76%

RCD of Greater San Diego County  
Profit Loss Budget vs. Actual  
April 2026

57150 · Discretionary Projects	28,591.62	50,000.00	-21,408.38	57.18%
57200 · Office Supplies	6,262.83	7,500.00	-1,237.17	83.5%
57250 · Team Building & Incentives	518.12	1,500.00	-981.88	34.54%
57255 · Staff Uniforms & Merchandise	1,087.18	2,000.00	-912.82	54.36%
57300 · Office General	801.50	3,000.00	-2,198.50	26.72%
<b>Total 57000 · Supplies</b>	<b>39,499.01</b>	<b>69,000.00</b>	<b>-29,500.99</b>	<b>57.25%</b>
59000 · Utilities				
59100 · Gas & Electric	11,575.30	16,000.00	-4,424.70	72.35%
59200 · Sewer	731.25	1,250.00	-518.75	58.5%
59300 · Trash	7,743.47	9,000.00	-1,256.53	86.04%
59400 · Water	1,091.03	1,500.00	-408.97	72.74%
59500 · Telephones	15,643.35	25,000.00	-9,356.65	62.57%
<b>Total 59000 · Utilities</b>	<b>36,784.40</b>	<b>52,750.00</b>	<b>-15,965.60</b>	<b>69.73%</b>
65000 · Travel and Meetings				
65310 · Training	1,010.00	7,500.00	-6,490.00	13.47%
65320 · Travel Transportation Flights & Mileage	10,116.82	20,500.00	-10,383.18	49.35%
65325 · Hotel Lodging	5,004.02	6,000.00	-995.98	83.4%
65330 · Travel Meals	3,080.09	4,000.00	-919.91	77.0%
<b>Total 65000 · Travel and Meetings</b>	<b>19,210.93</b>	<b>38,000.00</b>	<b>-18,789.07</b>	<b>50.56%</b>
66000 · Payroll Expenses				
66100 · Gross Payroll	355,606.07	538,500.00	-182,893.93	66.04%
66200 · Payroll Taxes	151,817.95	74,300.00	77,517.95	204.33%
<b>Total 66000 · Payroll Expenses</b>	<b>507,424.02</b>	<b>612,800.00</b>	<b>-105,375.98</b>	<b>82.8%</b>
<b>Total Expenses Unrestricted</b>	<b>1,190,405.68</b>	<b>1,506,227.00</b>	<b>-315,821.32</b>	<b>79.0%</b>
<b>Total Expense</b>	<b>4,531,060.96</b>	<b>5,995,939.21</b>	<b>-1,464,878.25</b>	<b>75.57%</b>
<b>Net Ordinary Income</b>	<b>259,268.81</b>	<b>235,166.75</b>	<b>24,102.06</b>	<b>110.25%</b>
<b>Net Income</b>	<b>259,268.81</b>	<b>235,166.75</b>	<b>24,102.06</b>	<b>110.25%</b>

RCD of Greater San Diego County  
Balance Sheet  
As of April 30, 2026

	<u>4/30/2026</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · US Bank Checking	375,238.94
10020 · Petty Cash	295.67
10030 · LAIF	14,014.09
10040 · CLASS	2,634,073.25
<b>Total Checking/Savings</b>	<b>3,023,621.95</b>
Accounts Receivable	
12000 · Accounts Receivable	
12001 · RCD Foundation	0.00
12002 · County of SD Regional Cohesive	64,907.11
12003 · USFWS	598.96
12004 · Foodshed Farm School	419.40
12006 · NRCS Scaling Up Climate Resilient	0.00
12007 · NACD Urban Ag TA	0.00
12008 · Sweetwater Union High School	20,134.19
12009 · CDFA Farm to School Incubator	0.00
12010 · CDFA CUSP Economic Relief Grant	12,852.35
12011 · CARCD	94,479.10
12012 · CalFire County Coordinator	0.00
12013 · CDFA SWEEP TA	12,974.21
12014 · CDFA Climate Smart Ag TA	0.00
12015 · CDFA WETA 21-0881-000-SG	0.00
12016 · CDFA CAPGP Planning	30,800.00
12017 · Wildfire Resilience Education	0.00
12019 · DOC RFFC Round IIA	150,720.96
12020 · Fire Safe Council of San Diego	1,567.40
12021 · San Diego River Conservancy	0.00
12022 · CalFire Forest Health Grant	0.00
12023 · Wild Willow Field Trips and Tours	0.00
12024 · Wild Willow Classes and Workshops	0.00
12026 · Miscellaneous Receivables	0.00
12027 · San Diego Gas & Electric	0.00
12028 · CalFire CARCD Increasing Pace & Scale	0.00
12029 · Audubon Ranching	0.00
12030 · Port District	0.00
12031 · WCB Wildlife Conservation Board	65,147.92
12032 · Parks NACC	311,087.96
12033 · Girl Scout Camp Winaka	152,263.51
12034 · PMCDHTR USDA Forest Service	45,888.34
12035 · ZFP Healthy Soils Program	0.00
12036 · UP Listos United Policy Holders	0.00
12037 · CalFire Southern CA Wildfire Resilience Pla	26,482.31
12038 · CAFSC DSAP	0.00
12040 · SoCal Region of Baja RCDs	0.00
12041 · DOC Climate Smart Land Management	119,769.85
12042 · CA Strategic Growth Council	0.00
12046 · CDFA PHP	48,603.89
12050 · BLM Hemes Copper Butterfly	0.00
12060 · Tijuana River Valley Community	0.00
12090 · Sweetwater Community Garden	842.30
12550 · Accrued Interest Receivable	125.83
<b>Total 12000 · Accounts Receivable</b>	<b>1,159,665.59</b>
<b>Total Accounts Receivable</b>	<b>1,159,665.59</b>
Other Current Assets	
12005 · Undeposited Funds	0.00
12500 · Lease Recievable	104,853.00
12600 · Property Tax Receivable	1,915.41

RCD of Greater San Diego County  
Balance Sheet  
As of April 30, 2026

	<u>4/30/2026</u>
13000 · Prepaid Expenses	16,648.92
Total Other Current Assets	<u>123,417.33</u>
Total Current Assets	4,306,704.87
Fixed Assets	
14000 · Accumulated Depreciation	
14020 · Building	505,000.00
14040 · Building Improvements	572,981.67
14060 · Furniture & Equipment	53,049.42
14080 · Land	110,000.00
14090 · Vehicles	76,537.22
14000 · Accumulated Depreciation - Other	<u>-596,701.48</u>
Total 14000 · Accumulated Depreciation	720,866.83
Total Fixed Assets	<u>720,866.83</u>
<b>TOTAL ASSETS</b>	<b><u>5,027,571.70</u></b>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	133,994.81
Total Accounts Payable	<u>133,994.81</u>
Other Current Liabilities	
20100 · RCF Foundation Payable	21,699.50
20200 · FSCSDC Payable	18,639.03
21000 · Deferred Compensation	0.00
21010 · Refundable Deposits on Garden Plots	17,050.00
21020 · Deferred Revenue	796,095.68
21045 · Accounts Payable Accrual	1,497.00
21060 · Vacation Accrual	73,027.27
25000 · DIR Leases	<u>91,546.00</u>
Total Other Current Liabilities	<u>1,019,554.48</u>
Total Current Liabilities	<u>1,153,549.29</u>
Total Liabilities	1,153,549.29
Equity	
30000 · Administration Operations Reserve	1,560,000.00
30020 · Capital Improvements Facility Reserve	100,000.00
30030 · Economic Stability Reserve	110,000.00
30040 · Technology Reserve	24,000.00
30080 · Discretionary Project Reserve	50,000.00
30091 · Fleet Reserve	50,000.00
30092 · General Fund Balance	803,988.58
30093 · Investment in Fixed Assets	865,461.00
32000 · Retained Earnings	51,304.02
Net Income	<u>259,268.81</u>
Total Equity	<u>3,874,022.41</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>5,027,571.70</u></b>

# RCD of Greater San Diego County

## Profit & Loss

April 30, 2026

Apr'26

Ordinary Income/Expense

Income

40000 · Grant Income Restricted

40041 · CDFA SWEEP TA 23-0684-000	6,618.71
40042 · CDFA CUSP Economic Relief Grant	0.00
40043 · CDFA WETA	0.00
40044 · CDFA Planning Grant CAPGP	5,000.00
40046 · CDFA Farm to School Incubator	0.00
40047 · USFS 2024 Girl Scouts Camp Winaka	3,678.80
40048 · PMCDHTR USDA Forest Service	21,522.97
40049 · CA Strategic Growth Council	0.00
40050 · CARCD WCB	3,859.02
40051 · Sweetwater Union HSD MOU	10,544.82
40052 · County of SD Regional Cohesive	29,413.75
40053 · DOC RFFC Round IIA	125,297.82
40055 · CARCD NRCS Equity Grant	7,329.41
40056 · CDFA PHP	650.36
40057 · WCB Rare Butterflies WC-2587HP	196.88
40058 · CARCD Carbon Hub Coordinator	6,958.71
40059 · DOC Climate Smart Land Management	10,484.83
40060 · Foodshed Farmschool	0.00
40061 · CARCD NRCS Forestry TA	3,787.08
40064 · NRCS Scaling Up Climate Resilience	0.00
40075 · Prebys Foundation	0.00
40085 · NACC	62,833.87
40095 · ZFP Zero Food Print Healthy Soils Block	0.00
40096 · SD Foundation Hervey Irrigation	0.00
40116 · WCB Wildlife Conservation Board	2,641.67
40120 · Port	1,983.97
40123 · CalFire CARCD Increasing Pace & Scale	0.00
40124 · CalFire Southern CA Wildfire Res	22,531.43
40130 · NACD TA	0.00
40140 · NRP Neighborhood Reinvestment Program	0.00
40146 · SDG&E Fuels MOU	30,603.56
40193 · UP Listos Subcontract	0.00
42005 · BLM Hermes Copper Butterfly	1,686.02
42007 · USFWS Pollinators on Working Lands	143.40
42021 · Wildfire Resilience Education	0.00
42022 · CalFire County Coordinator	17,561.80

Total 40000 · Grant Income Restricted	375,328.88
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45000 · Income Unrestricted Community Gardens

45190 · TRV Community Garden	0.00
45191 · Sweetwater Community Garden	4,439.00

Total 45000 · Income Unrestricted WWF/Gardens	4,439.00
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45000 · Income - Unrestricted

45010 · Rent	3,347.00
45020 · Donations	0.00
45030 · Rebates & Refunds	0.00
45040 · LAIF & CLASS Interest	8,647.30

# RCD of Greater San Diego County

## Profit & Loss

April 30, 2026

	Apr'26
45080 · US Bank Interest	25.24
45090 · Tax Assessments	40,000.00
45095 · Redevelopment Revenue	0.00
45100 · Misc Income	3,436.50
45200 · Fee for Service	0.00
45505 · Payroll & Benefits Offset	17,739.18
Total 45000 · Income - Unrestricted	73,195.22
Total Income	452,963.10
Expense	
50000 · Grant Expenses Restricted	
50041 · CDFA SWEEP TA 23-0684	5,515.60
50042 · CDFA CUSP Economic Relief Grant	0.01
50043 · CDFA WETA	0.00
50044 · CDFA Planning Grant CAPGP-23-07	217.95
50046 · CDFA Farm to School Incubator	0.00
50047 · USFS 2024 Girl Scout Camp Winaka	3,284.64
50048 · PMCDHTR USDA Forest Service	19,216.94
50049 · CA Strategic Growth Council	0.00
50050 · CARCD WCB	3,215.85
50051 · Sweetwater Union HSD MOU	8,787.35
50052 · County of San Diego Regional Cohesive	26,262.28
50053 · DOC RFFC Round IIA	110,876.89
50055 · CARCD NRCS Equity	6,544.11
50056 · CDFA PHP	520.29
50057 · WCB Rare Butterflies	164.07
50058 · CARCD Carbon Hub Coordinator	6,326.10
50059 · DOC Climate Smart Land Management	9,189.47
50060 · Foodshed Farm School	0.00
50061 · CARCD NRCS Forestry TA	3,442.80
50064 · NRCS Scaling Up Climate Resilience	0.00
50075 · Prebys Foundation	0.00
50085 · NACC	56,135.15
50095 · ZFP Zero Food Print Healthy Soils Block	0.00
50096 · SD Foundation Hervey Fund Irrigation TA	0.00
50116 · WCB Wildlife Conservation Board	2,358.62
50120 · Port	1,725.20
50123 · CalFire CARCD Increasing Pace & Scale	0.00
50124 · CalFire Southern CA Wildfire Res	20,483.13
50130 · NACD Urban Ag TA	0.00
50140 · NRP Neighborhood Reinvestment	0.00
50146 · SDG&E Fuels MOU	27,120.49
50193 · UP Listos Subcontract	0.00
50198 · SD Foundation Community Food	0.00
52005 · BLM Hermes Copper Butterfly	1,505.38
52007 · USFWS Pollinators on Working Lands	119.50
52021 · Wildfire Resilience Education	0.00
52022 · CalFire County Coordinator	15,680.18
Total 50000 · Grant Expenses Restricted	328,692.00
53000 · Expenses Unrestricted	

# RCD of Greater San Diego County

## Profit & Loss

April 30, 2026

	Apr'26
53005 · Advertising	0.00
53035 · Processing Fees	109.19
53040 · Bank Fees	788.26
53050 · Depreciation	2,303.38
53060 · Donations, Awards & Scholarships	0.00
53070 · Dues & Memberships	0.00
53075 · Subscriptions	755.84
53080 · Equipment Leases	274.19
53090 · Sponsorships	0.00
53100 · Automobile	
53110 · Fuel	-357.82
53120 · Repairs & Maintenance	1,008.94
Total 53100 · Automobile	651.12
53200 · Unrestricted Expense Community Gardens	
53290 · TRV Garden	0.00
53291 · Sweetwater Garden	5,209.67
Total 53200 · Unrestricted Expense Community Gardens	5,209.67
53900 · Insurance	
53910 · Auto & General Liability	6,599.18
53920 · In Lieu of Health Insurance	18,084.35
53930 · Workers Compensation	1,165.29
Total 53900 · Insurance	25,848.82
54000 · Outside Services	
54010 · Facility Maintenance & Repairs	0.00
54020 · Janitorial	579.24
54030 · Landscaping	1,025.00
54040 · Payroll Processing Fees	124.36
54050 · Pest Control	0.00
54060 · Website & Computer Maintenance	4,305.95
Total 54000 · Outside Services	6,034.55
54070 · Permit	0.00
54080 · Postage	14.68
54090 · Printing	-21.33
55000 · Professional Services	
55010 · Accounting Fees	0.00
55020 · Legal Fees	705.00
55030 · Professional Services - Other	1,587.50
Total 55000 · Professional Services	2,292.50
57000 · Supplies	
57100 · Conservation Garden & Education	2,237.76
57150 · Discretionary Projects	4,511.45
57200 · Office Supplies	516.46
57250 · Team Building & Incentives	55.51
57255 · Staff Uniforms & Merchandising	0.00
57300 · Office General	0.00
Total 57000 · Supplies	7,321.18
59000 · Utilities	
59100 · Gas & Electric	901.19
59200 · Sewer	0.00

RCD of Greater San Diego County

Profit & Loss

April 30, 2026

	<u>Apr'26</u>
59300 · Trash	846.99
59400 · Water	256.11
59500 · Telephones	<u>1,766.02</u>
Total 59000 · Utilities	3,770.31
65000 · Travel and Meetings	
65310 · Training	265.00
65320 · Travel Transportation, Flights & Mileage	532.27
65325 · Hotel Lodging	0.00
65330 · Travel Meals	<u>352.20</u>
Total 65000 · Travel and Meetings	1,149.47
66000 · Payroll Expenses	
66100 · Gross Payroll	34,129.61
66200 · Payroll Taxes	<u>11,793.92</u>
Total 66000 · Payroll Expenses	<u>45,923.53</u>
Total Expense	<u>431,117.36</u>
Net Ordinary Income	<u>21,845.74</u>
Net Income	<u><u>21,845.74</u></u>

RCD of Greater San Diego County  
Reconciliation Summary  
US Bank-General Checking, Period Ending 4/30/2026

	<b>Apr 30, 26</b>
<b>Beginning Balance</b>	<u>201,390.25</u>
<b>Cleared Transactions</b>	
<b>Checks and Payments - 101 items</b>	-577,684.00
<b>Deposits and Credits - 20 items</b>	<u>826,880.00</u>
<b>Total Cleared Transactions</b>	<u>249,196.00</u>
<b>Cleared Balance</b>	<u><b>450,586.25</b></u>
<b>Uncleared Transactions</b>	
<b>Checks and Payments - 27 items</b>	-75,347.31
<b>Total Uncleared Transactions</b>	<u>-75,347.31</u>
<b>Register Balance as of 04/30/2026</b>	<u>375,238.94</u>

RCD of Greater San Diego County  
Reconciliation Detail  
US Bank-General Checking, Period Ending 3/31/2026

	Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance							201,390.25
Cleared Transactions							
Checks and Payments - 101 items							
	Bill Pmt -Check	03/10/2026	16020	Cavazos Family Farm	Ö	-5,445.45	-5,445.45
	Bill Pmt -Check	03/13/2026	16033	Keely LeBlanc	Ö	-2,213.11	-7,658.56
	Bill Pmt -Check	03/16/2026	16037	Bernice Paipa	Ö	-300.00	-7,958.56
	Bill Pmt -Check	03/16/2026	16043	Duncer Silva	Ö	-300.00	-8,258.56
	Bill Pmt -Check	03/23/2026	16082	Pope Tree Service	Ö	-11,200.00	-19,458.56
	Bill Pmt -Check	03/23/2026	16079	Trihydro	Ö	-8,500.00	-27,958.56
	Bill Pmt -Check	03/23/2026	16076	SDG&E	Ö	-1,000.73	-28,959.29
	Bill Pmt -Check	03/23/2026	16066	Ayashe Hill	Ö	-300.00	-29,259.29
	Bill Pmt -Check	03/23/2026	16063	Alona Bryan	Ö	-300.00	-29,559.29
	Bill Pmt -Check	03/25/2026	16084	Lincoln Financial	Ö	-21,556.13	-51,115.42
	Bill Pmt -Check	03/25/2026	16083	Kristie Orosco	Ö	-960.00	-52,075.42
	Bill Pmt -Check	03/25/2026	16085	Ron Anderson	Ö	-392.80	-52,468.22
	Bill Pmt -Check	03/25/2026	16086	Sarah Axford	Ö	-52.32	-52,520.54
	General Journal	03/30/2026		ADP Payroll Processing Fees	Ö	-124.36	-52,644.90
	General Journal	03/30/2026		ADP Payroll Processing Fees	Ö	-37.53	-52,682.43
	General Journal	04/01/2026		Venmo Processing Fees	Ö	-20.20	-52,702.63
	General Journal	04/02/2026		Bankcard Fees	Ö	-68.69	-52,771.32
	General Journal	04/02/2026		Authnet Gateway Fees	Ö	-20.30	-52,791.62
	General Journal	04/08/2026		Gross Payroll	Ö	-63,965.18	-116,756.80
	General Journal	04/08/2026		Payroll Taxes	Ö	-17,106.05	-133,862.85
	Bill Pmt -Check	04/08/2026	16104	Flying F Ranch	Ö	-14,750.00	-148,612.85
	Bill Pmt -Check	04/08/2026	16126	San Diego Bird Alliance	Ö	-6,113.88	-154,726.73
	Bill Pmt -Check	04/08/2026	16113	Merkel & Associates	Ö	-5,000.00	-159,726.73
	Bill Pmt -Check	04/08/2026	16088	AECOM Technical Services Inc.	Ö	-4,853.60	-164,580.33
	Bill Pmt -Check	04/08/2026	16131	Summit Fleet Mgmt.	Ö	-3,516.96	-168,097.29
	Bill Pmt -Check	04/08/2026	16122	PRM Consulting Inc.	Ö	-3,333.00	-171,430.29
	Bill Pmt -Check	04/08/2026	16095	City of San Diego	Ö	-3,093.66	-174,523.95
	Bill Pmt -Check	04/08/2026	16115	Mongol Tribe	Ö	-2,916.67	-177,440.62
	Bill Pmt -Check	04/08/2026	16134	Empowerment Works Inc	Ö	-2,416.00	-179,856.62
	Bill Pmt -Check	04/08/2026	16127	SC Fuels	Ö	-1,503.65	-181,360.27
	Bill Pmt -Check	04/08/2026	16116	Native West Nursery	Ö	-1,495.20	-182,855.47
	Bill Pmt -Check	04/08/2026	16121	Participation By Design	Ö	-1,062.50	-183,917.97
	Bill Pmt -Check	04/08/2026	16096	Classic Landscape & Horticulture	Ö	-1,025.00	-184,942.97
	Bill Pmt -Check	04/08/2026	16097	Corporate Technologies LLC	Ö	-990.00	-185,932.97
	Bill Pmt -Check	04/08/2026	16133	Waste Management	Ö	-846.99	-186,779.96
	Bill Pmt -Check	04/08/2026	PD 4/8/26	Elizabeth Garcia	Ö	-817.89	-187,597.85
	Bill Pmt -Check	04/08/2026	PD 4/8/26	Liz Valdez	Ö	-754.00	-188,351.85
	Bill Pmt -Check	04/08/2026	16111	Mary Carroll	Ö	-650.00	-189,001.85
	Bill Pmt -Check	04/08/2026	16120	Pacific Building Maintenance	Ö	-579.24	-189,581.09
	Bill Pmt -Check	04/08/2026	16103	EDCO Disposal Corporation	Ö	-446.35	-190,027.44
	Bill Pmt -Check	04/08/2026	16099	Cox Communications	Ö	-370.53	-190,397.97
	Bill Pmt -Check	04/08/2026	PD 4/8/26	Areli Perez	Ö	-327.22	-190,725.19
	Bill Pmt -Check	04/08/2026	16102	Diane Ahern	Ö	-296.39	-191,021.58
	Bill Pmt -Check	04/08/2026	PD 4/8/26	Daniela Mejia	Ö	-296.12	-191,317.70
	Bill Pmt -Check	04/08/2026	16114	Michael Lara	Ö	-250.00	-191,567.70
	Bill Pmt -Check	04/08/2026	16110	Ken Tsung	Ö	-250.00	-191,817.70
	Bill Pmt -Check	04/08/2026	16093	Camille Zimmer	Ö	-250.00	-192,067.70
	Bill Pmt -Check	04/08/2026	16112	Melinda Swanson AP	Ö	-250.00	-192,317.70
	Bill Pmt -Check	04/08/2026	16118	Norma Lopez	Ö	-250.00	-192,567.70
	Bill Pmt -Check	04/08/2026	16094	Christian Frutos AP	Ö	-250.00	-192,817.70
	Bill Pmt -Check	04/08/2026	16089	Alyssa Frutos	Ö	-250.00	-193,067.70
	Bill Pmt -Check	04/08/2026	16125	Rufus Jimenez	Ö	-250.00	-193,317.70
	Bill Pmt -Check	04/08/2026	16124	Ruben Lopez	Ö	-250.00	-193,567.70
	Bill Pmt -Check	04/08/2026	16092	Byron Nkhoma	Ö	-250.00	-193,817.70
	Bill Pmt -Check	04/08/2026	16117	Noel Stehly	Ö	-250.00	-194,067.70
	Bill Pmt -Check	04/08/2026	16098	Casita Jewel LLC	Ö	-250.00	-194,317.70
	Bill Pmt -Check	04/08/2026	16106	Hernan Caazos Garcia	Ö	-250.00	-194,567.70
	Bill Pmt -Check	04/08/2026	16108	Jose Alcatraz	Ö	-250.00	-194,817.70
	Bill Pmt -Check	04/08/2026	16109	Jose Silva Papa Joe Farms	Ö	-250.00	-195,067.70
	Bill Pmt -Check	04/08/2026	PD 4/8/26	Thomas J. Smith	Ö	-221.54	-195,289.24
	Bill Pmt -Check	04/08/2026	PD 4/8/26	Ellie Honan	Ö	-211.63	-195,500.87
	Bill Pmt -Check	04/08/2026	16128	SDRMA	Ö	-190.00	-195,690.87
	Bill Pmt -Check	04/08/2026	PD 4/8/26	Rachel Pettit	Ö	-152.52	-195,843.39
	Bill Pmt -Check	04/08/2026	PD 4/8/26	Ann Baldrige	Ö	-135.84	-195,979.23
	Bill Pmt -Check	04/08/2026	16100	Culligan Quench	Ö	-55.51	-196,034.74
	Bill Pmt -Check	04/08/2026	PD 4/8/26	Paul Maschka	Ö	-53.15	-196,087.89
	Bill Pmt -Check	04/08/2026	16130	Streamline	Ö	-45.00	-196,132.89
	Bill Pmt -Check	04/08/2026	PD 04/8/26	Joanne Sauerma	Ö	-35.73	-196,168.62
	Bill Pmt -Check	04/08/2026	16101	Darren Greenhalgh	Ö	-25.00	-196,193.62
	General Journal	04/10/2026		ADP Payroll Processing Fees	Ö	-124.36	-196,317.98
	Bill Pmt -Check	04/13/2026	16149	Southland Forest Management LLC	Ö	-104,550.00	-300,867.98
	Bill Pmt -Check	04/13/2026	16148	San Diego Canyonlands AP	Ö	-44,666.46	-345,534.44
	Bill Pmt -Check	04/13/2026	16137	California Wildlife Foundation	Ö	-37,591.43	-383,125.87
	Bill Pmt -Check	04/13/2026	16147	Pope Tree Service	Ö	-25,600.00	-408,725.87
	Bill Pmt -Check	04/13/2026	16145	Mission Resource Conservation Dis	Ö	-24,345.66	-433,071.53
	Bill Pmt -Check	04/13/2026	16142	Kit Fox Outfitters LLC	Ö	-1,020.00	-434,091.53
	Bill Pmt -Check	04/13/2026	16135	Alphaprints	Ö	-730.55	-434,822.08
	Bill Pmt -Check	04/13/2026	16144	McDougal Boehmer Foley Lyon Mit	Ö	-705.00	-435,527.08
	Bill Pmt -Check	04/13/2026	16140	Diane Ahern	Ö	-328.40	-435,855.48
	Bill Pmt -Check	04/13/2026	16139	Diamond Environmental Services	Ö	-291.49	-436,146.97

