S A W P A

SANTA ANA WATERSHED PROJECT AUTHORITY
11615 Sterling Avenue, Riverside, California 92503 • (951) 354-4220

This meeting will be conducted in person at the addresses listed below. As a convenience to the public, members of the public may also participate virtually using the zoom link provided below. The zoom link is for viewing purposes only; members of the public will not have speaking privileges virtually. Public Comments may be provided in person or submitted in advance to publiccomment@sawpa.gov. Speaking privileges through zoom are limited to approved entities and pre-vetted participants who must request authorization. However, in the event there is a disruption of service which prevents the Authority from broadcasting the meeting to members of the public, the meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in-person.

ZOOM LINK FOR VIEWING ONLY
https://sawpa.zoom.us/j/84967914052

REGULAR COMMISSION MEETING
TUESDAY, OCTOBER 21, 2025 – 9:30 A.M.

Santa Ana Watershed Project Authority
11615 Sterling Avenue
Riverside, CA 92503

and

601 N. Ross Street, Room 327
Santa Ana, CA 92701

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**

3. **PUBLIC COMMENTS**

   Members of the public may address the Commission on items within the jurisdiction of the Commission; however, no action may be taken on an item not appearing on the agenda unless the action is otherwise authorized by Government Code §54954.2(b).

   Members of the public may make comments in-person or electronically for the Commissions' consideration by sending them to publiccomment@sawpa.gov with the subject line "Public Comment". Submit your electronic comments by 5:00 p.m. on Monday, October 20, 2025. All public comments will be provided to the Chair and may be read into the record or compiled as part of the record. Individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the Commission.

4. **ITEMS TO BE ADDED OR DELETED**

   Pursuant to Government Code §54954.2(b), items may be added on which there is a need to take immediate action and the need for action came to the attention of the SAWPA Commission subsequent to the posting of the agenda.

5. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered routine and non-controversial and will be acted upon by the Commission by one motion as listed below.

Recommendation: Approve as posted.

Recommendation: Approve the updated and revised Personnel Handbook.

6. NEW BUSINESS

Presenter: Shavonne Turner
Recommendation: Receive and file.

Presenter: Karen Williams
Recommendation: That the Commission direct staff to adjust the medical insurance cap from $2,168.93 to $2,258.61, which is equal to the ACWA/JPIA 2026 Kaiser Family Plan rate.

Presenter: David Ruhl
Recommendation: That the Commission authorize the General Manager to accept the Bridgerock Construction Inc., work on the Lobby Security Improvements Project as complete and direct staff to file a Notice of Completion with the Riverside County Clerk upon the following:

1. Contractor has delivered all documents required by the Contract Documents;
2. Notice from the Architect accepting the work;
3. Receipt of Final Application for Payment from the Contractor; and
4. Notice from the Construction Manager recommending final payment.

7. INFORMATIONAL REPORTS

Recommendation: Receive for information.

Presenter: Karen Williams

Presenter: Karen Williams

Presenter: Karen Williams

Presenter: Karen Williams

Presenter: Karen Williams

I. **CHAIR'S COMMENTS/REPORT**

J. **COMMISSIONERS' COMMENTS**

K. **COMMISSIONERS' REQUEST FOR FUTURE AGENDA ITEMS**

8. CLOSED SESSION

A. **THREAT TO PUBLIC SERVICES OR FACILITIES**
Consultation with Thomas S. Bunn, Commission General Counsel

9. CLOSED SESSION REPORT

10. ADJOURNMENT

PLEASE NOTE:

Americans with Disabilities Act: If you require any special disability related accommodations to participate in this meeting, call (951) 354-4220 or email svilla@sawpa.gov 48-hour notification prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility for this meeting. Requests should specify the nature of the disability and the type of accommodation requested.

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection during normal business hours at the SAWPA office, 11615 Sterling Avenue, Riverside, and available at www.sawpa.gov, subject to staff's ability to post documents prior to the meeting.

Declaration of Posting

I, Sara Villa, Clerk of the Board of the Santa Ana Watershed Project Authority declare that on October 16, 2025, a copy of this agenda has been uploaded to the SAWPA website at www.sawpa.gov and posted at SAWPA's office at 11615 Sterling Avenue, Riverside, California and 601 N. Ross Street, Room 327, Santa Ana, CA 92701.

2025 SAWPA Commission Meetings/Events

First and Third Tuesday of the Month
(NOTE: All meetings begin at 9:30 a.m., unless otherwise noticed, and are held at SAWPA.)

January 1/7/25 ~~Commission Workshop~~ [cancelled] 1/21/25 Regular Commission Meeting	**February** 2/4/25 Commission Workshop 2/18/25 Regular Commission Meeting
March 3/4/25 Commission Workshop 3/18/25 Regular Commission Meeting	**April** 4/1/25 Commission Workshop 4/15/25 Regular Commission Meeting
May 5/6/25 Commission Workshop 5/20/25 Regular Commission Meeting - IEUA 5/13 – 5/15/25 ACWA Spring Conference, Monterey, CA	**June** 6/3/25 Commission Workshop - EMWD 6/17/25 Regular Commission Meeting - EMWD
July 7/1/25 Commission Workshop - WMWD 7/15/25 Regular Commission Meeting - WMWD	**August** 8/5/25 Commission Workshop - SBVMWD 8/19/25 Regular Commission Meeting - SBVMWD
September 9/2/25 Commission Workshop - SBVMWD 9/16/25 Regular Commission Meeting	**October** 10/7/25 Commission Workshop 10/21/25 Regular Commission Meeting
November 11/4/25 Commission Workshop 11/18/25 Regular Commission Meeting	**December** 12/2/25 Commission Workshop 12/16/25 Regular Commission Meeting 12/2 – 12/4/25 ACWA Fall Conference, San Diego, CA

2026 SAWPA Commission Meetings/Events

First and Third Tuesday of the Month
(NOTE: All meetings begin at 9:30 a.m., unless otherwise noticed, and are held at SAWPA.)

January 1/6/26 Commission Workshop 1/20/26 Regular Commission Meeting	**February** 2/3/26 Commission Workshop 2/17/26 Regular Commission Meeting
March 3/3/26 Commission Workshop 3/17/26 Regular Commission Meeting	**April** 4/7/26 Commission Workshop 4/21/26 Regular Commission Meeting
May 5/5/26 Commission Workshop 5/19/26 Regular Commission Meeting 5/5 – 5/7/26 ACWA Spring Conference, Sacramento, CA	**June** 6/2/26 Commission Workshop 6/16/26 Regular Commission Meeting
July 7/7/26 Commission Workshop 7/21/26 Regular Commission Meeting	**August** 8/4/26 Commission Workshop 8/18/26 Regular Commission Meeting
September 9/1/26 Commission Workshop 9/15/26 Regular Commission Meeting	**October** 10/6/26 Commission Workshop 10/20/26 Regular Commission Meeting
November 11/3/26 Commission Workshop 11/17/26 Regular Commission Meeting	**December** 12/1/26 Commission Workshop 12/15/26 Regular Commission Meeting 12/1 – 12/3/26 ACWA Fall Conference, Anaheim, CA

SAWPA COMPENSABLE MEETINGS

In addition to Commission meetings, Commissioners and Alternate Commissioners will receive compensation for attending the meetings listed below, pursuant to the Commission Compensation, Expense Reimbursement, and Ethics Training Policy.

IMPORTANT NOTE: These meetings are subject to change. Prior to attending any meetings listed below, please confirm meeting details by viewing the website calendar using the following link:

https://sawpa.gov/sawpa-calendar/

MONTH OF: OCTOBER 2025

DATE	TIME	MEETING DESCRIPTION	LOCATION
10/7/25	8:30 AM	PA 23 Committee Mtg	CANCELLED
10/7/25	10:00 AM	PA 24 Committee Mtg	Hybrid (SAWPA & Virtual/Teleconference)
10/8/25	9:00 AM	Lake Elsinore/Canyon Lake TMDL Task Force Mtg	CANCELLED
10/9/25	9:00 AM	Joint Regional Water Quality Monitoring/MSAR TMDL Task Force Mtg	Virtual/Teleconference
10/16/25	4:00 PM	LESJWA Board of Directors Mtg	CANCELLED

MONTH OF: NOVEMBER 2025

DATE	TIME	MEETING DESCRIPTION	
11/4/25	10:00 AM	PA 24 Committee Mtg	Hybrid (SAWPA & Virtual/Teleconference)
11/10/25	9:30 AM	Joint Regional Water Quality Monitoring/MSAR TMDL Task Force Mtg	Virtual/Teleconference
11/20/25	11:00 AM	OWOW Steering Committee Mtg	Hybrid (SAWPA & Virtual/Teleconference)

Please Note : We strive to ensure the list of Compensable Meetings set forth above is accurate and up-to-date; the list is compiled based on input from SAWPA staff and Department Managers regarding meeting purpose and content.

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SAWPA COMMISSION
REGULAR MEETING MINUTES
OCTOBER 7, 2025

COMMISSIONERS PRESENT	Mike Gardner, Chair, Western Municipal Water District Gil Botello, Vice Chair, San Bernardino Valley Municipal Water District Philip E. Paule, Secretary-Treasurer, Eastern Municipal Water District Jasmin A. Hall, Inland Empire Utilities Agency Denis Bilodeau, Orange County Water District [via – zoom]
COMMISSIONERS ABSENT	None
COMMISSIONERS PRESENT; NON-VOTING	Fred Jung, Orange County Water District [via – zoom] David Slawon, Eastern Municipal Water District [via – zoom] T. Milford Harrison, San Bernardino Valley Municipal Water District
STAFF PRESENT	Karen Williams, David Ruhl, Shavonne Turner, Dean Unger, John Leete, Ian Achimore, Alison Lewis, Marie Jauregui, Emily Fuentes, Daniel Vasquez, Haley Gohari, Rick Whetsel, Bonnie Fitzgerald, Natalia Gonzalez, Sara Villa
OTHERS PRESENT	Thomas S. Bunn, Lagerlof, LLP; Aimee Zhao, Inland Empire Utilities Agency; Ken Tam, Inland Empire Utilities Agency; William McDonnell, Inland Empire Utilities Agency; John Kennedy, Orange County Water District; Jonathan Powell, Orange County Sanitation District; Adekunle Ojo, San Bernardino Valley Municipal Water District; Craig Miller, Western Municipal Water District; Carly Pierce, Western Municipal Water District; Derek Kawaii, Western Municipal Water District; Mallory O'Conor, Western Municipal Water District; Pete Vicario, City of Chino

The Regular Meeting of the Santa Ana Watershed Project Authority Commission was called to order at 9:30 a.m. by Chair Gardner on behalf of the Santa Ana Watershed Project Authority, 11615 Sterling Avenue, Riverside, California, and Denis Bilodeau at 601 N. Ross Street, Room 327, Santa Ana, CA 92701.

1. CALL TO ORDER

2. ROLL CALL

An oral roll call was duly noted and recorded by the Clerk of the Board.

3. PUBLIC COMMENTS

There were no public comments.

4. ITEMS TO BE ADDED OR DELETED

There were no items to be added or deleted.

5. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES: SEPTEMBER 2, 2025

Recommendation: Approve as posted.

B. TREASURER'S REPORT: AUGUST 2025

Recommendation: Approve as posted.

MOVED, to approve the Consent Calendar as posted.

Result:	Adopted by Roll Call Vote (5-0)
Motion/Second:	Paule/Botello
Ayes:	Bilodeau, Botello, Gardner, Hall, Paule
Nays:	None
Abstentions:	None
Absent:	None

6. NEW BUSINESS

A. RIVERSIDE COUNTY PARKS RANGER FUNDING (CM#2025.71)

Ian Achimore provided a presentation titled Riverside County Parks Rangers Proposal, contained in the agenda packet on pages 29-42.

The purpose of this proposal is a follow-up to the September 16 Commission meeting and request that the SAWPA Commission discuss and consider funding one or two Riverside County Park ranger positions for a period of three (3) years. The cost would be shared equally among the five (5) member agencies. This recommendation stems from a previous presentation by the Riverside County Parks and Open Space District, which provided an overview of their Santa Ana River Bottom Collaborative Workgroup and highlighted the need for additional ranger support in an 8-mile stretch of the Santa Ana River corridor.

Currently, San Bernardino Valley Municipal Water District (Valley District) funds four (4) rangers, one maintenance worker, and a portion of a manager's time to manage their own mitigation areas within the river corridor. These areas support habitat restoration efforts related to a regional Habitat Conservation Plan, which involves several of the member agencies. The proposed ranger positions would extend patrol and management coverage to the broader area managed by Riverside County Parks, addressing site cleanup, homeless outreach, coordination with partner agencies, invasive species management (such as Arundo Donax), public safety, and support for biological monitoring.

The annual cost of one ranger is approximately $180,000, which would amount to $36,000 per year for each agency if the cost is split in five ways. Over a three-year period, the cost per agency would total about $108,000 for one ranger, or $216,000 for two. These expenses are not currently included in SAWPA's adopted two-year budget but could be accommodated with justification.

Funding these positions would provide direct benefits to the member agencies by improving habitat conditions, enhancing safety along the Santa Ana River Trail, supporting key water monitoring infrastructure, and ensuring continuous ranger coverage in the entire 8-mile area. Riverside County Parks has expressed a need for additional staffing capacity due to past budget constraints and increasing operational demands.

Commissioner Botello inquired about breaking down the safety benefits of having rangers in the watershed in more detail.

Mr. Achimore noted that there’s data showing 165 encampments, although it’s a couple of years old, many of these encampments are still present. The key safety point is that if an encampment is removed, a continued presence along the river is necessary because, as Riverside County Parks and their partners have noted, encampments often return. Each time an encampment reappears, it requires a renewed effort to establish contact with those involved and to clean up the site.

In discussions with Valley District, they view funding for rangers as a valuable long-term investment in maintaining this ongoing presence. While there are multiple tributaries and specific hotspots, they emphasize the need for broad, continuous coverage of the entire area. Open spaces like this require a comprehensive approach to ensure safety and prevent recurring issues.

Riverside County Parks is a strong safety partner because they have established relationships with other county agencies, such as mental health services, fire departments, and other essential resources. Their ability to coordinate with these agencies enhances the overall management of open space and helps address the complex safety issues that come with large, accessible areas.

Commissioner Botello noted that as we anticipate expanding the work of OWOW and the Task Forces within the watershed, it’s important to recognize that habitat restoration is a shared responsibility. While Valley District is taking the lead in many of the restoration efforts, all of us depend on the permitting and mitigation that come from those efforts. This is a collaborative, ongoing process that spans the entire watershed, and it's crucial for ensuring the health and sustainability of the ecosystem across both the upper and lower watershed.

Given this, there’s value of having rangers in the watershed. Rangers play a vital role in supporting and protecting the ongoing work of OWOW and Task Forces and all the agencies involved in restoration. Their presence provides not just safety and security, but also continuity ensuring that the efforts being made at the upper watershed can be continued and supported all the way downstream.

Mr. Achimore noted that this area of the river is important because it contains perennial water, which creates a unique connection between the various projects and interests of the member agencies and other water agencies. A significant factor uniting this region is the need to mitigate the impacts of water resource projects. To do this effectively, open space and habitat restoration are essential components to offset the environmental effects of these projects. The work being done is critical for habitat conservation that aligns with the mitigation requirements for these water projects. Additionally, it's worth noting that all involved agencies are working with the same federal agency, the U.S. Fish and Wildlife Service, and the same regional water quality board. This shared regulatory oversight further binds the member agencies and strengthens the collaborative approach to managing the watershed.

Commissioner Paule inquired about SAWPA’s assets in the area, specifically in terms of physical infrastructure. Does the Brine Line fall under the area? Mr. Achimore noted that the Brine Line does not cross the river in this area, nor do any of SAWPA's hard assets. The land that SAWPA owns is located closer to the Colton area and downstream near Prado, there are none in this specific area of the river.

Commissioner Hall appreciated all the positive aspects and the benefits, and asked Mr. Achimore to outline some of the risks and potential liabilities associated with having a ranger in place.

Mr. Achimore stated that he would need to follow-up on the specific liability details regarding having a ranger in the area and what that would mean for SAWPA. An agreement would be put in place with certain liability protections included, but he'll need to confirm the specifics.

Commissioner Bilodeau reported that OCWD owns miles of open space along the Santa Ana River and spends hundreds of thousands of dollars on private security services to prevent homeless encampments from establishing residency along those rights-of-way. They work closely with the City of Anaheim, City of Orange, the Orange County Sheriff's Department, and Huntington Beach Police Department to keep encampments from forming.

That said, OCWD would not support funding the policing of open spaces in Riverside County. Managing these efforts is a responsibility that falls under the Riverside County Parks Department and the Riverside County Sheriff's Department. All of us struggle with managing homeless encampments, and if we start funding efforts outside our own jurisdiction, particularly in other counties, it could become unmanageable. This is a constant challenge one that can be managed but not fully resolved.

Alternate Commissioner Dennstedt asked how many rangers Riverside is currently funding for this area. Are the rangers directly involved in removing Arundo? How do you track the effectiveness of the work, as mentioned in the slides from earlier? And, most importantly, is this funding already included as a line item in SAWPA's current budget?

Mr. Achimore reported that this item is currently not in the approve budget since the budget was approved in April. As for Arundo removal, from discussions with Riverside, it's not their primary focus. The rangers do provide patrol and establish a presence in the area before the biologists go out to actually perform the removal. Regarding how many rangers are patrolling the 8-mile area, it's just the Valley District rangers, but can confirm.

For metrics and deliverables, we would ask Riverside to provide detailed reports as part of their invoicing, which would be either monthly or bi-monthly. Staff would request information such as: How many instances of certain activities occurred? How many hours were spent patrolling the 8-mile area during that period? These details would be part of the regular invoicing and reporting process.

Alternate Commissioner Dennstedt noted that the Sheriff's Department has a homeless outreach team that actively works in the area, and code enforcement also plays a significant role in outreach and cleanup efforts as part of the county's funding. I believe managing these efforts falls squarely within the responsibility of those agencies, and I wouldn't want to interfere with their work.

Rangers, on the other hand, have a specific job role and scope of services that they provide, which is how the public perceives them and interacts with them. I'm not sure this aligns with the broader messaging of what we need to achieve in terms of homeless outreach.

This is just a general comment from my perspective, having worked closely with the Sheriff's Department and code enforcement on homelessness issues. These are clearly within their jurisdiction, and they are typically very focused on handling them independently. In fact, they sometimes prefer not to collaborate with other agencies in this area.

Alternate Commissioner Harrison noted that the rangers are working closely with the Sheriff's Department and various Riverside and San Bernardino County agencies. This is a coordinated effort, not a solo operation. They've removed over 100 encampments, including vehicles and debris. Their presence acts as a deterrent and strengthens community relationships. The rangers are employed by Riverside County Parks, with full support and coordination from other agencies, and their efforts have been highly effective.

Commissioner Hall emphasized that she's in full support because the rangers serve as a strong deterrent. Their regular presence in the area helps prevent new encampments from forming. When individuals do attempt to set up camps, the rangers are able to engage with them, build trust, and guide them toward better alternatives. For these reasons, she's in favor of accepting staff's recommendation.

Chair Gardner asked if the rangers have any enforcement authority off county parks property? Mr. Achimore noted the 8-mile area isn't entirely owned by Riverside County Parks or the county itself. The land is actually owned by the state of California, with a 50-year maintenance and management agreement in place, which gives them enforcement authority over it. There are also other areas within this space, including some city-owned properties

Chair Gardner shared that three years ago, SAWPA conducted a study on the impact of the homeless population on water quality in the Santa Ana River. The study found that the impact was minimal. At that time, large encampments, such as those near Anaheim Stadium, were still in place, and the program we have now didn't exist. There were likely more encampments in the river than compared to now. He expressed concerns about using SAWPA funds for this effort being that it's not SAWPA's role. SAWPA doesn't own or manage any resources in this area. If the goal is to improve water quality, the wild pigs, according to the SAWPA study, have a bigger impact on water quality than the people, their animals, and the debris they bring, and there's definitely a lot of debris and it does not fall under SAWPA's responsibility.

Karen Williams informed the Commission that this isn't included in the current budget, and there are no funds for it now. If this passes, SAWPA would need to bill the agencies individually for the additional costs for the next two years. Starting in the third year, it would be included in the member agency contributions, and it would be added to the budget then.

Commissioner Bilodeau stated that OCWD will not fund this activity. It's simply not within the scope of their water districts. The responsibility falls to the County of Riverside and the Riverside County Parks Department, as they receive property tax revenue for this purpose. He understands it's a tough situation, and we all face challenges, but funding homeless services and security in Riverside County is not something OCWD should be taking on, their ratepayers would not support it.

MOVED, to authorize funding for two Riverside County Regional Park and Open-Space District (RivCo Parks) Ranger positions for a period of three years, with costs shared equally among the five member agencies.

Result:	Failed by Roll Call Vote (2-3)
Motion/Second:	Hall/Botello
Ayes:	Botello, Hall
Nays:	Bilodeau, Gardner, Paule
Abstentions:	None
Absent:	None

B. REQUEST FOR PROPOSALS FOR STRATEGIC PLAN DEVELOPMENT (CM#2025.72)

Karen Williams provided a presentation titled SAWPA Strategic Plan Request for Proposals (RFP), contained in the agenda packet on pages 135-145.

Ms. Williams provided a brief overview of SAWPA's last adopted strategic plan in 2011, with an update in 2016. Since that time, there have been changes in commission leadership, evolving water management challenges, and shifting regional priorities. As a result, a comprehensive redevelopment of the strategic plan is needed.

The purpose of the RFP is to engage member agencies, stakeholders, and staff in establishing a set of shared goals. This process will reaffirm or redefine SAWPA's mission, vision, and values, identify strategic priorities, and set measurable goals for SAWPA, including the brine line.

The scope of work for the project includes a project kickoff and work plan, stakeholder engagement (which will involve discussions with the Commission, General Managers, staff, and other partners as necessary), and a review of SAWPA's mission, vision, and values. It will also involve setting strategic goals and priorities, as well as developing an implementation and monitoring framework.