RCD of Greater San Diego County  
Reconciliation Detail  
US Bank-General Checking, Period Ending 3/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	04/13/2026	16141	Gallagher North America Inc.	Ö	-28.50	-436,175.47
Check	04/15/2026		Analysis Fees	Ö	-788.26	-436,963.73
Bill Pmt -Check	04/17/2026	16159	Pope Tree Service	Ö	-4,000.00	-440,963.73
Bill Pmt -Check	04/17/2026	16151	Al Delalat	Ö	-3,480.34	-444,444.07
Bill Pmt -Check	04/17/2026	16152	Corporate Technologies LLC	Ö	-3,200.00	-447,644.07
Bill Pmt -Check	04/17/2026	16161	U.S. Bancorp Service Center, Inc	Ö	-2,591.83	-450,235.90
Bill Pmt -Check	04/17/2026	16163	SC Fuels	Ö	-1,259.36	-451,495.26
Bill Pmt -Check	04/17/2026	16164	SDG&E	Ö	-901.19	-452,396.45
Bill Pmt -Check	04/17/2026	16155	Institute for Public Strategies	Ö	-380.00	-452,776.45
Bill Pmt -Check	04/17/2026	16154	Hummingbird Agrotek LLC	Ö	-350.00	-453,126.45
Bill Pmt -Check	04/17/2026	16158	Kevin Marshall AP	Ö	-200.00	-453,326.45
Bill Pmt -Check	04/17/2026	16157	Jose Alcatraz	Ö	-200.00	-453,526.45
Bill Pmt -Check	04/17/2026	16156	Javier Flores AP	Ö	-200.00	-453,726.45
Bill Pmt -Check	04/17/2026	16153	Grow Eco Farm AP	Ö	-200.00	-453,926.45
General Journal	04/22/2026		Gross Payroll	Ö	-60,286.15	-514,212.60
General Journal	04/22/2026		Payroll Taxes	Ö	-17,235.53	-531,448.13
Bill Pmt -Check	04/22/2026	PD 4/22/26	Ann Baldrige	Ö	-260.38	-531,708.51
Bill Pmt -Check	04/22/2026	PD 4/22/26	Rachel Pettitt	Ö	-206.85	-531,915.36
Bill Pmt -Check	04/22/2026	PD 4/22/26	Joanne Sauerman	Ö	-30.04	-531,945.40
Bill Pmt -Check	04/23/2026	ACH 4/23/26	CA Schools VEBA	Ö	-5,738.60	-537,684.00
Bill Pmt -Check	04/24/2026	ACH 4/24/26	Altec NUECO, LLC	Ö	-40,000.00	-577,684.00
Total Checks and Payments					-577,684.00	-577,684.00
<b>Deposits and Credits - 20 items</b>						
General Journal	03/17/2026		Deposit	Ö	6,600.00	6,600.00
Bill Pmt -Check	03/23/2026	16064	VOID	Ö	0.00	6,600.00
Bill Pmt -Check	03/23/2026	16067	VOID	Ö	0.00	6,600.00
Deposit	04/01/2026		Deposit	Ö	193.00	6,793.00
Deposit	04/01/2026		Deposit	Ö	1,042.50	7,835.50
Deposit	04/06/2026		Deposit	Ö	125.00	7,960.50
Deposit	04/06/2026		Deposit	Ö	25,364.32	33,324.82
Deposit	04/06/2026		Deposit	Ö	29,135.85	62,460.67
General Journal	04/07/2026		Deposit	Ö	200,000.00	262,460.67
Bill Pmt -Check	04/08/2026	PD 3/11/27	VOID	Ö	0.00	262,460.67
Bill Pmt -Check	04/08/2026	PD 4/8/26	VOID	Ö	0.00	262,460.67
General Journal	04/08/2026		Deposit	Ö	3,005.64	265,466.31
General Journal	04/13/2026		Deposit	Ö	200,000.00	465,466.31
Deposit	04/21/2026		Deposit	Ö	38,333.68	503,799.99
General Journal	04/21/2026		Deposit	Ö	100,000.00	603,799.99
General Journal	04/22/2026		Deposit	Ö	497.27	604,297.26
Deposit	04/27/2026		Deposit	Ö	31,175.69	635,472.95
General Journal	04/27/2026		Deposit	Ö	167,551.75	803,024.70
Deposit	04/28/2026		Deposit	Ö	23,830.06	826,854.76
Deposit	04/30/2026		Deposit	Ö	25.24	826,880.00
Total Deposits and Credits					826,880.00	826,880.00
Total Cleared Transactions					249,196.00	249,196.00
Cleared Balance					249,196.00	450,586.25
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 27 items</b>						
Bill Pmt -Check	11/17/2025	15800	Joseph Brown		-300.00	-300.00
Bill Pmt -Check	11/17/2025	15791	Ashash Kumeyaay Morales-Craddock		-300.00	-600.00
Bill Pmt -Check	02/23/2026	15985	Samantha Pinto		-300.00	-900.00
Bill Pmt -Check	03/16/2026	16053	Tuchon Phoenix		-300.00	-1,200.00
Bill Pmt -Check	03/23/2026	16080	Vanessa Raya		-300.00	-1,500.00
Bill Pmt -Check	03/23/2026	16065	Ashash Kumeyaay Morales-Craddock		-300.00	-1,800.00
Bill Pmt -Check	03/23/2026	16069	Frank Brown		-300.00	-2,100.00
Bill Pmt -Check	03/23/2026	16081	Wendy Schlater		-300.00	-2,400.00
Bill Pmt -Check	03/23/2026	16075	Samantha Pinto		-300.00	-2,700.00
Bill Pmt -Check	03/23/2026	16078	Skylar Beasley		-300.00	-3,000.00
Bill Pmt -Check	04/08/2026	16119	Olivia Barrett		-4,278.44	-7,278.44
Bill Pmt -Check	04/08/2026	16107	JLC Rangeland Consulting		-2,000.00	-9,278.44
Bill Pmt -Check	04/08/2026	16105	Grangetto Ranches, Inc.		-1,500.00	-10,778.44
Bill Pmt -Check	04/08/2026	16091	Brandon Linton		-300.00	-11,078.44
Bill Pmt -Check	04/08/2026	16090	Avery Foote		-250.00	-11,328.44
Bill Pmt -Check	04/08/2026	16132	Suzanne Melendez		-250.00	-11,578.44
Check	04/08/2026	16087	Philee Reh		-193.00	-11,771.44
Bill Pmt -Check	04/08/2026	16129	Shannon Alatorre		-36.42	-11,807.86
Bill Pmt -Check	04/13/2026	16136	California Farm Link		-12,737.45	-24,545.31
Bill Pmt -Check	04/13/2026	16146	Olivia Barrett		-3,625.00	-28,170.31
Bill Pmt -Check	04/13/2026	16150	Sycuan Cultural Resource Center & Musi		-1,210.00	-29,380.31
Bill Pmt -Check	04/13/2026	16143	Kumeyaay Community College		-250.00	-29,630.31
Bill Pmt -Check	04/13/2026	16138	Daniel Tsosie		-160.00	-29,790.31
Bill Pmt -Check	04/17/2026	16162	U.S. Bancorp Service Center, Inc		-8,392.42	-38,182.73
Bill Pmt -Check	04/17/2026	16160	U.S. Bancorp Service Center, Inc		-6,726.70	-44,909.43
Bill Pmt -Check	04/21/2026	16165	Lincoln Financial		-21,637.88	-66,547.31
Bill Pmt -Check	04/21/2026	16166	Pope Tree Service		-8,800.00	-75,347.31
Total Checks and Payments					-75,347.31	-75,347.31
Total Uncleared Transactions					-75,347.31	-75,347.31
Register Balance as of 04/30/2026					173,848.69	375,238.94

**Date: June 9, 2026**

**Agenda Item 6-1:** Discretionary funding for CUSP application assistance

**Discussion / History:** Last month, the board heard from Elizabeth Cuadras Garcia about the California Underserved and Small Producer (CUSP) Program funded through the California Department of Agriculture (CDFA). The board expressed interest in continuing to support application assistance and requested a budget to cover costs through the end of the calendar year when the application period closes for producers:

- Staff Time: \$3,683.68
- Mileage: \$326.25

Funds are available through the RCD's Discretionary Funds to cover these costs.

**Financial Impact:** \$4,009.93

**Staff Recommendation to Board:** Staff are seeking approval to continue application assistance through the calendar year.

**Date:** June 9, 2026

## **Agenda Item 6-2: Approve Staff Handbook updates**

### **Discussion / History:**

The Board approved the RCD Staff Handbook in 202x. Each year, our HR partner, Bizhaven, provides updates required by law and / or suggested based on their experience. This year, Bizhaven has recommended updates to the following sections of our Staff Handbook:

- Whistleblower Policy – Page 5: this is a new addition
- CA Pai Sick Leave and Safe Time – Page 17: safe time has been added to the list of uses of sick leave
- Time off for Jury Duty and Witness Duty – Page 27: addition of using sick leave and safe time for cover jury duty beyond three pays
- Conflict of Interest and Outside Employment – Page 39: more detail added about conflict of interest; new section on outside employment
- Social Media and Blogging – Page 43: combined into one section with more structure
- Artificial Intelligence (AI) Policy – Page 45: new addition with suggested language to guide AI use

**Financial Impact:** N/A

**Staff Recommendation to the Board:** That the Board reviews the Handbook and provides direction.



**RESOURCE  
CONSERVATION  
DISTRICT**

Greater San Diego County

**EMPLOYEE HANDBOOK**

Revised April 2026

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# GENERAL EMPLOYMENT POLICIES

## **Welcome**

Welcome to RCD of Greater San Diego County (the "District").

We are excited you have joined our District and we hope you find your position rewarding and our District to be your employer of choice. Our District relies on our employees to build and maintain our reputation in our industry. We all work hard to ensure we are providing the best service and outcomes for our customers. By doing so we allow our customers to continue to work with us and provide referrals, in turn this allows us to continue to be successful and grow. We look forward to having you as part of our team.

This handbook is provided with the intent of explaining the terms and conditions of employment of all full- and part-time employees and supervisors. It is the responsibility of each and every employee to review this handbook and to be familiar with its policies. Throughout your employment and especially as you begin your employment, please consult this handbook and your manager as questions arise.

We look forward to seeing your success with our District.

## **Mission / Values**

To empower communities to protect, conserve, and restore our natural resources through education, collaboration, and implementation.

## **At-Will Employment Status**

Your employment with us is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the District at any time, with or without notice and with or without cause.

Nothing in this handbook or any other District document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Executive Director has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Director. If a written contract between you and the District is inconsistent with this handbook, the written contract is controlling.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of their employment, such as communications regarding wages, scheduling or other terms or conditions of employment.

## **Right to Revise**

This handbook contains the employment policies and practices of the District in effect at the time of publication. All previously issued handbooks, policy, or memoranda inconsistent with the policies set forth herein are superseded.

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment; however, any such changes must be in writing and must be signed by the Board of Directors

of the District. Any written changes to this handbook will be distributed to all employees so that employees are made aware of new policies or procedures and can update their handbooks. No oral statements or representations can, in any way, alter the provisions of this handbook. This employee handbook sets forth the entire agreement between you and the District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

## **Open Door Policy**

We want to operate with honest and open communication whenever possible. If you have a basic communication concern or conflict, please address the situation with the other party in a professional, courteous manner to work towards resolution. If you are uncomfortable, if the concern extends beyond basic communication or if the concern is related to a violation of a policy, inform and work with your immediate supervisor.

If your immediate supervisor is unable to resolve the situation or if the concern is with your immediate supervisor, you must inform and work with the Executive Director.

If you continue to experience the same situation or if you feel you need further assistance, you must inform and work with the Executive Director.

This procedure, which we believe is important for both you and the District, cannot guarantee that every problem will be resolved to your satisfaction. However, the District values your observations, and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

The District may take various steps to resolve a concern such as interviews or investigations.

## **Whistleblower Policy**

The District is committed to integrity, ethical behavior, and compliance with all applicable laws. This policy is designed to protect employees and reinforce our commitment to transparency and accountability.

### **Protected Activities**

- In accordance with whistleblower and anti-retaliation protections, the District will not tolerate any retaliation against an employee who, in good faith:
- Makes or threatens to make a complaint regarding suspected violations of the law, including discriminatory or other unfair employment practices.
- Reports concerns about accounting, internal controls, or auditing matters that may lead to incorrect or misleading financial statements.
- Reports a violation that endangers the health or safety of employees, clients, customers, the environment, or the general public.
- Objects to or refuses to participate in any activity, policy, or practice the employee reasonably believes violates the law.
- Provides information to assist in an investigation regarding violations of the law.
- Files, testifies, participates, or assists in a proceeding, action, or hearing related to alleged violations of the law.

### **How to Report Concerns**

Employees may submit good faith reports to their supervisor, Human Resources, any member of leadership, or directly to a government agency. Supervisors who receive a report must immediately forward it to Human Resources. Employees may also report concerns externally by contacting the California Attorney General's Whistleblower Hotline at 1-800-952-5225.

### **Protection Against Retaliation**

Retaliation of any kind is strictly prohibited. Any employee who engages in retaliation will be subject to disciplinary action, up to and including termination.

## **What The District Expects From You**

The District needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them *promptly, safely, correctly, and pleasantly*. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude. How you interact with fellow employees and our customers, and how you accept direction can affect the success of the entire service offered by the District. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

We are dedicated to making the District a District where you can approach your supervisor, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of the District.

Remember, you help create the pleasant and safe working conditions that the District intends for you

## **Discrimination, Harassment and Retaliation Prevention Policy**

RCD San Diego is an equal opportunity employer and strives to maintain a working environment where all employees feel comfortable and want to come to work and be successful. The District is committed to providing a work environment free of harassment, discrimination, retaliation, and abusive conduct.

In addition, the District prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

### **Policy of Non-Discrimination**

The District is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of unlawful harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, reproductive health decision making, off-duty and off-premises use of cannabis, or any other status protected by federal, state, or local laws. The District is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. The implementation of these statutes requires communication and cooperation on the part of both the employee and the employer. Any applicant or employee who requires an accommodation during the hiring process or in order to perform the essential functions of his or her job should request such an accommodation in writing specifying the accommodation he or she needs. If the applicant or employee does not clearly communicate his or her concerns, the District may not realize that a disability issue is being raised as its management is not medically trained. If it is determined there is a qualifying disability, the applicant or employee and management will then determine whether the qualifying disability impairs or prevents the applicant or employee from performing his or her essential job duties. If it is determined that a qualifying disability will impair or prevent the disabled applicant or employee from performing his or her essential job duties, the District and the employee must then explore possible accommodations that will allow the applicant or employee to perform his or her essential job duties without creating an undue hardship on the District.

### **Reasonable Accommodations**

An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with District policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a request, preferably in writing, for the accommodation to his or her immediate supervisor. The written request must include a description of how the religious practice conflicts with the employee's job duties and the employee's suggested accommodation.

The Executive Director will work with management to evaluate all disability and religious accommodation requests. Requests will be evaluated and the employee will be involved in an interactive process with the District to determine whether an accommodation is available that is reasonable and that would not create an undue hardship. An accommodation may be a change in job title, using paid leave or leave without pay, allowing an exception to the dress and appearance code that does not affect safety or uniform requirements, or for other aspects of employment.

Management and the employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he or she may request a review by Senior Management.

The District will not retaliate against employees for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management or co-workers.

## **Pay**

Pay disparity between employees of opposite sex or of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and/or federal law, is prohibited. Pay differentials may be valid in certain situations defined by law such as; a seniority system, a merit system, a system that measures earnings by quantity or quality of production or a bona fide factor such as education, training or experience. Employees will not be retaliated against for inquiring about or discussing wages. However, the District is not obligated to disclose the wages of other employees.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

## **Unlawful/Prohibited Harassment**

In addition to the Non-Discrimination policy, the District maintains a strict policy prohibiting harassment because of; race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), creed, color, sex, gender, pregnancy, pregnancy-related medical condition, perceived pregnancy, age, national origin (including possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, religion, religious dress practices, religious grooming practices, physical or mental disability, sexual orientation, gender identity, gender expression, marital status, registered domestic partner status, genetic characteristics or genetic information, medical condition, military and/or veteran status, reproductive health decision-making, perceived membership in a category, association with an actual or perceived member of a category, and/or all other protected characteristics pursuant to applicable federal, state and local law.

This policy applies to all persons involved in the operations of the District and prohibits such harassment by any employee of the District, including managers, supervisors and co-workers. The District also enforces this policy with third parties such as vendors and customers.

Prohibited harassment in any form, including verbal, physical and visual conduct, threats, demands, and retaliation, will not be tolerated. Similarly, harassment via any method such as verbal, non-verbal (gestures), email, text, written, fax or other will not be tolerated.

Sexual harassment may include one or more of the following, but is not limited to:

1. Unwanted sexual advances;
2. Sexual advances, propositions, requests or comments;
3. Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, offers of job benefits in return for sexual favors;
4. Visual conduct such as leering, sexually suggestive posters, photography, cartoons, drawings, or gestures;

5. Verbal conduct such as epithets, derogatory comments, slurs, jokes, invitations, sexual advances or propositions, graphic verbal commentaries about an individual's body or sexually degrading words used to describe an individual;
6. Sending or otherwise communicating sexually related messages, videos or pictures by any method;
7. Physical conduct such as unwanted touching, impeding or blocking normal movement, or assault;
8. Physical or verbal abuse concerning gender, gender identity or gender expression; or
9. Verbal abuse concerning characteristics such as pitch of voice, facial hair, size or shape of a person's body.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire. Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Other examples of prohibited harassment or discrimination may include but are not limited to the below when concerning any protected class:

1. Written, verbal or electronic jokes;
2. Inappropriate verbal, graphic or physical conduct;
3. Sending, posting or otherwise communicating harassing or discriminatory messages such as; videos, text messages, instant messages or via social media;
4. Racial or ethnic slurs, epithets or any other offensive remarks;
5. Threats, intimidation or other menacing behavior;
6. Retaliation for reporting or threatening to report harassment; or
7. Other harassing or discriminatory conduct based upon one or more of the protected classes identified in this policy or by federal, state or local regulation.

Prohibited harassment which impairs an employee's working ability or emotional well-being at work violates this policy and will not be tolerated. While such conduct is generally unlawful only if it is severe and pervasive, the District's policy is a "no tolerance" policy which prohibits all such unlawful harassment even though the harassment may not be sufficiently severe or pervasive to constitute a violation of law.

Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

### **Reporting Discrimination, Harassment and Retaliation**

The District takes all complaints and concerns of discrimination, harassment and retaliation very seriously. An employee which believes he or she has been discriminated against, harassed, experienced retaliation or has observed discrimination, harassment or retaliation based on a protected class as explained above, should immediately follow these steps:

1. The employee must immediately report, orally or in writing, any complaints or concerns of discrimination, harassment or retaliation to his or her immediate supervisor or any other manager of the District.

2. If the Supervisor or Manager does not respond timely or if there is continued discrimination, harassment or retaliation concerns, the employee must immediately report complaints or concerns to the Executive Director.

The employee should include the details of the incident or incidents such as; the names of the individuals involved, the names of any witnesses, details of the incident, date, time and location.

Managers receiving complaints or concerns of harassment must immediately report such to the Executive Director to allow for consistent resolution throughout the District.

The District will take various steps to resolve a complaint or concern such as; timely response and impartial and timely interviews or investigations involving all parties and conducted by qualified personnel; investigations will be documented and tracked for reasonable progress; and investigations will be closed in a timely manner. Employees will participate in such interviews or investigations to assure accurate evaluation and determine whether the District's Non-Discrimination, Unlawful/Prohibited Harassment or retaliation policies have been violated. If The District determines that a policy has been violated, the District will take timely, remedial action commensurate with the severity of the offense. Action will also be taken to deter any future violation of District policy.

All information obtained regarding complaints or concerns of discrimination, harassment or retaliation and throughout any interview or investigation process will be kept confidential to the extent possible. Only individuals with a legitimate business need to know in order to allow for proper resolution may receive necessary information related to the complaint or concern.

The District will not retaliate against any employee for filing a complaint or participating in any investigation. The District will not knowingly permit retaliation by management or co-workers. Any retaliation must immediately be reported using the process above.

Employees should also be aware that the U.S. Equal Employment Opportunity Commission and the California Civil Rights Department (formerly the Department of Fair Employment and Housing) of the State of California have the authority to investigate complaints of discrimination, harassment and retaliation. The nearest office can be found by visiting [www.eeoc.gov](http://www.eeoc.gov) and <https://calcivilrights.ca.gov/>. The California Civil Rights Department 2218 Kausen Drive, Suite 100 Elk Grove, CA 95758, 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711 [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov), <https://calcivilrights.ca.gov/> (main website), <https://calcivilrights.ca.gov/shpt/> (online sexual harassment training courses).

The District also recognizes the detrimental consequences of abusive conduct in the workplace such as a reduction in productivity and morale. Abusive conduct means conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious. The District will review all complaints of abusive conduct.

Upon hire, all employees are provided the "Sexual Harassment, The Facts about Sexual Harassment" brochure. If you require another copy, please contact your supervisor or the Executive Director.

## **Diversity, Equity and Inclusion**

We are committed to fostering a diverse workforce, and maintaining a workplace that is equitable, inclusive and safe for all employees. From recruiting practices, to pay and benefits, promotions, and all other aspects of employment with us, an environment of equity is of the utmost importance.

We not only recognize that you, our employees, comprise a wide range of backgrounds and characteristics, but we believe those differences should be celebrated and valued. Whether it's race, religion, gender, national origin, ancestry, color, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information/characteristics, veteran status, political affiliation or any other characteristic, these are parts of each of you that contribute to your experiences as humans, and ultimately to the knowledge and expertise that make you a valuable asset to the District.

We are committed and determined that there is access, opportunity and advancement for all individuals. We are always looking for ways in which we can cultivate an inclusive work environment, strengthen our cultural competency, and train our managers and employees to provide opportunities for growth and development.

It is our intention that all our employees, regardless of any particular background or characteristic, are always treated with respect and dignity. Likewise, we expect that as our employees, you treat your coworkers, supervisors and other team members with the same dignity and respect at all times. Disrespect, inappropriate behavior or conduct toward others will not be tolerated and may subject an employee to disciplinary action, up to and including termination.

If you feel you have been mistreated, harassed, discriminated, or retaliated against in violation of the District's Harassment, Discrimination and Retaliation Prevention policy, please contact your supervisor or Executive Director.

# EMPLOYMENT STATUS

## **Immigration Reform and Control Act**

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, our District is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the District.

## **Anniversary Date**

The first day you work a scheduled shift as a regular employee will be your anniversary date. This date may be used to determine eligibility for various benefits.

## **Employment Classifications**

There are a number of classifications into which an employee might fall. These include: Full-time, Part-time, Temporary, Intern and Seasonal. All employees, regardless of classification, are in an introductory period during the first 90 days of employment. During the introductory period, you will be able to determine if the position is a fit for you as well as your manager will be evaluating your performance and a review will be conducted upon completion of the 90-day introductory period. Completion of the introductory period does not guarantee continued employment for any period or duration; all employees are at-will even after completion of the introductory period.

Employee Classifications:

1. **Full-Time Employees:** A full-time employee is an employee who is assigned a definite work schedule of at least Forty (40) hours per work week. The definition of Full-Time employee may be different for some purposes such as medical benefits. Employees are not to work more than 40 hours in a week, or 80 hours in a pay period. If they anticipate having the need to work more than 40 hours, they should notify their supervisor for approval.
2. **Part-Time Employees:** A part-time employee is an employee who is regularly assigned a work schedule of fewer than Forty (40) hours per work week. Part-time employees are generally not eligible for employee benefits, other than paid sick leave, and any benefits required under state or federal law. \*\*Pro-rated benefits offering
3. **Temporary or Intern or Seasonal Employees:** A temporary, intern, or seasonal employee is an employee who falls within one or more of the following categories: individuals who are expected to be employed for less than six months at the time of hire; individuals whose hourly work schedule per week is expected to be irregular or on an as-needed basis; individuals who are hired as interim replacements to assist in the completion of a specific project or for time off relief; individuals working through a school or educational program.

Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, intern, and seasonal employees retain that status until

they are notified of a change. These classifications are not eligible for any of the District's benefit programs, other than paid sick leave, and any benefits required under state or federal law.

4. Inactive Status: Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state, federal or local leave of absence will be placed on inactive status.

Unless health benefits extension is covered by local, state or federal law, benefits will terminate according to our insurance carrier's policy. Contact the Executive Director, for more information.

All positions will further be designated as Non-Exempt or Exempt:

1. Non-Exempt: Non-Exempt Employees are entitled to compensatory time off and other requirements as required by applicable federal and state law.
2. Exempt Employees: Exempt Employees are not entitled to compensatory time off pursuant to applicable federal and state laws.

Employees will be informed of their assigned employment classification upon hire and as modified. Any questions regarding employment classification should be directed to your manager.

# WAGES

## **Wage Information**

The District maintains a compensation program which compensates employees for the position held and their performance in that position. Compensation adjustments may be determined on the basis of performance, adherence to the District's policies and procedures, the employee's proven ability to meet or exceed the assigned duties and in compliance with State, Federal and Local regulations. In addition, the overall success of the District will be considered when evaluating compensation increases.

In the event that an employee's compensation is based, in whole or in part, on commissions or piece-rates, the employee will be provided a compensation agreement or plan which explains the details of the commission or piece-rate plan. This agreement will be required to be signed by the employee and a representative of the District. Such an agreement will remain in effect until any changes are made in writing and signed by both parties.

## **Workweek and Pay Period**

The District's workweek for wage calculation is 12:01 a.m. Sunday to midnight on Saturday.

Payroll is on a bi-weekly schedule with payments issued every other Wednesday. Timesheets are to be submitted by Noon on Monday following the close of the pay period, unless an earlier date is required by your supervisor. Should the established pay day fall on a holiday, checks will be issued the last working day prior to the holiday. Checks may not be picked up by anyone other than the employee unless the District is authorized in advance and in writing by the employee.

The District offers direct deposit as a convenience for employees. To begin automatic deposit, employees must complete a Direct Deposit Enrollment form and return it to payroll.

Any errors in your payroll must be immediately reported to your manager.

The District does not provide payroll advances or otherwise lend any money to employees.

## **Hours of Work**

Employees will be assigned a work schedule based on their position, classification and the needs of the District. An employees' work schedule shall be established in accordance with the needs of the District and may vary.

Employees are expected to work their scheduled hours and any variation must receive prior approval from management.

All hours worked must be accurately recorded and reported in compliance with the District's timekeeping policy.

## **Timekeeping**

The District requires all non-exempt employees to report actual time worked on a hard copy timecard or combination of electronic and hard copy depending on their position. Non-exempt employees must accurately record the beginning and end of each shift, including the beginning and ending of the employee's meal break. Non-exempt employees will track hours worked for each grant/agreement, or "billable hours" on the timecard provided by the District. All times an employee is engaged in work must be reported as

hours worked.

Employees are not to work more than 40 hours in a week, or 80 hours in a pay period. If they anticipate having the need to work more than 40 hours, they should notify their supervisor for approval.

Altering, falsifying, or tampering with your own time records, or recording time on another employee's time record, will subject the employee(s) involved to disciplinary action, up to and including termination.

Exempt employees will be required to report any absences in compliance with Federal and State regulations.

Non-Exempt employees are discouraged from performing any "off-the-clock" work. This includes, but is not limited to:

- Accessing your email through any device; laptop, smartphone, or any other device, and responding to or sending work-related emails;
- Logging onto the District's computers through remote computing access or any other cloud computing or remote services (including SaaS, Webmail, Outlook, GoToMeeting, or any other similar District provided service);
- Checking voicemails and responding to phone calls or voicemails; or
- Texting others for work purposes.

Employees must report all of their working time, no matter how short in duration. This includes any work performed at work, at home, or anywhere else on behalf of the District including work performed in hard copy, electronic format or on District or personal equipment. Employees are required to report all hours worked even if the hours were not previously approved by their manager or management. Violations of this rule will be subject to review.

## **Make-Up Time**

The District allows non-exempt employees to utilize makeup time to tend to personal obligations. Employees may take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek. The District does not encourage, discourage or solicit the use of makeup time.

Employees must complete the Makeup Time Request form for each occurrence and receive approval 24 hours in advance of either taking the time off or making up time, whichever occurs first. Makeup time is subject to management approval and the needs of the business.

Time taken off and makeup time must occur in the same District-established work week and employees may not work more than 11 hours in any workday or more than 40 hours in a workweek.

Should an employee take time off and then be unable to work the scheduled makeup time, unworked time will be unpaid.

## **Paycheck Deductions/Garnishments**

The District is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

When an employee's wages are garnished by a court order, our District is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our District will, however, honor

federal and state guidelines which protect a certain amount of an employee's income from being subject to garnishment.

Should an employee identify an error in their deductions or garnishments, they must immediately report their concern to payroll for further evaluation and correction.

### **Meal Periods**

Each non-exempt employee is authorized and permitted to take a 30-minute unpaid meal period during each day in which they work at least five (5) hours. If an employee works over 10 hours, but not more than 12 hours, the employee may voluntarily waive their 2<sup>nd</sup> meal period as long as they have taken the first meal period.

If at any time you are unable to take a meal break because of workload, please immediately inform your supervisor so that appropriate arrangements can be made.

### **Rest Periods**

Each non-exempt employee is authorized and permitted to take a paid fifteen (15) minute rest period for every four (4) hours worked or major fraction thereof. While there is no set schedule for breaks, you can take restroom breaks and get refreshments as desired.

If, for any reason, an employee believes that he/she is not being provided or afforded rest breaks in accordance with this policy, the employee should immediately report the concern to the Executive Director. No employee will be retaliated against for bringing a complaint related to rest breaks to management's attention.

The District provides cool-down rest and recovery periods as needed to prevent heat illness for: (1) employees who perform work outdoors when temperatures are 80 degrees or higher; or (2) employees who perform work indoors when temperatures reach 82 degrees or higher as required by applicable law.

# BENEFITS AND LEAVES OF ABSENCE

## **California Paid Sick Leave and Safe Time**

All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment will be entitled to Paid Sick Leave.

Employees who work 20 or more hours are earning PTO at a rate that satisfies the Paid Sick Leave requirements and should see the Paid Time Off section for more details. Employees who work under 20 hours each week will be front loaded the required 40 hours or 5 days of Paid Sick Leave upon hire.

Earned but unused Paid Sick Leave will carry over to the following leave year up to a maximum of 80 hours (ten days). An employee's use of accrued Paid Sick Leave is limited to 40 hours or five days per year, whichever is greater.

Exempt employees are presumed to work 40 hours per workweek for purposes of sick time accrual. If your normal workweek is less than 40 hours, accrual will be based on your normal workweek.]

Unused Paid Sick Leave will not be paid out upon separation of employment.

Employees must work ninety (90) days before they can use Paid Sick Leave.

Employees may request Paid Sick Leave by making a written or oral request to their manager for purposes outlined below. Employees may not use more sick leave than they have accrued or receive an advance of sick leave that has not yet been accrued.

If the need for Paid Sick Leave is foreseeable, employees must provide as much notice as possible to their manager. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence. Available Paid Sick Leave may be used in no less than two-hour increments.

### **Sick leave may be taken for the following reasons:**

- for your own illness or preventive care,
- to care for a family member or designated person,
- and for 'safe time' related to domestic violence, sexual assault, stalking, or other qualifying acts of violence.
- Safe time includes attending court proceedings, seeking protective orders, accessing victim services, relocating for safety, and related activities.
- Employees may use paid sick leave for jury duty or appearing in court under subpoena.

For purposes of Paid Sick Leave and Safe Time, Family Member means:

- Your children (including biological, adopted, or foster children, legal wards, children of a domestic partner, or children for whom you stand in loco parentis).
- Your spouse or registered domestic partner.
- Your parents or your spouse's or registered domestic partner's parents (including biological, foster, and stepparents; adoptive parents; legal guardians; or persons who stood in loco parentis when you, or your spouse or domestic partner, was a minor child).
- Your grandparents.
- Your grandchildren.

- Your siblings.
- A person designated by you at the time you request paid sick leave. You will be limited to making this designation once per 12-month period for purposes of paid sick leave.

Paid Sick Leave will be paid at the employees' regular rate of pay. Sick leave absences after an employee has exhausted all of their accrued Paid Sick Leave may require evaluation for a leave of absence and/or information from a physician to ensure the employee can safely return to work.

The District has established the 12-month period for Sick Leave as first day of work through your anniversary date. If you started employment after the beginning of the leave year, you will be provided a corresponding amount of paid sick leave as required by law.

Sick leave will run concurrently with other types of leave where permitted under applicable law.

Employees who separate employment and return to the employer within 12 months will have the amount of available Paid Sick Leave upon separation reinstated upon rehire.

Employees will not be retaliated against for requesting or using Paid Sick Leave and Safe Time for any lawful purpose.

This Paid Sick Leave policy is intended to comply with California's Healthy Workplaces/Healthy Families Act requirements and should be construed and implemented accordingly. The District's Paid Time Off (PTO) policy is separate from California paid sick time and is outlined in Paid Time Off (PTO) policy.

**Paid Sick Leave and Workers' Compensation Benefits**

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, you may use paid sick leave to receive pay for these absences.

If you do not have accrued paid sick leave, or if you have used all of your sick leave, you may choose to substitute paid time off for further absences from work, related to your illness or injury.

**Paid Time Off (PTO)**

Employees can use accrued PTO beginning the 90th day of employment. PTO can be used as time off for rest and relaxation such as a vacation or for sick leave (after exhausting CA Paid Sick Leave) as defined below:

<b>Years of Service</b>	<b>Vacation Accrual Rate per Pay Period (Full-Time Employees working 80 hours)</b>	<b>Vacation Hours Accrued Per Year (Full-Time Employees working 40 hours)</b>	<b>Maximum PTO Balance Allowed</b>
0 months – 12 months	4 hours (or .050 hours per hour worked)	104 hours (13 days)	Capped at 114.40 hours

13 months – 36 months	5.54 hours (or .06925 hours per hour worked)	144 hours (18 days)	Capped at 158.40 hours
37 – 72 months	7.08 hours (or .0885 hours per hour worked)	184 hours (23 days)	Capped at 202.40 hours
72 months +	8.62 hours (or .10775 hours per hour worked)	224 hours (28 days)	Capped at 246.40 hours

These accrual amounts are based on hours worked. For employees working less than 80 hours per pay period, the amount of PTO accrued will be calculated in proportion to the full accrual amount based on years of service. Employees that work less than 20 hours per week or 40 hours per pay period do not accrue PTO but are eligible for California Paid Sick Leave.

Employees electing to use PTO for anything other than sick leave must submit a Time Off Request in writing to your immediate supervisor, at least two (2) weeks in advance. If the need for sick leave is foreseeable, employees must provide such notice, an oral or written request, to the managing partners. If the need for sick leave is not foreseeable, employees should comply with the Attendance policy and provide as much notice as possible.

Employees may use PTO for sick leave for the following reasons:

- for your own illness or preventive care,
- to care for a family member or designated person,
- and for 'safe time' related to domestic violence, sexual assault, stalking, or other qualifying acts of violence.
- Safe time includes attending court proceedings, seeking protective orders, accessing victim services, relocating for safety, and related activities.
- Employees may use paid sick leave for jury duty or appearing in court under subpoena.

For purposes of Sick Leave, "Family Member" is defined as any of the following:

- A child (biological, adopted, foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis). This definition of a child is applicable regardless of age or dependency status
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- A spouse or registered domestic partner
- A grandparent
- A grandchild
- A sibling
- A person designated by you at the time you request paid sick leave. You will be limited to making this designation once per 12-month period for purposes of paid sick leave

Sick leave absences greater than 5 consecutive days may require evaluation for a leave of absence and/or information from a physician to ensure the employee can safely return to work.

PTO will be paid at the employees' regular rate of pay. Regular rate of pay may vary, speak to your manager

if you have questions regarding the pay for PTO.

Unused vacation will accrue and rollover from year-to-year, based on the employee's specific anniversary date, up to a maximum of at least 1.5 times the annual allotment of vacation that the employee is eligible to earn. Once this cap is reached, no further PTO time will be granted until the employee drops below the cap.

The District may allow employees to take an advance on PTO that has not yet been accrued and/or allow PTO donation will be considered on a case-by-case basis. A request to take an advance on PTO, to donate PTO or take time off without pay will be considered at the district's discretion, and each request will be considered as it arises. For more information, please contact the Director of Finance.

Employees do not accrue PTO if they are on a leave of absence for any reason, including, but not limited to, an industrial or non-industrial injury, disability or medical leave, pregnancy disability leave.

The District maintains records regarding PTO, you should check your PTO leave balance on a regular basis to ensure that you have been credited with the correct amount of PTO hours. If you believe that the accrual amount indicated is in error, then you must immediately notify the Director Finance for a PTO account review.

An employee will not be retaliated or discriminated against for the request or use of PTO for sick leave.

This policy is intended to comply with California's Healthy Workplaces/Healthy Families Act requirements and should be construed and implemented accordingly.

Accrued and unused PTO will be paid out upon separation of employment.

## Holidays

This policy shall apply to all employees. The following days shall be recognized and observed as paid holidays, paid based on the percentage of full time that each employee is regularly scheduled to work.

- New Year's Day
- Martin Luther King Day
- President's Day
- Farmworkers Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Veteran's Day
- Thanksgiving Day
- ½ Day Christmas Eve
- Christmas Day
- ½ Day New Year's Eve
- Two Floating Holidays

Holidays falling on Saturday will be observed on Friday. Holidays falling on Sunday will be observed on Monday.

To be eligible for holiday pay, you must work on your last scheduled workday immediately prior to, and your first scheduled workday immediately after the designated holiday, unless your absence is excused or protected under applicable law or due to a pre-approved vacation. Employees on unpaid leaves of absence are not eligible for holiday pay while on a leave of absence or when requested to work during a paid holiday and the employee refuses to do so.

We will pay non-exempt employees holiday pay at their regular straight time hourly rate in effect at the time the holiday is observed. Non-exempt employees will be paid holiday pay equivalent to the number of hours they are normally scheduled to work on the day which the holiday falls up to a maximum of eight hours. Part-time employees' pay will be prorated based on the number of hours per week scheduled to work.

Non-exempt employees whose schedule falls outside the observed holiday will be provided a floating holiday with the number of hours being equivalent to their normally scheduled shift up to a maximum of eight (8) hours to be used within the same week of the observed holiday.

Holiday pay is not considered hours worked and does not count toward compensatory time off. You will not receive holiday pay if you are scheduled to work but do not report to work on a designated holiday.

Exempt employees will not receive additional holiday pay, but they will not incur any reduction in pay for a partial week absence due to a District-observed holiday.

**If you recognize alternative holidays for religious purposes, contact the Executive Director to discuss your right to take additional religious holidays without pay.**

## **Health Benefits**

Upon successful completion of the introductory period, employees who work 20 hours or more each week are eligible for health benefits. The District offers eligible employees the option to enroll in a District-sponsored medical plan. Employees may also elect to participate in optional vision and dental plans, also subject to plan terms and eligibility requirements.

### **Current Employees (Hired Before March 1, 2026):**

Employees who were employed prior to March 1, 2026, may elect to enroll in the District health plan OR choose to continue receiving the "in lieu of benefits" payment if they decline coverage.

If the employee chooses to continue with the "in lieu of" contribution, then the RCD will contribute to the cost of an employee's own medical, dental, and vision benefits at the amount of 16% of the employee's gross pay. This amount is established by the Board of Directors and can be modified at the Board's discretion. This amount will be deposited to the employee's 457b plan and is considered as pre-tax income. If an employee desires to have this amount paid directly to the employee to pay his or her own medical plan premiums, all or in part, then this amount will be considered as taxable income and included in the employee's bi-weekly paycheck.

### **New Hires (Hired On or After March 1, 2026):**

Employees hired on or after March 1, 2026, are eligible to enroll in the District's health plan beginning on the first day of the month following 90 days of employment. New hires will not be eligible to receive an in lieu of benefits payment.

Vision and dental coverage may be elected by eligible employees in accordance with the enrollment procedures and timelines established by the District.

## **Pregnancy Disability Leave and Pregnancy Accommodation**

It is the policy of the District to provide pregnancy disability leave to employees in accordance with the California Pregnancy Disability Act.

An employee will be provided pregnancy disability leave for that period of time when she is disabled and unable to work due to pregnancy, childbirth, breastfeeding, and/or related medical condition up to a cumulative maximum of four months' (one-third of a year or 17 1/3 weeks) of leave per pregnancy. The

four-month period is defined as the number of days the employee would normally work within four calendar months, if the leave is taken continuously, following the date the pregnancy disability leave commences. For a full-time exempt employee or a full-time hourly employee who works 40 hours per week, the employee is entitled to 694 hours of leave. For hourly employees who work more or less than 40 hours per week, the number of working days/hours of leave is calculated on a pro rata or proportional basis. If an employee's schedule varies from month to month, a monthly average of the hours worked over the four-month period prior to the beginning of the leave will be used to calculate the employee's normal work month.

A pregnant employee is entitled to a reasonable accommodation in the workplace, where medically necessary or advisable and if no undue hardship is caused to the District. Such accommodation may include a temporary job transfer or temporary reassignment of non-essential job duties. The following rules and policies apply to all requests for pregnancy disability leave, transfer and/or pregnancy accommodation in the workplace.

Employees who need to take pregnancy disability leave must inform the District when a leave is expected to begin and how long it will likely last. Prior to the commencement of a pregnancy disability leave, the employee must present her health care provider's certificate certifying that she is disabled and unable to work as a result of the pregnancy, childbirth, or related medical condition, and the employee must return to work as soon as her health care provider certifies that she is again capable of working. Pregnancy disability leave begins when ordered by the employee's health care provider. The certification from the employee's health care provider should contain:

- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability due to pregnancy, childbirth and/or breastfeeding; and
- A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Such certification must be provided within 15 days of the when the request is made by the District.

If the need for a leave or job transfer is foreseeable, employees should provide notification at least 30 days before the pregnancy disability leave or job transfer is to begin. If 30 days' advance notice is not possible, notice must be given as soon as practical. Employees must also consult with the Human Resources Department regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District.

Upon the request of a pregnant employee and recommendation of the employee's health care provider, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child. Requests for temporary transfers of non-essential job duties will be reasonably accommodated if the jobs and rights of others are not unduly affected and there is no undue hardship to the District.

While on pregnancy disability leave, an employee's District-sponsored health benefits will be continued and the employee will be responsible for her share of the regular co-pay as if she were continuing to work. No sick, holiday, or vacation benefits will accrue during a pregnancy disability leave of absence.

Duration of the leave will be determined by the advice of the employee's health care provider, but a pregnancy disability leave may not exceed, cumulatively, four months or 17 1/3 weeks. Pregnancy disability leave includes any period of time of actual disability caused by the employee's pregnancy, childbirth, or related medical condition, including time off for severe morning sickness, prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, post-partum depression, and/or loss or end of pregnancy.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as

needed. For employees who take intermittent leave or work a reduced work schedule during pregnancy disability leave, the District will account for increments of intermittent leave or reduced work schedules using an increment no greater than the shortest period of time the District uses to account for use of other forms of leave, but not greater than one hour. If the employee's health care provider provides medical certification that an employee has a medical need to take intermittent leave or leave on a reduced work schedule because of pregnancy, the District may require the employee to transfer temporarily to an available alternative position that meets the needs of the employee. If the District requires the employee to transfer to an alternative position, the employee will receive the same rate of pay and benefits as those earned in the employee's regular position.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to a comparable position, if one is available. However, an employee returning from a pregnancy disability leave has no greater right to reinstatement to the same position (or a comparable position) than if she had been continuously employed with the District. If an employee returning from pregnancy disability leave cannot be reinstated to her original position, the District will evaluate the current job vacancies and will endeavor to provide a comparable position for which she is qualified on her scheduled reinstatement date or within 60 calendar days of that scheduled reinstatement date. During this 60-calendar day period, the District will affirmatively look for comparable vacancies and will provide notice to the employee of available positions in person, by letter, telephone or email, or by links to postings on the District's website (if the District devotes a section on the website to job openings.)

Such above stated leave will be unpaid unless Paid Sick Leave is available. If Paid Sick Leave is available, it must be used during Pregnancy Disability Leave. The use of PTO is not required.

Pregnancy Disability Leave may run concurrently with other leaves where applicable and in accordance with State and Federal laws.

Please contact the Executive Director for more information and/or to request use of Pregnancy Disability Leave.

## **Lactation Accommodation**

The District recognizes lactating employees' rights to request lactation accommodation and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to exception allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time shall be unpaid.

Subject to exception allowed under applicable law, the lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. The District will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, the District will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact the Executive Director to request

accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

The District will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

## **California Family Rights Act (CFRA)**

California's California Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the District for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply).
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job.
- To care for your family member who has a serious health condition. For purposes of CFRA leave, a "family member" includes your:
  - Spouse
  - Parent
  - Child of any age
  - Registered domestic partner
  - Grandparent
  - Grandchild
  - Sibling
  - Parent-in-law
  - A person designated by you at the time you request paid sick leave. You will be limited to making this designation once per 12-month period for purposes of paid sick leave.
- The birth of your child, or placement of a child with you for adoption or foster care.
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the Armed Forces of the United States. (See Qualifying Exigencies Related to Active Duty below).