Additionally, the final strategic plan will be delivered in both PDF and editable formats, along with a final presentation. The proposed schedule for the RFP process is subject to approval and is expected to be released today. If interviews are required, they will be conducted by December 1st, and the Commission will consider awarding the contract on December 16th. Evaluation criteria for proposals will include experience with similar projects, understanding SAWPA's needs and approach, cost, and the overall value of the proposed services.

Ms. Williams noted that the RFP has been reviewed by the General Managers, and their feedback has been incorporated. The recommendation is for the Commission to authorize SAWPA to issue the RFP for the strategic plan development. There was no discussion.

MOVED, to authorize staff to issue a Request for Proposal (RFP) for Strategic Plan Development.

Result:	Adopted by Roll Call Vote
Motion/Second:	Hall/Botello
Ayes:	Bilodeau, Botello, Gardner, Hall, Paule
Nays:	None
Abstentions:	None
Absent:	None

C. SAWPA 50th ANNIVERSARY CELEBRATION – PROPOSED PROJECTS (CM#2025.73)

Karen Williams provided a presentation titled SAWPA 50th Anniversary Celebrating Five Decades of Watershed Collaboration, contained in the agenda packet on pages 177-188.

This year marks SAWPA's 50th anniversary, and while the planning is a bit behind schedule, staff is excited to celebrate the significant milestone. The purpose of the celebration is to honor SAWPA's 50 years of legacy, recognize key achievements over the decades, and share a vision for the future.

Some of the key components of the celebration include the creation of a commemorative book and e-book, which will cover SAWPA's history, key events, and milestones, along with a timeline and photographs. Staff is also planning to produce a 10-15 minute anniversary video, which will feature archival footage and interviews with key people, including commissioners. Additionally, staff is considering hosting a luncheon event to premiere the video and distribute the commemorative book.

For the commemorative book, a detailed outline has been provided, which includes an overview of SAWPA's history, and a timeline of significant events. The book will be organized by decade, beginning with the origins of SAWPA in 1969 and the agreement that formed the organization. Each decade will highlight key milestones such as the construction of the brine line in the 1980s, innovative partnerships in the 1990s, grant funding initiatives in the 2000s, the launch of OWOW in 2010, and key accomplishments in the 2020s. The book will conclude with reflections from current and past members of SAWPA and a look toward the future.

Similarly, the anniversary video will follow a similar structure, with a focus on each decade from 1969 through the 2020s, culminating in a closing segment that reflects SAWPA's journey and future vision. The video will be shown during the luncheon event.

Ms. Williams referenced the slide of the anniversary logos designed, and seek'd feedback to determine which design resonates most. The Commission reached a consensus in favor of option C. One suggestion was made to increase the font size of the byline at the bottom, which reads "Santa Ana Watershed Project Authority," so it stands out more clearly.

The proposed timeline is to finalize the content and select vendors for the commemorative book and video by the end of October. Separate committees have already been formed for each project, and initial meetings have taken place. Quotes for the video have been received, and staff is ready to begin bringing in consultants for both the video and the book.

Ms. Williams mentioned that commissioners may be asked if they'd like to participate in the anniversary video. A script is included in the packet with suggested lines for commissioners, The video will aim to feature current and possibly past commissioners, General Managers, and other key figures from SAWPA's history, depending on availability.

There was a suggestion to identify the longest-serving commissioner who is still active or available to participate, as it would be meaningful to include them in the process.

Commissioner Botello highlighted the significance of celebrating SAWPA's 50th anniversary, recognizing it as a major milestone for the organization. The 50th anniversary provides an opportunity to propose ideas that not only acknowledge past accomplishments but also set a hopeful and forward-looking tone for SAWPA's future.

Discussion ensued on venue locations for hosting the luncheon. It was noted that holding the anniversary event at the Mission Inn could be a significant cost, and the budget should be reviewed to determine whether additional funds would be required to cover the expenses. Alternative venues were suggested, including locations that are more affordable, such as Citrus Heritage Park, Crestmore Manor, or March Field Air Museum. Staff were encouraged to research a range of potential venues, considering both the costs and available catering options, and to provide the Commission with a breakdown of the estimated costs. Another suggestion was to consider utilizing the front parking lot and highlighting the green area.

It was concluded that staff have received directions to move forward with the proposed plan and to report back with updates when ready. No formal action was taken on this agenda item.

7. INFORMATIONAL REPORTS

Recommendation: Receive for Information.

A. COMMUNICATIONS REPORT

Presenter: Karen Williams

B. GENERAL MANAGER REPORT

Karen Williams informed the Commission that the OWOW Steering Committee will be attending a tour of the Orange County Regional PFAS Groundwater Treatment Program and the Groundwater Replenishment System Expansion. Lo Tan from the Orange County Water District will be leading the tour, and Ms. Williams extended the invitation to the Commissioners. Staff are currently working to finalize the dates for the tours and will provide further details once they are confirmed.

C. CHAIR'S COMMENTS/REPORT
There were no Chair comments received.

D. COMMISSIONERS' COMMENTS
There were no Commissioners' comments received.

E. COMMISSIONERS' REQUEST FOR FUTURE AGENDA ITEMS
There were no requests for future agenda items.

Chair Gardner recessed the meeting at 10:25 a.m. for Closed Session.

8. CLOSED SESSION

A. THREAT TO PUBLIC SERVICES OR FACILITIES
Consultation with Thomas S. Bunn, Commission General Counsel

9. CLOSED SESSION REPORT
Chair Gardner resumed the Open Session at 11:07 a.m. and Legal Counsel, Thomas S. Bunn announced that the Commission received a report from Counsel; no reportable action was taken on Agenda Item No. 8.A.

10. ADJOURNMENT
There being no further business for review, Chair Gardner adjourned the meeting at 11:08 a.m.

Approved at a Regular Meeting of the Santa Ana Watershed Project Authority Commission on Tuesday, October 21, 2025.

____
Mike Gardner, Chair

Attest:

____
Sara Villa, Clerk of the Board

COMMISSION MEMORANDUM NO. 2025.74

DATE: October 21, 2025

TO: SAWPA Commission

SUBJECT: Updated Personnel Handbook Approval

PREPARED BY: Shavonne Turner, Administrative Services Manager

RECOMMENDATION
It is recommended that the Commission approve the updated and revised Personnel Handbook.

DISCUSSION
The Personnel Handbook contains many of SAWPA's core employment policies. It serves as a policy statement by the agency, a reference for employees, and an orientation tool for new staff. As part of our annual review, we are presenting updates that reflect recent legal requirements and align the Handbook with current agency practices.

The Handbook was last updated and approved on June 4, 2024. The proposed updated Handbook was reviewed by CPS HR Consulting and Lagerlof LLP.

The changes are summarized as follows:
- Updated policies to comply with recent legislation, including FEHA, SB 616, SB 1100, AB 524, AB 2499 and SB 848.
- Clarified holiday and leave provisions for consistency, equity, and alignment with current practice.
- Combined and streamlined the Remote Work and Off-Site Work policies to reflect current agency expectations.
- Updated meal and rest break language to reflect flexibility.
- Revised performance evaluation, interim pay, and management leave payout processes to align with current procedures and terminology.
- Updated driving and personal vehicle use requirements for risk management and insurance compliance.
- Conducted general housekeeping, including clarity improvements, language consistency, and updated Appendix 1 (position list).

RESOURCE IMPACTS.
None.

Attachments:
1. Personnel Handbook 2025 (redline version)

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~~Santa A~~SANTA ANA WATERSHED PROJECT AUTHORITY

PERSONNEL HANDBOOK

Amended and Adopted on ~~June 4, 2024~~XX
(This Personnel Handbook supersedes all previously adopted Personnel Handbooks)

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I. HANDBOOK OVERVIEW AND INTERPRETATION

1. Welcome!

Welcome! As an employee of the Santa Ana Watershed Project Authority (SAWPA), you are an important member of a team effort. We hope that you will find your position with SAWPA rewarding, challenging, and productive.

SAWPA was formed in 1968 to plan and build facilities to protect water quality in the Santa Ana River Watershed. The organization is a joint powers authority (JPA) composed of five major water/wastewater districts ("member agencies") located in the Santa Ana River Watershed: Eastern Municipal Water District, Inland Empire Utilities Agency, Orange County Water District, San Bernardino Valley Municipal Water District, and Western Municipal Water District.

The Santa Ana River is the largest stream system in southern California. The river begins high in the San Bernardino Mountains and flows over 100 miles southwesterly where it discharges to the Pacific Ocean in Huntington Beach. The Santa Ana River Watershed, which receives an average annual rainfall of about 13 inches, covers over 2,840 square miles of widely varying terrain. This area includes parts of San Bernardino, Riverside, and Orange Counties, and a small portion of Los Angeles County.

2. Organization

The affairs of SAWPA are governed by a Commission, composed of representatives from each of the five member agencies. The General Manager is directly responsible to the SAWPA Commission for the administration of policies established by the governing board. To assist the General Manager, SAWPA employs a staff consisting of administrative, technical, and other personnel as required to support agency priorities and activities. All references to the General Manager shall include the General Manager's designee(s).

3. Right to Revise the Personnel Handbook

This personnel handbook contains the employment policies and practices of SAWPA in effect at the time of publication. This document defines and describes policies and procedures for employees of SAWPA. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

SAWPA 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 approved by the Commission.

Any written changes to this Handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

Nothing in this personnel handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment or any other benefits for any employee. This Handbook is not an employment contract, and signing an

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acknowledgement of receipt of this handbook is not the execution of a contract.

Your supervisor or manager will be happy to answer any questions you may have.

II. INTRODUCTION TO EMPLOYMENT

1. Equal Employment Opportunity

SAWPA is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the most qualified persons in every job. SAWPA policy prohibits unlawful discrimination based on race, color, creed, religion, national origin or ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), marital status, registered domestic partner status, veteran or military status, political affiliation, workers' compensation history, pregnancy, childbirth, breastfeeding, or related medical conditions, sex, gender, gender identity, gender expression, sexual orientation, age (40 years or older), reproductive health decision-making, or any other characteristic protected by federal, state, or local law, ordinance, or regulation~~on race, color, creed, gender, gender identity, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws~~. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such unlawful discrimination is **prohibited**.

SAWPA is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to **all** persons involved in SAWPA operations and prohibits unlawful discrimination by any employee of SAWPA, including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, SAWPA will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact SAWPA Human Resources and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. SAWPA then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform their job. SAWPA will attempt to identify possible accommodations, if any, that will help eliminate the limitation. SAWPA will take every opportunity to ensure that reasonable accommodations are made, without imposing undue hardship.

If you believe you have been subjected to any form of unlawful discrimination, submit a written or verbal complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the General Manager. SAWPA will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

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If SAWPA determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense up to and including termination. Appropriate action also will be taken to deter any future discrimination. SAWPA will not retaliate against you for filing a complaint in good faith and will not knowingly permit retaliation by management employees or your coworkers.

2. Employment Conditions

Applicants and employees must provide the necessary documentation to prove identity and the right to work in the United States in accordance with Federal Immigration and Naturalization laws. Failure to provide such documentation will result in disqualification from selection and/or immediate termination. All new employees must complete the onboarding process. Employees have up to 72 hours from their first date of employment to produce acceptable I-9 documentation. Failure to do so will result in termination.

Employment of any applicant requires the approval of the General Manager, and all letters conveying an offer of employment and/or terms and conditions of SAWPA employment, shall be specifically approved and signed by the General Manager.

The SAWPA JPA authorizes the SAWPA Commission to employ staff under the following language:

> *Duties of Officers and Employees. Each and all (SAWPA) officers, employees, and assistants shall serve at the pleasure of the Commission, and shall perform such duties and shall have such powers as the Commission may determine.*

3. At-Will Employment Status

SAWPA personnel are employed on an at-will basis. Employment may be terminated with or without cause, without a right to a review or an appeal (except as provided for in the Disciplinary Action Section on page 39), and with or without advance notice at any time by the employee or SAWPA. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of SAWPA has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the SAWPA Commission has the authority to make any such agreement, which is binding only if it is in writing.

4. Introductory Period

Every regular employee shall serve an introductory period of six months, exclusive of time off for leaves of absence. During this time, the employee's job-related skills, knowledge and abilities, and overall job performance shall be evaluated to help determine whether or not continued employment will be offered. Effective on the first day of the month following completion of the introductory period, and if the employee's performance has been satisfactory and their retention is approved by the General Manager, the employee shall be considered thereafter a regular employee of SAWPA. At the completion of the introductory period, the employee's supervisor may conduct a written evaluation.

During the introductory period, an employee will accrue vacation and sick leave benefits; however,

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vacation benefits cannot be taken until and unless the employee completes the introductory period and becomes a regular employee, and sick leave cannot be taken until after ninety (90) calendar days. The General Manager may grant exceptions to this restriction for extenuating circumstances. The General Manager may extend the introductory period up to an additional one-year upon discretion. As with full-time employees, during the introductory period, an employee may be terminated by the General Manager at any time, with or without cause, with or without notice, and without right to review.

5. Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or SAWPA. Your cooperation and assistance in performing such additional work is expected.

SAWPA reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

6. New Positions

The General Manager is authorized to establish new positions where required in the conduct of SAWPA's affairs, subject to the approval by the SAWPA Commission.

7. Recruitment and Hiring Authority

The SAWPA Commission shall expressly authorize and participate in the recruitment and selection of the General Manager, Deputy General Manager, and ~~Executive~~ General Counsel. Filling of all other vacant positions, up to the number of positions and cost budget approved in the annual budget, are at the discretion of the General Manager.

8. Definitions

A. Contract Employee

An individual who is temporarily employed by entering into a written Employment Contract for a specified period of time no more than 12 months, as approved by the General Manager is a "Contract Employee". Contract employees only are eligible for those benefits as provided for in the written Employment Contract. CalPERS participation is available if a Contract employee works 1,000 hours or more in a fiscal year. A contract employee's contract may be extended after 12 months, if there is additional work to be completed.

B. Exempt Employees

Exempt employees are defined as employees who, based on duties performed and manner of compensation, shall be exempt from the Fair Labor Standards Act (FLSA) and from California state law overtime rules.

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Exempt employees shall be paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of hours worked. Exempt employees are not eligible to receive overtime compensation or compensatory time off, and are not required to adhere to strict time, recordkeeping, and attendance rules for pay purposes. The current fiscal year positions (and their exempt/non-exempt status) are listed in **Appendix 1**. This Appendix may be updated at least annually.

C. Interns

Interns are defined as current students at accredited schools living within a reasonable commuting distance of SAWPA (during the time of internship) and working towards a degree that is relevant to the activities of SAWPA.

Interns are treated as part-time, temporary SAWPA employees and are subject to relevant labor laws in the State of California. Interns are budgeted positions and are approved by the General Manager prior to hire.

Interns may work no more than 960 hours in a fiscal year (July 1 – June 30). Interns also may not work more than 18 months before their term of service expires. These quantities may be less, if so stated in the *Offer of Employment* letter. At the discretion of the General Manager, an intern may be offered additional terms of service.

The intern's work schedule must be kept current with the intern's supervisor. Typically, interns are expected to average 20 hours per week, but this may be modified to suit Agency needs and the intern's schedule/availability.

The standard rate of pay for interns will be set at the current minimum hourly wage. At least once every two years, as part of the annual budget process, the General Manager will review the rate and determine whether or not an adjustment to the standard rate is appropriate. Adjustments are based on keeping in line with intern pay schedules at member agencies or other nearby local/state government agencies; these adjustments are not merit based.

Interns are not eligible for vacation or holiday time, or any other benefits as defined in this handbook, except for sick leave.

If requested by the intern, SAWPA will work with accredited colleges/universities to provide internship credit. The intern or university faculty advisor will be responsible for providing all necessary documentation or requirements for credit to the respective SAWPA Department Manager.

Interns will work on-site at SAWPA unless provided for by agreement between the Department Manager and the Intern. The Internship/Offer Letter to an individual may include other provisions not specified in this section.

D. Non-Exempt Employees

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Non-exempt employees are defined by and covered by the requirements of FLSA and California state law.

The current fiscal year positions (and their exempt/non-exempt status) are listed in **Appendix 1**. This Appendix may be updated at least annually.

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E. Staff Augmentation

SAWPA may contract with Personnel Services Firms and/or Temporary Labor Firms to augment staffing needs. The General Manager may authorize these staffing needs within budget as authorized by the SAWPA Commission or as authorized separately by the SAWPA Commission. Appropriate measures should be taken to ensure that such personnel are governed by agreements/contracts entered into by SAWPA, and that they are not considered employees, and that they have no rights to benefits as defined in this document.

F. Part-time Employee

An employee that is employed to work less than 35 hours per week in an authorized position on a year-round basis is classified as a part-time employee. Part-time employees are not eligible for medical, dental/vision insurance and tuition reimbursement.

CalPERS participation is available to part-time employees if they are scheduled to work or they have worked 1,000 hours or more within a fiscal year, as provided for in the California Public Employees' Retirement law (Government Code, Section 20305).

G. Regular ("Full-time") Employee

An employee that has served the required introductory period satisfactorily and is employed to work 2,080 hours a calendar year in an authorized position on a year-round basis is classified as a regular employee. Regular employees are entitled to certain benefits including vacation, sick leave, holidays, and are eligible for group insurance and participation in the CalPERS Retirement System.

9. Employment of Relatives

Because of the nature of SAWPA's small organization and operations, relatives of SAWPA personnel may not be hired if such employment would pose problems with respect to conflicts of interest, supervision, safety, security, or morale. It is the policy of SAWPA to prohibit the appointment or continued employment of an individual under the direct or indirect supervision of a relative. Relatives may not work under the same immediate supervisor, nor in such close proximity that one relative checks or completes the work or financial operations performed by another. For purposes of this policy, a "relative" is defined as: spouse, registered domestic partner, child, stepchild, parent, brother or half-brother, sister or half-sister, grandparent, grandchild, and siblings or half-siblings of the employee's spouse or registered domestic partner.

If co-employees of SAWPA become relatives, the General Manager will assess the individual work situation and will make a reasonable effort to assign job duties so as to minimize the problems of conflicts of interest, supervision, safety, security, or morale. The General Manager shall attempt to match reasonably the severity of the employee's actions to the individuals to the degree of risk and the significance of the potential harm involved. If potential conflicts of interest exist, SAWPA retains the right to disqualify one party to the relationship for a position privy to confidential matters who has a relative already in the Agency's employment, when such relationship could result in the compromise of confidential information.

If co-employees marry (or enter into a relationship similar to marriage, including a registered domestic partnership), or become related by marriage, SAWPA will make reasonable efforts to assign job duties so

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as to minimize problems with supervision, safety, security and morale following completion of the assessment discussed above. If such efforts prove to be unsatisfactory, SAWPA reserves its right to transfer, terminate, or reassign said employee, as may be appropriate to alleviate the concern.

III. WORK SCHEDULE; WAGES AND HOURS

1. Payment of Wages

A. Biweekly Pay Periods

All employees of SAWPA are paid every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on the last day worked before the holiday.

If you observe an error on your pay stub, please report it immediately to Finance.

Your earnings and itemized deductions are available in writing prior to deposit (via direct deposit) into your designated bank account(s). The General Manager must approve paychecks in advance issued for any reason on any other schedule.

Please refer to the Leaving SAWPA section on page 60 for information on final paychecks.

Compensation will be made by the use of direct deposit. Changes to your direct deposit information must be submitted using the employee self-service portal at least five (5) days before the pay date.

B. Timekeeping Requirements

Accurately recording time worked is the responsibility of every employee. Federal and state laws require that SAWPA keep accurate and complete records of time worked in order to calculate employee pay and benefits.

Each employee shall maintain timesheets weekly. A timesheet is the source document for recording work and other leave history for each pay period. It also documents the distribution of time to various SAWPA projects. Staff shall, under no circumstances, charge time to efforts they do not work on or are not authorized to work on.

Altering, falsifying, tampering with time records, or recording time on another employee's time sheet may result in disciplinary action, including termination of employment. Each employee's time sheet shall be accurately completed before the end of the workday each workweek, and submitted for review and verification by the employee's supervisor.

It is the responsibility of each employee to submit their own timesheet thereby certifying the accuracy of all time recorded, and certifying that the employee has complied with meal and rest break requirements. Department Managers will review and approve their staff's timesheets.

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C. Alternative Workweek

SAWPA allows two fixed Alternative Workweek schedules, a 9/80 Alternative Workweek schedule and a 4/10 Alternative Workweek schedule. For the 9/80 Alternative Workweek schedule, a calendar showing the non-working Fridays as well as observed holidays will be updated annually and distributed. For the 9/80 Alternative Workweek schedule, as described below, timesheets will account for 44 hours in weeks when the employee works on Friday and 36 hours in weeks when the employee does not work on Friday. This timesheet convention does not change the 40-hour per week work schedule, as described in this this section and in the Overtime section below. For the 4/10 Alternative Workweek schedule, as described below, timesheets will account for 40 hours each week.

Employees who would like to switch from one alternative workweek schedule to another are required to complete the Alternative Workweek Schedule Change Form. The signed form is submitted to Payroll and, if approved, the request will be processed in the next pay period. Employees may not change their schedules until they have been notified of the effective date by Payroll.

i) Work Schedule

4/10 Work Schedule**:** The work schedule consists of four 10-hour days worked Monday through Thursday.

9/80 Work Schedule: The work schedule consists of a two-week work schedule of eight nine-hour days and one eight-hour day allowing for the office to be closed every other Friday.

The standard workweek for all Employees shall consist of 80 hours in a two-week period. The General Manager may authorize employment on a different basis when required by the nature of the employment, or by the best interest of the Agency. For employees working a 9/80 work schedule, the workweek will end, and the next workweek will begin at the mid-point of the employee's shift on Friday. For all other employees, the workweek is defined to run from Sunday through Saturday. The workday ranges from 6:00 a.m. through 6:30 p.m. with at least a 30-minute meal period. Your schedule is set by your supervisor.

ii) Bereavement Leave

If an employee takes Bereavement leave between Monday and Thursday, it will be counted as nine (9) hours each day, or eight (8) hours if taken on a working Friday. Employees working a 4/10 will need to use 1 hour of vacation if Bereavement leave is taken Monday through Thursday.

iii) Jury Duty

Any full-time employee who is called to court or other qualified agency for jury duty shall be entitled to regular pay for those hours absent, supported by court-provided daily attendance slips, for a period of up to 80 hours.

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If an employee is required to serve jury duty, the number of jury duty hours will conform to the work schedule for that day.

In the event that an employee is required to serve jury duty on a non-working Friday, the employee will be given another day off, or ~~upon approval by the General Manager,~~ the time may be banked as an eight (8) hour vacation day.

iv) Observed Holiday Time

~~If an observed holiday falls on between Monday and Thursday, it will be paid at nine (9) hours. Employees working a 4/10 will need to use one hour of vacation if a holiday occurs Monday through Thursday.~~SAWPA observes designated holidays each year. Holiday pay will reflect the number of hours the employee is regularly scheduled to work on that day, based on their formally approved work schedule on file with Human Resources.

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- Alternative Work Schedules (e.g., 4/10, 9/80, etc.): If an observed holiday falls on a scheduled workday, the employee will receive holiday pay equal to the number of hours they are normally scheduled to work on that day (e.g., 10 hours for a 4/10 schedule, 9 hours for a 9/80 schedule, etc.).

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~~9/80 Work Schedule: If an observed holiday falls on a working Friday, it will be paid at eight (8) hours.~~

- ~~All alternative schedules:~~ If an observed holiday falls on a non-working Friday, the employee will be given another day off or~~, or upon approval by the General Manager, the non-working Friday~~ the time may be banked as an ~~earned vacation day of~~ eight (8) hour vacation day~~s~~.

v) Vacation Time

Vacation time is calculated as follows:

4/10 Work Schedule
- An employee will utilize 10 hours of vacation leave for each vacation day that occurs Monday through Thursday.

9/80 Work Schedule:
- If an employee takes a one-week vacation during the week of a working Friday, 44 hours of vacation will be deducted from the employee's vacation balance.
- If an employee takes a one-week vacation during the week of a non-working Friday, 36 hours of vacation will be deducted from the employee's vacation balance.
- If an employee takes one vacation day at a time, vacation days taken between Monday and Thursday will be counted as nine (9) hours each day or eight (8) hours if taken on Friday.

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D. Meal and Rest Periods

All employees must take periodic rest break periods, not-to-exceed fifteen (15) minutes for every four (4) hours of consecutive work, to be taken in the middle of each four-hour period. Rest periods shall be scheduled in accordance with the requirements of the department. Break periods shall be duty free, and are intended to be a break from regular work.

All employees who work more than five (5) hours in a workday are ~~required~~ encouraged to take at least a 30-minute meal period, and may not claim this time as paid time or overtime. When the workday is not more than six (6) hours, however, the employee and the Department Manager may mutually agree to waive this meal period. Employees will coordinate lunch break times with their Department Manager. Meal periods shall be duty free, are intended to be a break from regular work, and may be taken outside the workplace.

Employees are encouraged to take rest breaks and meal periods away from the regular work area.

Rest periods and meal periods may not be combined.

E. Overtime

The FLSA and amendments govern compensation for overtime. The FLSA classifies personnel into two classes: “exempt” and “non-exempt” employees. SAWPA personnel are divided into “exempt” and “non-exempt” categories, as listed in **Appendix 1**.

When operating requirements or other needs cannot be accomplished during regular working hours, employees may be requested and scheduled to work overtime hours. When practicable, advance notification of such mandatory assignments will be provided. **Overtime hours that will be billed to a project or program must have the approval of the project or program manager.**

Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work without regard for department or manager.

Overtime hours worked without prior authorization from the supervisor may result in disciplinary action, up to and including termination.

By law, non-exempt staff shall be paid for mandatory training. If this results in overtime, paid overtime versus compensatory time off (CTO) will be determined by the Department Manager if CTO is requested by the employee.

Because SAWPA operates on an Alternative Workweek Schedule, employees earn overtime and CTO differently than those on a traditional work schedule. Overtime and CTO are earned as follows:

Time-and-one-half

- All work performed in any workday beyond this schedule established by the Alternative Workweek Schedule, up to 12 hours per day.
- For all work performed beyond 40 hours per workweek as the workweek is defined in the Alternative Workweek section above.

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Double-time
Double time will be paid for all work performed in excess of 12 hours per day or in excess of 12 continuous hours.

Exempt employees are not eligible to receive overtime pay or CTO; however, exempt employees may be allowed administrative time off at the discretion of the General Manager.

i) Overtime Opportunities

When a Department Manager or Project Manager identifies a resource deficiency, they should consider the following factors in determining how to best rectify the deficiency:

- Available budget for the effort.
- Possibility for deadline and schedule changes.
- Task difficulty or specialization.
- Other departments' capacity to assist.
- Other departments' capacity to work overtime.
- Opportunity for assistance from member agencies or temporary firms.
- Total workload for the employee.
- Fair opportunity for staff from all departments, where qualified.
- Duration of the work effort and impacts to other projects.
- Cross training opportunities.

When scheduled overtime is approved, it shall be made available to any non-exempt staff capable of completing the work. Budget restrictions may require staff limit for upper-level staff working on such projects. In general, the lowest reasonable cost to the agency or project should guide the decision for staffing within the above policy and guidelines.

F. Compensatory Time Off (CTO)

~~An~~ A non-exempt employee may elect to accumulate compensatory time in lieu of overtime pay. Compensatory time will be at the rate of one and one-half (1.5) hours of compensatory time for every hour of overtime worked. A maximum of forty (40) hours of compensatory time may be accumulated in any fiscal year. If the accrued compensatory time is not used by the end of the fiscal year in which it is earned, it will be paid to the employee as overtime.

Any request of compensatory time will be permitted within a reasonable time of such requests, as long as it does not "unduly disrupt" normal Authority operations.

2. Attendance

An employee is obligated to report for each and every scheduled working day or shift, to report on time

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and to complete all scheduled hours.

- Being absent from or reporting to work after the scheduled beginning time requires the employee to properly notify the supervisor in advance and to utilize appropriate leaves for time not worked.
- Employees may make up missed time if it is within the same week, is between scheduled office hours, and approval is in writing. Otherwise a leave request for the missed hours needs to be approved.
- The department manager, or designee, is responsible for maintaining work schedules, approving overtime, and authorizing leaves.

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3. Pay for Mandatory Meetings/Training

SAWPA will pay employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandated by SAWPA.
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor.
- Employees who attend meetings, lectures or training programs will be compensated at their regular rate of pay.
- Any hours in excess of the workweek schedule will be paid at the appropriate overtime rate.

IV. SALARY AND PERFORMANCE

1. Salary Administration

The salary adjustment date for all positions (except the General Manager) shall be July 1st each year.

A. COLA

The SAWPA Commission may establish an annual Cost of Living Adjustment (COLA). The COLA change, if any, is effective only upon final approval by the Commission.

Only regular full-time and part-time employees are eligible for the COLA.

B. Merit Pool

The SAWPA Commission may establish a merit pool or other process for merit-based salary adjustments. The merit pool, if any, is administered based on employee performance and accomplishments, including consideration for exceptional performance and accomplishments.

Only regular full-time and part-time employees are eligible for a merit increase.

C. Bonus

A bonus may be given based on employee performance and accomplishments, including consideration for exceptional performance and accomplishments at the discretion of the General Manager, subject to budget availability.

D. ~~Acting~~ Interim Pay

Full-time employees assigned to work in a higher classification on a temporary basis (maximum 90 days) shall be compensated in the higher classification as determined by the General Manager. The assigned employee will assume all the duties and responsibilities of the higher classification ~~of the higher classification~~ during the interim period.

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Interim assignments do not include eligibility for benefits exclusive to the higher classification such as Management Leave or Car Allowance, unless expressly authorized in writing by the General Manager.

During the interim assignment, SAWPA will actively pursue recruitment efforts to fill the position on a permanent basis, unless the interim assignment is to support a temporary vacancy (e.g., extended leave of absence).

If, during this temporary assignment, the employee becomes eligible for any scheduled salary increase in the employee's regular classification, such increase shall maintain the differential. At the end of the ~~ ~~90-day interim period, a review will be conducted to determine whether to extend the assignment. Any extension beyond 90 days must be approved in writing by the General Manager and the employee.

Upon conclusion of the interim assignment~~temporary assignment~~, the employee shall return to their regular classification and salary with any merit or salary adjustment increases as appropriate.

E. Salary Range Assignments

All positions within SAWPA, with the exception of the General Manager, are assigned a salary range approved annually by the SAWPA Commission.

The General Manager will direct the creation of an annual salary range assignment table that is available to all employees on the SAWPA website and the common network drive.

F. Performance Evaluation

Your supervisor will evaluate your performance at least annually using SAWPA's designated online evaluation platform. The purpose of a performance evaluation includes, but is not limited to the following:

- Assess various performance factors such as work quality, timeliness, and other factors that are applicable to the position.
- Assess specific objectives accomplished or not accomplished.
- Recognize quality of work from excellent to poor.
- Define areas needing development or improvement.
- Provide a continuing record of an employee's performance.
- Serve as a guide for promotions, transfers, disciplinary and other personnel actions.
- Check on the accuracy of job descriptions and classifications.
- Establish short and long-term performance goals and objectives.
- Determine salary adjustments within salary ranges.

Completed performance evaluations will be routed and stored electronically through the online evaluation platform. ~~A completed Performance Evaluation will be signed by b~~Both the supervisor and employee ~~being~~ must sign the evaluation electronically. Final evaluations are

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reviewed ~~,~~ and approved by the General Manager, and ~~filed in~~ maintained in the employee's personnel file.

~~This~~ Performance ~~E~~evaluations will be used as justification for salary adjustments. ~~For any salary adjustments~~When applicable, the General Manager will complete a "~~Payroll Change Notice~~Personnel Action Form" with the original forwarded to the Finance Department, a copy to the employee, and one copy maintained in the personnel file.

G. Guidelines for Salary Increases Based on Performance

Salary increases will be based on work performance in the evaluation period. Subject to the Commission's budget approval, and delegation of authority to the General Manager, the employee may receive a salary increase for merit, promotion, and/or reclassification. Salary increases are given at the General Manager's discretion, based upon the performance and contribution of the employee, but at no time shall the net sum of the increase exceed the total annual merit pool as approved by the Commission.

H. Promotion

A promotion is defined as the elevation of an employee from one classification to another classification in a higher salary range. If an employee who is promoted to a position in a classification with a salary range minimum higher than the employee's current salary, the employee's salary will be increased to at least the minimum of the new salary range. Otherwise, an employee who is promoted may, at the discretion of the General Manager, be given a salary increase.

I. Classification Reduction

A reduction shall be the reassignment of an employee from one classification to another classification in a lower salary range.

If an employee's salary is reduced, that employee shall be placed in a salary closest to their current salary in the new range. In the event the employee's current salary exceeds the maximum salary of the new range, the General Manager may make a determination of a reduction to the employee's salary to the maximum salary of the new range.

J. Severance Pay

Employees normally will be considered eligible for severance pay if they have worked full-time regularly for at least one year and are terminated (i.e., laid off) because of a temporary or permanent reduction in the work force, budget reasons, or the elimination of the job or position. Employees normally will not be considered eligible for severance pay if termination is due to:

- Resignation.
- Misconduct.
- Normal retirement, employee-initiated early retirement.
- Permanent disability or death.

When severance pay is granted, eligible employees normally will receive not more than one week's straight time pay for each year of continuous service. In order to be eligible for

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severance pay, employees must sign a General Release. The General Manager has the discretion to grant severance pay to employees not covered by this policy.

Part-time employees and interns are not entitled to severance pay.

2. Personnel Records

You have a right to inspect your personnel file, as provided by law, in the presence of the General Manager or designee at a mutually convenient time. You may request copies of items, previously signed by you from the personnel file provided that it is done in writing and as permitted by law.

The General Manager and designated administrative staff have access to all employee personnel files. Department managers and supervisors have access only to personnel files for those employees they supervise unless there is a business-related need to review a file as approved by the General Manager.

SAWPA does not provide personnel data to others except as required by law, or as provided for in this section. A request for personnel-related information must be in writing and be accompanied by a signed release from the employee. The information provided may include the employee's hire date, a statement as to the current employment status, and the employee's present classification and salary. Requests for personnel-related information received over the telephone shall be limited to employment confirmation and the employee's hire date. A request for salary information for an employee must be in writing and be accompanied by a signed release from the employee.

Supervisors and managers shall refer all requests for personnel information to the General Manager.

3. Change of Personnel Status

Change of name, home address, home telephone number, driving record or insurance status, marital status, or the number of dependents must be promptly reported (within ten working days) by accessing the employee self-service portal. ~~or by submitting a request in writing by the employee to the Payroll Department and Human Resources~~.

V. EMPLOYEE BENEFITS

1. Vacation

A. Vacation Entitlement

Every full-time employee of SAWPA shall be entitled to vacation days in accordance with the following schedule. No employee shall use any vacation days until the successful completion of the introductory period. The General Manager has discretion to advance accrued vacation.

Employees are encouraged to take a vacation each year, using all unused vacation days accrued during the last year. However, it is recognized that work schedules and personal matters do not always make this possible. Prior Management approval of the vacation period selected by an employee is required and is governed by existing or contemplated workloads. Whenever possible, employees shall notify their supervisor at least thirty (30) days in advance concerning

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their proposed vacation plans by submitting a Request for Time Off in the employee self-service portal.

B. Vacation Accrual

For the first five years of employment, regular employees accrue nine hours of vacation for each full month worked, or 12 nine-hour workdays per 12 full months worked. One vacation day is equivalent to nine (9) hours. The General Manager is authorized to modify the amount of vacation earned up to one (1) additional week per year. Any change in the rate of annual vacation accrual shall take effect once approved.

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Employees with more than five (5) years of service accrue vacation time as described below:

Years of Service	Vacation Days
0-5 years	12
6 years	13
7 years	14
8 years	15
9 years	16
10 years	17
11 years	18
12 years	19
13 years	20
14 years	21
15+ years	22

Vacation accrual increases begin on the first day of the first pay period **after** completion of the year of service listed above. For example, an employee begins accruing 13 days per year on the first pay period after their fifth anniversary.

An employee may not accrue more than 324 hours total. Employees are encouraged to use their vacation and they cease accruing vacation when they reach the limits above. In December of each calendar year, employees may submit one irrevocable vacation cash out request form. The cash out request is capped at 50% of the vacation accrual for the following calendar year, i.e., if the vacation accrual in the next calendar year is 150 hours, the cash out is limited to 75 hours. Requests are subject to approval by the General Manager and budget availability.

Part-time employees accrue vacation on a pro-rated basis based on the actual number of hours worked.

When an approved holiday falls within a vacation period, an employee on vacation shall be entitled to the holiday pay.

C. Unused Accrued Vacation Leave Payout Provisions

Eligible employees terminating employment with SAWPA shall be compensated for unused accrued vacation time. When there is a death of an employee, payment for accrued vacation time shall be made to the employee's beneficiary based upon state laws.

2. Holidays

Immediately upon employment, full-time, limited-term and part-time employees are eligible for paid holidays. Holiday pay for a part-time employee is pro-rated based on a 40-hour week. The General Manager may elect to maintain a minimum staff on any holiday. When a holiday occurs on a Sunday, the following Monday will be taken as the holiday. Holidays falling on a Saturday are observed the preceding Friday. However, if the office is closed on the preceding Friday, the eight (8) hours (pro-rated for part-time employees) for the flex day will be added to the employee's accrued vacation.

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A. *Floating Holiday*

Each full-time, regular employee is entitled to take one floating holiday during the calendar year. Part-time employees are entitled to take a floating holiday, but the hours available will be pro-rated.

The floating holiday should be scheduled in advance with the employee's supervisor and is to be taken within the calendar year. If the floating holiday is not taken before December 31, nine (9) hours (pro-rated for part-time employees) will be paid out to the employee on the last paycheck of the current calendar year.

The floating holiday will be treated as any other holiday that SAWPA observes with regards to the number of hours claimed.

Please refer to the Alternative Workweek section on page 8 for more information.

B. *Holiday Schedule*

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The holiday schedule is as follows:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- One Floating Holiday

3. Employee Assistance Program

SAWPA maintains an Employee Assistance Program (EAP) to help employees who have personal problems, including alcohol and drug abuse, which impair or have the potential to impair their work performance. This service is strictly confidential. It is the employee's responsibility, however, to seek help. EAP assistance is also available for family emotional concerns, relationship issues, and financial and legal matters.

EAP may be contacted at (800) 999-7222, Option 2. EAP is open Monday-Friday, 7:00 a.m. to 5:30 p.m., Pacific Standard Time. Messages may be left after hours.

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4. Other Benefits

A. Medical Benefits

All full-time, including introductory, employees are eligible on the first of the month following completion of thirty (30) calendar days of service, for participation in the medical insurance plans of SAWPA, unless otherwise stated in the *Offer of Employment* letter. Part-time, contract employees, and interns are not eligible for medical benefits.

Currently, SAWPA sets a medical insurance cap annually to cover a portion of the medical premium. Contact Human Resources for the current year's medical insurance cap.

i) Medical Coverage for Retirees

Agency paid medical coverage for employees and their spouses, at time of retirement, shall be provided for retired employees who are age 58 or over and who have a minimum of 10 years of service with SAWPA on the same basis as provided to active employees. Employee must enroll in retiree health benefits without a lapse in coverage from their active coverage. As defined in SAWPA's insurance contract, when the retired employee or their covered spouse becomes eligible for Medicare, they must sign up for Medicare Part A and B. The retired employee or covered spouse will then be changed over to the ACWA JPIA Medicare Advantage plans. The premium for Medicare Part A (up to the current cap approved by the Commission) will be paid by SAWPA for the lifetime of the retiree. In the event the retiree dies prior to their spouse, the surviving spouse will continue to receive medical benefits. Retired employees who are age 58 or over who have had a break in service due to resignation or disability and who were subsequently rehired shall be eligible under the same terms if the combined years of employment equal a minimum of 10 years of service. **Retiree medical coverage does not apply to new active employees hired on or after July 1, 2005.**

Retirees will be offered the once per year opportunity to change plans during Open Enrollment, typically held in October/November. Changes made will be in effect for the duration of the following calendar year. Spouses not enrolled in coverage at the time of retirement are not eligible to be added later. If the retiree decides to terminate participation in the retiree medical plans, they will not be permitted to reenroll.

ii) Medical Benefits Continuation Coverage

Medical coverage for employees or dependents whose coverage would otherwise terminate due to qualifying events as defined by the Consolidated Omnibus Budget Reconciliation Act (COBRA) such as, but not limited to, termination, reduction of hours, or divorce, are eligible to continue their coverage for a specific period of time, as provided under COBRA, at their expense.

Upon hire, employees and dependents who are enrolled in a group plan sponsored by SAWPA are provided detailed information from the group provider regarding continuing coverage. It is the employee's responsibility to inform SAWPA, by accessing the employee self-service portal or in writing, (within ten (10) working days), of any change

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in the following: marital status, address, ineligible dependents or coverage under another group health plan.

B. Dental Benefits

All full-time, including introductory, employees are eligible on the first of the month following completion of thirty (30) calendar days of service for participation in the dental insurance plan of SAWPA, unless otherwise stated in the *Offer of Employment* letter. Employees and their dependents are not permitted to waive dental coverage.

i) Dental Benefits Continuation Coverage

Dental coverage for employee is the same as described above regarding medical insurance.

C. Vision Benefits

All full-time, including introductory, employees are eligible on the first of the month following completion of thirty (30) calendar days of service for participation in the vision insurance plan of SAWPA, unless otherwise stated in the *Offer of Employment* letter. Employees are not permitted to waive vision coverage.

i) Vision Benefits Continuation Coverage

Vision coverage for employees is the same as described above regarding medical insurance.

D. Life Insurance

All full-time employees are eligible, on the first of the month following completion of sixty (60) calendar days of service for participation in the life insurance and accidental death and dismemberment plan of SAWPA. Coverage includes up to two times the employee's annual salary, with a maximum coverage amount of $250,000. Presently, SAWPA pays the premium. Employees may apply and pay for additional supplemental life insurance through payroll deduction. It is the employee's responsibility to pay the supplemental portion of their coverage.

Basic and supplemental life insurance may be continued during a leave of absence. SAWPA will pay the basic life insurance premium.

E. Disability

Temporary disability, for other than on-the-job injury or illness, is covered by the California Employment Development Department. As a benefit, SAWPA pays the State Disability Taxes for regular employees.

SAWPA provides 100% Agency paid, long-term disability to regular employees who are disabled for longer than 60 calendar days with a 66-2/3% of an employee's monthly salary. (See the Your Group Long-Term Disability Booklet for further information).

F. Unemployment Insurance

All employees are covered under the State Unemployment Insurance Program.

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G. Public Employees Retirement System

SAWPA participates in the California Public Employees Retirement System (CalPERS). SAWPA's current PERS contract is 2% at 55, based on the highest year of compensation, for classic employees and 2% at 62 for PEPRA employees. PEPRA employees are subject to a required employee contribution rate that may increase in the future as determined by CalPERS.

H. Wellness Program

In an effort to promote good health and wellness of its employees, SAWPA offers a Wellness Program to cover a portion of out-of-pocket expenses for each employee per fiscal year for activities such as gym membership, smoking cessation programs, physical therapy etc. Employees must submit receipts on a standard SAWPA Expense Form, which are subject to the approval of the General Manager. The annual cap for such reimbursement is set forth in **Appendix 3**.

I. Professional Memberships

SAWPA may provide, at the discretion of the General Manager, payment for the cost of one membership in a recognized professional society per fiscal year per employee, as provided in **Appendix 3**. This limitation does not apply to the General Manager or to participation or memberships in associations, groups or societies when requested by SAWPA.

SAWPA will not provide payment for the cost of memberships in political associations or groups.

J. Deferred Compensation

SAWPA provides a 457 Deferred Compensation Plan through bi-weekly deduction. This plan is to provide additional retirement income to the employee. Contributions and management of the Plan are the sole responsibility of each employee wishing to participate in this Plan.

K. Lactation Accommodation

In compliance with Labor Code Section 1031, the SAWPA will provide any employee with a lactation room that is shielded from view, as well as access to a sink and refrigerator in close proximity to the employee's work area. SAWPA will provide additional break time to an employee to express milk as required by the Labor Code.