Please note that incapacity due to pregnancy, prenatal medical care or childbirth is not an eligible reason for CFRA leave. (See the *Pregnancy Disability Leave Policy* for more information).

For additional information about eligibility for CFRA leave, contact the Executive Director.

### Qualifying Exigencies Related to Active Duty

Eligible employees whose spouse, domestic partner, child or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include, but are not necessarily limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

### Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of CFRA leave may be taken, the District uses rolling year measured backward from the date an employee uses any CFRA leave.

### Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (PDL). (See *Pregnancy Disability Leave* policy for more information.)

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the District will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The District may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

### Leave Procedures

The following procedures shall apply to CFRA leave:

- Please contact the Executive Director as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the District at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of your health care provider or the health care provider of your family member.
- If you cannot provide 30 days' notice, the District must be informed as soon as is practical.
- If the CFRA request is made because of your own serious health condition, the District may require, at its expense, a second opinion from a health care provider that the District chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the District.
- If the second opinion differs from the first opinion, the District may require you, at the District's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the District.

### Certification

We require you to provide certification. You will have 15 calendar days from the District's request for certification to provide it to the District, unless it is not practical to do so. The District may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. (For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.) If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the District may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA leave.

If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition
- Probable duration of the condition
- Estimated amount of time for care by the health care provider
- Confirmation that the serious health condition warrants your participation

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition
- Probable duration of the condition
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition

If you are on leave because of your own serious health condition, the District will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

#### Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Special certification requirements apply to leaves related to military service.

#### Substitution of Paid Leave

Generally, CFRA leave is unpaid. The District may require, or you may choose, to use accrued paid leave while taking CFRA leave. In order to use paid leave for CFRA leave, you must comply with the District's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact Executive Director.

#### Reinstatement

Under most circumstances, upon return from CFRA leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on CFRA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of CFRA leave will not result in the loss of any employment benefit that the employee earned before using CFRA leave.

#### Time Accrual

Please contact Executive Director with any questions regarding accrual of other District provided paid leave benefits (such as vacation, PTO or sick leave) during unpaid CFRA leave.

#### Carryover

Leave granted under any of the reasons provided by CFRA and/or FMLA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

### Intermittent Leave

You may take CFRA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour maximum.

See also the discussion of *Pregnancy, Childbirth or Related Conditions and Baby Bonding* above.

## **Time Off for Jury Duty and Witness Duty and for Victims of Crimes**

In the following instances, employees are eligible for time off from work when necessary as described below.

### Jury Duty

Employees called to jury duty will be released from work on leave during their period of jury service. An employee called to jury duty must: (1) promptly present to his or her manager a copy of the jury duty summons; (2) report daily for work before and/or after jury duty as is reasonably practicable; and (3) present to his or her manager proof of service upon completion of jury duty.

Exempt employees will be paid for any week when the employee works any part of the work week while serving on Jury Duty. **Nonexempt employees summoned for Jury Duty will receive up to 3 days of paid time off to complete required jury duty service, and can use Paid Sick Leave and Safe Time for any additional time spent on Jury Duty.** Employees released from Jury Duty service before the end of their scheduled workday must report to work upon release.

### Witness Duty

The District will also grant unpaid time off for court appearances as a witness when the employee is required to appear as a result of a court-ordered subpoena. Employees must notify their manager of the need for time off for a court appearance as soon as the subpoena is received and present the manager with a copy of the subpoena.

### Victims of Domestic Violence, Sexual Assault, or Stalking

Employees who are victims of domestic violence, sexual assault, or stalking are eligible for unpaid leave; however, an employee may use sick, PTO during this unpaid time off consistent with the District's time off policy. Leave may be taken when an employee who is a victim of domestic violence, sexual assault, or stalking needs time off work to attend related legal proceedings such as to obtain, or attempt to obtain, a restraining order or other relief to help ensure the health, safety, or welfare of himself or herself or his or her child(ren).

In addition, when 25 or more employees are employed, employees may request a written notice about the rights of victims of domestic violence, sexual assault or stalking and employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave (sick, PTO may be elected) to:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking,
- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of the domestic violence, sexual assault, or stalking,
- Obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking,
- Participate in a safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation,
- Attend to legal proceedings.

The employee must give his or her manager reasonable advance notice of the intention to take time off for

this purpose, unless advance notice is not feasible. If an unscheduled absence for this purpose is necessary, then the employee must provide certification to his or her manager within a reasonable time after the absence. Certification should be in the form of a police report, a court order or other evidence that the employee has appeared in court, and/or documentation from a medical professional, domestic violence or sexual assault victim's advocate, or counselor that the employee was undergoing treatment for injuries or abuse resulting from domestic violence and/or a sexual assault. The District will also provide reasonable accommodation to employees who are the victims of domestic violence, sexual assault, or stalking to enhance their safety in the workplace. To the extent allowed by law, the District will maintain the confidentiality of any employee requesting leave for this purpose. In addition, no disciplinary action will be taken against an employee who takes time off work for this purpose.

#### Crime Victim or Family Member of Crime Victim

An employee is eligible for unpaid leave if the employee needs to attend a judicial proceeding related to certain types of violent or serious crimes if the employee is:

- A victim of the crime, including, but not limited to, felony domestic violence, felony stalking and felony child abuse
- The immediate family member of a victim of the crime (for this purpose, "immediate family member" means spouse, child, stepchild, brother, stepbrother, sister, stepsister, parent, or stepparent);
- The registered domestic partner of a victim of the crime; or
- The child of a registered domestic partner of a victim of the crime.

Before the absence, the employee must give the District a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. When advance notice is not feasible, or an unscheduled absence occurs, no disciplinary action will be taken against the employee if the employee provides the District with documentation evidencing the judicial proceeding within a reasonable time after the absence. Documentation may come from any of the following:

- The court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness office that is advocating on behalf of the victim.

An employee may elect to use accrued PTO for any time missed from work for this purpose. The District will not discharge, discriminate against, or retaliate against any employee because of his/her need to take this unpaid leave. To the extent allowed by law, the District will maintain the confidentiality of any records provided by the employee requesting leave for this purpose.

### **Time Off for Voting**

In the event that an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him or her to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time. An employee will be allowed to take off only that amount of time that is necessary to vote. Up to two hours of time off to vote is paid time off (exempt employees will be paid for a full day's work so long as the employee worked at least part of the workweek). Where possible, the employee shall give his or her manager at least two workdays' notice that time off to vote is needed. Employees will be required to show proof of voting.

### **Parental Leaves for Children in School**

#### School Appearance Leave

As required by California law, an employee will be granted unpaid time off as needed to attend to school disciplinary matters involving the employee's child. The employee must give reasonable notice to his or her manager prior to taking the time off work. Also, the employee will be required to present documentation from the school to his or her manager confirming that the visit took place.

### School Activities Leave

When 25 or more employees are employed, the District provides employees with up to 40 hours of unpaid time to participate in covered school activities. An employee who is the parent or guardian of a child, or children, in a licensed day care center or in kindergarten through twelfth grade may take up to 40 hours each year (but not exceeding eight hours in any month) of unpaid time off to participate in activities of the child's, or children's, school or day care center.

An employee, regardless of the number of children in the employee's household, is entitled to no more than eight hours in any month, and no more than 40 hours each year, of unpaid time off to participate in activities of the child's, or children's, school or day care center. If both parents of the child are employed by the District and both request time off for the same time period to participate in an activity of their child's school or day care center, then only the parent who first requests the time off from his or her supervisor will be allowed the time off for that particular school activity.

Parent is defined as:

1. Parents
2. Guardians
3. Grandparents
4. Stepparents
5. Foster parents
6. Persons standing *in loco parentis* to a child

Covered Activities

1. To find, enroll, or re-enroll a child in school or with a licensed child care provider
2. To participate in activities of the school or licensed child care provider
3. Tend to a Child Care Provider or School emergency as defined below:
  - a. The school or child care provider has requested that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider.
  - b. Behavioral or discipline problems.
  - c. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays.
  - d. A natural disaster, including, but not limited to fire, earthquake or flood.

Employees must give reasonable notice to their supervisor prior to taking the time off work. Employees will be required to use any accrued and unused PTO time for this leave before taking any unpaid leave.

### **Bereavement Leave**

The District will provide eligible employees up to five days of bereavement leave in accordance with the California Family Rights Act. The District will provide up to 3 paid days and 2 unpaid days of leave.

#### Eligibility

To be eligible for bereavement leave, you must be employed by the District for at least 30 days prior to the start of leave.

#### Reasons for Leave

Eligible employees may take bereavement leave for the death of a family member.

As used in this policy:

- **Family member** means your child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.
- **Child** means a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom you stand in loco parentis.

- **Parent** means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or other person who stood in loco parentis to you when you were a child.
- **Sibling** means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

#### Use of Leave

Eligible employees will be provided up to five days of unpaid bereavement leave in the event of the death of a family member. The five days of bereavement leave do not have to be taken consecutively. Bereavement leave must be completed within three months of the date of the family member's death.

You may elect to use any accrued paid time off that you are eligible to take during the otherwise unpaid bereavement leave.

Bereavement leave will run concurrently with other federal/state laws where permitted by law.

#### Notice

If your need for leave is foreseeable, provide as much advance notice as possible. If unforeseeable, provide notice as soon as practical.

You may be required to provide reasonable documentation of your need for leave. This may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. This documentation must be provided within 30 days of your first day of leave.

All information received by the District regarding your request for bereavement leave will be treated as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

#### Retaliation

The District will not retaliate against employees who request or take leave in accordance with this policy.

### **Reproductive Loss Leave**

The District will provide eligible employees with unpaid reproductive loss leave in accordance with California law.

Employees who have been employed for at least 30 days will be provided with up to 3 (three) paid and 2 (two) unpaid days of reproductive loss leave following a reproductive loss event.

Employees who experience more than one (1) reproductive loss event within a 12-month period are limited to unpaid 20 days of reproductive loss leave in a 12-month period.

For purposes of this policy, a reproductive loss event means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction via artificial insemination or an embryo transfer.

Leave may only be taken on regularly scheduled workdays. Leave does not need to be taken on consecutive days. Leave must be completed within three (3) months of the reproductive loss event, except that if the employee is on some other leave from work prior to or immediately following a reproductive loss event, the reproductive loss leave is available for use during the three (3) months following the end date of the other leave.

Reproductive loss leave is unpaid, except to the extent the employee is eligible for paid leave for these purposes under other District policies. The employee may elect to use accrued vacation/PTO or sick leave to receive pay during any unpaid leave taken under this policy.

Leave provided pursuant to this policy will run concurrently with any other applicable leave of absence for covered reasons, to the maximum extent permitted by applicable law. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with the employee's reproductive loss leave entitlement.

Employees must inform their supervisor prior to commencing reproductive loss leave. The District will maintain the confidentiality of any employee requesting leave under this policy including information provided to the District related to a request for leave.

The District will not retaliate against employees who request or take leave in accordance with this policy.

## **Volunteer Civil Service Leave**

Employees required to perform civil service duties, as defined below, will be provided with an unpaid leave of absence when required to perform emergency duty.

1. Volunteer firefighters
2. Reserve peace officers
3. Emergency rescue personnel, defined as any person who is an officer, employee or member of:
4. A fire department, fire protection or firefighting agency of the federal government, California State government, local government, special district or other public or municipal corporation of political subdivision of California.
5. An officer of a sheriff's department, police department or private fire department.
6. Members of disaster medical response teams sponsored or requested by the State.

Employees must inform their manager as soon as they become aware of the need for such a leave of absence.

## **Military Leave**

Employees will be given necessary time off when required to fulfil military obligations of any branch of the Armed Forces of the United States. Employees must inform and Executive Director present the military orders as soon as received and provide advance notice, unless made impossible by military requirement, so proper arrangements may be made.

Employees qualifying for Military leave will be provided with unpaid time off in accordance with State and Federal wage and hour laws. Employees may elect to apply vacation time upon making a written request.

Employees will be reinstated upon completion of Military service in compliance with Federal and State Laws such as Uniformed Service Employment and Reemployment Rights Act. Such laws may impose timing requirements, therefore; it is important that the employee maintain communication with the employer on anticipated leave and return dates.

## **Military Spouse Leave**

When 25 or more employees are employed, qualified employees will be eligible for an unpaid leave of absence of up to ten (10) days when a qualified military servicemember spouse is on leave from deployment during a period of military conflict.

To be eligible for Military Spouse Leave employees must:

- Be the spouse or registered domestic partner of a qualified servicemember,
- Work an average of 20 or more hours per week,
- Provide notice of his/her intention to take the leave, within two business days of receiving official notice that the servicemember will be on leave from deployment and
- Submit written documentation certifying that the servicemember will be on leave from deployment during the time the leave is requested.

Employees will not be retaliated against for the use of Military Spouse Leave and will be returned to their position when leave is exhausted.

Exempt employees will be paid in accordance with federal and state regulations.

### **Civil Air Patrol Leave**

The District will provide up to 10 days of unpaid leave per year to employees who are members of the California Wing of the Civil Air Patrol. To be eligible, the employee must have worked for the District for at least 90 days immediately prior to taking leave; the employee must be a volunteer member of the California Wing of the civilian auxiliary of the U.S. Air Force (commonly known as the Civil Air Patrol); and the employee must have been duly directed and authorized to respond to an emergency operational mission, (within or outside of the state) of the California Wing of the Civil Air Patrol.

Eligible employees will be provided not less than 10 days of unpaid leave, per calendar year. Civil Air Patrol leave for a single emergency operational mission shall not exceed three days, unless an extension of time is granted by the governmental agency that authorized the emergency operational mission and the extension of the leave is approved by the District. Eligible employees are required to provide the District with as much notice as possible of the proposed leave dates. The District may require the employee to submit certification from the Civil Air Patrol authority of the need for time off. The District will allow an eligible employee to use accrued paid leave benefits during the leave and the employee will be reinstated to the same or equivalent position at the conclusion of the leave.

### **Bone Marrow & Organ Donor Leave**

The District will grant up to 30 business days of paid leave, and 30 business days of unpaid leave within a one-year period for an employee to donate an organ and 5 business days of paid leave within a one-year period for employees who donate bone marrow. The one-year period is calculated from the date the leave begins.

This leave will not be considered a break in service for purposes of the salary adjustments, sick leave, PTO, or length of service. The District will maintain the employee on its group health coverage during the leave.

In order to qualify for this type of leave, an employee must have been employed for 90 days and provide written verification that he or she is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow. If, at the time an employee takes this leave, the employee has any accrued but unused vacation or sick leave, the District can require that this accrued leave be credited against the 5-day bone marrow transplant leave. However, the District will only credit a maximum of two weeks of sick or vacation time with respect to organ donor leave.

When the leaves end, the District will restore the employee to the position held by the employee when the leave commenced, or to an equivalent position. The District will not interfere with or retaliate against an employee taking organ or bone marrow donation leave.

### **Personal Leave of Absence**

The District views each employee as essential to the operations of daily business. For this reason, no automatic personal leaves of absence are provided by the District. A request for a personal leave of absence will be considered on a case-by-case basis. Important factors in determining whether the request

will be granted include the employee's length of service to the District, existing workloads, the job position of the employee, and the reason for the request (with sicknesses and emergencies beyond the control of the employee being considered more favorably). A personal leave of absence will be granted only after the employee's accrued vacation benefits have been exhausted. No personal leave of absence shall exceed four (4) weeks. (The exception to this limitation is a disability (non-pregnancy) leave of absence, which will be evaluated according to applicable state and federal law.)

During a personal leave of absence, no benefits, including health insurance benefits, will accrue. The employee should check the applicable insurance policy and other plan documents for the extent of coverage or conversion provisions or restrictions imposed.

The District will make reasonable efforts to return an employee on a personal leave of absence to the same or similar job held prior to the leave, subject to the District's staffing and business requirements. If an employee's former position is unavailable when he/she is ready to return from an approved leave, every effort will be made to place the employee in a comparable position for which he or she is qualified. If such a position is not available, the employee will be offered the next suitable position for which he or she is qualified that becomes available, which may result in a decrease in pay.

An employee requesting a Personal Leave must provide a written request one month in advance of the first day of requested leave.

## **Workers' Compensation**

Employees must report immediately all job-related injuries to their manager, regardless of the severity of the injury. In accordance with state law, the District provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include: medical care; monetary benefits to replace lost wages; and assistance to help qualified injured employees return to suitable employment. To ensure receipt of any workers' compensation benefits to which an employee is entitled, the employee must:

- Immediately report any work-related injury, illness or accident to his/her manager;
- Seek medical treatment and follow-up care (if required), with the health care provider designated by the District; and
- Complete a written Employee's Claim for Workers Compensation Benefits (*DWC 1 Form*) and return it to the Executive Director.

Upon submission of a medical certification that an employee is able to return to work after a worker's compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on Workers' Compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the District's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

Workers Compensation Leave will run concurrent with any other applicable leave of absence such as FMLA, CFRA or any others in accordance with federal and state regulations.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the District's obligations to the employee may include reasonable accommodation, as governed by the Fair Employment & Housing Act and/or the Americans with Disabilities Act.

The Corporation provides medical treatment for work-related injuries through a medical provider network that the Corporation has chosen to provide medical care to injured employees because of their experience in treating work-related injuries. This information is posted in the employee break room.

## **State of California Insurance Programs**

California State Disability Insurance (“SDI”) is funded by deductions from your paycheck as required by law. This entitles you to receive certain wage replacement benefits for non-job related illness and injuries. Employees who are absent because of their own disability may be eligible for SDI benefits.

Paid Family Leave (“PFL”) is a state-mandated insurance program within the SDI program. It applies to employees at companies of any size to provide them with partial wage replacement for up to eight (8) weeks in any twelve-month period while they are absent from work to care for a sick child, parent, spouse, registered domestic partner, or for the birth, adoption, or foster care placement of a new child of the employee or of the registered domestic partner. Like SDI, PFL does not create the right to a leave of absence and does not require the employer to create a leave of absence policy or guarantee reinstatement rights other than those already mandated by law.

The District is required by law to withhold taxes which fund these programs from all employees’ paychecks.

Contact the Executive Director for more information on the SDI and PFL programs. These programs are administered by the Employment Development Department. More information can be found at [www.edd.ca.gov](http://www.edd.ca.gov).

# EMPLOYMENT ADMINISTRATION

## **Introductory Period**

For every new employee, including rehires, the first ninety (90) days of employment is an introductory period. During this first ninety (90) days, your job performance, attendance, attitude, and overall interest in your job will be assessed. Employees who fail to demonstrate the expected commitment, performance, and attitude may be terminated at any time during the introductory period. However, completion of the introductory period does not change or alter the “at-will” employment relationship. You continue to have the right to terminate your employment at any time, with or without cause or notice, and the District has the same right.

During the introductory period, you may not be eligible for certain District benefits.

As a result of an excused absence during your introductory period or for other reasons identified by management, the District may choose to extend your introductory period as necessary to give you a further opportunity to demonstrate your ability to do the job. If your introductory period is extended, you will be notified.

## **Attendance and Punctuality**

Regular attendance and punctuality are expected of all employees. We count on you to be present at work during your assigned shifts, unless you have been excused or there is an emergency or unexpected illness or injury. Your absence will be considered “excused” only if you have received prior approval from your supervisor to use your available leave time to cover your absence or your absence is protected under applicable law. You are to remain on duty except during meal and rest periods. Doctor appointments and/or other personal matters should be scheduled during non-work hours whenever possible.

If the need for an absence is foreseeable, you must provide reasonable advance notification. If you will be unexpectedly absent for any portion or all of a workday for any reason, you must notify your supervisor at least one (1) hour prior to your starting time, or as soon as possible in light of the circumstances. If your supervisor is not available, you must speak to Executive Director or Director of Finance. It is not acceptable to leave a voice mail message or send a text or email except in emergencies. You must personally speak with a manager. If you have to leave a voice message because you cannot reach anyone, you must make a follow-up call within the next two-hours, except in emergency situations.

If you are absent more than one (1) day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your return to work. If you are absent for three (3) consecutive days without proper notification, we will assume that you have voluntarily resigned your position.

Subject to applicable law, we may require a doctor’s certificate for any absence due to illness or injury. We also may require a doctor’s certification that you have been released to return to work before you are permitted to return after an illness or injury.

You should not automatically assume that an absence is permissible merely because you have sufficient paid time off benefits available to cover all or a portion of your absence. We may determine that your absences are excessive if, based upon all the facts and circumstances, it is found to be disruptive to the District, your co-workers or our customers or to cause undue hardship to the District.

Excessive unauthorized absenteeism or abuse of this policy negatively impacts your job performance and may result in disciplinary action, up to and including termination. **Absences protected by local, state and**

**federal law, including paid sick time, do not count as a violation of the attendance policy.**

## **Performance Management throughout Employment**

The District uses disciplinary action to counsel and coach employees such as when for example their work performance, behavior, conduct, attitude and/or compliance with safety rules or other workplace guidelines is unacceptable. Disciplinary action is used to ensure that there is clear communication to the employee regarding: (1) the performance deficiency, problem or issue; (2) the District's expectation that the deficiency or problem will be promptly remedied; and (3) the consequences to the employee if the performance deficiency, behavioral problem or workplace issue is not adequately and timely remedied. Disciplinary action will be documented, verbal discipline may not require the signature of the employee, written disciplinary action will be presented to the employee and the employee will be asked to sign acknowledging receipt of a copy of the discipline. Disciplinary action records will be retained in an electronic and/or paper format.

Management reserves the right and sole discretion to determine the appropriate level or action taken based upon many factors. In some circumstances, termination may occur without any form of prior disciplinary action.

## **Performance Reviews**

Employees may receive a performance review upon completion of the introductory period, then once each year. The performance review will be a reflection of performance, adherence to policy and contribution to The District during the prior 12 months. Both employee successes and deficiencies will be identified during the performance review.

Your performance evaluation may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work behavior, and your behavior toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee an increase in wages or promotions. Wage increases and promotions are solely within the discretion of the District and depend upon many factors in addition to performance.

After any review, you will be asked to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

## **Continuing Education**

The District encourages continuing education for its employees. The District may contribute to the cost of such education. The employee must receive written approval from the Executive Director prior to registering for any such education or program if the employee would like the District to consider contributing to the cost of the program.

## **Employee Records**

Information in employee files is a confidential record of their employment with District and is the property of the District. The contents of employee files are not available to any sources outside the District unless authorized by the employee in writing or if required by law, e.g., in response to a subpoena.

Upon written notice, an employee is allowed to review his or her own employee file in the District's office and in the presence of the Director of Finance or a designee of the Director of Finance. Alternatively, an employee may request a copy of his or her own employee file. You may be charged the actual cost for copying your employee file. In terms of timing, a current or former employee will be permitted to inspect/obtain a copy of his/her employee file within 30 calendar days from the date the written request is made.

## **Employee Data Changes**

It is the responsibility of each employee to advise payroll of any change in name, address, telephone number, marital status or registered domestic partner status, name(s) and number(s) of dependents, and individuals to be contacted in the event of an emergency. If employee information changes, a new form W-4 and an employee data sheet should be filed so that the personnel records can be updated.

## **Expense Reimbursement**

The District will reimburse employees for any out-of-pocket expenses reasonably incurred on behalf of the District. Employees must receive prior approval before incurring such expenses. Receipts and an expense report must be submitted for reimbursement. Please refer to the Expense Reimbursement Policy.

## **Employment References and Verification**

All requests for employment references and verification must be directed to the Director of Finance. No other manager, supervisor, or employee is authorized to release references or any employment information regarding current or former employees.

By policy, the District discloses only the dates of employment, the title of the last position held, and whether the employee is currently employed. The District complies with lawful employment information requests by taxing authorities, government agencies, and law enforcement.