Any employee shall have the right to request lactation accommodation by submitting the request for such accommodation in writing to their supervisor or the General Manager. The request should be submitted at least thirty (30) days prior to the date when the accommodation will be required and must include an estimate of the length of time for which the accommodation is required. The request shall also include any facilities the employee will need in connection with the lactation accommodation in order to facilitate the employee's expressing and storage of milk. SAWPA will respond to any request for lactation accommodation within ten (10) days of receipt of the request, stating how it will accommodate the request. An employee has the right to file a complaint with the California Labor Commissioner if the Company violates the employee's right to such lactation accommodation.

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VI. LEAVES OF ABSENCE

1. Sick Leave

Sick leave is defined as absence from duty caused by illness, injury, medical or dental visits, blood donations, pregnancy, or for the diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee or the employee's family member. Family member is expanded to include a designated person. A designated person is any individual related by blood or whose association with the employee is the equivalent of family relationship. The designated person is to be identified at the time the employee requests leave and employees are limited to one designated person per 12-month period. It is not an earned right to take time off from work. Employees shall not assume that absenteeism is permissible merely because they have sufficient sick leave to cover all or a portion of their time off. SAWPA will determine whether or not sick leave is being abused, or if it is disruptive to the daily business activity, co-workers or department.

A. Sick Leave Accrual

Every full-time employee of SAWPA will accrue one (1) day of sick leave per month. One day is equivalent to nine (9) hours. The General Manager may approve an advance of up to three (3) days of sick leave if the employee does not have enough accrued leave to cover an absence due to illness.

An employee shall not accrue sick leave credit during any month in which the employee is absent without pay for more than six (6) full working days. In the event an employee is required to work part-time by direction of a physician, sick leave credit shall be prorated. Sick leave will continue to accrue if an employee is absent due to an injury arising out of or in the course of employment and is receiving Workers' Compensation benefits.

~~Those employees and interns~~Part time employees and interns, while not eligible for sick leave under SAWPA's plan, are nonetheless entitled to sick leave under the Healthy Workplaces, Healthy Families Act of 2014 and Senate Bill 616 (effective January 1, 2024). Employees are entitled to one hour of sick leave for every 30 hours worked, for a total of 40 hours of paid sick leave per year. Unused sick leave may be carried over from one year to the next, up to a cap of 80 hours.

B. Sick Leave General Provisions

To qualify for sick leave, the employee must notify their supervisor no later than one-half hour after the beginning of the workday by reporting to the employee's supervisor or the General Manager.

The employee and the employee's supervisor shall be responsible for control of any abuse of the sick leave privilege.

In accordance with California law (SB 616), SAWPA will not require a doctor's note when an employee uses leave under the California Healthy Workplaces, Healthy Families Act. However, if there is objective information indicating that the leave is not being used for a valid purpose, documentation may be requested as permitted by law.

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~~For~~ If an absence~~s~~ ~~of~~ reaches five (5) consecutive working days ~~or more~~, SAWPA will evaluate whether the absence may qualify for state or federally protected leave (such as Family Medical Leave Act or California Family Rights Act). In such cases, particularly when the expected return-to-work date is unclear, SAWPA will initiate the leave of absence process and notify the employee accordingly. ~~a written request for leave and medical statement, on prescribed forms, stating the expected date of return must be submitted to the Department Manager and HR. Upon return to work, a written doctor's release must be submitted to the Department Manager and Human Resources.~~

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C. Sick Leave Pay Out Provisions

Upon an employee's termination (as defined on page 14) or in the event of death, unused accrued sick leave shall be paid to said employee or beneficiary (as defined by state law) on the following basis:

Length of Service	Percent of Unused Sick Leave Paid
1-5 years	15%
6-10 years	30%
11-14 years	45%
15 years and above	60%

Unused sick leave shall not be paid out in the event of termination for prohibited misconduct. This section sets forth administrative policy regarding sick leave pay out and does not alter the "at will" nature of employment.

2. Family and Medical Leave

This policy explains how SAWPA complies with the Federal Family and Medical Leave Act and the California Family Rights Act, both of which require SAWPA to permit each eligible employee, as described in subdivision A, below, to take up to twelve (12) work weeks of family and medical leave in any twelve (12) month period.

The following provisions set forth certain rights and obligations with respect to such leave. Rights and obligations, which are not specifically set forth below, are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA"), and the regulation of the California Family Rights Act ("CFRA"). Unless otherwise provided by this article, ~~"Leave"~~ "leave" under this article shall mean leave pursuant to the FMLA and CFRA.

A. **Eligibility.** If an employee has completed at least twelve (12) months of service with SAWPA, and has at least 1,250 hours of service with SAWPA during the previous 12-month period, the employee may request family and medical leave up to 12 weeks in a 12 month period. The 12 week leave allowance includes any time taken (with or without pay) for any of the following reasons:

i. To care for a newborn child of the employee or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude 12 months after the birth, adoption, or placement.

ii. Because of the employee's own serious health condition, including a serious health condition resulting from an on-the-job illness or injury, that makes the employee unable to perform their job at all, or unable to perform any one or more of the essential functions of their job. Excluded from this policy are disabilities caused by the pregnancy, childbirth, or related medical conditions, which ~~is~~are covered by SAWPA's separate pregnancy disability policy as set forth below.

iii. To care for a spouse, child, parent, domestic partner or child of a domestic partner, or a designated person with a serious health condition. A designated person is any individual

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related by blood or whose association with the employee is the equivalent of family relationship. The designated person is to be identified at the time the employee requests leave and employees are limited to one designated person per 12-month period.

iv. A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves:

(a) Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or

(b) Continuing treatment by a health care provider.

B. **Pay During Leave.** An employee on leave because of their own serious health condition must use all accrued sick leave and may use any or all accrued vacation at the beginning of any otherwise unpaid leave period. An employee on leave for childcare or to care for a spouse, parent, or child with a serious health condition may use any or all accrued vacation at the beginning of any otherwise unpaid leave. All other family care and medical leaves are unpaid leaves. The receipt of vacation pay, sick leave pay, or State Disability Insurance benefits will not extend the length of the leave. The employee does not continue to accrue vacation and sick leave during any period of unpaid leave.

C. **Health Insurance.** SAWPA shall maintain the employee's health coverage at the same level and under the same conditions that would have been provided if the employee had continued working. This means that if the employee's health insurance amount is above the current cap approved by the SAWPA Commission, SAWPA will continue to deduct the ~~over cap~~over-cap amount from the employee's supplemental check or if it was arranged previously that the leave is without pay, the employee shall be solely responsible for submitting payments on time of ~~over the cap~~over-cap amounts to SAWPA for continued coverage.

If the employee has elected to participate in any of the optional benefits SAWPA offers (Flexible Spending Accounts, Aflac, 457 Plans, or Voluntary Life insurance) their monthly premiums will be deducted from their supplemental check. If it was arranged previously that the leave is without pay, the employee shall be solely responsible for submitting payments on time for continued coverage in Voluntary Life insurance, 457 Plans, and Aflac; Flexible Spending Accounts will be suspended for the duration of any unpaid leave.

If you are on FMLA and are not eligible for continued paid coverage, or if paid coverage ceases, you may continue your group health insurance coverage through SAWPA in conjunction with federal COBRA guidelines by making monthly payments to SAWPA for the amount of the applicable premium. Contact the Human Resources Department for further information.

D. **Return to Work.** During a family care and medical leave, employees retain their seniority and employment status with SAWPA. Upon return from a requested family care or medical leave, SAWPA will make every effort to restore the employee to the same or comparable position held before going on leave. However, if the employee's position was eliminated during the leave, SAWPA does not guarantee re-employment.

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Employees returning from leave shall have no less seniority than they had when the leave commenced for purposes of layoff, promotion, job assignment, and seniority related benefits such as vacation. This policy applies to all employees. The policy set forth in subdivision 4, below, regarding returning to work from a leave of absence, shall apply to family care and medical leave, where applicable.

E. **Requesting Family Care and Medical Leave.** An employee should request family care and medical leave in writing to the General Manager. An employee should provide not less than thirty (30) days' notice, or such shorter notice as is practicable, for foreseeable childbirth, placement, or any planned medical treatment for the employee or their spouse, child, domestic partner or parent. Failure to provide such notice is grounds for denial of a leave request, except if the need for leave was an emergency or was otherwise unforeseeable. When possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt SAWPA's operations.

If family care and medical leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, parent, domestic partner or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

If family care and medical leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that SAWPA will grant a request for leave for this purpose of at least one day but less than two weeks duration on any two occasions.

An employee on family care and medical leave may not accept employment with any other employer without SAWPA's written permission. An employee who accepts such employment will be deemed to have resigned from employment with SAWPA.

3. Pregnancy Leave

Under the California Fair Employment and Housing Act ("FEHA"), if you are disabled by pregnancy, childbirth or related medical conditions, you are eligible to take a pregnancy disability leave ("PDL"). If you are affected by pregnancy or a related medical condition, you are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable.

The PDL is for any period(s) of actual disability caused by your pregnancy, childbirth, or related medical conditions up to four months (or 88 ~~work days~~workdays for a full time employee) per pregnancy.

The PDL does not need to be taken in one continuous period of time but can be taken on an as-needed basis.

Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth would all be covered by your PDL.

Generally, SAWPA is required to treat your pregnancy disability the same as SAWPA treats other

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disabilities of similarly situated employees. Consequently, PDL is unpaid leave.

You should give notice of your need for a pregnancy-related leave of absence as soon as you know, with reasonable certainty, the expected date on which your leave will begin. You should submit a Request for Leave of Absence. You are required to obtain certification from your health care provider of your pregnancy disability or the medical advisability for a transfer. The certification should include: the date on which you become disabled due to pregnancy or the date of the medical advisability for the transfer; the probable duration of the period(s) of disability or the period(s) for the advisability of the transfer; and a statement that, due to the disability, you are unable to work at all or to perform any one or more of the essential functions of your position without undue risk to yourself, the successful completion of your pregnancy or to other persons or a statement that, due to your pregnancy, the transfer is medically advisable.

At your option, you can use any accrued vacation or other accrued time off as part of your pregnancy disability leave before taking the remainder of your leave as an unpaid leave. You also may be eligible for state disability insurance for the unpaid portion of your leave.

Taking a pregnancy disability leave may impact certain aspects of your benefits and your seniority date. If you want more information regarding your eligibility for a leave or the impact of the leave on your seniority and benefits, please contact Human Resources.

A. Benefits during Unpaid PDL

If you take PDL, SAWPA will maintain group health insurance coverage for up to a maximum of four (4) months (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. (Leave under this policy runs concurrently with family and medical leave under Federal law, but not under California law.) SAWPA may recover premiums it paid to maintain health coverage for you if you fail to return to work following PDL.

If you are on PDL and are not eligible for continued paid coverage, or if paid coverage ceases, you may continue your group health insurance coverage through SAWPA in conjunction with federal COBRA guidelines by making monthly payments to SAWPA for the amount of the relevant premium. Contact the Human Resources Department for further information.

B. Return from PDL

Upon expiration of leave, an employee is entitled to be reinstated to the same or a comparable position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits and other conditions of employment than if the employee had been continuously employed during the PDL.

If a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated on the date agreed upon. If the reinstatement date differs from the original agreement of the employee and SAWPA, the employee will be reinstated within two business days, where feasible, after the employee notifies the employer of their readiness to return.

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4. Personal Leave

Employees may be granted an unpaid leave of absence to attend to personal matters in cases in which the General Manager determines that an extended period of time away from the job will be in the best interests of the employee and SAWPA. Employees may be permitted to take up to 12 work weeks of personal leave within a continuous 12-month period. An employee may be permitted to use any accrued vacation time for personal leave. SAWPA will not maintain group health insurance coverage during Personal Leave and the employee and their dependents will be offered COBRA continuation coverage.

Employees, who are unable to report for work because of arrest and incarceration, shall be placed on unpaid personal leave of absence. If the employee is unable to secure bail, the leave of absence will continue until the disposition of the charges or no more than 30 days. If the employee is freed on bail, a decision will be made by the General Manager whether to allow the resumption of active employment pending disposition of the charges. The General Manager will determine whether resumption of normal duties would be consistent with SAWPA's needs and requirements.

5. Jury Duty

Any full-time employee who is called to court or other qualified agency for jury duty shall be entitled to regular pay for those hours absent, supported by court-provided daily attendance slips, for a period of up to 80 hours.

A juror who is employed by a federal, state, or local government entity, or by any other public entity who receives regular compensation and benefits while performing jury service, may not be paid the fee described. Employees of SAWPA should not be paid a jury fee for service. Mileage reimbursement, however, is acceptable. Employees serving longer the 80 hours are entitled to collect jury fees, and may also use sick and vacation leave during the period they are off work. Additional time off for jury service is at the discretion of the General Manager.

An employee shall give the supervisor reasonable advance notice, with supporting documentation, of the intention to take time off.

Please refer to the Alternative Workweek section on page 8 for more information.

6. Witness and Victim Leave

An employee who is required to attend a court, arbitration, or administrative hearing as a victim or witness shall be entitled to reasonable unpaid leave. Such an employee shall give the supervisor reasonable advance notice, with supporting documentation, of the intent to take time off. An employee may use any accrued unpaid vacation time for such leave.

7. Domestic Violence Leave

Employees who are victims of domestic violence are eligible for unpaid leave. You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety, or welfare, or that of your child.

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You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence.
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court.
- Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

SAWPA will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to 12 weeks.

8. Crime or Abuse Victim's Leave

Employees or their qualifying family members who are victims of ~~crime or abuse~~qualify act of violence, including domestic violence, sexual assault, stalking, or ~~a crime that caused physical injury or, in certain cases, mental injury, or that resulted in the death of an immediate family member~~ an act, conduct, or pattern of conduct that includes any of the following: (1) an individual causing bodily injury or death to another individual; (2) an individual exhibiting, drawing, brandishing, or using a firearm, or other dangerous weapon, with respect to another individual; or (3) an individual using or making a threat, whether actual or perceived, to use force against another individual to cause physical injury or death may need time off for legal proceedings, such as obtaining a restraining order, or for medical treatment. Employees also are entitled to use mandatory paid sick days for these purposes.

9. Military Leave

An employee shall be granted military leave as specified below, provided that the employee gives advance verbal or written notice of the leave except when such notice is precluded by military necessity, impossibility, or unreasonableness. In the granting of such leave, SAWPA may require verification of an employee's military orders.

A. Types of Military Leave Are:

i) Emergency National Guard leave

An employee who, as a member of the National Guard, is called to active duty by proclamation of the Governor during a state of emergency is eligible for emergency National Guard leave. An employee, who as a member of the National Guard, is called to active Federal military duty at the request of the President of the United States is **not** eligible for emergency National Guard leave, but shall be granted long-term military leave as described below.

ii) Long-term military leave

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An employee who enlists or is ordered into active-duty service of any length or active-duty training in excess of 180 days or is ordered into active Federal military duty as a member of the National Guard or regular reserves is eligible for long-term military leave. Such leave shall be granted for a period not-to-exceed five (5) years. In addition, leave shall be granted for a period up to six (6) months from the date of release from duty.

iii) <u>Physical examination leave</u>

An employee who is required to take a pre-induction or pre-enlistment physical examination to fulfill a commitment under a Selective Service or comparable law, or during a period of war or comparable national emergency is eligible for physical examination leave.

iv) <u>Reserve training leave</u>

An employee is eligible for reserve training leave for inactive duty, such as weekly, monthly meetings, or weekend drills.

v) <u>Temporary military leave</u>

When an employee is ordered to full-time active military duty for training for a period not-to-exceed 180 calendar days, including time spent traveling to and from such duty, the employee is eligible for temporary military leave.

B. Pay for Leave

Employees granted temporary military leave or emergency National Guard leave are entitled to receive their regular SAWPA salary for up to 30 calendar days and any military pay (including allowances). Employees granted physical examination leave also are entitled to receive the difference between their regular SAWPA pay and any military pay (including allowances).

In addition, for any type of military leave defined in this section that extends more than 30 days, employees are eligible for military leave with pay if the employee is ordered to service involuntarily or pursuant to a reserve or National Guard status that existed when SAWPA employment began and the employee has completed 12 months of continuous SAWPA service immediately prior to the granting of the military leave.

During military leave with pay, SAWPA will pay the employee the difference between their regular SAWPA pay and total military pay (base pay and allowances). The purpose of this is to make the employee "whole" with regards to salary, and not incur any undue hardship as a result of military leave. SAWPA will implement this policy by withholding from the employee's normal pay the amount of the total military compensation via payroll deduction. Employees beginning military leave must provide SAWPA with a military pay stub or other acceptable documentation as soon as possible so that SAWPA can make the correct payroll deductions after the first 30 calendar days. SAWPA will pay the employee this adjusted salary (less any taxes, benefit contributions, and court ordered deductions) on the normal biweekly pay schedule.

During military leave with pay, SAWPA will pay the salary difference as described above for holiday time. The employee will not accrue vacation or sick leave.

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During the first 12 months of military leave, at the employee's normal review date, the employee will be considered for a performance based pay increase as though not on military leave, based on the employee's most recently completed performance review.

During all military leave, all step increases pay will be processed on the employee's normal review date, and COLAs will be applied as though the employee were not on military leave.

An employee who is **not** eligible for military leave with pay may have such absence(s) charged to accrued vacation (except sick leave), or the military leave may be without pay.

C. Reinstatement

Following release from military service, an employee shall have, at the minimum, such right to return and protection from discharge as may be required by State and Federal law in effect at the time the employee applies for reinstatement. Employees granted military leave for a period not-to-exceed 180 days and who are honorably separated from military service shall be reinstated to the position they would have held had they remained continuously employed. Employees granted military leave for a period not-to-exceed five (5) years and who are honorably separated from military service, shall be reinstated to the position they held prior to leave being granted provided they return to work within 12 months from the date of release from duty. If the position no longer exists, a comparable position in terms of pay, benefits, status, seniority, and conditions of employment shall be provided, if available, and the employee is qualified or can become qualified through SAWPA's reasonable efforts.

D. Effect on Benefits

i) Health

Leave is less than 31 days
SAWPA will continue to provide health coverage as if the employee were not on leave. The employee will continue to pay their portion of the health benefits (amount above the current cap approved by the Commission).

Leave more than 31 days
SAWPA will continue to provide health coverage until the end of the month of the 31st day of leave. After the end of the month following the 31st day, the employee may elect to continue coverage for up to 24 months or for the period of military service, whichever is shorter. As with COBRA, the employee may be required to contribute up to 100% of the full premium plus a 2% administration fee.

For example, if the employee goes on leave in the middle of March, SAWPA would provide health coverage for the employee until the end of April. However, the employee still would be responsible for the amount above the current cap set by the Commission. Beginning on May 1, the employee could elect continuation coverage under COBRA, but may be required to contribute up to 100% of the full premium plus a 2% administration fee.

ii) PERS

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For employees on military leave with pay, the difference between the employee's SAWPA pay and military pay is **not** eligible for PERS, in accordance with Government Code Sections 20630-20364.

However, employees on military leave may be eligible for non-compensated absences or specially compensated absences under California law. Employees should consult the Human Resources Department for instructions on obtaining military service credit.

10. Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to the General Manager within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

11. Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency response personnel. Time performing such duties may be paid time off if it is approved in advance by the General Manager. Otherwise, it is unpaid leave. You also are eligible for unpaid leave for required training. If you are an official volunteer firefighter, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

12. Bereavement Leave

Upon request, and with the prior approval of the General Manager, regular (including introductory) employees shall receive necessary time off up to five (5) days in accordance with AB 1949 and SB 848. Bereavement Leave provides time to attend to matters related to death and grievance associated with the death of a family member or in the case of a reproductive loss event (defined below). Employees may be granted up to three (3) days of absence with pay for the death of a family member or in the case of a reproductive loss event. An additional two (2) days may be taken using existing leave or unpaid leave within three months of the death. The five (5) days of leave do not have to be consecutive.
If the employee must travel beyond 500 miles in any one instance to arrange for or attend a funeral, they may be granted the full five (5) days with pay.

Documentation of the death of a family member may be required within 30 days of the date of bereavement leave. This includes death certificate, published obituary or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. However, in the case of bereavement leave due to a reproductive loss event, such documentation requirements are waived with regards to documentation required for bereavement leave.

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For purposes of this section, "immediate family" shall mean father, father-in-law, step-father, mother, mother-in-law, step-mother, brother, brother-in-law, step-brother, sister, sister-in-law, step-sister, wife, husband, child, step-child, grandchild, grandparent, former or current legal guardian, or any family member with whom the employee resides.

An employee may use accrued leave to attend services related to the death of a non-immediate family member upon approval of the General Manager. Requests to use accrued sick leave require the approval of the General Manager.

For purposes of this section, a reproductive loss event is any of the following:

- Miscarriage
- Stillbirth
- Failed adoption if the employee would have been the parent of the child – for example, if a birth mother or legal guardian breaches or dissolves an adoption agreement, or if an adoption is not finalized for another reason.
- Failed surrogacy – for example, if a surrogate breaches or dissolves a surrogacy agreement, or if an embryo transfer fails.
- Unsuccessful assisted reproduction – for example, a failed intrauterine insemination or embryo transfer.

An employee can take leave following their own reproductive loss event or that of another person, such as spouse or partner. An employee may use accrued leave for additional bereavement days. Request to use accrued sick leave requires the approval of the General Manager.

Please refer to the Alternative Workweek section on page 8 for more information.

13. Management Leave

In recognition of the additional time required (e.g., evening meetings, occasional weekends, etc.) by department managers, the following management leave policy shall be implemented.

- Each department manager shall receive five (5) days of management leave per calendar year, beginning the first day of employment as a department manager, and every January 1 thereafter. One day is equivalent to nine (9) hours.
- ~~Management leave does not accrue.~~
- Any unused ~~Management~~ management leave hours will be either:
  a. Paid out on the last paycheck of employment as a department manager;
  ~~a.~~b. Paid out on the last paycheck of the current calendar year; or
  ~~b.~~c. Paid out on the last paycheck of the current year with the value of the unused management leave hours transferred to the 457 Deferred Compensation Program provided it does not cause the employee to exceed the annual deferral limits set by law.

14. Time Off for Voting

Employees will be allowed up to two (2) hours off with pay to vote at local, state, and national elections if sufficient time is not available outside of regular working hours due to the employee's work

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schedule/workload.

15. School and Childcare Activities Leave

Consistent with State Labor Code Sections 230.7 and 230.8, employees shall be entitled to unpaid leave to participate in activities of the school or licensed child day care facility of any of their children, if reasonable notice is given to SAWPA. The employee's supervisor may require documentation from the school or licensed child day care facility as proof that the employee participated in such activities on a specific date and at a particular time. Time off for this purpose may not exceed 8 hours in any month, and may not exceed 40 hours in any calendar year.

Additionally, Section 48900.1 of the Education Code provides that employees required to attend a portion of the school day in class as a result of their child being suspended from class, must be allowed to attend. Employees may use available accrued vacation, floating holidays, or compensatory time off for the above purposes, or may use time off without pay. Employees using time off for this purpose shall not be discriminated against in any way by SAWPA for using such time. The use of this type of leave will not be a factor in an employee's performance review, provided reasonable notice and documentation from the school is provided to the employee's supervisor.

16. Non-Serious Family Health Leave

Employees are permitted to use, in any calendar year, accrued sick leave in an amount not more than the amount earned during six (6) months employment to care for a sick child, parent, spouse or State registered domestic partner due to routine illness (such as cold, flu, earache, etc.), and generally are not subject to disciplinary action for such use. For example, a full-time employee would be permitted to use up to 48 hours/calendar year of accrued sick leave for this purpose. The use of this type of leave will not be a factor in employee performance reviews, provided employees notify their supervisor of projected sick leave use at the time leave is taken.

VII. EMPLOYEE RELATIONS; WORKPLACE STANDARDS

1. Drug and Alcohol Abuse

A. Controlled Substance Policy and Program Purpose

The purpose of this policy and program is to provide a safe workplace by addressing the hazards of alcohol and controlled substance use on the job.

The use of or impairment by alcohol, marijuana, illegal drugs, or any other controlled substances is strictly prohibited in the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, health, and seriously impair the Agency's operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Agency to the risks of property loss or damage, or worse, injury to other persons. The following rules and standards of conduct apply to all employees while on duty, on Agency property, while working on Agency business, or while operating Agency-owned vehicles or equipment.

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Violation of these rules and standards of conduct will not be tolerated. Employees who violate this policy will be disciplined, up to and including termination. Depending on the circumstances, the Agency also may bring the matter to the attention of appropriate law enforcement authorities.

Physician-prescribed medication is permitted, provided that such medication does not adversely affect the employee's job performance or the safety of the employee, or other individuals in the workplace. Failure to report use of prescription drugs that could potentially impair job performance and create a hazardous condition for the employee or others is violation of this policy.

Employee, supervisors, or managers shall notify their Department Head or designee when they reasonably suspect that an employee may be under the influence of drugs or alcohol while at work or have illegal drugs in his or her possession during work hours. If the Department Head or designee concurs that there is reasonable suspicion of use and/or impairment of drugs or alcohol during work hours, the Department Head will discuss such suspicion with the employee and may choose to send the employee home for the day without pay. The Agency is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol, or marijuana use.

Subject to all of the provisions of this policy, violation of this policy will result in disciplinary action, which action may include termination.

This policy supersedes all previous drug and alcohol policies.

B. Applicability of This Policy

This Policy applies to all SAWPA employees.

C. Responsibilities of Management and Employees

Management: responsible for providing a workplace environment free of drugs and alcohol and to arrange for feasible resources, training and substance abuse professionals.

Supervisors: responsible for supporting, enforcing and complying with this policy and, if trained in drug and alcohol detection, are responsible for determining whether employees are under the influence of drugs and/or alcohol.

Employees: responsible for complying with this policy and for not using, being under the influence of, selling or possessing controlled substances or alcohol on SAWPA property, in SAWPA vehicles, or with SAWPA equipment.

Employees are required to submit to drug and alcohol testing pursuant to this policy. They must also abide by U.S. Department of Transportation and State Regulations (Title 49), as amended from time-to-time, regarding alcohol and drug use prior to reporting to work and during work hours.

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D. Policy and Program Administration

The General Manager is the Program Administrator and is responsible for the overall administration of this Policy and Program.

The General Manager may delegate Program Administration.

Supervisors of affected employees shall make themselves available to employees to answer questions regarding this Policy.

E. Definitions (Title 49, Code of Federal Regulations, Section 382.107 plus 391)

i) Alcohol

The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

ii) Alcohol Concentration

The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

iii) Alcohol Use

The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

iv) Breath Alcohol Technician (BAT)

An individual qualified to instruct and assist individuals in the alcohol testing process using an Evidential Breath Testing (EBT) device.

v) Commercial Motor Vehicle

A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds.
- Has a gross vehicle weight rating of 26,001 or more pounds.
- Is designed, used, or maintained to transport more than 16 passengers, including the driver.
- Is of any size and is used in the transportation of materials found to be hazardous for purposes of Hazardous Materials Transportation Act and which requires the motor vehicle to be placarded under the Hazardous Materials Regulations (49 Code of Federal Regulations, Part 172, Subpart F).

vi) Confirmation Tests

This test shall be conducted whenever the initial screening test renders a positive result, as follows:

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- For alcohol: a second test following a screening test with a breath alcohol test result of 0.02% or greater.
- For controlled substances: a second analytical procedure to identify the presence of a specific drug or metabolite and which is independent of the screening test and uses a different technique and chemical principle from that of the screening test in order to ensure reliability and accuracy, such as gas chromatograph/mass spectrometry (GC/MS) which is used as the confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine (PCP).

vii) Controlled Substances (or, Drugs)

- Marijuana and its derivatives.
- Cocaine and its derivatives.
- Opiates and their derivatives.
- Amphetamines and their derivatives.
- Phencyclidine (PCP) and its derivatives.
- 6-Acetylemorphine (6-AM).
- Methylenedioxymethamphetamine (MDMA).

viii) Controlled Substances Test (or, Testing)
A test for controlled substances.

ix) Driver
Any employee who operates a commercial motor vehicle in the course of employment. This includes, but is not limited to, regular, part-time, contract, temporary or probationary drivers.

x) Employee
Any SAWPA employee, whether regular, part-time, contract term, temporary or introductory.

xi) Medical Review Officer (MRO)
A licensed physician who is responsible for receiving laboratory results and who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test results with their medical history and other relevant biomedical information.

xii) On-Duty Time
All time from the time an employee begins to work or is required to be in readiness to work until the time the employee is relieved from work and from all responsibility for performing work.

xiii) Refuse to Submit
Refusal to submit to an alcohol or controlled substance test means that a SAWPA employee fails or refuses to provide adequate breath for testing without a valid medical explanation, and/or fails or refuses to provide an adequate amount of oral fluid for

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controlled substances testing without a valid medical explanation after receiving notice of the requirement for testing, or engages in conduct that obstructs the test process.

xiv) Safety Sensitive Employees

Any employee who, in the regular or foreseeable discharge of their responsibilities, has the responsibility for their own safety and the safety of others.

Safety-Sensitive Functions include:

- Operation of a commercial motor vehicle.
- Maintaining commercial motor vehicles.
- Supervising an employee who performs a safety-sensitive function.
- Any function which involves some special and obvious physical or ethical demand, and the compromise of the employee's ability to meet such demands could have an immediate disastrous consequence upon public safety or security.
- All time at a carrier or shipper, plant, terminal, facility or other property, waiting to be dispatched, unless relieved from duty by the employer.
- All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations or otherwise inspecting, servicing or conditioning any commercial motor vehicle at any time.
- All time spent at the driving controls of a commercial motor vehicle.
- All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth.)

xv) Screening Test

- For alcohol, it is a breath test or saliva test.
- For controlled substances, it is a saliva or blood test.

xvi) Substance Abuse Professional

A licensed physician, a Medical Review Officer, a licensed or certified psychologist, social worker, certified employee assistance professional, or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

xvii) Under the Influence

- For alcohol, legal concentration is the State legal limit (0.08%).
- For controlled substances, a positive confirmation test result for that specific drug.

F. Testing Methods

- Alcohol screening tests will use breath or saliva samples only.
- Alcohol confirmation tests will use breath samples confirmation.
- Controlled substances screening tests will use saliva or blood samples only.
- Controlled substance confirmation tests will use saliva or blood samples only.
- Employees that fall under the direct guidelines of DOT/RESPA, split urine samples ~~-~~will be conducted with a Medical Review Officer for positive tests.

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G. Laboratory Selection and Test Equipment

- Only Department of Human and Health Services' (DHHS) approved and certified laboratories will be utilized for all employee drug testing.
- Only Evidential Breath Test devices approved by the National Highway Traffic Safety Administration will be used in the breath alcohol confirmation test. However, for the Alcohol Screen Test, the saliva test procedure may be used.

H. Types of Tests

i) <u>Follow-Up Testing</u>

Following a determination made by a substance abuse professional (SAP) that a SAWPA employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the employee shall be subject to unannounced follow-up alcohol and/or controlled substance testing as directed by the SAP.

Notwithstanding the provisions above, for safety-sensitive employees, follow-up testing also shall be conducted while the employee is performing safety-sensitive functions, just before performing safety-sensitive functions, or just after performing safety-sensitive functions.

ii) <u>Post-Incident Testing</u>

As soon as practicable following an incident during employment hours involving a SAWPA safety sensitive employee, that employee shall be tested for alcohol and/or controlled substances:

- If the incident involved the loss of human life.
- If the employee receives a citation under State or local law for a moving traffic violation resulting from a traffic accident.
- If an involved party requires immediate medical assistance away from the scene of the incident or if any of the involved vehicles is towed from the scene of the incident.

If a post-incident alcohol test required by this Policy is not administered within two hours following the incident, the supervisor shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the incident, the supervisor shall cease attempts to administer an alcohol test and shall prepare and maintain the same record.

If a post-incident controlled substance test required by this Policy is not administered within 32 hours following the incident, the supervisor shall cease attempts to administer a controlled substance test, and prepare and maintain on file a record stating the reasons the test was not promptly administered.

An employee who is subject to post-incident testing shall remain readily available for such testing or may be deemed to have refused to submit to testing. Nothing in this

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Policy shall be construed to require the delay of necessary medical attention for injured people following an incident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

The results of a breath, saliva, or blood test for the use of controlled substances conducted by the Federal, State or local officials having independent authority for the test shall be considered to meet the requirements of this Policy, provided such tests conform to applicable Federal, State or local requirements and the results of the tests are obtained by SAWPA.

iii) Pre-Employment Testing

New applicants for safety-sensitive employment may be tested for alcohol and controlled substances, based upon the job duties, after a conditional job offer has been made, but before the offer is accepted. The results must be negative.

Exception: If the supervisor confirms and obtains the results from the previous employer that the applicant has participated in another drug testing program within the past six months and the results were negative.

Drug and alcohol testing shall be performed at Kaiser Permanente Occupational Medicine, 10800 Magnolia Avenue, Module 4J, Riverside, Ca. 92503, (951) 353-4322, or such other facility as SAWPA authorizes.

iv) Promotion Testing

All safety-sensitive employees may submit to a drug and alcohol tests after a promotion is offered, but before the promotion is accepted by the employee at the discretion of the General Manager. The results must be negative.

v) Random Testing

All SAWPA employees who perform safety-sensitive functions shall submit to random alcohol and controlled substance testing. The Program Administrator shall provide supervisors with names of the safety-sensitive employees selected to be tested, the date and time of the test, the type of test to be conducted, and the collection site location.

The safety-sensitive employees to be tested shall be randomly selected from the entire group of safety-sensitive employees. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. The selected safety-sensitive employees will be directed to proceed immediately to the collection site for testing.

A safety-sensitive employee subject to random testing under this program shall only be tested while performing a safety-sensitive function, just before the performance of a safety-sensitive function, or just after the performance of a safety-sensitive function.

Up to fifty percent (50%) of safety-sensitive employees are required to be randomly tested annually.

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vi) Reasonable Suspicion Testing

Any SAWPA employee shall submit to an alcohol and/or controlled substance test when there is reasonable suspicion to believe that the employee has violated the prohibitions of this policy.

Reasonable suspicion is based on a supervisor's direct observations concerning the appearance, behavior, speech, or body odors of the employee. These observations must be made before the employee is tested. Supervisors shall receive no less than two (2) hours of training in the detection of drugs and alcohol use.

Employees who refuse to submit to a test under reasonable suspicion observations will not be allowed to continue to work the rest of the day. Such employees shall be subject to disciplinary action.

Supervisors who make reasonable suspicion observations shall document their observations within twenty-four (24) hours.

Upon reasonable suspicion, and notification to the employee, an employee's locker, desk, briefcase, bags, and the employee's vehicle parked on SAWPA property are subject to search, and anything found therein shall be considered in the employee's possession and shall result in disciplinary action.

vii) Return-to-Duty Testing

Before a SAWPA employee who has engaged in conduct prohibited by this policy returns to duty, the employee must undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02% and/or a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substance use. Such testing also shall apply to any employee who is a Department of Transportation Class A or Class B driver, and is off work for more than 30 consecutive days.

I. Prohibited Conduct

Employees who violate this policy, or any of the following prohibitions, shall be subject to disciplinary action:

- Reporting for duty or remaining on duty while the employee is under the influence of alcohol and/or controlled substance. Using or possessing illegal or controlled substances, including alcohol or marijuana, while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia).
- Distributing, selling, or purchasing of an illegal or controlled substance, including alcohol or marijuana, while on the job.
- Supervisors who allow an employee to perform or continue to perform their duties with actual knowledge or reasonable suspicion that an employee is under the influence of alcohol and/or controlled substances.
- Failing to inform supervisors of any therapeutic or prescribed drug that may cause an effect on safety sensitive functions.

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- Possession by employees of alcohol, drugs, or controlled substances not authorized by a physician for the employee's use while on duty and/or on SAWPA property and/or while on or in SAWPA-owned vehicles or equipment.
- Sale or furnishing of open containers of alcohol, or controlled substances while on duty and/or on SAWPA property, including SAWPA-owned vehicles and equipment.
- Refusing to submit to testing required under this Policy (except tests required for promotion) or to evaluation or to treatment.

J. Referral, Evaluation and Rehabilitation Treatment

- Employees who violate this policy may be referred to resources available for evaluation and treatment, but only one time every five years.
- Any costs not covered by the employer provided medical plan benefits for such evaluation and treatment shall be the responsibility of the employee.
- Return to work is not guaranteed after completion of treatment.

K. Employee Confidentiality

- Strict employee confidentiality is to be maintained. Employees may be verbally notified of the purpose for collecting saliva, blood, or breath prior to its collection and use for a drug or alcohol test.
- Records of reports or test results will not be filed in the employee's personnel file but will be filed in a separate confidential medical folder that will be kept under the control of the General Manager.
- Test results only will be disclosed to the tested employee on a strictly "need-to-know" basis, and as allowed by law.
- Disclosures may be required by law to specific decision-makers in a lawsuit, grievance, or other proceedings initiated by or on behalf of an employee arising from a positive drug or alcohol test.
- Disclosure also may be made to inspectors representing Federal, State and local regulatory agencies in the course of their duties.

2. Disciplinary Action Policy

Employees are expected to observe certain standards of job performance and conduct. When job performance or conduct does not meet SAWPA standards, SAWPA may endeavor, at the General Manager's sole discretion, to provide employees with a reasonable opportunity to correct the deficiency regardless of at-will status. If, however, the employee fails to make the correction, he/she will be subject to discipline up to and including termination. Disciplinary actions taken by the General Manager are the final decision of SAWPA and are not subject to further administrative appeal, except that a termination decision may be appealed to the SAWPA Commission on the grounds that the action has a prohibited basis.

SAWPA's Disciplinary Action Policy is outlined in **Appendix 2**.

3. Non-Disciplinary Conflict Resolution Policy

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If an employee has a work-related problem that cannot be resolved by informal discussion between the employee and the supervisor, the following grievance procedure shall be followed. The grievance procedure must be initiated within five (5) working days after the cause of the grievance has occurred.

The grievance procedure shall apply for any good faith or reasonable complaint of an employee or group of employees involving the interpretation, application or enforcement of this Personnel Handbook. Complaints involving disciplinary actions, termination of temporary, part-time, contract employees, or interns are not subject to this section. This grievance procedure is intended to create a structured format for conflict resolution, but it does not alter the at-will employment status of any employee.

A. Conflict Resolution Steps

i) Step 1: Immediate Supervisor

The employee shall formally submit a written grievance to their supervisor. The grievance must include a brief description of the problem, any supporting documentation and a suggested solution. The supervisor must answer the grievance in writing within five (5) working days.

ii) Step 2: Department Manager

If the grievance is not resolved in Step 1, the written grievance shall be forwarded to the Department Manager within five (5) working days of the immediate Supervisor's written decision. Within five (5) working days after receipt of the written grievance, the Department Manager will meet with the employee. Within five (5) working days of the meeting, the employee will receive a written decision regarding the grievance.

iii) Step 3: General Manager

If the grievance is not resolved in Step 2, the written grievance will be forwarded to the General Manager within five (5) working days of the Department Manager's written decision. Within five (5) working days after receipt of the written grievance, the General Manager will meet with the employee. Within five (5) working days after the meeting, the employee will receive a written decision. The decision of the General Manager is the final decision of SAWPA and is not subject to further administrative appeal.

4. Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to confidential information regarding SAWPA, its suppliers, its customers, or perhaps even fellow employees. you have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by SAWPA.

5. Media Contacts

Employees may be approached for interviews or comments by the news media. Only the General

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Manager or authorized staff may comment to the media on events relevant to SAWPA.

6. Employer Property

Desks, computers, cell phones, and vehicles are SAWPA property and must be maintained according to SAWPA rules and regulations. They must be kept clean and are to be used only for work-related purposes. SAWPA reserves the right to inspect all Agency property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Agency property may be removed from the premises.

Prior authorization is required if using a SAWPA cell phone results in roaming or additional charges. Absent this approval, the employee may be responsible to reimburse SAWPA for additional charges that result from exceeding plan limits, including data caps.

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent.

Terminated employees should remove any personal items at the time they leave SAWPA. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

7. Technology Use and Security

SAWPA provides various Technology Resources to employees to assist them in performing their job duties. The purpose of these resources, including, but not limited to, electronic mail (email) and voicemail systems, and SAWPA's Internet access are to provide an efficient and effective means of internal and external communications. All employees shall comply with SAWPA's policy, as approved by the General Manager, addressing access to and the disclosure of information from such electronic systems.

It is important to understand that electronic communications are the property of SAWPA, are subject to complete access, search, monitor, inspection and review by SAWPA officials, may be accessed by a court of law, and are not subject to a right of privacy.

A. Use

All electronic communications using SAWPA equipment, including, but not limited to, voice-mail messages, email communications and internet usage, are subject to monitoring by SAWPA and thus a SAWPA employee shall not have any expectation of privacy with respect to such communications. SAWPA provides computers and Internet access (including e-mail) to its employees to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of your assigned duties. All materials, information and software created, transmitted, downloaded or stored on SAWPA's computer system are the property of SAWPA and may be accessed only by authorized personnel. However, SAWPA e-mail addresses should not be used for online shopping or other personal

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transactions. A personal account, such as Gmail, should be used instead. Employees may use computers or access the Internet for reasonable nonbusiness use during mealtime or other breaks, so long as all other provisions of these computer and network policies, are followed.

Non-exempt employees should not use or check office e-mail except during working hours, unless instructed to do so in a particular case by their supervisor, in which case they should record their time.

B. E-mail

The following guidelines should be followed for e-mail messages, both within the office and over the Internet:

i. Never say anything in e mail that you would not (or should not) say to the person's face. Sometimes when we would be uncomfortable saying something in person, we are tempted to use the impersonal method of e mail. Don't yield to that temptation.
ii. Do not assume your messages will be completely private. As a general rule, people can't read each other's e-mail. However, there are a number of ways someone could read e-mail intended for somebody else, or e-mail supposedly deleted. If a matter is sensitive, discuss it over the phone or in person, not by e mail. This is especially true of personnel matters.
iii. Avoid disparaging remarks about others in the office. Especially avoid anything that might be perceived later as harassment or discrimination. Discrimination claims often involve e mail messages. Whatever inoffensive context there might have been for the message is lost when it is put before a jury.
iv. If you do receive or become aware of an e mail message that you consider out of line, please bring it to the attention of the appropriate person immediately and it will be handled in accordance with SAWPA's harassment policy.
v. Be cognizant of the use of "reply all" to ensure you do not inadvertently reply to an unintended recipient.

C. Software

Computers will include an up-to-date operating system, a browser, other supporting software, a basic Microsoft Office Suite, and other utilities as deemed appropriate by SAWPA's IT staff.

Any software additions to the computer system must be approved by SAWPA's IT Department.

D. Software Use

SAWPA does not condone the illegal duplication of software. All software in use at SAWPA is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software of SAWPA's computers without prior written authorization of the General Manager.

E. Social Media

Employees may participate in newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee of SAWPA, the employee must refrain from an

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unauthorized endorsement or appearance of endorsement by SAWPA of any commercial product or service.

Employees are reminded that chats and newsgroups are public forums where it is inappropriate to reveal confidential SAWPA information and any other material covered by existing SAWPA confidentiality policies and procedures. Employees releasing protected information via a newsgroup or chat – whether or not the release is inadvertent – will be subject to discipline.

Employees should always be fair to fellow employees and people who work for SAWPA. Also, employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with co-workers or by utilizing SAWPA procedures or resolving disputes and complaints.

F. Monitoring

SAWPA reserves the right to monitor use of the e mail system or the Internet at any time. You should not consider your Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

8. Dress and Appearance

All employees shall present themselves during working hours in a manner that reflects professionalism and appropriate personal hygiene. Employees shall comply or be subject to corrective action.

9. Other Employment

Employees who wish to engage in additional employment must submit a written request to SAWPA explaining the details of the additional employment. If the additional employment is authorized, SAWPA assumes no responsibility for it. SAWPA shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

10. Working Off-Site and Remote~~Working Off-Site~~ Work

SAWPA recognizes that, ~~in some~~ under certain circumstances, it ~~is in the best interest of both the~~ may be appropriate and beneficial for employees to perform their job duties from a location other than their primary office. This flexibility is categorized into two distinct arrangements: Working Off-Site and Remote Work.