## **Workplace Search Policy**

The District may provide office furniture and electronic devices including, but not limited to, computers, cellular phones/camera phones and handheld wireless devices for the convenience and use of its employees at District's expense. Employees should remember that all such equipment remain the sole property of the District. Accordingly, the District reserves the right to conduct random or periodic searches for work-related purposes, including searches for unauthorized possession of District property and for illegal drugs, alcohol, or contraband on the District's premises. Such searches may be of District property, such as desks, file cabinets, and office equipment, and/or of an employee's personal property on District's premises, such as purses, backpacks, briefcases, and vehicles, if reasonable suspicion exists to warrant the search. If an employee has personal property that he or she prefers to keep private, the employee should not bring that property into the workplace and should not have that property in his/her car that is driven to the worksite. Furthermore, the District reserves the right to review and/or record all data or phone calls maintained on electronic equipment including computers, land lines, the voicemail system, cell phones, PDAs, notebooks, laptops and/or notepads owned by the District.

Such an inspection can occur at any time, with or without advance notice or consent, and will be limited to the extent necessary to affect the work-related purpose for the search. Such an inspection may be conducted during, before or after working hours by any manager or person designated by District management. Results of the search will only be disclosed to those persons within the District who have a business need to know or otherwise to the extent required by law. Employees who fail to cooperate in any inspection will be subject to disciplinary action, including possible suspension or discharge. The District is not responsible for any articles that are placed or left in a desk or elsewhere on District premises that are lost, damaged, stolen or destroyed; or for any data lost or deleted from a computer or disk. Therefore, employees are discouraged from bringing large sums of cash or other valuables with them to work.

The District may conduct electronic surveillance through the use of visual recording devices for loss prevention and risk management purposes.

## **Electronic Communications and District Provided Technology**

The District provides various forms of electronic communication, including, but not limited to, e-mail, Internet

access and voicemail. These devices are provided for each employee in communication with others at the District and externally to help improve productivity, shorten the decision-making cycle, and meet the needs of our customers. All electronic devices, including software and hardware, remain the sole property of the District and are intended for District business.

**Employees should have no anticipation of privacy with respect to District-provided voice mail, e-mail, text-messages, instant messages, or any other computer or electronically based communications – regardless of whether such information is stored on the District's systems or by an outside provider. All systems and all information on those systems can be accessed, recorded and reviewed by management without prior notice at any time and for any reason.**

No programs/applications may be uploaded or downloaded into District systems without the permission of the IT Department. This rule protects the District in two important respects: first, it helps avoid licensing issues; second, it protects District data from the importation of unwanted viruses and/or inappropriate material.

Any use of these systems which are not work-related including, but not limited to, instant messaging, blog review or maintenance, personal email, message board participation, electronic social networking (i.e., Facebook, Snapchat, YouTube, Twitter, Instagram) and photo sharing which violates any workplace policy is prohibited. The District reserves the right to inspect the usage of these electronic communications/ media, even though such usage is not during work time.

Electronic communications/media may not be used in any manner (including accessing and viewing) that would be discriminating, harassing or obscene, or for any other purpose which is illegal or against District policy.

## **Personal Property**

The District is not liable for damage, loss or security of personal property. Personal items of monetary or emotional value should not be brought into the work area.

# EMPLOYEE CONDUCT

## **Community Relations**

Community relations are critical. Our community includes customers, program participants, vendors, partners, etc. Without satisfied community members, the District's reputation, integrity, and our positions are in jeopardy.

Employees are expected to be polite, professional, courteous, prompt, and attentive to every community member. If you encounter an uncomfortable situation that you do not feel capable of handling, you should call your supervisor immediately.

Community members are to be treated courteously and given proper attention at all times. Never regard a community member's question or concern as an interruption or an annoyance. You must respond to inquiries from customers, whether in person by telephone or by email, promptly and professionally.

All correspondence and documents, whether to community members or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a community member. If a problem develops, or if a member remains dissatisfied, follow department procedure and/or ask your supervisor or manager to intervene.

## **Conflicts of Interest and Outside Employment Policy**

The District expects all employees to act in its best interests and avoid situations that create, or appear to create, a conflict between personal interests and District interests. A conflict of interest occurs when an employee's personal, financial, or outside business interests compromise, or appear to compromise their ability, to make objective decisions for the District.

### **Types of Conflicts**

- **Actual** – A direct conflict that currently exists.
- **Potential** – A situation that could reasonably develop into a conflict.
- **Perceived** – A situation that may appear to others as a conflict, even if no actual conflict exists.

### **Examples of Conflicts**

- Accepting gifts, gratuities, favors, fees, compensation, or discounts that could reasonably be viewed as an inducement for inappropriate conduct.
- Using District time, resources, relationships, or confidential information for personal gain or to benefit another business.
- Accepting employment, contracts, or compensation from a competitor, customer, or vendor without disclosure and approval.
- Pursuing business opportunities that the District has declined or is actively considering.
- Speaking publicly on behalf of the District without authorization.
- Sharing personal contact information with clients or customers for the purpose of benefiting another business.

### **Outside Employment (Moonlighting)**

Employees may hold outside employment or business engagements provided that such activities do not:

- Conflict with the District's business interests or compete directly with its products or services.
- Interfere with job performance, attendance, or availability.
- Involve the use of District time, resources, property, or confidential information.

### **Disclosure Requirements**

Employees are required to promptly disclose any actual, potential, or perceived conflict of interest in writing to their manager or Human Resources upon hire and whenever a new potential conflict arises.

Employees may not participate in decisions or activities where a conflict exists unless expressly authorized.

### **Confidentiality**

Employees may not use or disclose confidential or proprietary District information for personal benefit under any circumstances.

### **Consequences**

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

## **Personal Relationships in the Workplace**

The District may employ a relative, cohabitant, or person in a dating relationship with an employee, provided that the individual possesses the required qualifications for employment. However, those persons will generally not be given work assignments which require one to direct, review, evaluate, or process the work of the other, or which permit one to have access to the personnel records of the other. Additionally, the relationship cannot inhibit or distract either employee from being able to complete their job.

The District is committed to maintaining a professional work environment where their supervisors treat all employees fairly and impartially. Accordingly, supervisors are not allowed to date, or become romantically or intimately involved with, employees who report to them directly or indirectly. Also, spouses and immediate family members are prohibited from working in job positions where they directly report to, or are reported to, by their spouses or family customers.

Therefore, the District asks that if you become romantically involved with another employee that you disclose your relationship to an appropriate supervisor with whom you feel comfortable. This information will be kept as confidential as possible. For purposes of this provision, "romantically involved" will be interpreted broadly.

## **Confidential Information**

The protection of confidential, proprietary business information and trade secrets is vital to the interests and success of the District. Such confidential information includes, but is not limited to, the following examples:

- ✓ Client and consumer proprietary, secret or personal information
- ✓ Financial information of the District or clients
- ✓ Marketing strategies and information related to strategic planning
- ✓ Pending projects and proposals
- ✓ Proprietary production processes, patent and trademark data
- ✓ Personnel/payroll records
- ✓ Internal communications related to District proprietary information
- ✓ Information obtained about a customer or a customers' business or business practices

Confidential information about the District and its customers, employees, managers of the business, directors, and officers should not be divulged to anyone unless that person has a clear right to have the information. When in doubt whether certain information is or is not confidential, prudence dictates not to disclose without first clearly establishing that such disclosure is authorized. The basic policy of caution and discretion in handling confidential information extends to both internal and external disclosure. Confidential information available to one employee of the District should be shared with other employees only when a legitimate business need to know exists.

In addition, the posting on the Internet of confidential information, trade secrets or proprietary information is forbidden, including in blogs and in e-mail communications.

No data, documents or information regarding the business of the District should be removed from the premises except as necessary to accomplish a specific District purpose. When the need to use or reference such documents is completed, such documents and all copies thereof should be returned to the offices of the District. Upon termination of employment, all information and data of the District must be returned. Any copies or electronic storage of District data must be destroyed and deleted. Use of such information or data for any purpose other than the specific business of the District is strictly prohibited.

Employees accessing business information remotely must take all reasonable precautions to ensure that no business information is viewed or accessed by non-employees, including family members or others sharing the employee's household. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

### **The Public Records Request Act**

As a special District, the RCD is subject to the Public Records Request Act, also known as the California Public Records Act (CPRA), a state law that provides the public with the right to access certain government records. Under the CPRA, individuals have the right to request and obtain copies of public records held by state and local government agencies, with certain exceptions and limitations.

The CPRA applies to a wide range of government entities, including state agencies, county offices, city governments, school districts, and other public entities. It covers records such as emails, memos, reports, contracts, and other documents created or received by these agencies in the course of their official duties. As such, employees should maintain professional and respectful communication at all times.

### **District Use of Employee Personal Information**

The District collects personal and employment information on applicants and employees to comply with state and federal laws requiring employers to maintain records, to process payroll, to administer health insurance benefits and/or retirement plans, and to manage employee job performance.

### **Solicitation**

Persons who are not employees of the District shall not be allowed to solicit for any reason, whether on behalf of clubs, charities, political parties, labor unions, religious organizations, or for any other purposes, on District premises. Any employee who observes an outsider soliciting on District premises must immediately report the occurrence to management. No employee shall use working hours (working hours shall not include meal periods and rest periods) to solicit other employees who are on working time for any reason. No solicitation materials of any type may be passed out by any employee, or sent electronically, at any working areas at any time or in any non-working areas during working time.

### **Use of Telephone**

The District's telephones are intended for the use of serving our customers and in conducting the District's business. Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line. To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit incoming personal telephone calls during working hours.

## **Cell Phone Policy**

While at work, employees are expected to exercise discretion in using mobile devices. Personal calls or other communication or mobile device activity during work hours can interfere with employee productivity, safety and may be distracting to others. Employees are encouraged to make any necessary personal calls or handle other mobile device activity during breaks and meal periods and to ensure that friends and family members are aware of the District's policy. Mobile devices may not be used to defame, harass, intimidate or threaten any other employee, customer or other individuals employees may come into contact with while working. Employees are prohibited from using their cell phones in any illegal, illicit, or offensive manner with other employees, customer, or other individuals the employee may come into contact with while working. The District will not be liable for the loss or destruction of personal cellular phones brought into the workplace.

## **Remote Work Policy**

Remote work provides employees with an opportunity to work from an alternative work environment instead of in the primary location of the District. Remote work must be pre-approved by an employee's supervisor. The District retains the right in its sole discretion to designate positions that are appropriate for remote work and approve employees for remote work. Please see the Remote Work Policy for more information.

## **Dress and Appearance**

The District's image and the nature of our work call for cleanliness and observance of the rules of good hygiene. Presenting a neat, well-groomed appearance is important because employees represent the District. All employees are to be well-groomed, neatly attired and dressed appropriately for our business and the employee's position in particular. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. No dress code can cover all possibilities, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Employees are also expected to conduct themselves in an orderly and considerate manner. Your language, attire and grooming should be in keeping with the District's business atmosphere.

### **STANDARD FOR DRESS:**

- a) All employees will dress in Business Casual Attire at all times when not scheduled to work directly on farming duties. When scheduled to work on farming duties, Professional Casual Workwear should be worn at all times. Moderation is the basic standard to be adhered to by all employees in or out of the office at any time while conducting District business.
- b) You are expected to dress appropriately for your workday.
- c) In the field, long jeans and/ or overalls must be worn. For office work, market, events, and meetings: jeans, slacks or skirts and conservative shirts or blouses must be worn.
- d) No revealing clothing such as: shorts, low-cut tops, midriff tops, low-rise jeans that expose midriff, etc.
- e) No tops that depict obscene or objectionable logos or political slogans should be worn.
- f) When representing the District, only t-shirts issued by the District depicting authorized logos, or those with no logos, should be worn.

### **STANDARD FOR FOOTWEAR:**

- a) For field work, sturdy and comfortable boots or tennis shoes with tread on the bottom should always be worn. Closed toe shoes must be worn on the farm at all times.
- b) For office work, market, events, and meetings: dress shoes or casual shoes should be worn, open-toe sandals (not beach flip flops) are permitted when appropriate.

The District permits employees to display tattoos or body piercings while working within the following guidelines. Factors that the District will consider determining whether piercings or tattoos may pose a conflict with the employee's job or work environment include:

- Personal safety of self or others, or damage to District property.
- Productivity or performance expectations.
- Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- Corporate or societal norms.
- Customer complaints.

If the District determines an employee's tattoos or piercings may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict.

A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

To assure a safe and appropriate working environment, we will actively monitor these dress standards. If you do not comply with these requirements, we may ask you to leave work and return in proper attire, and you will not be paid for this time. We reserve the sole discretion at all times to determine whether your attire is appropriate for the workplace.

This policy is not intended to discriminate against or treat individuals differently on the basis of hairstyles, hair textures, and/or other traits historically associated with race. Consult your supervisor if you have any questions about appropriate business attire.

The District recognizes the importance of individually held religious beliefs to persons within its workforce. The District will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to Executive Director.

## **District Equipment and Supplies**

As part of their jobs, employees will be using machinery, tools, and other equipment owned by the District. Employees must handle the equipment carefully -- abusing equipment will not be tolerated. Employees must immediately report any problems concerning the safety or performance of District equipment and make every effort to maintain the equipment in good condition. District equipment must only be used for District-authorized work. Employees may not remove District equipment from the premises without prior authorization from a manager.

Only authorized persons may purchase supplies in the name of the District. No employee whose regular duties do not include purchasing shall incur any expense on behalf of the District or bind the District by any promise or representation without prior written approval.

## **Social Media and Blogging Policy**

The District recognizes that social media, including blogging can be a valuable way to share ideas and connect with others. However, its use carries responsibilities to protect the District's reputation, confidentiality, and compliance with applicable laws. These guidelines apply to all forms of online

communication, including blogs, social networking sites, forums, apps, and similar platforms.

### **General Principles**

- Employees represent the District and should exercise good judgment online.
- The District respects employees' rights to maintain personal social media accounts and blogs but expects adherence to these standards.

### **Key Rules**

#### **1. Work Time and Equipment**

- Do not use social media or blog during work hours or on District-provided devices unless authorized for business purposes.
- Do not use District email addresses for personal social media accounts.

#### **2. Confidentiality**

- Never disclose trade secrets, internal reports, policies, or confidential business information.
- Confidential information includes technical data, processes, financial data, client lists, and marketing plans.

#### **3. Intellectual Property**

- Do not use the District's name, logo, or copyrighted material without permission.
- Misappropriation of intellectual property may result in civil or criminal penalties.

#### **4. Personal Opinions**

- If you identify yourself as a District employee, clearly state that your views are personal and do not represent the District.

#### **5. Respect and Professionalism**

- Avoid discriminatory, defamatory, or malicious statements about the District, coworkers, customers, or competitors.
- Do not post content that could create a hostile work environment or violate anti-harassment policies.

#### **6. Accuracy**

- Be honest and correct errors promptly.
- Do not share false information or rumors about the District or its stakeholders.

#### **7. Legal Compliance**

- Do not share insider information or violate financial disclosure laws.
- All District policies on discrimination, harassment, and workplace conduct apply to online activity.

### **Additional Guidelines**

- If discussing District-related topics, you may need to disclose your employment status to comply with regulations.
- The District reserves the right to monitor publicly available content and take appropriate action for violations.
- This policy does not restrict employees' rights under the National Labor Relations Act, including discussing wages, hours, or working conditions.

### **Retaliation**

The District prohibits retaliation against employees who report policy violations or participate in investigations. Violations of this policy may result in disciplinary action, up to and including termination. For questions or clarification, contact Executive Director.

### **Media Communication**

Employees are not authorized to engage in any form of communication with members of media or any publication on behalf of the District regarding the District's proprietary and/or confidential information unless they have received prior approval from the Executive Director. Employees are not to engage in directly providing any statements or information to members of the media or any other publication relating to disclosure of District proprietary or confidential information. Only the Executive Director of the District is authorized to engage in such communication. Should an employee be asked to engage in such activity,

they must refer the asking party to the Executive Director of the District. Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment.

## **AI (Artificial Intelligence) Policy**

Generative artificial intelligence (AI) refers to AI systems that generate new text, images, or other media in response to user prompts.

The District recognizes that generative AI tools provide opportunities to streamline work functions and increase efficiency. At the same time, the use of such tools can pose risks to our operations. Therefore, the District is committed to protecting confidentiality and integrity when AI tools are used.

The use of generative AI tools will be conditionally permitted and subject to approval when performing work for the District. These tools should be viewed as aids to assist employees in their work and enhance productivity. Employees who wish to use AI tools must discuss the parameters of their use with the Executive Director. The use of any AI tool must comply with all applicable District policies, as well as all legal and business and technology requirements and standards, including the District's Communications and Workplace Policies.

The District expressly prohibits employees from including any trade secrets or other confidential information in their queries or conversations with generative AI tools. No District proprietary data may be submitted (copied, typed, etc.) into these platforms. This policy also prohibits the use of AI tools that record or summarize virtual meetings involving confidential or sensitive information unless express permission is granted.

Many generative AI tools rely on inputs from the Internet and other potentially unverified sources. There is no assurance that the answers, recommendations, software code, or other output are accurate, free of copyrighted material, or devoid of harmful or fabricated content. As a result, all AI-generated content must be reviewed for accuracy and completeness before being used for work purposes. If a reliable source cannot be found to verify information generated by the AI tool, that information cannot be used for work purposes.

Employees must include a disclosure when any content was created by or relied on AI. The disclosure may be removed only after the materials have been reviewed by a human and, if necessary, edited for factual accuracy, bias, and other errors.

This policy applies to all current and future generative AI tools. Any violation of this policy may result in disciplinary action, up to and including termination. The District may update and/or supplement this policy from time to time.

## **Smoking (Including Electronic Cigarettes) and Use of Chewing Tobacco**

The use of tobacco or non-tobacco, but related products, including cigarettes, chewing tobacco and vapor or e-cigarettes, is only permitted in authorized and designated locations outdoors. Employees are strictly prohibited from using these products while conducting work at a customer location or when otherwise in the presence of a customer.

## **Housekeeping**

All employees are expected to keep their work areas and vehicles clean and organized. The way in which you maintain District vehicles and District property will be addressed during your performance review. Employees using common areas such as shared office spaces, lunchrooms, kitchens, and restrooms are

expected to clean up after themselves. We appreciate the help of employees in maintaining the cleanliness of our facilities.

## **Bulletin Boards and Postings**

Bulletin boards may be used to provide various types of information pertaining directly to you and your job, including benefits, work schedules, business information, posters, and special notices. It is your responsibility to read the information that may be posted. Certain information changes frequently, so you should check the bulletin board on a routine basis. Only authorized personnel are permitted to approve postings and/or removal of postings.

## **District Driver, Drivers Licenses, and Driving Record**

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record allowing for proper insurance coverage. Changes in your driving record must be reported to your manager immediately.

Employees are expected to abide by all motor vehicle rules and regulations, including use of handheld devices. Parking and moving violations are the responsibility of the employee. Moving violations, parking tickets and accidents must be reported immediately.

Should an accident occur, employee is to get to a safe location and call any emergency personnel as necessary. The employee must obtain the other driver's information to include name, address, and insurance information. An employee must report the accident to their manager immediately, when appropriate, after an accident. A police report should be filed, and the employee must provide information provided by the enforcement agency to their manager.

Employees are responsible for the cleanliness of the District vehicle and should perform weekly inspections of the vehicle to ensure safe and proper functionality. Any concerns about the vehicle must be reported immediately to a manager.

Only District employees are to be transported in District vehicles. Under no circumstance may non-employees be transported unless it is a business purpose and permission has been obtained from the Executive Director.

Each operator and passenger in a District motor vehicle or anyone in a private vehicle used for District business must use seat belts while the vehicle is being operated on or off the premises of the District.

For safety and security, all District owned vehicles may be equipped with a Global Positioning System (GPS). Such device may provide data regarding; location, speed, idle time, starting and stopping of the vehicle, etc. Questions concerning vehicle monitoring should be directed to the Executive Director. Questions concerning the proper use of any vehicles should be directed to your manager.

Any employee who abuses the privilege of driving District vehicles will be subject to corrective action, up to and including termination of employment. If necessary, the District will also advise law enforcement officials of any illegal conduct.

Smoking is prohibited in District vehicles.

Violations of this policy may result in immediate termination of your employment.

## **Policy Against Texting and/or Emailing While Driving**

Regardless of the circumstances, employees whose job responsibilities include regular or occasional driving may not use, send, read or review text messages, e-mails, access the internet or perform any other

activity on a handheld device while driving. Employees who are charged with traffic violations resulting from texting, e-mailing or other use of a handheld device while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will result in disciplinary action, up to and including termination of employment.

### **Additional Standards of Conduct**

Employees who violate any of the District's rules or standards of conduct shall be subject to disciplinary action, including the possibility of employment termination.

It is impossible to list all examples of conduct which would be considered inappropriate in the workplace. Some of the general types of actions which are inappropriate are listed below. This list is not intended to be comprehensive and is by example only:

1. Falsification of employment records, employment information, or other District records.
2. Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any timecard, either your own or another's.
3. Theft or deliberate or careless damage of any District property or the property of any employee or customer.
4. Provoking a fight, fighting, or threatening violence during working hours or on the District's property.
5. Carrying firearms or any other dangerous weapons on the District's premises at any time.
6. Being under the influence of alcohol and/or drugs during working hours or at any time on the District's property, or possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.
7. Deliberate destruction of any District property or the property of any employee or client.
8. The use of abusive or threatening language towards anyone.
9. Excessive tardiness and/or absenteeism, or unreported absence from work.
10. Unauthorized use of District equipment, time, materials, facilities, or the District's name.
11. Sleeping on the job.
12. Failure to observe work schedules, including rest and lunch periods.
13. Engaging in criminal conduct whether or not related to job performance.
14. Causing, creating or participating in a disruption of any kind during working hours or on the District's property.
15. Failure to timely notify an available supervisor or manager when unable to report to work.
16. Failure to obtain permission to leave work for any reason during normal working hours.
17. Removing or borrowing the District's property without prior authorization.
18. Failure to provide a physician's certificate when requested or required to do so.
19. Wearing extreme, unprofessional or inappropriate styles of dress while working.
20. Using abusive or profane language at any time on the District's premises.
21. Violation of any safety, health, or security rule or any other District rules.
22. Committing a fraudulent act or a breach of trust under any circumstance.
23. Working for others during a leave of absence without advance written permission.
24. Sexual or other unlawful or unwelcome harassment of co-workers, customers, or visitors.

25. Unauthorized disclosure of District trade secrets or confidential information.
26. Unsatisfactory performance or conduct.
27. Violation of any policy in this Handbook.

Discipline, up to and including termination will be administered for a violation of these rules. The District reserves the right to utilize whatever disciplinary measures, including termination upon first offense, it deems appropriate under the circumstances. No statement in this list or elsewhere in the Employee Handbook is intended to or should be taken to affect the at-will employment relationship between the District and its employees. Similarly, no policy, statement or other language contained in this policy or elsewhere in this handbook is intended to unlawfully restrict an employee's rights to communicate or work with others toward altering the terms and conditions of their employment, such as communications regarding wages, scheduling or other terms or conditions of employment.

# WORKPLACE SECURITY AND ANTI-VIOLENCE

## **Safety**

The District is firmly committed to maintaining a safe and healthy working environment. All employees of the District are expected to be safety conscious on the job at all times and to comply with all safety and health requirements established by management or federal, state or local law. Managers are responsible for inspecting work areas, becoming familiar with all safety and health procedures, instructing employees in matters of health and safety, identifying unsafe conditions, and reporting any accidents.

Employees must report any concerns of unsafe conditions or hazards to a manager immediately, even if you believe you have corrected the problem. Employees must also immediately report any injuries in the workplace, regardless of how minor or insignificant the injury may appear. If you suspect a concealed danger is present on District premises, or in a product, facility, piece of equipment, process or business practice for which the District is responsible, bring it to the attention of a manager. The manager or designated individual will perform an assessment and arrange for the correction of any unsafe condition or concealed danger immediately.