A. Working Off-Site

"Working Off-Site" refers to temporary, short-term work performed away from the employee's primary SAWPA work location, including while attending conferences, training sessions, meetings, or in limited circumstances during personal travel. This arrangement does not constitute participation in the Remote Work program.

Employees must receive prior approval from their Department Manager to work off-site, and such work must be necessary, brief, and operationally justified. For example, an employee traveling on vacation who is unexpectedly required to complete a critical task may be permitted

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to log in remotely for a short duration, subject to managerial approval. This option is reserved for incidental needs only, not regular use.

B. Remote Work

SAWPA maintains a formal Remote Work Policy, which allows eligible employees to perform their job duties from home on a recurring, part-time basis. Remote Work is a performance-based privilege, not a right, and is contingent upon job duties, department operational needs, and satisfactory employee performance.

Employees must enter into a Remote Work Agreement, which outlines the specific terms and schedule, and must receive advance approval from their Department Manager and the General Manager.

SAWPA does not permit full-time remote work arrangements, and the Agency retains the discretion to modify or revoke any remote work authorization at any time.

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~~and SAWPA to work off-site. For exempt employees only, SAWPA has established a policy for working off-site. The terms and conditions for working off-site are as established from time to time by management and incorporated herein by reference.~~

~~11. Remote Work~~

~~SAWPA has established a Remote Work policy. The terms and conditions for that policy are established from time to time by management and incorporated herein by reference.~~

~~12.~~11. Conflicts of Interest

All employees must avoid situations involving actual or potential conflicts of interest. Employees must avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.

~~13.~~12. Prohibited Conduct

The following conduct is prohibited and will not be tolerated by SAWPA. This list of prohibited conduct is illustrative only; other types of conduct that threaten or diminish security, personal safety, employee welfare, and Agency operations also are prohibited. (Additional illustrations are provided in **Appendix 2**.)

- Falsifying employment records, employment information, or other SAWPA records.
- Theft and deliberate or careless damage or destruction of any SAWPA property, or the property of any employee or customer.
- Removing or borrowing SAWPA property without prior authorization.
- Unauthorized use of SAWPA equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on SAWPA property.
- Carrying firearms or any other dangerous weapons on SAWPA premises at any time.
- Engaging in criminal conduct, whether or not related to job performance.

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- Causing, creating, or participating in a disruption of any kind during working hours on SAWPA property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- Using abusive language at any time on SAWPA premises.
- Failing to notify a supervisor when unable to report to work.
- Unreported absence of three consecutive workdays.
- Failing to obtain permission to leave work for any reason during normal working hours.
- Failing to provide a physician's certificate when requested or required to do so.
- Sleeping or malingering on the job.
- Wearing disturbing, unprofessional, or inappropriate styles of dress or hair while working.
- Violating any safety, health, security, or SAWPA policy, rule, or procedure.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Committing of or involvement in any act of unlawful harassment of another individual.
- Failing to promptly report work-related injury or illness.
- Discourteous treatment of employees or others.
- Consuming alcohol or illicit drugs while at work, or reporting to work in an impaired state due to the effects of drugs or alcohol consumed off-site.
- Reporting to work impaired or unable to perform duties due to excessive fatigue or any other reason.
- Operating SAWPA vehicles, or personal vehicles while conducting SAWPA business, in violation of state law, including the use of cellular phones without "hands free" capability.

This statement of prohibited conduct does not alter SAWPA's policy of at-will employment. Either you or SAWPA remain free to terminate the employment relationship at any time, with or without reason or advance notice.

VIII. HARRASSMENT AND DISCRIMINATION; WORKPLACE VIOLENCE

1. Harassment Policy

DISCRIMINATORY WORKPLACE HARASSMENT POLICY AND COMPLAINT PROCEDURE

A. Purpose

The purpose of this Policy is to clearly establish SAWPA's commitment to provide a work environment free from harassment, to define discriminatory harassment, and to set forth the procedure for investigating and resolving internal complaints of harassment. Because of the tremendous importance of a workplace free from any form of harassment, all supervisory employees of SAWPA shall receive training regarding this policy at least once every two years. Additionally, each supervisor or manager shall review this policy with their personnel regularly during each employee's annual performance evaluation. Specifically, this policy shall be fully

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discussed with each employee, supervisor, and manager to ensure that its contents are known by the employee.

All jobs with SAWPA are extremely important to our community. It is critical that all employees treat all other employees with dignity and respect. Because of the unique circumstances present in many SAWPA jobs, it is the responsibility of each and every employee, supervisor and manager to make sure that there is no inappropriate behavior occurring in the workplace. Inappropriate behavior will not be tolerated.

This Policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation, and training.

B. Policy

Harassment of an applicant, client, contractor, business invitee, customer, supervisor, manager, or employee by a supervisor, management employee, co-worker, or others on the race, color, creed, religion, national origin or ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), marital status, registered domestic partner status, veteran or military status, political affiliation, workers' compensation history, pregnancy, childbirth, breastfeeding or related medical conditions, sex, gender, gender identity, gender expression, sexual orientation, age (40 years or older), reproductive health decision-making, or any other characteristic protected by federal, state, or local law, ordinance, or regulation is strictly prohibited by SAWPA policy, is a violation of state and/or federal law, and will not be tolerated~~basis of race, religious background, color, national origin, ancestry, disability, medical condition (including cancer), marital status, veteran status, political affiliation, workers' compensation record, pregnancy, sexual orientation, gender, gender identity, age (40+), or any other basis protected by federal, state or local law, ordinance or regulation is explicitly in violation of State and/or Federal law and will not be tolerated by SAWPA~~.

Employees, supervisors or managers found to be participating in any form of job-based harassment or retaliation against any other employee shall be subject to disciplinary action up to and including termination from employment.

C. Responsibilities

i) Management

It is the responsibility of management to develop this policy, keep it up to date, and to ensure that any violation of this policy brought to their attention is dealt with fairly, quickly, and impartially. All managers also have the responsibility of setting the proper example.

ii) Supervision

It is the responsibility of supervision to enforce the policy, to make a periodic review with each employee to ensure they know the policy and to regularly check the workplace and environs to ensure the policy is being followed. When a deviation from this policy is noted or reported, supervisors shall bring this information to management immediately. All supervisors also have the responsibility of setting the proper example.

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iii) Workers

It is the responsibility of each and every employee to know the policy and to follow the policy. It is imperative that every employee treats every other employee with dignity and respect.

D. Definitions

For purposes of clarification, harassment includes, but is not limited to, the following behaviors:

i) Physical harassment

Physical harassment includes: assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy, or movement. These include pinching, patting, grabbing, inappropriate behavior in or near bathrooms, rest/sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.

ii) Sexual harassment

Sexual harassment includes any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

iii) Verbal harassment

Verbal harassment includes: epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments whether made in general, directed to an individual, or to a group of people regardless of whether or not the behavior was intended to harass. This includes but is not limited to inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words, and race oriented stories.

iv) Visual or written forms of harassment

Visual or written forms of harassment include: derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, cards, E-mails, texts, bulletins, drawings or pictures. This applies to both posted material and material maintained in or on SAWPA equipment or personal property in the workplace.

v) Workplace Bullying

Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Examples of bullying include:

- Exclusion – socially or physically excluding or disregarding a person in work-related activities.
- Gesture bullying – non-verbal threatening gestures or glances which can convey threatening messages.
- Physical bullying – pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, and/or damage to a person’s work area or property.

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- Verbal bullying – slandering or ridiculing a person or their family, persistent name calling which is hurtful, insulting or humiliating, using a person as a butt of jokes, and abusive and offensive remarks.

Additionally, the following are some examples that may constitute or contribute to evidence of bullying in the workplace:

- Shouting or raising voice at an individual in public and/or private.
- Not allowing the person to speak or express themselves (i.e., ignoring or interrupting).
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors which cannot be confirmed.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, deliberately giving ambiguous instructions, etc.).
- Inflicting menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's idea.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.

E. Workplace Relationships

It is natural for people who meet in the workplace to sometimes become romantically involved, and it is not SAWPA's intent to interfere with any dating relationship. Any involvement between employees must be voluntary and desired by both parties. However, many problems have developed in employment settings because of dating relationships, and they can interfere with SAWPA's goal to have a sound professional work environment. It is not inappropriate for a person to ask out a co-worker. However, if you do not want to go out with another employee, it is imperative that your response to the request is firm and definite. After this firm, definite response has been made, it is inappropriate for the requesting party to make any further attempt to initiate a dating relationship. Repeated requests under these circumstances for a dating relationship constitute Sexual Harassment. It also is inappropriate for any relationship to interfere with normal work operations in any manner. Personnel who desire to become involved with someone in the workplace must be aware of the following guidelines.

- There shall be no dating activities on SAWPA time or SAWPA property.
- There shall be no use of SAWPA property to arrange dating activities.
- All behavior between employees shall be conducive to a sound professional work environment at all times when on SAWPA property or on SAWPA time. Hand holding,

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kissing, hugging, sexual comments and other behavior generally associated with a dating relationship are inappropriate while on SAWPA time or SAWPA property.

- Any relationship involving employees at different levels on the chain of command (or where one party has functional supervision over another) shall be reported by the person of higher rank to their supervisor immediately. Failure to report this relationship is a violation of this policy. The manager receiving this information shall immediately contact Human Resources and inform them of the relationship. Human Resources shall contact the General Manager and make recommendations to ensure that this relationship will not detract from a sound professional work environment. Such recommendations may include the transfer of the higher-ranking person to another unit if feasible.

F. Complaint Procedure

i) Confrontation

If any person feels they are the victim of any form of harassment, they are encouraged to inform the person(s) participating in this behavior that he/she finds it offensive. This one-on-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behaviors do not stop, the offended employee can initiate either an informal or formal complaint as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, employees are not required to confront an offending party prior to initiating this complaint procedure.

ii) Informal Complaint

Any employee, client, contractor, customer or job applicant who believes he or she is a victim of discriminatory workplace harassment should make a complaint orally or in writing with any of the following:

- Immediate supervisor.
- Any supervisor or manager within or outside of their unit.
- General Manager.

Any supervisor or manager who observes inappropriate behavior or receives a harassment complaint shall notify the General Manager immediately. (If the complaint is against the General Manager, the Chair of the Commission shall receive the complaint and assume the role of the General Manager throughout this policy).

An informal resolution will be attempted whenever appropriate. If the informal resolution process is unsuccessful, the complainant may direct a formal complaint to the General Manager.

iii) Formal Complaint

If after an initial investigation is conducted there is no resolution and/or no conciliation of the preliminary complaint, a formal written complaint can be filed by the complainant. The General Manager will issue a Discriminatory Workplace Harassment Form to the complainant. This form shall be completed, signed, and returned to the General Manager within five (5) days after issuance.

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Upon receipt of the formal written complaint, the General Manager will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of Form, and will be provided an opportunity to respond. The response shall be in writing, addressed to the General Manager, and received by the General Manager within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced.

iv) <u>Review of Response and Findings</u>

Upon receipt of the response, the General Manager may further investigate the formal complaint. Such investigation may include interviews with the complainant, the accused harasser(s), and any other persons determined by the General Manager to possibly have relevant knowledge concerning the complaint. This may include victims of similar conduct.

Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual, or sexual conduct and the context in which the alleged incident(s) occurred.

The results of the investigation and the determination as to whether harassment occurred <u>shall be final and binding</u> and will be reported to appropriate persons including the complainant, the alleged harasser(s), the supervisor, and the division head <u>within twenty (20) calendar days from the receipt of the response.</u>

G. Disciplinary Action

If harassment is determined to have occurred, the General Manager shall take prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including termination from employment. If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant.

H. Retaliation

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination. The General Manager will take reasonable steps to protect the victim(s) and other potential victims from further harassment, and to protect the victim(s) from any retaliation as a result of communicating the complaint. Employees also are protected by California law against retaliation for opposing harassment, or filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by the Department of Fair Employment and Housing or the Fair Employment and Housing Commission.

I. Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local law.

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J. *False Complaints*

Knowingly, falsely accusing someone of harassment or otherwise knowingly giving false or misleading information in an investigation of harassment will result in disciplinary action, up to and including, termination of employment. This section is not intended to discourage employees from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

K. *Limitations*

The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religious background, color, national origin, ancestry, disability, medical condition (including cancer), marital status, veteran status, political affiliation, workers' compensation record, pregnancy, sexual orientation, gender, gender identity or age (40+). All other complaints shall be handled through the Employee Grievance Procedure as established in this Handbook (see Non-Disciplinary Conflict Resolution section on page 39).

L. *Distribution*

This policy shall be disseminated to all employees, supervisors and managers of SAWPA. Any questions, concerns or comments related to this policy should be directed to the General Manager.

Harassment or discrimination on the basis of race, religious belief, color, national origin, ancestry, medical condition, marital status, sex, age, disability, gender identity, sexual orientation, or bringing forward a complaint based on any of these categories is against SAWPA's standards of conduct, is prohibited by State and Federal regulations and constitutes a violation of SAWPA policy for any employee, including officials, managers and supervisors. SAWPA will not tolerate any such harassment or discrimination of its employees, and will take corrective action when this policy is violated.

M. *External Reporting Procedure*

- Any employee who believes that he or she has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors or others may file a complaint with the California Department of Fair Employment & Housing or the Fair Employment and Housing Commission ("DFEH"). The phone number for DFEH is located in the phone book under government agencies. DFEH also maintains a website.
- Charges filed with the DFEH are investigated by the DFEH.
- In the event a complaint is filed with the DFEH, and the DFEH finds that the complaint has merit, the DFEH will attempt to negotiate a settlement between the parties. If not settled, DFEH may issue a determination on the merits of the case.
- Where a case is not settled and the DFEH finds a violation to exist, it can prosecute the charging party's case before the Fair Employment & Housing Commission ("FEHC"). Legal remedies available through DFEH and FEHC for a successful claim by an applicant, employee or former employee include possible reinstatement to a former job, award of a job applied for, back, pay, front pay, attorneys' fees and, under appropriate circumstances, actual

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damages and/or administrative fines. In the alternative, DFEH may grant the employee permission to withdraw the case and pursue a private lawsuit seeking similar remedies.

2. Workplace Violence

SAWPA has adopted the following workplace violence policy to ensure a safe working environment for all employees.

SAWPA has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work related weapons on SAWPA premises and at SAWPA-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event that you reasonably believe is threatening or violent. You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage SAWPA property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally.

SAWPA's Workplace Violence Prevention Plan Program is described in detail in the Illness and Injury Prevention Program (IIPP).

IX. SAFETY

1. Safety Plan

SAWPA employees are sometimes required to visit construction project areas, perform work in laboratories; perform operations, maintenance, and repair activities on the Brine Line; or work in other hazardous or potentially hazardous areas. Those participating in such assignments shall wear appropriate protective clothing and equipment as a precaution against injury. Such protective equipment may be obtained from the appropriate supervisor.

SAWPA maintains an Injury and Illness Prevention and Safety Plan (Safety Plan) containing detailed safety regulations applicable to all employees working in the following areas:

- Office Environment
- Construction Management
- Field Reconnaissance
- Operations and Maintenance of the Brine Line

Copies of the Safety Plan are made available to all employees and generally are reviewed at staff

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meetings annually.

The full and complete cooperation of all employees in preventing accidents is required. Compliance and observance of safety rules is mandatory. SAWPA management always welcomes suggestions for improvement of working conditions and the elimination of hazards.

Personnel visiting, inspecting, or working on a construction job site, performing O&M of the Brine Line, or performing field reconnaissance, must comply with the Federal and State Occupational Safety Health Act (OSHA), as well as owner's and construction contractor's regulations, and must use protective clothing and/or equipment provided by SAWPA. Employees are responsible to comply with OSHA regulations and must use safety equipment supplied, such as hard hats, safety shoes, etc.

All "on-the-job" injuries, no matter how slight, MUST be reported immediately to the employee's supervisor, who then promptly files a written report with Human Resources. SAWPA maintains Workers' Compensation insurance, which has provision for payment of medical expenses and other expenses resulting from "on-the-job" injuries (see Workers Compensation section).

2. Workers' Compensation

Whenever an employee sustains an injury or disability arising out of and in the course of SAWPA's employment and requires medical care, the employee shall obtain treatment according to the provisions of the California Labor Code, Section 4600 et seq., and shall receive compensation for hours not worked while obtaining such medical care. For more information, see SAWPA's Injury and Illness Prevention and Safety Plan.

In order to minimize serious disability due to on-the-job injuries and to reduce the effect to SAWPA's injured employees, SAWPA has developed a policy to deal with time loss claims in which the employee may be offered temporary modified work. Modified jobs may be offered after obtaining from a qualified treating physician the injured employee's physical limitations or restrictions. "Modified" might be the employee's regular job, modified by heavier tasks being assigned to other employees; a different regular job currently existing at the workplace; or a job, which is specifically designed around the employee's restrictions.

The modified job, if offered, is a temporary adjustment, and will be limited to 120 calendar days. Each case will be assessed individually, and the modified job may be extended an additional 90 calendar days at the General Manager's discretion. Modified work may not be offered in every instance. Whenever an employee is compelled by a physician to be absent from duty on account of injury or disability, such employee shall be placed on Workers' Compensation Leave. The employee shall receive full compensation for the first three (3) days following the day of the injury. Thereafter, the employee may elect to apply to such absence pro-rated sick leave or vacation if sick leave is exhausted, to receive compensation in an amount equal to the difference between the compensation entitled under the Workers' Compensation Act and the regular pay, not to exceed the amount of accrued leave. An employee who is receiving Workers' Compensation shall continue to accrue sick leave and vacation.

Workers' Compensation benefits begin with the fourth consecutive calendar day of missed work; however, if the absence continues beyond fourteen (14) days, Workers' Compensation will then pay the applicable benefits for the first three (3) days of missed work. When this occurs, the employee will be docked for the first three (3) days that SAWPA previously paid them in an amount equal to the Workers'

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Compensation benefits received.

Employees and supervisors are required to complete the prescribed forms whenever an employee is injured and/or placed on Workers' Compensation Leave. All forms are defined in the Workers' Compensation Industrial Accident Procedure.

A. Return to Work (RTW) Policy

An employee who has been absent from work due to an injury, illness, or disability is subject to a Return to Work (RTW) medical evaluation by a SAWPA appointed physician when SAWPA has a genuine reason to doubt whether the employee can perform their essential job functions. RTW medical evaluations are conducted to determine whether an employee has a medical condition that impacts the employee's ability to perform on the job without any substantial risk of injury to the employee or others.

The degree of complexity of the RTW medical evaluation may differ depending upon the circumstances of the leave, changes in job demands and/or inquiries with or between appropriate management staff and/or the employee's physician. Full consideration will be given by SAWPA to reasonably accommodate the employee.

B. Return to Work from Industrial Injury or Illness

The decision to return an employee to work or place an employee back on the job with or without modified work, shall be made by the General Manager, independent of any decision made in the workers' compensation process. However, full consideration will be given by SAWPA to reasonably accommodate the employee and the following guidelines will be followed:

- If the employee can perform all essential duties of their job classification without work restrictions and the absence has not been longer than 30 calendar days, the employee shall be returned to work.
- If the employee can perform all essential duties of their job classification, but with temporary work restrictions or there has been an absence of 30 calendar days or more, a review of such work restrictions and their impact on the employee's ability to perform the essential duties of their position will be conducted. An employee will be returned to work if the work restrictions are compatible with all essential duties of the job or modified job, if available.
- If it is determined that the essential duties of the position last held by the employee are not compatible with the employee's work restrictions and the employee is willing to return to work, placement in an alternative position, if available, will be considered. If no job is available, the employee shall be re-classified as "medically disqualified" and placed on Health Leave while alternative positions are being considered. Health Leave shall be without pay; however, the employee may elect to use accrued leave hours, such as vacation or sick leave to receive compensation. Placement of an employee in an alternative position will not be authorized without approval of the General Manager and the employee's primary treating physician.
- If, following an interactive process meeting, it is determined that the job demands of the position last held by the employee are not compatible with the employee's restrictions and there is not an alternative position, or the employee's restrictions are not compatible with

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an alternative position, or the employee is not willing to return to work, the employee shall be re-classified as “medically disqualified” and placed on Health Leave. Thereafter, once the employee’s primary treating physician determines that all work-related injuries or illnesses are permanent and stationary, and if the employee still cannot return to work or be reasonably accommodated in their current position or another position, the employee shall be retired for disability or be terminated from employment due to medical disqualification. Before terminating employment, SAWPA will meet its legal obligations to apply for CalPERS disability retirement on behalf of the employee and hold any requested interactive meeting with employees and their representatives to determine if there are any reasonable accommodations SAWPA may provide that would enable employees to perform the essential duties of their positions.

C. Return to Work From Non-Industrial Injury or Illness

An employee who has been absent from work due to an injury, illness, or disability is subject to a RTW medical evaluation by a SAWPA appointed physician when SAWPA has a genuine reason to doubt whether the employee can perform their essential job functions. Based on the findings of the RTW medical evaluation the following guidelines shall be followed:

- If the employee can perform all essential duties of their job classification but with temporary work restrictions, a review of such work restrictions and their impact on the employee's ability to perform the essential duties of their position will be conducted. An employee will be returned to work if the work restrictions are compatible with all essential duties of the job or modified job, if available.
- If, following an interactive process meeting, it is determined that the essential duties of the position last held by the employee are not compatible with the employee's work restrictions and the employee is willing to return to work, placement in an alternative position, if available, will be considered. If no job is available, the employee shall be reclassified as "medically disqualified" and placed on Health Leave while alternative positions are being considered. Health Leave shall be without pay; however, the employee may elect to use accrued leave hours, such as vacation and sick leave to receive compensation. Placement of an employee in an alternative position will not be authorized without approval of the General Manager and the employee's primary treating physician.
- If it is determined that the job demands of the position last held by the employee are not compatible with the employee's restrictions and there is not an alternative position, or the employee's restrictions are not compatible with an alternative position, or the employee is not willing to return to work, the employee shall be reclassified as "medically disqualified" and is subject to termination from employment due to medical disqualification. Before terminating employment, SAWPA will meet its legal obligations to apply for CalPERS disability retirement on behalf of the employee and hold an interactive process meeting with employees and their representatives to determine if there are any reasonable accommodations SAWPA may provide that would enable employees to perform the essential duties of their positions.

i) <u>Non-Work Related Health Leave</u>

When an employee becomes disabled as a result of a non-work related injury or illness, including childbirth or related medical conditions, they shall be placed on a Health

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Leave. Before being placed on Health Leave, however, an employee may choose to use their vacation pay, floating holidays and sick leave, so that SAWPA's portion of medical, life insurance, and other SAWPA provided benefits will continue to be paid until the employee begins to receive long-term disability insurance benefits. While on Health Leave, an employee shall not earn sick leave or vacation, or be entitled to pay for holidays and SAWPA granted days off, but will have the right to continue with other SAWPA benefits, such as medical insurance, life insurance, etc., at the employee's expense. Contributions to CalPERS will cease until the employee is back on SAWPA's payroll.

At the conclusion of Health Leave, which has not exceeded six (6) months duration, the employee shall return to the duties of the position within the classification to which they were assigned providing their attending physician verifies they are fully able to resume all the responsibilities and duties of their positions and such positions exist. If, at the conclusion of six (6) months from the first day of injury or illness, the employee is still unable to resume the duties of their positions, SAWPA may consider their positions vacated and take the necessary steps to fill them. When and if such employee on Health Leave is able to resume the duties of their positions, as verified by their attending physician's certifications, they will be considered for the first vacancy in the classification of their previous assignments or for any positions for which they are qualified. Their reassignment to duty will take preference over all other applicants for employment for the position for which they are qualified except those laid off for lack of work or funds or those seeking to return from a Work-Related Disability Leave. Before terminating employment, SAWPA will meet its legal obligations to apply for Cal-PERS disability retirement on behalf of the employee and hold any requested interactive meeting with employees and their representatives to determine if there are any reasonable accommodations SAWPA may provide that would enable employees to perform the essential duties of their positions.

3. Heat Illness

SAWPA is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All supervisors are trained in the prevention of heat illness. Please refer to the Injury Illness and Prevention Program or talk to your supervisor for details on how to ensure you are protected from heat illness dangers.

4. Ergonomics

SAWPA is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. SAWPA will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. SAWPA encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

SAWPA believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

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5. Recreational Activities and Programs

SAWPA or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

6. Security

SAWPA has developed guidelines to help maintain a secure workplace.

- Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas.
- Report any suspicious persons or activities to security personnel.
- Secure your desk or office at the end of the day.
- When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible.

The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities or when keys are missing.

SAWPA's workplace security program is described in detail in the Illness and Injury Prevention Program (IIPP).

7. Driving

SAWPA staff shall use the mode of transportation that provides the highest value to the Agency. Cost, availability, and other factors shall be reviewed when deciding on public transportation, rental car, SAWPA owned/leased vehicle, or privately owned vehicle (paid as mileage).

Employees who are unable to obtain a valid driver's license or maintain insurance may use reasonable alternative forms of transportation, such as public transit, carpooling, ride-hailing services, bicycling, or walking, for work-related travel, where appropriate. Such alternatives must be cost-effective and approved in advance by the employee's supervisor. Employees shall not be subject to discrimination or retaliation for using an approved alternative mode of transportation when driving is not feasible.

The inability to drive shall not, by itself, disqualify an employee from participating in work-related opportunities, provided a reasonable alternative method of transportation is available and the essential functions of the position are met.

A. Use of Agency Vehicles

SAWPA owned, leased, or rented vehicles will be used only for Agency business and shall not be issued to an individual for personal use. Employees who are required to drive an Agency vehicle or their own vehicles on SAWPA business will be required to show proof of current valid driver's license and current effective insurance coverage.

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SAWPA may request that an individual use a SAWPA vehicle on-call, for emergency response, or for employee use such as driving the vehicle home for an early morning departure or other use that may involve having the vehicle at an employee's home. If this is done, all miles driven for commuting or incidental personal use will be reported to the Finance Department on a weekly basis. Miles driven for incidental personal use or commuting must be reported to the IRS as income.

Notwithstanding the previous statement, use of a rental car on travel for incidental personal use will not be added or prohibited unless it increases the cost of the rental. The increase will then be accounted for by the employee. Additionally, fuel costs shall not be reported separately unless significant. SAWPA insurance may not cover any damage or liability during the personal use of the vehicle and employees should check with their insurance for coverage or consider personally paying for the Damage or Liability Waiver.

Vehicle maintenance is the responsibility of all users of the vehicle and any needs or requirements shall be reported to the Executive Manager of Engineering and Operations. The vehicle should always be left with fuel and in proper operating condition.

If the vehicle is used for a specific project, the mileage should be charged to the project, program or fund.

Absent an emergency or without specific written authorization, only SAWPA employees shall operate vehicles owned, leased, or rented by SAWPA.

B. Use of Personal Vehicles

Employees who drive their own vehicles on SAWPA business will be reimbursed for mileage at the rate set by the IRS at the beginning of every calendar year. An Expense Report must be completed and submitted for approval to the supervisor and General Manager prior to reimbursement. A current valid driver's license and the ability to maintain insurability under the Agency's vehicle insurance program are required for the use of a personal vehicle for SAWPA business.

8. Cell Phone Use While Driving

SAWPA employees are prohibited from using cell phones while driving on SAWPA business and/or SAWPA time, unless you use a hands-free device.

Texting (i.e., writing, sending, or reading text-based communication including text messaging, instant messaging, and e-mail) on a wireless device or cell phone while driving is also prohibited by law.

9. Smoking and Vaping

SAWPA is a smoke-free environment. No smoking or vaping is allowed on SAWPA premises or at SAWPA work sites.

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10. Work Boot Reimbursement

SAWPA employees that regularly work in the field, including operations and pretreatment staff, are eligible for reimbursement of expenses for the purchase of work boots, as set forth in **Appendix 3**. Work boots shall meet the requirements of Program 20 - Personal Protective Equipment Program of the SAWPA Injury and Illness Prevention Plan.

Employees must submit a receipt along with a standard SAWPA Expense Form, which is subject to the approval of the General Manager.

X. EXPENSE REIMBURSEMENT

1. Education Reimbursement

A. Eligibility for Education Reimbursement

Full-time employees performing their job satisfactorily are eligible for reimbursement after completion of the six-month introductory period.

Eligible courses are those taken for credit and related to the work of the employee's position, occupation, or advancement within SAWPA. This includes prerequisites for work-related courses and those that are required to obtain a degree in a work-related field.

Eligible courses are those taken at an accredited institution. Correspondence courses from reputable institutions will be considered by the General Manager when equivalent courses are not available at local accredited schools, or when the employee's circumstances prevent attendance at courses offered locally.

Courses shall be taken on the employee's time, unless special circumstances warrant otherwise, and prior arrangements have been made with their supervisor and approved by the General Manager.

B. Education Reimbursement Conditions

Expenses eligible for reimbursement are tuition, registration, parking, laboratory and material fees and books. Requests for reimbursement in excess of established calendar year limits must be approved by the General Manager and are subject to budgetary limitations. The annual cap for such reimbursement is set by the Commission.

The maximum amount of reimbursement for individual classes will be limited to the cost of tuition in the California State University system, or the actual cost of individual classes/certificate programs taken through the University of California Extension Program (when applicable). If an employee chooses to attend an accredited institution whose cost is higher than these programs, the employee must pay the difference between the two.

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Reimbursement shall be made to the employee upon completion of the course with a minimum final grade of "C". For graduate work, a grade acceptable for credit from the institution must be earned.

Funds received from all other sources (such as scholarship grants or Veterans Educational Benefits) must be applied toward the cost of the course before SAWPA's reimbursement is applied.

C. Education Reimbursement Procedure

The employee shall complete the Tuition Reimbursement Form and submit it to the supervisor and the General Manager for approval prior to beginning the course. Upon satisfactory completion of a course, the employee shall submit a grade report along with receipts of eligible expenses itemized on an Expense Report for approval.

Upon supervisor approval, a reimbursement check will be drawn at the next scheduled check run.

D. Licensing, Certification, or Professional Continuing Education

Training and fees associated with licensing, certifications, accreditations that are required by the employee's job description, or mandatory professional continuing education to maintain such credentials, will be paid for by SAWPA. For training of this type for credentials that are not required, but that are job related, SAWPA may cover all or part of the expense, in the discretion of the General Manager. The employee should coordinate with their supervisor regarding direct agency payment the reimbursement method to be used.

2. Travel and Other Expenses

SAWPA has established a Travel and Expense Policy for reimbursement of expenses incurred by employees while working to further the accomplishments of SAWPA goals and objectives. The terms and conditions for that policy are established from time to time by management and incorporated herein by reference.

3. Credit Card Policy

SAWPA has established a Credit Card Policy for those employees that are issued credit cards that are to be used when performing duties on behalf of SAWPA. The terms and conditions for that policy are established from time to time by management and incorporated herein by reference.

XI. LEAVING SAWPA

1. Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits employment at SAWPA.

The effective date of an employee's resignation is the day following the final day worked. Benefits continue through the last day of the month of the final day worked. Employees who are resigning from

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SAWPA and who desire to leave in good standing shall give at least two weeks' written notice, which the supervisor shall submit to the General Manager.

All SAWPA property must be returned on the final day of employment.

Final paychecks will be issued within 72 hours of the last day worked.

2. Layoff

A layoff is a temporary or permanent termination of employment initiated by SAWPA due to lack of work, position or job elimination, or budgetary reasons. In case of layoff, an employee with one or more years of service with SAWPA shall receive as much notice as possible, and SAWPA will use its best efforts to provide at least 15 calendar days' notice.

When an employee is given a notice of layoff, it is expected that the employee will actually be on the job and available for assignment through the last day for which he or she receives regular pay. At the discretion and approval of the General Manager, the employee may be permitted a limited amount of paid or unpaid time off for job interviews.

All SAWPA property must be returned on the final day of employment.

Final paychecks will be issued on the last day worked.

3. Job Abandonment

Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned their job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resources Department at the end of the third workday and initiate the paperwork to terminate the employee.

Employees who are terminated due to job abandonment are ineligible for rehire. However, an appeal may be made in writing to the immediate supervisor. If it is determined that there were extenuating circumstances for the absence and failure to notify, the employee may be reinstated.

A final paycheck will be prepared within 72 hours of termination and will be held at SAWPA unless a written request to mail the paycheck along with a current address is provided.

The effective date of an employee's termination is the day following the third day missed. Benefits continue through the last day of the month of the final day worked.

All SAWPA property must be returned on the final day of employment.

4. Involuntary Termination

Involuntary termination results when an employee violates SAWPA policies and rules, which may warrant disciplinary action (outlined in **Appendix 2**).

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The effective date of an employee's termination is the day following the final day worked. Benefits continue through the last day of the month of the final day worked.

All SAWPA property must be returned on the final day of employment.

Final paychecks will be issued on the last day worked.

5. Retirement

Employees who wish to retire should notify their supervisor as well as Human Resources in writing at least three (3) months before the planned retirement date.

All SAWPA property must be returned on the final day of employment.

Employees hired before July 1, 2005, are eligible for retiree medical benefits. Please see the Employment Benefits section on page 18 for more information.

6. Exit Interview

The General Manager will interview employees leaving SAWPA and will have the reasons for termination clearly stated in writing for inclusion in the employee's permanent personnel record.

All termination forms must be signed at the exit interview and all SAWPA property (i.e., cell phone and accessories, credit cards, keys, etc.) must be returned at that time.

Termination is a general term used to refer to separation of employment such as voluntary resignation, layoff, job abandonment, involuntary termination, and retirement.

7. Benefits Paid upon Termination

An employee will be paid for work actually performed up to, and including, the day of discharge. Any accrued vacation to be paid by SAWPA will be prorated to that date. Any unused accrued sick leave shall be paid to that date based on the schedule set forth in the Leaves of Absence Section on page 21. Any unused management leave shall be paid on that date. Upon retirement, an employee may elect to convert all or part of their unused accrued sick leave balance to CalPERS service credit. For more information on calculating service credit, contact CalPERS.

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Confirmation of Receipt

Receipt of Personnel Handbook
Santa Ana Watershed Project Authority

I, ______________________________, have received my copy of the Personnel Handbook for Santa Ana Watershed Project Authority dated _______________________ and I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Personnel Handbook. I also understand that a breach of the terms and policies may result in disciplinary action, up to and including termination.

I understand the contents of this Handbook constitute only a summary of the Employee benefits, personnel policies, and employment regulations in effect at the time of publication. I understand this Handbook should not be construed as creating any kind of "employment contract" and Santa Ana Watershed Project Authority has the ability to add, change, or discontinue benefits, policies, or other working conditions as it deems appropriate, without obtaining another person's consent or agreement.

I agree that my employment with the Santa Ana Watershed Project Authority is at will, as set forth in the At-Will section of the Handbook, and that this agreement on at-will employment status is the sole and entire agreement between me and the Santa Ana Watershed Project Authority, regarding the term of my employment and the termination thereof; and I further agree that this agreement and at-will employment status cannot be changed in any way, whatsoever, except in a writing which has been approved by the Santa Ana Watershed Project Authority Commission.

I understand that my supervisor, the General Manager, and any other executive member of management are willing to explain any portion of the Handbook that I may wish to discuss or about which I have a question.

Date: ___________________________ Signed: ____

Print Name: ____________________________________

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Appendix 1:
Non-Exempt/Exempt Positions

Non-Exempt	***Exempt***
Accountant I, II	Administrative Services Manager
Accounting Technician I, II	Administrative Services Supervisor
Administrative Assistant I, II	Associate Project Manager
Brine Line Pipeline Operator I, II	Communications Specialist
Brine Line Operations Superintendent	Controller
Business Analyst I, II	Deputy General Manager
Clerk of the Board	Chief Financial Officer
Executive Assistant I, II	Director of Finance
GIS Analyst I, II	Engineer/Senior Engineer/Principal Engineer
Information System Analyst I, II	Engineering Manager
Intern	Executive Manager of Engineering & Operations
Pretreatment Program Technician I, II	General Manager
Project Specialist	GIS Project Manager
Senior Accounting Technician	Information Systems and Technology Manager
Senior Administrative Assistant	Manager of Permitting & Pretreatment
Senior Administrative Services Specialist	Manager of Operations
Senior Brine Line Pipeline Operator	Program Manager
Senior Pretreatment Specialist	Project Manager
	QC Manager
	Senior Accountant
	Senior Communications Specialist
	Senior GIS Manager
	Senior Information Systems Analyst
	Senior Project Manager
	Watershed Manager/Senior Watershed Manager/Principal Watershed Manager
	Water Resources and Planning Manager

~~***Non-Exempt***~~

~~Accountant I, II~~
~~Accounting Technician I, II~~
~~Administrative Assistant I, II~~
~~Brine Line Pipeline Operator I, II~~
~~Brine Line Operations Superintendent~~
~~Business Analyst I, II~~
~~Clerk of the Board~~
~~Executive Assistant I, II~~
~~GIS Analyst I, II~~

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~~Information System Analyst I, II~~
~~Intern~~
~~Pretreatment Program Technician I, II~~
~~Senior Accounting Technician~~
~~Senior Administrative Assistant~~
~~Senior Brine Line Pipeline Operator~~
~~Senior Pretreatment Specialist~~

~~Exempt~~

~~Administrative Services Manager~~
~~Communications Specialist~~
~~Controller~~
~~Deputy General Manager/Chief Financial Officer~~
~~Engineer/Senior Engineer/Principal Engineer~~
~~Engineering Manager~~
~~Executive Manager of Engineering & Operations~~
~~General Manager~~
~~GIS Project Manager~~
~~Information Systems and Technology Manager~~
~~Manager of Permitting & Pretreatment~~
~~Manager of Operations~~
~~Program Manager~~
~~Project Manager~~
~~Project Specialist~~
~~QC Manager~~
~~Senior Accountant~~
~~Senior GIS Manager~~
~~Senior Project Manager~~
~~Watershed Manager/Senior Watershed Manager/Principal Watershed Manager~~
~~Water Resources and Planning Manager~~

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Appendix 2:
Disciplinary Action Guidelines

Disciplinary Action—Job Performance

The rules set forth below are intended to provide employees with fair notice of what is expected of them. It is not possible, however, to provide an exhaustive list of all types of impermissible conduct and performance. Therefore, employees should be aware that conduct not specifically listed below, but which adversely affects or is otherwise detrimental to the interests of SAWPA, other employees, or the public, also may result in disciplinary action, including termination.

The General Manager shall have the authority to discipline, including termination, any employee in accordance with these guidelines.

Employee Disciplinary Action

This policy shall be implemented through the procedures and specific guidelines which follow:

1. Disciplinary actions shall be commensurate with the seriousness of the offense.
2. Implementation of discipline to be successful should be:
   - ***Prompt*** – initiate personnel investigation within 24 hours in most situations.
   - ***Impartial*** – all employees should be treated fairly.
   - ***Consistent*** – similar offenses should be treated in a similar manner.
   - ***Fair*** – with regard to employee's past record and responsibilities.
   - ***Corrective*** – intent should be to prevent future problems.
   - ***Given with Advance Warning*** – employees should know that specific actions or omissions would result in disciplinary action up to and including discharge.
   - ***Followed Through*** – enforcement is consistent.
3. Key Factors in Analyzing Disciplinary Problems:
   - Seriousness of the problem.
   - Length of employment.
   - Frequency and nature of the problem.
   - Employee's work history.
   - Mitigating factors.
   - Degree of orientation, training, or experience previously provided the employee.
   - Existing disciplinary practices and guidelines.
   - Implications for other employees.
   - Management policies.
   - Safety implications for other employees and/or the general public.

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Sample Offenses

Disciplinary action may be based upon any of the following:

At fault major accident including driver or second party injury
Same as *Vehicle Accident* below, but the accident results in injury.

Carelessness or neglect that results in a safety or health hazard to another employee or the public

Chronic absenteeism/tardiness
Frequent and continuous unscheduled absences of an individual for reasons other than absences resulting from on-the-job injuries, where such continuous absences substantially reduce the reliability and dependability of the individual to perform their assigned duties, and where they exceed the established standards of the organization.

Conducting non-SAWPA related activities on SAWPA time
The conduct of non-SAWPA related activities on SAWPA time to the extent it interferes with the performance of assigned duties.

Conviction of an act defined as a felony
To be convicted of committing an act defined as a felony under the laws of the State of California or the United States. The nature of the conviction would determine the appropriate disciplinary action.

Conviction of an act defined as a misdemeanor involving moral turpitude
To be convicted of an act defined as a misdemeanor involving moral turpitude under the laws of the State of California or the United States. The nature of the conviction would determine the appropriate disciplinary action.

Discourtesy to the public, a supervisor, or another employee
Verbal or physical conduct that displays or exhibits a lack of respect to members of the public, a supervisor, or another employee.

Failure to carry out responsibilities and/or authority as set forth in the SAWPA safety rules
Any inappropriate action or failure to act in accordance with an employee's responsibilities and/or authority as set forth in the SAWPA safety rules.

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Failure to follow directions or procedures
Failure of an individual to follow a specific direction given or a known and routine procedure in the course of their duties without willful intent where such direction or procedures involve minor or routine matters.

Failure to maintain minimum job requirements
The failure to maintain required skills, abilities, and certifications as stipulated in official SAWPA job description for the employee's classification.

Failure to perform assigned work
The failure to perform work assigned or required in the accomplishment of job duties in a timely manner.

Falsifying official reports
An intentional presentation of inaccurate, incomplete, or false data on any report or other work product. Those reports which have a legal status (i.e., police reports, official statements, etc.) shall be considered a more serious category within this offense.

Fraud in securing and/or maintaining employment
To falsify any information provided or to be misleading by the information provided, including omissions, in an attempt to gain, secure, or maintain employment with SAWPA.

Illegal drug possession or use
The possession or use of any illegal drug.

Improper conduct toward the public
To act in an insulting, provocative, intimidating, or flagrantly discourteous manner toward any member of the public.

Improper political activity
Use of SAWPA time or materials to promote a specific political position or candidate.

Incompetence
The inability to meet the standards of performance established for the position held due to lack of skill, knowledge, or ability.

Inexcusable neglect of duty
To perform a duty or act in a negligent manner or to fail to perform assigned or known duties and obligations that are critical in nature.

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Insubordination
Actions by an individual that clearly and obviously indicate a resistance or defiance of a Supervisor's authority or clearly treat the supervisor with disrespect, including the use of obscene or threatening language or acting in a violent or intimidating manner.

Loss of equipment through neglect
To misplace or lose SAWPA equipment through negligence or lack of safeguarding.

Misuse of SAWPA time
The use of SAWPA time for activities inappropriate in the work place (i.e., horseplay, loafing, creating disruption between employees, etc.).

Misuse or damage of SAWPA property or equipment
The use of SAWPA property or equipment for purposes not intended, or in such a manner for which the equipment is not designed, or which is unsafe; or damage to property or equipment due to negligence.

Non-approved leave
An individual being absent from the work place without proper authorization for a period of time less than the normal workday.

Non-approved absence without leave
Being absent from the workplace without proper authorization for a full workday or shift. Each such absence shall be considered a separate offense.

Physical assault or battery
To physically intimidate or attack another individual through the use or intended use of force.

Physical or mental disability
The presence of some physical or mental disability, as determined by an authorized medical physician, that prohibits or interferes with an individual's ability to successfully achieve the established standards of job performance or to perform the essential duties of the position. Based on the employee's disability, full consideration will be given by SAWPA to reasonably accommodate the employee.

Possession of an open alcoholic beverage container or use during the working hours
The possession of an open alcoholic beverage container or use of alcohol during working hours or on SAWPA property.

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Selling or dispersion of drugs
The attempt, intent, or actual sale or dispersion of drugs to another individual.

Sexual harassment
See SAWPA Harassment Policy Statement.

Tardiness
Failure to report to work or return from breaks or meals at scheduled times.

Theft
The theft of SAWPA property or property of another individual.

Untruthfulness
Providing false information or withholding accurate and complete information from a supervisor when such information would be routinely provided as a function of normal job duties or as specifically requested.