To best protect the health and safety of our staff, employees are expected to stay at home when exhibiting any symptoms of illness. If an employee comes to work, and becomes ill, they are expected to inform their manager as soon as possible, and make any necessary arrangements. The District reserves the right to send home an employee who is exhibiting symptoms of illness, or has confirmed being ill, to protect the health and safety of others.

If required under applicable law, the District will have a written Injury and Illness Prevention Program (IIPP). If you have not reviewed a copy of this program, please contact Executive Director. It is your responsibility to read, understand and follow IIPP provisions applicable to your work assignment. The District also will conduct periodic safety meetings. The District also provides information to employees about workplace safety and health issues through training sessions, bulletin board postings, memoranda, and other written communications.

All employees are encouraged to submit suggestions concerning safety and health matters. No employee will be discharged or discriminated against because of suggestions received. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, including termination of employment.

## **Workplace Violence**

The District is committed to providing and maintaining a workplace that is secure and free from acts or threats of violence. Security and safety in the workplace are each employee's responsibility. The security of our property and the welfare of our employees require that each employee be constantly aware of potential security risks.

All employees who are issued keys to the office are responsible for their safekeeping. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors and gates are securely locked, thermostats are set on appropriate evening and/or weekend settings, and all appliances and lights are turned off with the exception of the lights normally left on for security purposes. Employees are not allowed on District property after hours without prior authorization from the District.

In keeping with our commitment to provide a safe and secure workplace, the District has established a Workplace Violence Prevention Program that provides "zero tolerance" for actual or threatened violence against co-workers, clients, visitors, and any other persons who are either on our premises or have contact

with employees in the course of their duties. Compliance with this anti-violence policy is a condition of employment and will be evaluated together with other aspects of an employee's performance. Due to the importance of this policy, employees who violate its terms, who engage in or contribute to violent behavior, or who threaten others with violence will be subject to disciplinary action, possibly including immediate termination from employment.

Please refer to the District's Workplace Violence Prevention Program for more information regarding internal response and reporting procedures for the below circumstances.

### Prohibited Behaviors

The following included examples of prohibited behavior(s) will not be tolerated and are grounds for disciplinary action up to and including termination:

- ✓ The carrying of firearms, explosive devices, knives or cutting devices other than those customarily used in the performance of an employee's job duties is prohibited.
- ✓ Threats of physical harm either implicit or implied are prohibited.
- ✓ Intimidation which includes behavior designed to inspire fear in a reasonable person by an implied or direct threat of violence is prohibited.
- ✓ Acts of or threats of violence by any employee are strictly prohibited.
- ✓ Intimidation or threats intended to pressure a person not to report possible violations of this policy are also prohibited.

Similarly acts or threats of violence by non-employees against employees of the District will not be tolerated and appropriate action will be taken.

### Identifying Potentially Violent Situations

If you ever have concerns about a situation which may turn violent, alert any manager immediately. It is better to err on the side of safety than to risk having a situation escalate.

*The following are warning indicators of potential workplace violence which must be reported to management:*

- ✓ Intimidating, harassing, bullying, belligerent, or other inappropriate and aggressive behavior.
- ✓ Numerous conflicts with customers, co-workers, or managers.
- ✓ Bringing a weapon to the workplace (unless necessary for the job), making inappropriate references to guns, or making idle threats about using a weapon to harm someone.
- ✓ Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides.
- ✓ Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide.
- ✓ Direct or veiled threats of harm.
- ✓ Substance abuse.
- ✓ Extreme changes in normal behaviors.

### Reporting

Each verbal or physical threat of violence must be treated seriously and reported immediately to your manager. Where a violation of this policy is found, appropriate corrective action will be taken. In situations where you become aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance should be sought immediately. Employees can report violations of this policy and raise any questions regarding their obligations under this policy without fear of reprisal of any kind.

- ✓ Please report any information related to the prohibited behavior listed above.
- ✓ Please report if you feel threatened or under threat by any other District employee, vendor or customer.
- ✓ Please report if you have heard of or witnessed another employee feeling threatened or being threatened by any other District employee, vendor or customer.
- ✓ Please report any work areas where you feel a lack of adequate lighting is a security concern.
- ✓ Please also report immediately if a perceived lack of security is preventing you from being able to do your job.

This policy is also intended to promote workplace security by addressing situations in which outsiders come onto the property. Be aware of persons loitering on the property for no apparent reason. Immediately notify your manager and/or the Executive Director or the police department when unknown persons are acting in a suspicious manner on or around the property. Immediately notify your manager when any keys or security passes are lost or misplaced. Promptly report to your manager all incidents occurring on the property so that appropriate action can be taken.

Do not enter an area where you feel under threat or where lack of lighting causes you concern. Your security is paramount. Never put yourself in a dangerous situation. Report any security concerns you have to management.

**If a security situation arises that causes you to feel that you, other employees or our customers are in imminent danger call 911.**

### Robbery

Our number one priority is the safety of our employees and customers. If being robbed while at the office or any other location while on work time, follow the below guidelines:

1. Stay calm.
2. Do not resist. Do nothing that will put you or others at risk.
3. Do not argue.
4. Obey the robber's orders.
  - ✓ Let the robber know that you intend to obey.
  - ✓ If you are not sure of what the robber is telling you to do, ask.
5. Give the robber the money and/or items demanded.
6. Do not make any sudden moves. If you must reach for something or move, tell the robber what to expect.
7. Do nothing that will agitate, threaten, surprise, or startle the robber.
8. Do not chase or follow the robber. (This includes customers who walk out without paying.)
9. Focus on remembering details about the individual:
  - ✓ Hair color and length
  - ✓ Age, height, weight and voice
  - ✓ Clothing
  - ✓ Distinguishing marks; e.g., tattoos, scars
  - ✓ Noticeable traits; e.g., limp, accent, glasses, left or right-handed
  - ✓ What did he/she touch so you can preserve it for fingerprints?
  - ✓ Do not touch anything that may have fingerprints
10. Call the police. Do not hang up until they tell you to do so.

# DRUG AND ALCOHOL POLICY

The purpose of this policy is to:

- Show our responsibility and commitment to ensure a safe and healthy workplace for all staff.
- Ensure that the staff at the District can work in an environment free of alcohol and drug use or abuse.
- Outline the District's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
- Provide an opportunity to staff members with a substance use problem to get well rather than provide grounds to terminate the employment.
- To establish and maintain a safe, healthy working environment for all employees;
- To ensure the sound reputation of the District and its employees within the community and the industry;
- To reduce the number of injuries to persons or property; and
- To reduce absenteeism and tardiness and to improve productivity.

This policy applies, at the workplace, to all staff members of the District and includes visitors and subcontractors inside and outside of normal scheduled working hours.

All individuals working at the District are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other staff, the wellbeing of our staff families, and the ability to accomplish the goal of an alcohol and drug free work environment. The District therefore wants to emphasize that it has zero tolerance for staff who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on District property.

From time to time, the District may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

The District strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on District property on or off the clock. To this end, the District reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, desks, packages, etc. which are on District property or in a District facility. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.

## *AB 2188 – Marijuana Use*

You may not consume or be under the influence of marijuana while on duty or at work.

The District does not discriminate against employees solely on the basis of their off-duty use of marijuana, in accordance with AB 2188. The District also does not discriminate against employees based on a drug test that finds the employee to have non-psychoactive cannabis metabolites in their hair, blood, urine, or other bodily fluids, in accordance with AB 2188.

The requirements of AB 2188 as outlined in this policy do not apply to any employee in the building and

construction trades; applicants and/or employees whose positions require them to go through a federal background investigation or security clearance; or applicants and/or employees who under state or federal laws must be tested for controlled substances as a condition of employment, receiving federal funding or federal licensing, or entering into a federal contract.

## **Roles & Responsibilities**

It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job and take appropriate steps. Where necessary, they will advise a supervisor who will remove any staff member who is suspected of breaching this policy from District premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Here is some guidance on how to administer this policy; however, not every situation can be predicted.

1. If a staff member, visitor or contractor arrives at the workplace, (on District property) and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, the supervisor shall immediately remove him/her from the work environment. If you have any doubt about whether they are, or are not impaired, you should err on the side of caution and remove him/her from the work environment.
2. Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member is under the influence of alcohol or other drugs.
3. Staff who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their team leader if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.
4. If a staff member or contractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their leader or production manager.
5. In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to document and report any violations of this policy. Any staff member, co-worker, contractor or supervisor not complying with this is enabling the dependence. Enabling behavior leads to ongoing health and safety concerns for an addicted individual and those around him or her.

It is the intent of the District to promote a safe, healthy and productive work environment for all employees. The District recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions. It is the objective of the District to have a workforce that is free from the influence of controlled substances (illegal drugs) and alcohol during work hours and at all times on District premises. The term "District premises" includes all property, facilities, land, buildings, structures, automobiles, trucks and all other vehicles, whether owned, leased or used by the District or its affiliates or subsidiaries.

## **Substance Abuse**

The following rules represent the District's policy concerning substance abuse:

- ✓ The unlawful possession, manufacturing, distribution, dispensation or use of any controlled substance is inconsistent with the District's objective of operating in a safe and efficient manner and is strictly prohibited. Accordingly, no employee shall engage in the unlawful possession, manufacture, distribution, dispensation or use of any controlled substance (illegal drug) during

working hours or at any time on District premises. No employee shall report to work or continue to work while under the influence of any drug whose manufacture, sale, dispensation, distribution, use or possession is unlawful.

- ✓ No employee shall use or have in his or her possession on District premises any prescription medication other than medications currently prescribed by a physician for the employee.
- ✓ The consumption of alcoholic beverages by employees engaged in the operation or maintenance of District equipment and/or facilities is inconsistent with the objective of operating in a safe and efficient manner. Accordingly, no employee shall use or possess alcoholic beverages on District premises or during working hours except with the prior written authorization of the Owner of District. No employee shall report to work or continue to work under the influence of alcoholic beverages. No alcoholic beverages shall be served at any District function without the prior written authorization of the Owner.
- ✓ The use of marijuana, with or without a prescription or recreational, on or in District property, during working hours or reporting to work while under the influence of marijuana will not be tolerated.
- ✓ Lockers, desks, storage areas and District vehicles are District property and must be maintained according to District standards. All such areas must be kept clean and are to be used only for work-related purposes. The District reserves the right, at all times and without further notice, to have District representatives conduct inspections of any or all employee lockers and other District property for the purpose of determining if this Policy has been violated.
- ✓ All vehicles and containers, including bags, boxes, purses, lunch pails, brought onto District premises are subject to District inspection at any time a District representative authorized by District to make such a determination has a reasonable suspicion that a District rule, policy or regulation has been violated and such an inspection is reasonably necessary in the investigation of such violation(s). Such inspections will be conducted, to the extent reasonably possible, in a manner designed to preserve the dignity of the employee. Inspections will be done in a private area, and will be conducted by a member of the same sex. An employee who refuses to consent to such an inspection may be subject to disciplinary action up to and including termination.

## **Drug Testing**

### **“Reasonable Suspicion” Based Testing**

If the District has a reasonable suspicion that an employee is (1) intoxicated or under the influence of drugs or alcohol or (2) has used drugs or alcohol on District premises or during working time, the employee may be directed to undergo an immediate drug and/or alcohol test at an independent licensed laboratory or on District premises to determine his/her fitness for duty.

Testing methods include, but are not limited to: urine testing, breath test and/or saliva testing or other methods needed necessary per the situation and in compliance with Federal, State and Local regulations and as further dictated by other parties such as if law enforcement should be involved.

A reasonable suspicion may be based upon the employee’s appearance, abnormal coordination, conduct and/or behavior (including, but not limited to, slurred speech, bloodshot eyes, unstable movement, inability to comprehend and respond to questions, physical symptoms of alcohol or drug influence, lapses in performance, and/or the smell of alcohol on one’s breath or person). It can also include abnormal work performance, safety or attendance problems, dangerous safety accidents, or upon other factors constituting reasonable suspicion. Confidentiality of test results will be strictly maintained, with disclosure being made only to those with a need to know. Failure to test or failure to cooperate with and/or timely submit to a test

will result in immediate termination.

**Reasonable suspicion-based testing may also be directed when an employee is involved in:**

- Any accident. If the employee works in a position where an accident may put the public, the employee, or a co-worker in danger of serious harm, then the employee may be tested after any accident. An example of such a position may include but is not limited to a truck driver. If the employee is not employed in such a position, testing as a result of an accident will occur when the accident results in any of the following: (1) the death of a person; (2) permanent or partial disability; or (3) a personal injury requiring medical attention away from the scene of the accident; or (4) damage to District property, unless the District has determined that, without any dispute, the incident is totally the fault of others; or
- Any industrial injury. An employee injuring himself or herself on the job or causing injury to another person (employee or third party) shall constitute reasonable suspicion when substance abuse may have been a contributing factor and shall be a basis for requiring the employee to be tested for drugs and alcohol.
- Any physical or verbal altercation. Any physical or verbal altercation with another employee or with a non-employee during working hours or at any time on District premises unless the District has determined that, without any dispute, the incident is totally the fault of others.

Refusal to cooperate fully in drug and/or alcohol testing procedures under the circumstances described above will result in immediate termination. If the District directs an employee to undergo drug or alcohol testing based upon a reasonable suspicion, the employee will be placed on unpaid leave from the time of the initial testing until test results are received and reviewed by the District. In the event drug and alcohol screen results are negative, the District will convert the unpaid leave to a paid leave. The District has a Zero Tolerance Drug and Alcohol Policy. It is the intent of the District to promote a safe, healthy and productive work environment for all employees. The District recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions. It is the objective of the District to have a workforce that is free from the influence of controlled substances (illegal drugs) and alcohol during work hours and at all times on District premises. The term "District premises" includes all property, facilities, land, buildings, structures, automobiles, trucks and all other vehicles, whether owned, leased or used by the District or its affiliates or subsidiaries.

# END OF EMPLOYMENT

## **Resignations**

Employees are encouraged to provide as much advance notice of their decision to resign as possible under the circumstances. Although employees have the same right as the District to terminate the employment relationship at will, at any time, the District would appreciate at least ten (10) working days' notice of an intention to resign wherever it is possible to do so, in order to prepare final documents and identify and train a replacement. Employees should understand, however, that circumstances may exist where the District may exercise its right to accept a resignation immediately and to accelerate the final date of employment.

## **Final Pay**

All employees terminated by the District or who terminate their employment with 72 hours' previous notice of their intention to resign shall receive, at the time of termination, all wages due them, including pay for all accrued but unused vacation. Employees who voluntarily discontinue their employment without giving the District advance notice of at least 72 hours will be paid all wages and vacation entitlement due to them as soon as possible and in no case later than 72 hours after the time of notice of termination.

Employees who do not report to work or contact their direct manager for three (3) consecutive days on which they are scheduled to work will be considered to have abandoned their position with the District and will be deemed to have voluntarily resigned from the District. Final pay will be available to be picked up at the work location unless the employee requests in writing that the final paycheck be mailed to an address designated by the employee.

Upon end of employment, employees are expected to return all District property in their possession, including keys, vehicles, handbooks, uniforms, credit cards, tools and other equipment.

## **Exit Interview**

The District may schedule an exit interview with each employee who leaves the District, regardless of the reason.

# ACKNOWLEDGMENTS

## **Discrimination, Harassment and Retaliation Prevention Policy**

### **Acknowledgment**

I, \_\_\_\_\_ [Employee], have received my copy of the District's Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the District is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

I also acknowledge I have received the California Civil Rights Department's Sexual Harassment Fact Sheet ([CRD-185](#)).

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Employee

### **Employee Handbook & Employment-At-Will Acknowledgement**

This Employee Handbook was designed to help you understand the policies and procedures of the District. We want you to enjoy a rewarding experience with us and your fellow employees. If you have any questions regarding anything about the District, please feel free to contact the Executive Director.

The material contained herein reflects the policies and practices in effect at the time this handbook was published. It replaces and supersedes all prior employee handbooks. You are expected to know and follow these policies and procedures. Please acknowledge your receipt of this handbook within five (5) working days by detaching this page and returning it signed to the Executive Director.

I \_\_\_\_\_ (Print Your Name) have received, read, and understand the District's Employee Handbook. I understand that my continued employment is contingent upon my adhering to the policies and procedures contained in the handbook. If I should need clarification of these policies, I will contact the Executive Director with my questions. I also understand that both the District and I reserve the right to terminate my employment at will unless specifically modified by written agreement and signed by the President of the District. This handbook is not intended to represent any binding employment contract. The District specifically retains the right to depart from and/or modify these policies by written notice to its employees.

I further understand that nothing in this handbook is intended to unlawfully restrict my right to engage in any rights contained in Section 7 of the National Labor Relations Act as further addressed in the Employee Handbook policy contained in the Introduction section of this employee handbook.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Date:** June 9, 2026

## **Agenda Item 6-3: Resolution 2026-07: Authorization to submit a grant proposal to CAL FIRE Forest Health**

**Discussion / History:** RCD staff submitted a concept proposal to the CAL FIRE Forest Health Grant Program for **Saving San Diego's Last Mixed Conifer Forest – Phase 2**, a continuation of a successful first phase that established priority treatment areas, built cross-boundary partnerships, and implemented forest health and wildfire resilience treatments on Palomar Mountain. The concept proposal was approved to advance to the full application stage. Phase 2 will expand implementation activities including forest thinning, hazardous fuel reduction, reforestation, invasive species management, and long-term ecosystem monitoring to further improve wildfire resilience, protect communities, and conserve San Diego County's rare mixed conifer forests. As part of the application requirements, CAL FIRE requires a Board Resolution authorizing submission of the grant proposal.

The RCD will collaborate with the following partners through subgrant awards for implementation:

- Pauma Band of Luiseño Indians
- La Jolla Band of Luiseño Indians
- USDA Forest Service
- CalTech
- Private Landowners
- Trihydro Corp
- Davey Resource Group

Total request will be approximately \$6,000,000. There are two funding pathways for this program, Proposition 4 and the Greenhouse Gas Reduction Fund, and we will be applying for both.

**Financial Impact:** Grant of approximately \$6m if awarded

**Staff Recommendation to the Board:** That the Board adopt the attached resolutions authorizing the Resource Conservation District of Greater San Diego County to submit a full application to the CAL FIRE Forest Health Grant Program for the Saving San Diego's Last Mixed Conifer Forest – Phase 2 project and authorizing designated staff to execute all documents necessary for grant submission and administration if awarded.

**Resource Conservation District of Greater San Diego County**  
11769 Waterhill Road | Lakeside, CA 92040  
Phone: 619-562-0096 \* Fax: 619-562-4799 \* Website: www.rcdsandiego.org

**RESOLUTION 2026-07**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RESOURCE CONSERVATION DISTRICT OF GREATER SAN DIEGO COUNTY FOR FUNDING FROM THE FOREST HEALTH GRANTPROGRAM AS PROVIDED THROUGH THE GREENHOUSE GAS REDUCTION FUND.

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Greenhouse Gas Reduction Funding, which provides funds to the State of California and its political subdivisions for forest health programs; and

WHEREAS, the State Department of Forestry and Fire Protection has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program; and

WHEREAS, said procedures established by the State Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out a forest health project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Resource Conservation District of Greater San Diego County:

1. Approved the filing of an application for “State Greenhouse Gas Reduction Funding” forest health grant program funds; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and
3. Certifies that funds under the jurisdiction of the Resource Conservation District of Greater San Diego County are available to begin the project; and
4. Certifies that said applicant will expend grant funds prior to January 31, 2031; and
5. Appoints the Executive Director, or a designee, as agent of the Resource Conservation District of Greater San Diego County to conduct all negotiations, execute and submit all documents including, but not limited to applications,

agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Resource Conservation District of Greater San Diego County at a regular meeting held on the 9<sup>th</sup> day of June, 2026, by the following roll call vote:

Ayes:

Nays:

Abstain:

Absent:

Attest:

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Donald H. Butz, President

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Joanne Sauerman, Clerk of the Board

**Resource Conservation District of Greater San Diego County**  
11769 Waterhill Road | Lakeside, CA 92040  
Phone: 619-562-0096 \* Fax: 619-562-4799 \* Website: www.rcdsandiego.org

**RESOLUTION 2026-08**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RESOURCE CONSERVATION DISTRICT OF GREATER SAN DIEGO COUNTY FOR FUNDING FROM THE FOREST HEALTH GRANTPROGRAM AS PROVIDED THROUGH PROPOSITION 4.

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Climate Investment, which provides funds to the State of California and its political subdivisions for forest health programs; and

WHEREAS, the State Department of Forestry and Fire Protection has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program; and

WHEREAS, said procedures established by the State Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out a forest health project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Resource Conservation District of Greater San Diego County:

1. Approved the filing of an application for “California Climate Investments Forest Health Grants Program”; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and
3. Certifies that funds under the jurisdiction of the Resource Conservation District of Greater San Diego County are available to begin the project; and
4. Certifies that said applicant will expend grant funds prior to January 31, 2031; and
5. Appoints the Executive Director, or a designee, as agent of the Resource Conservation District of Greater San Diego County to conduct all negotiations, execute and submit all documents including, but not limited to applications,

agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Resource Conservation District of Greater San Diego County at a regular meeting held on the 9<sup>th</sup> day of June, 2026, by the following roll call vote:

Ayes:

Nays:

Abstain:

Absent:

Attest:

---

Donald H. Butz, President

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Joanne Sauerman, Clerk of the Board

**Date:** June 9, 2026

## **Agenda Item 6-4: : Authorization to submit a grant proposal to CAL FIRE Forest Health**

### **Discussion / History:**

In March 2026, with the adoption of Resolution 2026-06, the RCD Board authorized staff to execute a grant agreement with the Wildlife Conservation Board for the Rare Butterflies Project for a total of \$601,577.

The project will begin in July 2026. During the grant writing process, contractors to provide professional services were identified based on local expertise and submission of bids. Western Borderlands Ecology Group and AECOM were selected to provide the required services. Staff are working on finalizing contracts so that work can begin as soon as the project starts. Within the approved \$601,577 grant budget, \$508,400 is allocated to contractual services. While the contractual amounts are budgeted within the WCB grant, they are above the Board-authorized expenditure limit of the Executive Director.

Western Borderlands Ecology Group: \$166,200.

- Habitat assessments and surveys
- Restoration and translocation planning
- Both sets of activities focus on Quino checkerspot butterfly (QCB) and Harbison's dunn skipper (HDS)

AECOM: \$312,200

- Planning and permitting services for restoration projects to support QCB and HDS

A subaward agreement with San Diego Zoo Wildlife Alliance for \$30,000 for services to support the project is also included in the grant's budget. The agreement is currently being drafted.

**Financial Impact:** Contracts included in grant budget

**Staff Recommendation to the Board:** That the Board authorizes staff to move forward with executing the agreements.

**Date:** June 9, 2026

## **Agenda Item 6-5: Authorize Lumbercycle budget amendment**

### **Discussion / History:**

The Lumbercycle and Los Coyotes Wood Utilization Capacity Building Project is a funded project through the RCD's Regional Forestry and Fire Capacity (RFFC) Program. The RCD has an existing subaward agreement with Lumbercycle with a budget of \$300,000 to lead the Wood Utilization Capacity Building Project with the Los Coyotes Band of Cahuilla & Cupeño Indians. The initial phase of this project demonstrated that woody biomass utilization can serve as an effective strategy for reducing hazardous fuels while supporting workforce development, community enrichment, and long-term economic opportunity. Project implementation resulted in successful deployment of processing equipment, workforce training for tribal members, production of firewood and wood products for community benefit, and strengthened collaboration between Lumbercycle and the Los Coyotes Band of Cahuilla & Cupeño Indians.

Implementation of the original project also identified opportunities to improve production efficiency, reduce physical labor, increase processing capacity, and expand utilization of dead and dying trees generated through forest health work. This expanded scope of work builds directly on those implementation lessons and focuses on increasing hazardous fuels utilization capacity through expanded firewood and lumber production at Los Coyotes during the remaining grant period. Lumbercycle has submitted the attached proposal to expand the project by an additional \$161,940 of RFFC funding. The additional funds would support expanded firewood and lumber processing infrastructure, create workflow efficiencies, increase the ability to process large and irregularly sized logs, expand workforce development and tribal training, and will help build long-term sustainability of wood utilization and enhanced forest health at Los Coyotes.

**Financial Impact:** \$161,940 of secured RFFC grant funding.

**Staff Recommendation to the Board:** That the Board authorizes RCD staff to amend the original agreement with the expanded budget.

# Lumbercycle

## Los Coyotes Wood Utilization Capacity Building Project Expansion



### Introduction

The initial phase of the Lumbercycle and Los Coyotes Wood Utilization Capacity Building Project demonstrated that woody biomass utilization can serve as an effective strategy for reducing hazardous fuels while supporting workforce development, community enrichment, and long-term economic opportunity. Project implementation resulted in successful deployment of processing equipment, workforce training for tribal members, production of firewood and wood products for community benefit, and strengthened collaboration between Lumbercycle and the Los Coyotes Band of Cahuilla & Cupeño Indians.

Implementation of the original project also identified opportunities to improve production efficiency, reduce physical labor, increase processing capacity, and expand utilization of dead and dying trees generated through forest health work. This expanded scope of work builds directly on those implementation lessons and focuses on increasing hazardous fuels utilization capacity through expanded firewood and lumber production at Los Coyotes during the remaining grant period.

### Project Overview

The expanded project scope will focus primarily on increasing firewood and lumber production capacity at Los Coyotes through targeted investments in processing infrastructure, material handling systems, workforce training, and operational support. The project expansion is intended to improve scalability, safety, workflow efficiency, and long-term utilization of hazardous woody biomass generated through forest health activities on the reservation and continue that support regionally after the grant is completed.

The expanded project objectives include:

1. Increase hazardous fuels utilization capacity through expanded firewood and lumber processing infrastructure.
2. Reduce physical labor and improve operational efficiency through mechanized material handling systems.
3. Increase production of marketable firewood and value-added wood products for tribal and community benefit.
4. Expand workforce development opportunities through extended paid training in biomass processing and equipment operations.
5. Increase utilization of oversized and irregular logs that would otherwise be difficult to process using existing equipment.
6. Continue development of a long-term tribal wood utilization program supporting forest health and economic resilience at Los Coyotes.



### Expanded Firewood Production Infrastructure

Implementation of the initial project phase demonstrated substantial demand for firewood production utilizing standing dead coast live oak trees impacted by gold spotted oak borer infestation. While the Wolfridge 17 VS-C splitter has proven highly effective for processing material, operational experience identified opportunities to improve throughput and reduce physical labor associated with handling large-diameter logs.

To address these operational bottlenecks, the project expansion will include purchase of an **Eastonmade 37D firewood processor** equipped with a box wedge and auto-cycle system. The machine will be capable of processing substantially larger diameter material while reducing the amount of physical handling required by the operator. The hydraulic pull-back arm and box wedge system will allow logs to be repeatedly repositioned and split without requiring manual movement between cycles, significantly improving production efficiency while reducing operator fatigue and injury risk. The higher-powered diesel engine on the Eastonmade 37D will improve the project's ability to process dense white oak rounds that could not previously be split efficiently using the existing Wolfridge 17 VS-C system. Together, these systems will create a complementary production workflow capable of processing a wider range of material sizes and product types.

The project expansion will also include purchase of an **Eastonmade DRM08** drum tumbler to improve production efficiency for shipment-ready firewood cords and bundles. The drum tumbler will clean and separate bark, debris, and unusable material from processed firewood prior to storage or packaging. Waste material generated during screening will be collected into IBC totes for disposal or biomass burning while cleaned firewood will be prepared for storage, delivery, or bundling.

An **Eastonmade FHC10** hopper conveyor will additionally be purchased to reduce manual loading of large rounds and finished firewood. The hopper can be connected directly to splitter hydraulics, allowing large material to be loaded at working height using the skid steer rather than requiring operators to manually move rounds onto log lifts. The hopper system will also improve workflow during bundle production by supplying clean firewood at working height, reducing repetitive lifting and increasing production speed.

To further improve efficiency of campground and commercial firewood production, the project will purchase an **Eastonmade Wrap Master** automated bundling system. Automated wrapping will significantly improve bundle production speed while reducing repetitive manual labor associated with hand wrapping campground bundles.

# Lumbercycle

Los Coyotes Wood Utilization Capacity Building Project Expansion



## Material Handling and Workflow Efficiency

The expanded project scope includes several improvements focused on reducing material handling bottlenecks and improving overall workflow efficiency throughout the processing yard.

A rotating forks attachment for the skid steer will be purchased to support efficient handling of IBC totes containing split firewood, screened material, and bundled products. The rotating forks will allow operators to quickly load and unload totes into trailers, dump material directly into the drum tumbler, and efficiently feed clean firewood into the hopper conveyor during bundling operations.

The project will also purchase and deliver approximately 40 IBC totes to the Los Coyotes Reservation for organizing, quantifying, storing, and transporting processed firewood. The totes will allow the project to safely stage approximately 13 cords of material at a given time while improving inventory tracking and keeping firewood clean and dry until utilization or delivery.

The expanded workflow system utilizing the drum tumbler, hopper conveyor, rotating forks, and IBC totes will substantially reduce unnecessary handling of material throughout production while increasing operational safety, organization, and efficiency.

Additionally, the project includes repair of Lumbercycle's Eagle Picher R40T forklift currently operating at the Los Coyotes processing yard. The forklift sustained axle damage during transport to the reservation and requires repair and engine servicing. Restoring the forklift to operational condition is important for maintaining efficient loading and unloading operations while allowing the skid steer to remain dedicated to log handling and processing work elsewhere on the reservation.

## Lumber and Oversized Log Processing Capacity

The project expansion will also increase the ability to process oversized and irregular logs that would otherwise be difficult or impossible to utilize using existing equipment.

A **Lucas Mill Model 10** circular sawmill will be purchased to process logs up to 60 inches in diameter that exceed the capacity of the existing Woodmizer LT70 sawmill. The addition of the Lucas Mill will significantly increase utilization rates for oversized and irregular material generated through forest health work while expanding the project's ability to recover usable lumber from large cedar and oak logs.

The Lucas Mill will allow Lumbercycle and Los Coyotes to process a broader range of material sizes while improving flexibility for producing specialized beams, slabs, and dimensional lumber. The system will also include blade retipping equipment and servicing support, allowing circular saw blades to be maintained locally for Lumbercycle, Los Coyotes, and other tribal partners utilizing Lucas Mills.

# Lumbercycle

Los Coyotes Wood Utilization Capacity Building Project Expansion



Additionally, the modular frame system utilized by Lucas Mills will create opportunities to combine multiple track sections for processing exceptionally long material and specialty products that would otherwise not be feasible using conventional sawmill systems.

## **Workforce Development and Tribal Training**

Workforce development remains a central component of the project expansion. Building on the success of the initial tribal training program, the expanded project will provide extended hands-on workforce training for three tribal members focused on firewood production, sawmill operations, equipment handling, and hazardous fuels utilization.

Participants will receive paid training while actively participating in collection, staging, processing, and packaging operations using the newly acquired equipment systems. The training will emphasize safe equipment operation, efficient material handling, production workflow, and utilization strategies for hazardous woody biomass generated through forest health work.

The project will provide approximately 96 paid workforce training hours for participating tribal members while also supporting additional operational assistance from Los Coyotes tribal member David Streamer, who will assist in gathering and processing additional material throughout the project period.

By integrating workforce training directly into active production operations, the project will provide participants with practical hands-on experience while simultaneously increasing the tribe's overall production capacity and long-term operational knowledge.

## **Project Timeline and Community Impact**

The expanded project scope is intended to increase hazardous fuels utilization and firewood production capacity during the remaining grant period while producing measurable community and workforce development benefits.

The project anticipates processing approximately 75–100 cords of firewood and 5,000 board feet of lumber from hazardous fuels material generated through forest health activities and gold spotted oak borer mortality. Expanded production infrastructure will allow the project to utilize approximately 150–250 tons of woody biomass while significantly improving operational efficiency and reducing physical labor demands on operators.

Firewood produced through the project will support campground operations, community distribution, and local firewood sales while lumber recovered from oversized cedar and oak logs will support future tribal infrastructure and wood products development opportunities.

# Lumbercycle

## Los Coyotes Wood Utilization Capacity Building Project Expansion



Increased production capacity and improved workflow efficiency will help establish a stronger operational foundation for long-term woody biomass utilization efforts at Los Coyotes while continuing to reduce hazardous fuel loading on the reservation.

### **Building Long-Term Sustainability**

This project expansion represents an important next step toward developing a scalable and locally driven wood utilization program capable of supporting long-term forest health work at Los Coyotes.

By increasing production efficiency, improving material handling systems, and expanding the range of usable material that can be processed, the project will strengthen the long-term viability of utilizing hazardous woody biomass generated through fuels reduction activities.

The expanded firewood production system will allow greater volumes of dead and dying trees to be converted into usable products for community benefit while helping offset operational costs through production of marketable firewood products. Investments in workflow efficiency and mechanized handling systems will additionally improve workplace safety and reduce the physical demands associated with processing large-diameter material.

Continued collaboration between Lumbercycle and the Los Coyotes Band of Cahuilla & Cupeño Indians will support ongoing development of a sustainable tribal wood utilization program that aligns with long-term community priorities, forest health goals, and economic resilience.

### **Conclusion**

The expanded scope of the Lumbercycle and Los Coyotes Wood Utilization Capacity Building Project builds directly on the operational lessons, partnerships, and implementation successes achieved during the initial project phase. Through targeted investments in firewood production infrastructure, oversized log milling capacity, mechanized material handling systems, and workforce development, the project will substantially increase the tribe's ability to utilize hazardous woody biomass generated through forest health activities.

By continuing to prioritize practical workforce training, measurable production outcomes, and long-term sustainability, the expanded project will further support wildfire resilience, reduce hazardous fuel loading, create value-added wood products, and strengthen the long-term partnership between Lumbercycle and the Los Coyotes Band of Cahuilla & Cupeño Indians.

# Lumbercycle

## Los Coyotes Wood Utilization Capacity Building Project Expansion



### Budget:

Budget Item	Item #	Description	Quantity	Rate	Unit	Total
<b>Personnel</b>						
	1	Lumbercycle Wood Processing/training	96	\$200	Hour	\$19,200
<b>Total Personnel</b>						\$8,400
<b>Travel</b>						
		N/A				0
<b>Equipment</b>						
	1	Eastonmade 37d	1	\$40,000		\$40,000
	2	Eastonmade DRM08	1	\$20,000		\$20,000
	3	Eastonmade FHC10	1	\$15,000		\$17,000
	4	Skid Steer Rotating Forks	1	\$13,000		\$12,000
	5	Lucas Mill Model 10	1	\$25,100		\$25,100
<b>Total Equipment</b>						\$114,100
<b>Supplies</b>						
	1	Fuel				\$1,500
	2	IBC Totes for Firewood				\$4,000
	3	Eastonmade Wrap Master				\$4,500
<b>Total Supplies</b>						\$10,000
<b>Contractual</b>						
		4 day Training Stipend for 3 tribal members	96	\$25		\$2,400
		David Streamer Processing Time	40	\$50		\$2000
		Eagle Picher R40T Forklift Axle Replacement & Major Service	1	\$8,000		\$8,000
<b>Total Contractual</b>						\$12,400
<b>Total</b>			Direct costs			\$155,700
			Indirect Costs		15.00%	\$6,240
			Grant Total			\$161,940



**Date:** June 9, 2026

**Agenda Item 6-6:** Expenditure Authorization: video project with City of San Diego

**Discussion / History:** The Resource Conservation District (RCD) has partnered with the City of San Diego Fire-Rescue Department to develop a regional wildfire prevention and preparedness video series focused on Home Ignition Zone concepts, Zone 0 compliance, defensible space, Community Wildfire Urban Interface Code education, and broader community wildfire resilience practices.

The project is intended to create consistent, high-quality educational resources that can be utilized by Fire Safe Councils, local agencies, homeowners associations, community organizations, and residents throughout San Diego County. The videos will support implementation of Community Wildfire Protection Plans, public outreach efforts, and wildfire preparedness programs administered by the RCD and its partners.

Following discussions between RCD staff, City of San Diego Fire-Rescue Department staff, and Fire Media Studios, a scope of work has been developed with a total project budget of \$30,000. Fire Media Studios has been identified as the contractor to provide professional video production services and will perform the work under a professional services agreement.

**Financial Impact:** Authorization of an expenditure not to exceed \$30,000 for video production services provided by Fire Media Studios. Funding for this project is covered through our Regional Forest and Fire Capacity program grant with CA Department of Conservation. No impact to the RCD General Fund is anticipated.

**(Staff) Recommendation to Board:** Approve the expenditure authorization of up to \$30,000 for the Wildfire Education Video Project and authorize the Executive Director to execute the necessary professional services agreement and related project documents with Fire Media Studios on behalf of the District.



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**Date:** June 9, 2026

## **Agenda Item 6-7: Resolution 2026-09: Biennial Conflict of Interest Code Review**

### **Discussion / History:**

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. An agency must conduct a review of its Conflict of Interest Code. The RCDGSDC's code, adopted in 2004, was last reviewed and updated in 2024. On recommendation by the County of San Diego, a revision has been made to reflect the agency with which each position should file their Form 700. This is reflected in Exhibit A of the conflict of interest code document included in this packet.

**Financial Impact:** None.

**Staff Recommendation to Board:** Staff recommends that the Board reviews and approves the revised Conflict of Interest Code, or provides alternative direction.

**CONFLICT OF INTEREST CODE**  
**OF THE**  
**RESOURCE CONSERVATION DISTRICT**  
**OF GREATER SAN DIEGO COUNTY**

**(Adopted December 7, 2004)**

(Approved as Amended August 7, 2012)

(Approved and/or Authorized December 16, 2016)

(Approved and/or Authorized January 26, 2021)

(Approved as Amended September 30, 2024)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730, and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Resource Conservation District Of Greater San Diego County (the "District").

The District's Board Clerk as the designated filing officer, shall upon receipt of the electronically filed statements of the Directors, designated employees, and consultants ensure the submission and receipt of all electronically filed statements to the Clerk of the Board of Supervisors. The District's Board Clerk will make the statements available for public inspection and reproduction during regular business hours. (Gov. Code Section 81008.) The Conflict of Interest Code for the Resource Conservation District of Greater San Diego County will become effective the date the Board of Directors approves the resolution.

**CONFLICT OF INTEREST CODE OF THE  
RESOURCE CONSERVATION DISTRICT  
OF GREATER SAN DIEGO COUNTY**

**EXHIBIT "A"**

**DESIGNATED POSITIONS**

<u>DESIGNATED POSITIONS' TITLE OR FUNCTION</u>	<u>ASSIGNED DISCLOSURE</u>	<u>FILING AGENCY</u>
Executive Director	1	FPPC
Board Members	1	FPPC
Program Directors	4	CoSD
Clerk of the Board	1	CoSD
OTHER REPORTING REQUIREMENTS		
<u>Consultants</u> (Defined in FPPC Regulation 18701(a)(2) The positions of the following consultants presently retained by the District		
Attorney(s)	1	FPPC

# **EXHIBIT “B”**

## **DISCLOSURE CATEGORIES OF REPORTABLE ECONOMIC INTERESTS**

### **1. FULL DISCLOSURE**

What to report? All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in, or own real property within the jurisdiction of the District.

What Form 700 schedules? All schedules (A-E)

### **2. DISTRICT-RELATED INCOME**

What to report? All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District OR, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District (RCD language).

What Form 700 schedules? A, C, D, E

### **3. DISTRICT-RELATED INCOME, REAL PROPERTY**

What to report? All investments and business positions in business entities and sources of income including gifts, loans, and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District and all interests in real property

What Form 700 schedules? All schedules (A-E)

### **4. DEPARTMENT-RELATED INCOME**

What to report? All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the department in which that person is employed.

What Form 700 schedules? A, C, D, E

## FORM 700 SCHEDULES – DESCRIPTION

### Form 700

- Schedules A-1 Investments (stocks, bonds, and other interests (ownership interest is less than 10%))
- Schedules A-2 Investments, Income, and Assets of Business Entities/Trusts (ownership interest is 10% or greater)
- Schedule B Interests in Real Property (including rental income)
- Schedule C Income, Loans, and Business Positions (other than gifts and travel payments)
- Schedule D Income – Gifts
- Schedule E Travel Payments, Advances, and Reimbursements

**Resource Conservation District of Greater San Diego County**

11769 Waterhill Road \* Lakeside, CA 92040

Phone: 619-562-0096 \* Fax: 619-562-4799 \* Website: [www/rcdsandiego.org](http://www/rcdsandiego.org)

**RESOLUTION 2026-09**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RESOURCE CONSERVATION DISTRICT OF GREATER SAN DIEGO COUNTY AMENDING THE FAIR POLITICAL PRACTICES COMMISSION'S STANDARD CONFLICT OF INTEREST CODE AND CANDIDATE DISCLOSURE STATEMENT

WHEREAS, the Political Reform Act requires certain District Officials, specified in section 87200 of the California Government Code, to file economic disclosure forms ("Form 700") and abstain from making or participating in making governmental decision which have a reasonably foreseeable material effect on an economic interest; and

WHEREAS, and the Resource Conservation District of Greater San Diego County last reviewed its "Agency Conflict of Interest Code" as required by California Government Code in September 2024; and

WHEREAS; the Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act.

NOW, THEREFORE, BE IT RESOLVED that the RCDGSDC Board of Directors, a public agency in the County of San Diego, approves the proposed amendments to its Agency Conflict of Interest Code.

PASSED AND ADOPTED at the RCDGSDC regular meeting held on June 9, 2026 by the following vote:

Ayes:

Nays:

Abstain:

Absent:

Attest:

---

Donald H Butz, Board President

---

Joanne Sauerman, Board Clerk

**Date:** June 9, 2026

## **Agenda Item 6-8: Selection of of Regional Representative and Regional Chair for the Southern Baja Region of RCDs**

### **Discussion / History:**

At the May 2026 meeting, the RCD Board appointed Marilyn Huntamer as voting delegate for the Southern Baja Regional meeting which is now scheduled for June 17 at 10am and will be held virtually. In order to vote at a regional meeting, an RCD must be a member of CARCD and must appoint a voting delegate.

RCDGSDC is part of the Southern Baja Region of RCDs, along with Upper San Luis Rey, Coachella Valley, Bard, Palo Verde, and the Imperial Irrigation District. Of these six RCDs, RCDGSDC is currently the only CARCD member. This means that we are the only RCD within our region that is eligible to vote, but we are also the only RCD in our region who can put forward candidates for the two positions that need to be filled: Regional Representative and Regional Chair.

Regional Chairs can now be RCD Directors or RCD District Managers / Executive Directors. Regional Representatives who serve on CARCD's board must still be RCD Directors. RCDGSDC will need to select a candidate to fill both roles, or a Board member to serve as Regional Representative and put the Executive Director forward to serve as Regional Chair.

CARCD Board meetings are held on a bi-monthly basis. They are usually held virtually on a Tuesday afternoon, lasting approximately 2.5 hours. Regional meetings are held once per year.

**Financial Impact:** None.

**Staff Recommendation to Board:** Staff recommends that the Board selects candidates for the two roles.



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**Date:** June 9, 2026

### **Agenda Item 6-9: Approval of agreement with Southland Forestry**

With funding from San Diego Gas & Electric, the RCD is supporting fuel reduction along priority roadways to create safer evacuation routes. A need for roadside brushing has been identified at Mataguay Scout Camp as they prepare to open for the summer season. A total of 4 miles of roads, or approximately 19 acres, will be treated.

A contractor has been selected based on previous performance and cost, and we are seeking approval for the Executive Director to execute a contract with Southland Forest Management for \$71,250 to implement this work.

**Financial Impact:** The contract amount of \$71,250 is covered within our SDG&E MOU budget.

**Staff Recommendation to the Board:** Authorize Executive Director to execute an agreement for grant-funded contractual specialty arborist implementation.



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## SERVICE Contract

This service contract (contract) is entered into by and between the Resource Conservation District of Greater San Diego County (RCDGSDC) and Southland Forest Management.

This contract has been made effective on June 1, 2026, and shall remain in effect through July 31, 2026.

Contact information for the Resource Conservation District of Greater San Diego County:

Official Name: Ann Baldrige

Official Title: Executive Director

Organization: Resource Conservation District of Greater San Diego County

Address: 11769 Waterhill Rd. Lakeside, CA 92040

Email: [ann.baldrige@rcdsandiego.org](mailto:ann.baldrige@rcdsandiego.org)

Telephone: 619-563-0092

Contact information for Southland Forest Management LLC:

Official Name: Jamie Hamilton

Official Title: Owner/Operator

Organization: Southland Forest Management LLC.

Address: 37563 Yampa Ranch Rd Temecula, CA, 92592-9044

Email: [californiaarborworks@outlook.com](mailto:californiaarborworks@outlook.com)

Telephone: 951-306-9908

The RCDGSDC agrees to pay for services rendered in the MATAGUAY SCOUT CAMP community in an amount not to exceed \$71,250.00. These services include use of heavy machinery and hand tools to reduce roadside vegetation on both sides of various roads in the area. The purpose of this project is to perform fuels reduction work along roadsides to provide community residents with enhanced egress from home sites in the event of a wildfire (Figure 1) – update project details as needed.



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Contractor agrees to reduce roadside vegetation, or brush clear, along the approximately 4.0 miles of roads in the community. The roadway width is ~20 feet; roadside vegetation reduction treatments, or brush clearing, will be performed in the area between the edges of roads and ~20 feet on each side of roads (Figure 2).

The total project surface area is approximately (19.0) acres;  $[(5280' * 4.0 \text{ mi} * 40') / 43560' = 19.12 \text{ acres}]$ .

Contractor shall perform all work under this Contract in a skillful, competent, and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services.

Contractor warrants that all of Contractor's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Contractor further represents that it, its employees and subcontractors or subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Contract. Any of Contractor's employees who are determined by the RCDGSDC to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any of Contractor's employees who fail or refuse to perform the Services in a manner acceptable to RCDGSDC, shall be promptly removed from the project by the Contractor and shall not be re-employed to perform any further work. Contractor shall keep itself fully informed of and in compliance with all applicable local, state and federal laws, rules and regulations in any manner affecting the performance of the work and shall give all notices required by law, including, but not limited to applicable prevailing wage laws governed by the California Government or Labor Code. Contractor shall be liable for all violations of such laws and regulations in connection with the work under this Contract.

To the fullest extent under the law, Contractor shall defend, indemnify and hold harmless the RCDGSDC, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the Contractor's performance under this Contract but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the Contractor, its officers, agents or employees.

To the fullest extent under the law, RCDGSDC shall defend, indemnify and hold harmless the Contractor, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of



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the RCDGSDC's performance under this Contract but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are

caused by or result from the negligent or intentional acts or omissions of the RCDGSDC, its officers, agents or employees.

Contractor shall, at its sole cost and expense, procure and maintain throughout the term of this Contract, the following insurance coverage:

- A. Comprehensive General Liability insurance providing coverage against claims for Bodily Injury or Death, and Property Damage. Such insurance shall provide protection to the limit of not less than \$1,000,000 combined single limit for Bodily Injury and Property Damage.
- B. Workers' Compensation insurance statutory coverage including Employers Liability with limits of not less than \$1,000,000.
- C. Comprehensive Automobile Liability with limits not less than \$1,000,000 each occurrence, combined single limit for Bodily Injury and Property Damage, including coverage for owned, non-owned and hired vehicles.
- D. The Contractor affirms that it is aware of the provisions of §3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and the Contractor affirms that it will comply with such provisions before commencing the performance of the work under this Contract.

This is the entire agreement. Both parties agree on what is states above, and both realize that this is a binding contract between two parties, the RCDGSDC and Contractor. The agreement will be enforced to the laws of the State of California.

**Official Name:** Ann Baldrige \_\_\_\_\_

**Official Title:** Executive Director      **Date:** 6/1/2026

**Organization:** Resource Conservation District of Greater San Diego County

**Official Name:** Jamie Hamilton \_\_\_\_\_

**Official Title:** Owner/Operator      **Date:** \_\_\_\_\_

**Organization:** Southland Forest Management LLC.

**\*\*SEE FIGURES BELOW\*\***

### Mataguay Scout Camp Roadside Brushing-Phase 2

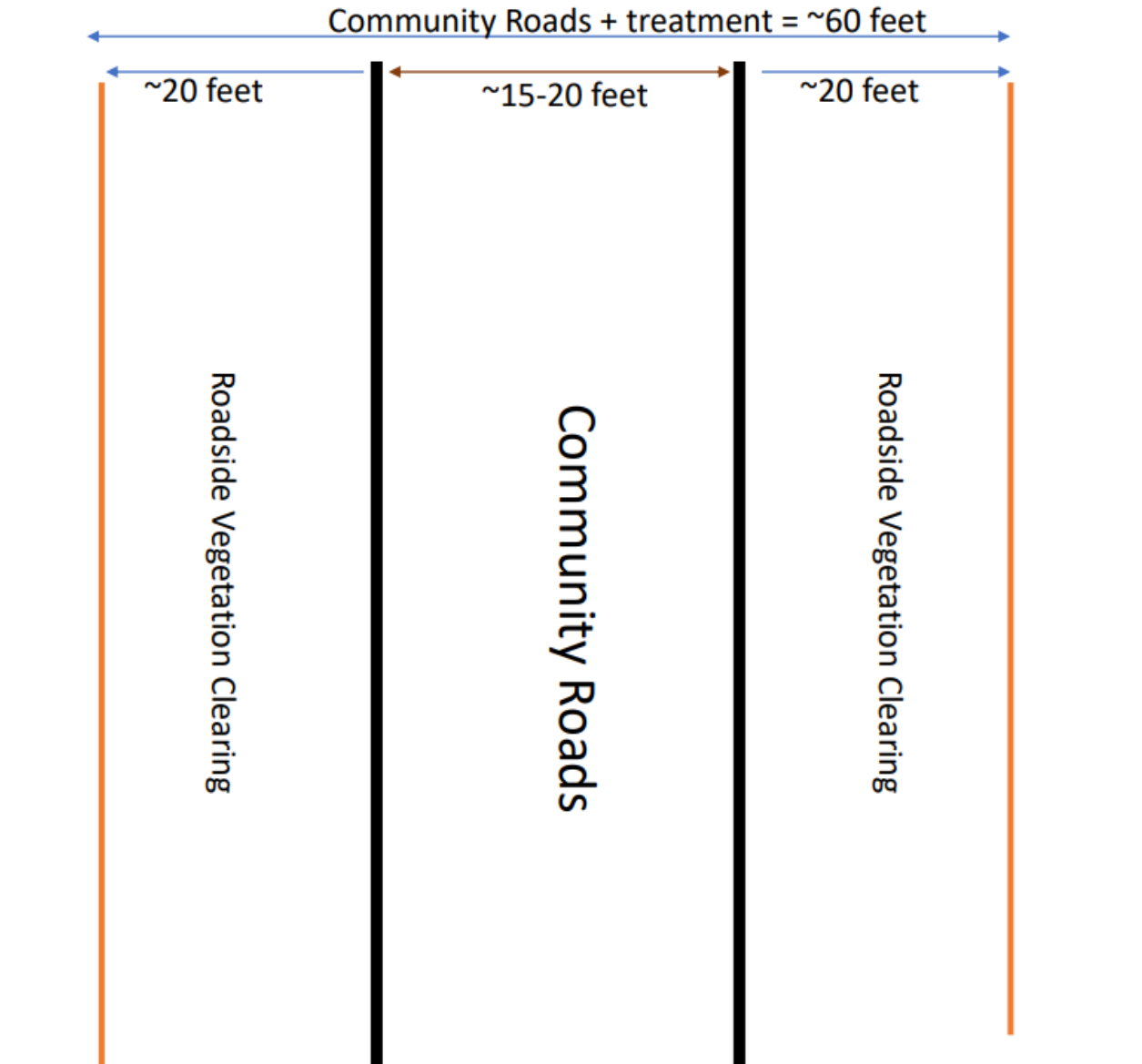
Mataguay A = .85 miles

Mataguay B = 3.15 miles

TOTAL = 4.0 miles ~ 19.12 acres



**Figure 1.** Map showing community roads (RED). Proposed fuels reduction work would cover approximately 4.0 miles of road.



**Figure 2.** Diagram showing the community roads and the treatment boundaries. The roads are approximately 15-20' wide and treatment is approximately 20' on each side of roads. Roadside vegetation clearing will be performed between the boundary of the treatment areas and the edge of the community roads. The distance from the edge of community roads to the treatment areas is ~20 feet on both sides of the road.

Activity Highlights for May 2026  
Prepared for Board Meeting on 6/9/2026

EXECUTIVE DIRECTOR

Staff & organization management

- Continued to hold regular check-ins with staff, weekly senior leadership meetings, and monthly staff meetings.
- Providing support to Rachel Petitt, coordinator of SoCal Soil & Water Hub.
- Continued to work with communications consultant and staff on messaging and outreach strategies; coordinated a media training for staff, led by our communications consultant, Tanya Casteneda.
- Continued discussions with our strategic planning consultant and senior leadership team about resuming strategic planning.
- Held annual review with Areli.
- Bi-weekly HR check-ins with Bizhaven. Worked with Bizhaven to conduct a salary survey to assess how our salary scale compares to similar organizations.
- Supported the May RCD Board meeting.
- Confirmed plans with IT provider Corp Tech for migration to the cloud.
- Attended webinars related to upcoming Proposition 4 programs.
- Working with leadership team on developing policies on contracts/subawards and staff professional development. Drafts will be brought to the Board for review at a future meeting.
- Attended CSDA's San Diego Chapter quarterly dinner meeting.
- Worked with pro bono consulting program, Seed, to develop a scope of work for their team to support with the development of a donor and membership framework for the RCF. The final scope will be brought to the Board for review.

Program Support

- Participating in planning meetings with partners for the SWEEP and Healthy Soils proposals and supported with SWEEP proposal review.
- Participated in several San Diego Pollinator Week activities.
- Met with staff and City of San Diego to discuss potential collaboration with the Miramar Greenery and agricultural programming.
- Worked with Lani and staff to develop a sponsorship proposal for the Sweetwater Community Garden. Presented this to the Sweetwater Authority at a meeting, coordinated by Lani, to discuss opportunities for partnership.
- Met with Lani and a representative from Supervisor Aguirre's office to discuss our work and opportunities to engage with District 1.
- Met with Lani and a representative from Grossmont Health District to discuss opportunities for collaboration and funding.

- As a follow-up to our tour of the Clover Flat Restoration Facility, met with AECOM and SDGE to discuss opportunities to collaborate on restoration activities.
- Working with staff and partners to pivot our implementation plan for the OVRP restoration project: looking at phasing the project, starting with the fuels reduction component / eucalyptus removal.
- Met with SoCal Soil & Water Hub members to discuss a collaborative approach to the CDFA Invasive Species grant program.
- Participated in a monthly check-in with Sweetwater Union High School district and staff about the Southwest High Farm.
- Attended the May Fire Safe Council meetings.
- Met with staff and State Parks representatives to discuss next steps for the NACC program.
- Met with SDG&E and staff to explore potential collaboration on the Golden Pacific Powerlink.

#### CARCD

- Participated in bi-weekly CARCD Legislative Committee meetings, bi-monthly CARCD Board meeting, and the monthly CARCD ED/DM meeting.

## AGRICULTURE DEPARTMENT PROGRAMS

### Department Statistics

- Farms contacted: 25 (16% underserved)
- Site visits: 4
- Farms Receiving Technical Assistance: 16 (13 in GSD, 2 in Mission, 1 in USLR), 12.5% Underserved
  - Soil Tests: 10
  - Irrigation Evaluations: 1
  - Other technical assistance (e.g. irrigation design and DU reports, pump test rebates, SWEEP and Healthy Soils TA, pollinator habitat design, and CUSP/SOILS application support): 13
- Funds Awarded to Producers: \$0
- Workshops Hosted/Co-Hosted: 3

### Program Updates

#### Technical Assistance

- **Irrigation and Water**
  - Provided technical assistance to State Water Efficiency & Enhancement Program (SWEEP) recipients.
  - Submitted Scope of Work revision request to CDFA for current SWEEP Technical Assistance grant.
  - Received 123 responses to the SWEEP & Healthy Soils Producer Interest Survey for next round of SWEEP funding.

- RCDGSDC applied as lead applicant for the SWEEP block grant (\$4M) in collaboration with the Southern CA Soil and Water Hub.
- **Grazing**
  - Ali Fender at Flying F finalized their Grazing Plan with Rangeland Consultant, Lance Criley.
- **Soil**
  - RCDGSDC applied as a subrecipient for the Healthy Soils Program block grant (\$4M) in collaboration with the Southern CA Soil and Water Hub.
- **Pollinator Habitat**
  - Working Lands for Pollinators (WLP) received 2 applications, conducted 2 site visits, and continued program outreach at events.
  - SDSU began outreach to producers in the high priority areas identified through their biodiversity mapping. \$150 stipends are available to producers for participating in an interview with SDSU.
- **Agroforestry**
  - Agroforestry for Technical Assistance Providers Workshop at Coastal Roots Farm, May 5-7
    - Elizabeth and MC presented on native pollinator habitat.
  - Agroforestry Demo Day at Solidarity Farm
    - 40 attendees, 5-hour workshop covering silvopasture, flail mower demo, foliage spraying, orchard care, soil health, land access and ownership pathways, including lessons led by Paul Maschka.
    - The workshop was filmed and photographed to create a short video and fact sheet about Agroforestry in the region.
- **Land Access**
  - The Southern CA Soil and Water Hub applied for the Strategic Growth Council land access (\$500,000).
  - Land Resources for Agricultural Landholders Webinar with FarmLink
    - 20 attendees representing 7 County departments. Included an RCD general presentation, overview of the Climate Smart Land Management grant deliverables, CA FarmLink presentation, discussion of identifying public land suitable for AG uses, and follow up with Parks and Rec.
    - Launched Land Holder webinar series with CA FarmLink, to support land holders interested in hosting an ag tenant.

### **Ag Education and Programs**

- **Tribal Land Stewardship Nursery Training**
  - Class 3 (two cohorts) of the Land Stewardship Nursery Training was hosted by Campo, La Posta, and Manzanita Tribal Nations on May 5 and May 12.
  - 19 attendees from local tribes, each received a \$300 stipend for participation.
  - The class covered Campo's land and water stewardship with a lesson led by Mike Connolly (Environmental Consultant and Former Tribal Councilman of the Campo Kumeyaay Nation), Campo's community garden, Las Posta's animal husbandry program, Manzanita's land management and food sovereignty, and seed stewardship.
- **Mentorship**

- Students who participated in the March Youth Ag internship were asked to share their experiences and lessons learned over the course of the internship. Presentations are slotted for the first week of June, where students will also receive their stipend in the amount of \$450.
- **Sweetwater Community Garden**
  - Irrigation Efficiency Workshop, held in partnership with UCANR, May 30
    - The goal of the workshop is to provide gardeners with training and supplies to improve the efficiency of their irrigation systems and to reduce water waste at the garden.
  - Two new gardeners onboarded and plot clean-ups, restorations, and inspections of occupied and empty plots.
- **Southern CA Soil and Water Hub**
  - SoCal Hub coordinated a hub meeting to discuss application strategies for current regional grant opportunities; CDFA Healthy Soils, CDFA SWEEP, and Strategic Growth Council land access.
- **Networking and Community Engagement**
  - Voluntary Conservation and Land Management Assistance Workshop, May 13. Planned and hosted in collaboration with the SD County and UCANR.
- **Ecological Farmer Training Program**
  - Start date: May 30, 2026 @ South Bay Community Farm

## FORESTRY & WILDFIRE RESILIENCE PROGRAMS

### Forestry + Fire Prevention Department General:

- CAL FIRE Pilot Regional Block Grant: Southern California Wildfire Resilience Partnership: 23 subprojects are in review for environmental compliance processes
- Palomar Mountain Community Defense Hazardous Tree Removal Project (PMCDHTR) continues to make progress toward completion
- Planned and submitted two concept proposals for CAL FIRE Forest Health program
- Submitted grant application for an EPA funding opportunity on wildfire smoke preparedness
- Two roadside brushing projects coordinated and ready to go: Lyons Valley Road and Crest
- Contractor started work at Girl Scouts Camp Winaka-NON-FS Cooperative Agreement
- Completed UCANR Forest Stewardship Workshop Series
- Submitted a funding and program extension for the CAL FIRE County Coordinator program

### Regional Forest and Fire Capacity Program:

- Developed workplan and started work on the Regional Priority Plan update process
- Planning our first stakeholder meeting which took place on 5/19 in Balboa Park.
- Active subgrants include:
  - **Climate Science Alliance / CA Wildlife Foundation – Fire Cadre**  
Project ongoing. Continued coordination, training support, and participation in inter-agency collaboration efforts

- **Jamul Indian Village**  
Continued technical assistance provided for land expansion planning, resource inventory, and future project development
- **Lumbercycle – Los Coyotes**  
Project ongoing, 1 training delivered (6 days, full-time) , 6 participants trained (exceeded target of 5). Approx. 48 total training hours per participant (8 hrs/day × 6 days). ~288 total participant training hours delivered, Training included: biomass processing, sawmill operation, chainsaw safety, wood drying, and forest stewardship practices
- **Trihydro Corporation**  
Continues to provide critical support for: project data management and verification, GIS mapping and analysis, Environmental compliance (CEQA) coordination, Technical review of regional project portfolio
- **San Diego Canyonlands**  
Capacity-building subgrant supporting: Project planning support to community FSCs, integrating CWPPs, Vibrant Planet modeling, BMZ planning, and RPP priorities

**CAL FIRE Block Grant: Southern California Wildfire Resilience Partnership**

- Continued coordination and administration of SCWRP block grant implementation activities across regional partners
- Participated in a “lessons learned” virtual meeting with another group working on this grant where we shared feedback and reflections. Because this is a new grant structure, feedback helps to inform future cycles of funding such as the new Wildfire Resilience Block Grant
- Active work includes support for fuels reduction, wildfire resilience, workforce development, and forest health initiatives throughout Southern California. Current focus areas include:
  - Contract and scope development support for funded subrecipients (6 project partners coordinating implementation of 23 projects)
  - Environmental compliance coordination including CEQA
  - Working with the project team to find a new project structure for implementation of the Point of Rocks fuel break maintenance project
  - Support for long-term regional wildfire resilience planning and project prioritization

**Fire Safe Council General:**

- Finalized five CWPP updates: Descanso, Del Mar Heights, Ramona West End, San Elijo Hills, and Palomar Mountain.
- Two new Fire Safe Councils developed, Encinitas and Jamacha Neighborhood.
- San Diego County CWPP ratified and in the final review stage with CAL FIRE before the signature/approval process.
- Hosted our bimonthly Fire Safe Council General Meeting with a presentation from CAL FIRE and 48 in person attendees.

**Fire Safe Council Homeowner Programs:**

- 6+ home assessments completed and 7+ DSAP completed

**NRCS Contribution Agreement for Shared Forestry Position:**

- Attended 3 days of an Agroforestry training workshop geared towards Technical Assistance Providers put on by NRCS, California Agroforestry Network, and NACD.
- Continued creating and compiling maps, environmental compliance, and eligibility paperwork to work towards obligating funds for the 7 preapproved EQIP applications with forestry practices.
- Conducted 2 initial site visits for FY26 preapproved applications.
- Conducted 1 certification visit.
- Continued correspondence with clients regarding their implementation requirements for forestry practices.
- Educated 3 new applicants on GSOB and directed them toward resources.

## POLLINATORS/ HABITAT

### Restoration:

- Otay Valley Connections
  - Implementation proposal was not recommended for WCB board approval
  - Following this outcome, the RCD is breaking the project into 2 distinct phases with distinct funding sources: Prop 4 Wildfire Prevention funding to complete eucalyptus tree removal and processing, WCB for restoration
    - Attended CAFIRE Prop 4 Office Hour
  - Had site visit with CALFIRE Urban Forestry
  - Met with WCB grant manager to discuss next steps and likelihood of WCB funding the restoration component excluding invasives removal (eucalyptus)
- CDFA Conservation Planning –Habitat Management Plan
  - Conducted a site visit with the producer
  - Coordinating with NRCS to review and incorporate existing practices into the management plan
- Conducted a site visit to residential property in Alpine to support the planning of restoration efforts in a riparian habitat, in collaboration with NRCS and Point Blue Conservation Science
- Met with SoCal RCDs to plan a joint application for Prop 4 Invasive Species funds focused on education and monitoring for citrus psyllid

### Pollinators:

- Led workshop for San Diego Pollinator Week: “Supporting native pollinators throughout their lifecycle”
- Created outreach materials on [creating pollinator habitat](#)
- Attended native bee workshop hosted by California Native Bee Society on 5/22
- BLM Hermes Copper:
  - Gave a talk on the Hermes copper project at Tecolote Nature Center on 5/7 as part of San Diego Pollinator Week
  - Assisted with redberry planting at Viejas on 5/14
  - Attended Hermes copper ID & habitat assessment training on 5/26

- Met with AECOM and SDGE to discuss coordinating our project with their nearby, ongoing Hermes copper restoration efforts
- WCB At-Risk Butterflies:
  - Working on a press release about the new project
  - Working to complete subcontracts with AECOM and Western Borderlands Ecology Group

**SD Pollinator Alliance (SDPA):**

- San Diego Pollinator Week
  - Over 500 community members participated in over 15 free events hosted by SDPA members and partners
- Re-animating the SDPA newsletter; the next issue will be published in July
- Formalized an SDPA Steering Committee and scheduled a steering meeting in June

## OUTREACH & EDUCATION

**Youth Ag and Conservation Internship**

- 12 students completed the program, final presentations on 6/2

**Sweetwater Unified High School - Farmer Training Program**

- Continued delivery of produce to the school cafeteria
- Over 300 lbs of carrots, beets, and broccoli were delivered in April.

**Jim Thompson Conservation Scholarship**

- Committee members chose 8 students to receive the scholarship; each will be awarded \$1000
- Education & Outreach Coordinator and Office Coordinator attended a senior awards night on 5/20 to present two students with their scholarship certificate and check

**Port Watershed Program**

- Completed two more engagements at Rolando Park Elementary and Rosa Parks Elementary
- 48 students served

**Community Outreach**

- Education & Outreach Coordinator attended 1 community event during the month of May:
  - 5/2 - Spring Garden & Butterfly Festival at the Water Conservation Garden
    - Organizers estimate that about 6,000 people attended the event. The RCD booth had over 100 people interact meaningfully with the table (asked questions, scanned a QR code, expressed interest in joining a program, did an interactive activity, etc.)
- San Diego Pollinator Week

- Education & Outreach Coordinator attended and documented 5 events for San Diego Pollinator Week including the events hosted by RCDGSDC and other partners such as:
  - 5/7 - Talk: Protecting San Diego's Hermes Copper Butterfly
  - 5/8 - Workshop: Supporting Pollinators Throughout Their Lifecycle

### **Media Engagement**

- Social media (Instagram & Facebook) engagement highlights include:
  - The Ecological Farmer Training Program post was viewed over 6,600 times with 74.6% of those views from people that did not previously follow our account
    - 380 interactions (likes, reposts, shares, saves, profile visits, follows, bio link taps)
- News media engagement highlights include:
  - Released a press release promoting San Diego Pollinator Week (SDPW) which led to the following media interactions:
    - A reporter attended the SDPW kickoff event on 5/4, interviewed Education & Outreach Coordinator, and wrote a story that was published by iNewsSource
    - An Instagram post was also created by iNewsSource showcasing this event and the rest of SDPW
    - SDPW was mentioned by Voice of San Diego in their South County

### **NEWSLETTERS**

- Link to FSC newsletter [\*"The Responder"\*](#)
- FSC Instagram @firesafesdcounty; RCD Instagram @rcdsandiego

### **UPCOMING EVENTS**

- 6/13/26 - San Diego County Fair: San Diego Pollinator Alliance booth
- 6/16/26 – Fire Safe Council Project Planning Workshop
- 6/20/26 – Ramona Wildland Urban Interface Workshop
- TBD - Rangeland Demo Day at Flying F Ranch (Fall of 2026)
- Carbon Farming Demo Day, Fall 2026 (date & location TBD)

**RCD / FSC GRANT STATUS**

**CURRENT GRANT ACTIVITY – MAY 2026**

**ITEM 7-2a**

<b>Grant Applications Submitted</b>	<b>Program</b>	<b>Amount \$</b>	<b>Notes / Updates</b>
CDFA SWEEP	Ag Department	\$4m	Concept proposal for irrigation efficiency practices for producers across the service area of the SoCal Soil & Water Hub. RCDGSDC as lead and TA provider.
CDFA Healthy Soils Program (HSP)	Ag Department	TBD	Concept proposal for soil health practices for producers across the service area of the SoCal Soil & Water Hub. RCDGSDC as TA provider, IERCD as lead. \$4m proposal
CDFA Healthy Soils Program (HSP)	Ag Department	TBD	Concept proposal for soil health practices for producers in San Diego County. RCDGSDC as TA provider, County of San Diego as lead. \$4m proposal
NACD Technical Assistance	Ag Department	\$284K	Proposal to support Ag program TA and NRCS support across the SD County RCDs.
San Diego Foundation – Growing Green Spaces	Sweetwater Community Garden	\$39,931	Proposal to enhance irrigation efficiency, community engagement, and pollinator habitat.
<b>Grants Currently Working On</b>	<b>Program</b>	<b>Amount \$</b>	<b>Notes</b>
CAL FIRE Wildfire Prevention	Habitat	\$900k	Proposal to complete hazardous fuels and process biomass at OVRP Restoration site (first phase of implementation)
CAL FIRE Forest Health	Forestry & Fire Prevention	\$5.9m	Full proposal for phase two of Palomar Mountain forest health project
CDFA – Invasive Species	Ag Department	Approx \$1m	Considering developing a proposal to conduct education and TA on citrus psyllid/HLB for citrus growers.
<b>Recent Grants Awarded</b>	<b>Program</b>	<b>Amount \$</b>	<b>Notes</b>
MOU with Sweetwater Union High School District for development of on-campus farming training	Education	\$180k	MOU for \$80,432 approved by SUHSD Board; request for additional funds for year 1 and an extension of one year was approved in March 2026.
Wildlife Conservation Board – SD County Butterflies	Pollinator Health	\$601,577	RCD will serve as lead agency. Awarded February 2026.
SDG&E	Forestry & Fire Prevention	\$1M	New budget amount for 2026; final year of current 5-year MOU.
<b>Unsuccessful Applications</b>	<b>Program</b>	<b>Amount \$</b>	<b>Notes</b>
Wildlife Conservation Board	OVRP Restoration – implementation	\$2.5m	May 2026: Feedback that budget is too high for project footprint. Seeking funding to implement the landscape plan developed through the existing planning grant. Pre-application submitted and approved to advance to full proposal. RCD will serve as lead agency.

CAL FIRE Forest Health	Forestry & Fire Prevention	\$4.8m	May 2026: Concept proposal for Los Coyote - not invited to full proposal.
Environmental Protection Agency	Forestry & Fire Prevention	\$500,000	May 2026: special districts are not an eligible entity. RCD to serve as lead agency in partnership with SDSU on a wildfire smoke impact preparedness project.
Dept of Conservation – SALC	Ag Department	\$100,000	Unsuccessful 12/5/25: A grant to develop the RCD's capacity to hold conservation easements. This would be another support service to offer to producers. Should hear result in Nov.