Vehicle Accident
A vehicle accident involving SAWPA equipment in which the investigating law enforcement agency determines the employee was at fault, and where the resulting damage was minor or major in nature.

Violation of Federal, State or local laws
The conviction of minor infractions and misdemeanors committed while on duty.

Violation of a SAWPA safety regulation
The violation of any of the regulations specified in the SAWPA safety rules.

Violation of SAWPA rules and regulations, policies, and procedures except for unauthorized use of SAWPA vehicles
See SAWPA policies, rules, and ordinances for specifics.

Violation of traffic laws
See Ordinance No. 49, as amended.

Willful disobedience
The intentional and willful failure of an individual to follow specific verbal or written directions or instructions of a supervisor.

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Working under the influence of an intoxicating substance
Being on SAWPA property or operating SAWPA vehicles or equipment while under the influence of an intoxicating substance, which includes but is not limited to, alcohol or any other drug, glue, paint thinner, etc., which causes substantial impairment of motor or mental abilities.

Types of Disciplinary Actions

- Counseling
- Oral Reprimand
- Written Reprimand
- Suspension Without Pay for 5 days or less
- Suspension Without Pay in Excess of 5 Days
- Reduction in Pay
- Demotion
- Discharge

Procedural Guidelines for Disciplinary Actions

Generally, a regular employee is apprised of the disciplinary action, given the reasons for that action, given a copy of any supporting documentation, and given a chance to respond to the action, either orally or in writing, by explaining their side of the story. SAWPA has provided the process described here to ensure that discipline is both effective and fair, but not to alter the at-will status of any employee.

Informal Discipline

Counseling
This step in the progressive disciplinary process includes any informal discussion with an employee designed to assist the employee to fully develop skills and abilities. When there is a disciplinary problem, counseling is usually the first action taken to assist the employee in clarifying and resolving the problem. The discussion may clarify standards, evaluate the employee's strengths and weaknesses, or seek information. It is especially important that this step be taken promptly to avoid the need to escalate the disciplinary action.

Counseling is usually done by the immediate supervisor, but may be done by any supervisory staff up to and including the General Manager.

Oral Reprimand
Oral reprimands should be given by supervisors when counseling has failed to produce the desired changes. The supervisor should follow the same procedures as in the counseling interview, but must also inform the employee that an oral reprimand is being given.

An oral reprimand may be given by the immediate supervisor or any supervisory staff up to and including the General Manager.

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Formal Discipline

Written Reprimand

If counseling and oral reprimands have failed to resolve a problem, a written reprimand is often the next step in progressive disciplinary action.

A written reprimand is a formal notice to the employee that further disciplinary action may be taken unless performance or behavior improves.

A written reprimand may be presented by any supervisor up to and including the General Manager.

Suspension without Pay

This form of discipline normally would be the next step where counseling and reprimands have failed to achieve correction of unacceptable behavior, although it may be used as a first form of discipline for some offenses. This action shall only be initiated upon the General Manager's review. An employee may be put on Administrative Leave with pay where the employee's continued presence may be disruptive or constitutes a danger to the safety of the employee or others in the opinion of their supervisor, or in the opinion of any superior in the chain of command above the supervisor.

Demotion or Reduction in Pay

Demotion to a position with a lower salary range or a reduction in pay to a lower paying salary step shall be used primarily in response to an employee's failure to maintain minimum job requirements, incompetence or an inability to perform the essential duties of a position. It may also be used, however, for any form of misconduct. Such action shall be reviewed and approved by the General Manager and finalized as a written order of discipline.

Discharge

Permanent termination of an employee's employment with SAWPA is a decision of the General Manager. Termination decisions may be appealed to the SAWPA Commission on the grounds that the decision has a prohibited basis. The termination decision is effective while the appeal process is pending.

Urgent Circumstances

Under urgent circumstances, an employee may be removed or ordered from the work place without following the guidelines outlined above and be placed on administrative leave with pay if, in the opinion of the employee's supervisor or other superior officer, the continued presence of the employee may create a risk of harm to the employee or to others. In such case, the employee's supervisor shall document the circumstances that give rise to said risk of harm.

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Appendix 3:
Reimbursement Caps *(Effective July 18, 2023)*

Program	Limit	Per
Wellness Program	$150.00	Fiscal Year
Professional Memberships	$300.00	Fiscal Year
Work Boot Reimbursement	$175.00	Fiscal Year
Education Reimbursement	$5,250.00	Calendar Year

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COMMISSION MEMORANDUM NO. 2025.75

DATE: October 21, 2025

TO: SAWPA Commission

SUBJECT: Annual AB 2561 Vacancy and Recruitment Report

PREPARED BY: Shavonne Turner, Administrative Services Manager

RECOMMENDATION
Receive and file.

DISCUSSION
Assembly Bill 2561 requires public agencies to annually report on staffing vacancies and recruitment status.

For Fiscal Year 2025–26, SAWPA has one vacant position:

- **Water Resources and Planning Manager** – Recruitment is currently underway.

All other authorized positions are filled. The annual submission of this report fulfills SAWPA's compliance with AB 2561 and provides transparency regarding staffing levels and recruitment activities.

CRITICAL SUCCESS FACTORS

- Staffing and Organizational Sustainability: Ensure SAWPA is fully staffed to support implementation of the agency's mission, programs, and projects.
- Compliance and Accountability: Maintain compliance with state requirements and provide timely updates to the Commission.

RESOURCE IMPACTS
There is no unanticipated resource impacts associated with this report. Recruitment for the Water Resources and Planning Manager is being conducted within the current FY 2025–26 budget.

Attachments:
1. Annual AB 2561 Vacancy and Recruitment Report
2. Presentation

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Annual AB 2561 Vacancy and Recruitment Report

Annual AB 2561 Vacancy and Recruitment Report

Agency: Santa Ana Watershed Project Authority (SAWPA)

Fiscal Year: FY 2025–2026

Public Hearing Date: TBD—must occur before budget adoption

- **Vacancy Overview**

Authorized Positions:	26
Current Filled Positions:	25
Current Vacancies:	1
Overall Vacancy Rate:	3.85%

- **Vacancy Distribution**
  - Vacant Position: Water Resources and Planning Manager

- **Recruitment and Retention Status**
  - Recruitment Efforts: Position has been posted through standard recruitment channels; applicant screening process has been initiated.
  - Retention Efforts: Continual enhancement of HR onboarding materials and candidate communication guidelines.
  - Hiring Obstacles Identified: No significant procedural or policy barriers have been identified at this time.

- **High Vacancy Threshold**
  - Does any bargaining unit exceed 20% vacancies? No, vacancy rate is well below 20%, so additional data is not required.

- **Employee Organization Presentation**
  - Recognized Employee Organization: N/A
  - Will they present? No

- **Recommended Policy or Process Improvements**
  - Enhance onboarding materials and candidate communication.
    1. Streamline the hiring process by implementing standardized checklists and leveraging the latest technology to reduce time-to-hire.

Compliance Summary

This report satisfies the requirements of California Government Code § 3502.3 (AB 2561) by providing details on current vacancies, recruitment and retention efforts, and identifying hiring obstacles, to be presented in a public hearing before SAWPA's governing board prior to the adoption of the FY 2025–2026 budget.

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SAWPA

Annual AB 2561 Vacancy and Recruitment Report

Shavonne Turner

October 21, 2025

SAWPA Commission Meeting

Recommendation

- Receive and file the annual update in response to AB 2561
  - Report provides transparency regarding staffing levels and recruitment activities

AB-2561 Local public employees: vacant positions. (2023-2024)

Date Published: 09/23/2024 09:00 PM

Assembly Bill No. 2561

CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

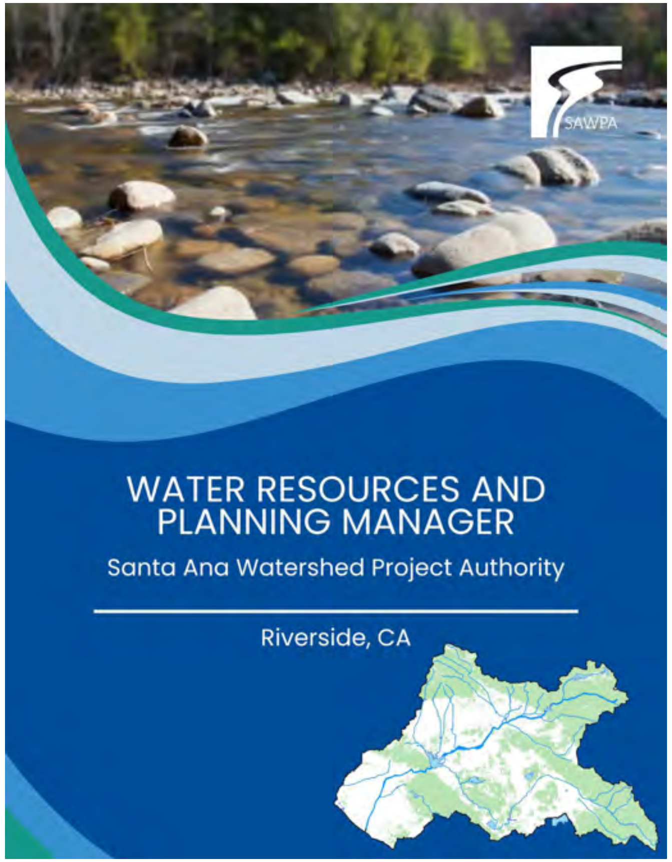
Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

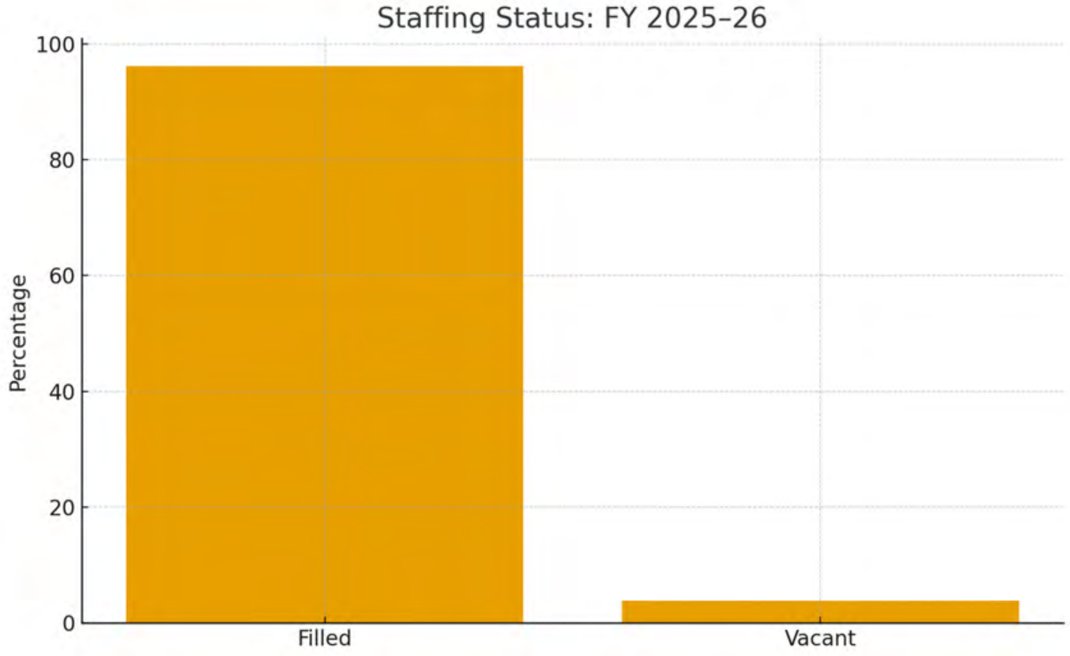
Discussion

- Assembly Bill 2561 requires annual vacancy and recruitment reporting
- FY 2025–26:
    - One vacancy: Water Resources and Planning Manager
    - All other positions filled
- SAWPA remains in compliance with AB 2561



Vacancy Overview

- Authorized Positions: 26
- Current Filled Positions: 25
- Current Vacancies: 1
- Vacancy Rate: 3.85%
- Vacant Position: Water Resources and Planning Manager



Recruitment / Retention Status

- Recruitment underway; applicant screening initiated
- Retention Efforts:
- Enhanced onboarding materials
- Improved candidate communication
- Hiring Obstacles: None identified

Critical Success Factors

- Staffing & Organizational Sustainability
- Compliance & Accountability
- Transparent reporting to the Commission

Resource Impacts

- No unanticipated resource impacts
- Recruitment conducted within FY 2025–26 budget

Compliance Summary

- Meets California Government Code § 3502.3 (AB 2561)
- Provides details on vacancies, recruitment, and retention efforts

Contact Information

Shavonne Turner

Administrative Services Manager

Santa Ana Watershed Project Authority

951-354-4230

sturner@sawpa.gov

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COMMISSION MEMORANDUM NO. 2025.76

DATE: October 21, 2025

TO: SAWPA Commission

SUBJECT: 2026 Medical Insurance Cap

PREPARED BY: Karen Williams, General Manager

RECOMMENDATION

It is recommended that the Commission direct staff to adjust the medical insurance cap from $2,168.93 to $2,258.61, which is equal to the ACWA/JPIA 2026 Kaiser Family Plan rate.

DISCUSSION

Historically, SAWPA has set the medical insurance cap to the lower of the Kaiser or Blue Cross family rate. The current medical insurance cap is $2,168.93. Annual medical insurance cap increases since 2021 have been 9.0%, 0%, 0%, 5.8%, 5.4%; the 2025 increase is 4.1%.

Applicable ACWA/JPIA 2026 Medical Plan Rates in the *Other Southern California* region are as follows[1]:

Anthem Blue Cross [Classic PPO] Family Rate:	$2,637.20[1]
Anthem Blue Cross [CalCare HMO] Family Rate:	$3,001.79[1]
Kaiser [HMO with Chiro]:	$2,258.61[1]

[1] Reflects -4% incentive rate.

For your reference, attached is the ACWA JPIA 2026 Medical Plan Monthly Rates sheet for the *Other Southern California* region, as well as for 2025.

CRITICAL SUCCESS FACTORS

- By providing competitive employee benefits, SAWPA can continue to maintain a strong reputation as a watershed-wide, knowledgeable, neutral and trusted facilitator, leader, and administrator of contracted activities.
- Skilled professional staff and resources are paramount to effectively provide facilitation, management, administrative and technical support to collaborative work efforts.

RESOURCE IMPACTS

There are sufficient funds in the FY 2025-26 Budget to cover the increase from the current medical insurance cap of $2,168.93 to the proposed medical insurance cap of $2,258.61.

Attachments:

1. 2025 ACWA JPIA Medical Plan Monthly Rates (*Other Southern California* region)
2. 2026 ACWA JPIA Medical Plan Monthly Rates (*Other Southern California* region)

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ACWA JPIA 2025 Medical Plan Monthly Rates

OTHER SOUTHERN CALIFORNIA

Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, Riverside, San Diego, San Luis Obispo, Santa Barbara & Tulare Counties

	Standard Rates			Incentive Rates (-4%)			Change to
Anthem Blue Cross	Single	Two-Party	Family	Single	Two-Party	Family	Rates
Classic PPO	942.40	1,884.80	2,497.36	904.70	1,809.40	2,397.46	10.00%
Advantage PPO	829.32	1,658.64	2,197.70	796.15	1,592.30	2,109.80	10.00%
Consumer Driven Health Plan (CDHP)	753.92	1,507.84	1,997.89	723.76	1,447.52	1,917.96	10.00%
CalCare HMO	1,125.52	2,251.04	2,982.63	1,080.50	2,161.00	2,863.33	5.00%
Value HMO	1,036.61	2,073.22	2,747.02	995.15	1,990.30	2,637.15	5.00%

Some zip codes in the above counties may be in the Kaiser North service area. See the JPIA's Other North region rate sheet for the applicable premiums.

Kaiser South	Standard Rates			Incentive Rates (-4%)			Std / Inc
Traditional HMO	812.70	1,625.40	2,259.31	780.19	1,560.38	2,168.93	5.46%
HMO with Optical	827.67	1,655.34	2,300.92	794.56	1,589.12	2,208.88	5.46%
Value HMO	742.85	1,485.70	2,065.12	713.14	1,426.28	1,982.53	5.46%
Consumer Driven Health Plan (CDHP)	588.04	1,176.08	1,634.75	564.52	1,129.04	1,569.37	5.46%
Medicare Advantage							
Kaiser Senior Advantage	197.12	394.24	-				7.83%
United Healthcare PPO	512.45	1,024.90	1,537.35				24.25%
Mixed Medicare [1,2]			[3]				[4]
Classic PPO + UHC		1,454.85	2,067.41		1,417.15	2,005.21	14.63%
Advantage PPO + UHC		1,341.77	1,880.83		1,308.60	1,826.10	15.04%
Consumer Driven Health Plan (CDHP) + UHC		1,266.37	1,756.42		1,236.21	1,706.65	15.35%
CalCare HMO + UHC		1,637.97	2,369.56		1,592.95	2,295.28	10.29%
Value HMO + UHC		1,549.06	2,222.86		1,507.60	2,154.45	10.62%
Kaiser Traditional HMO + Senior Advantage [5]		1,009.82	1,643.73		977.31	1,585.86	5.74%

[1] Mixed Medicare rates are for enrollments that include one retiree with Medicare and one without Medicare.

[2] Kaiser enrollments cannot mix with UHC enrollments. It must be Anthem+UHC or Kaiser+Kaiser.

[3] Family Mixed Medicare rates are for one adult with Medicare, plus one adult and child without Medicare.

[4] Change to Mixed Medicare rates shown is a comparison of Two-Party Standard rates.

[5] Rates reflect Kaiser Traditional HMO. Contact JPIA Benefits for rates for other Kaiser plan cominations.

If you have questions or would like additional information, please email benefits@acwajpia.com.

Revised 9/11/2024

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ACWA JPIA 2026 Medical Plan Monthly Rates

OTHER SOUTHERN CALIFORNIA

Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, Riverside, San Diego, San Luis Obispo, Santa Barbara & Tulare Counties

Anthem Blue Cross	Standard Rates Single	Standard Rates Two-Party	Standard Rates Family	Incentive Rates (-4%) Single	Incentive Rates (-4%) Two-Party	Incentive Rates (-4%) Family	Change to Rates
Classic PPO	1,036.64	2,073.28	2,747.10	995.17	1,990.34	2,637.20	10%
Advantage PPO	912.25	1,824.50	2,417.46	875.76	1,751.52	2,320.76	10%
Consumer Driven Health Plan (CDHP)	829.31	1,658.62	2,197.67	796.14	1,592.28	2,109.77	10%
CalCare HMO	1,179.95	2,359.90	3,126.87	1,132.75	2,265.50	3,001.79	5%
Value HMO	1,086.74	2,173.48	2,879.86	1,043.27	2,086.54	2,764.67	5%
Some zip codes in the above counties may be in the Kaiser North service area. See the JPIA's Other North region rate sheet for the applicable premiums.							
Kaiser South	**Standard Rates**			**Incentive Rates (-4%)**			**Std / Inc**
Traditional HMO	846.30	1,692.60	2,352.71	812.45	1,624.90	2,258.61	4.28%
HMO with Optical	861.88	1,723.76	2,396.03	827.40	1,654.80	2,300.17	4.28%
Value HMO	773.56	1,547.12	2,150.50	742.62	1,485.24	2,064.48	4.28%
Consumer Driven Health Plan (CDHP)	612.35	1,224.70	1,702.33	587.86	1,175.72	1,634.25	4.28%
Medicare Advantage							
Kaiser Senior Advantage	212.45	424.90	-				7.78%
United Healthcare PPO	557.45	1,114.90	1,672.35				8.78%
Mixed Medicare [1,2]			[3]				[4]
Classic PPO + UHC		1,594.09	2,267.91		1,552.62	2,199.48	9.57%
Advantage PPO + UHC		1,469.70	2,062.66		1,433.21	2,002.45	9.53%
Consumer Driven Health Plan (CDHP) + UHC		1,386.76	1,925.81		1,353.59	1,871.08	9.51%
CalCare HMO + UHC		1,737.40	2,504.37		1,690.20	2,426.49	6.07%
Value HMO + UHC		1,644.19	2,350.57		1,600.72	2,278.85	6.14%
Kaiser Traditional HMO + Senior Advantage [5]		1,058.75	1,718.86		1,024.90	1,658.61	4.85%

[1] Mixed Medicare rates are for enrollments that include one retiree with Medicare and one without Medicare.

[2] Kaiser enrollments cannot mix with UHC enrollments. It must be Anthem+UHC or Kaiser+Kaiser.

[3] Family Mixed Medicare rates are for one adult with Medicare, plus one adult and child without Medicare.

[4] Change to Mixed Medicare rates shown is a compairson of Two-Party Standard rates.

[5] Rates reflect Kaiser Traditional HMO. Contact JPIA Benefits for rates for other Kaiser plan cominations.

If you have questions or would like additional information, please email benefits@acwajpia.com.

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COMMISSION MEMORANDUM NO. 2025.77

DATE: October 21, 2025

TO: SAWPA Commission

SUBJECT: Lobby Security Improvements Project

PREPARED BY: David Ruhl, Executive Manager of Engineering and Operations

RECOMMENDATION
That the Commission authorize the General Manager to accept the Bridgerock Construction Inc., work on the Lobby Security Improvements Project as complete and direct staff to file a Notice of Completion with the Riverside County Clerk upon the following:

1. Contractor has delivered all documents required by the Contract Documents;
2. Notice from the Architect accepting the work;
3. Receipt of Final Application for Payment from the Contractor; and
4. Notice from the Construction Manager recommending final payment.

DISCUSSION
In April 2025, the Commission awarded a construction contract to Bridgerock Construction Inc., in the amount of $552,988. The work included security improvements to the Lobby and ADA improvements to the restrooms and exterior of the building. The work commenced in May 2025 and was completed on October 18, 2025. The following shows the contract award amount and the final contract amount.

Contractor	Contract Amount
Bridgerock Construction	$552,988.00
- Change Order 1	($28,435.21)
Final Contract Amount	**$524,552.79**

A Notice of Completion needs to be filed with the Riverside County Clerk upon receipt of documents required by the Contract Documents.

RESOURCE IMPACTS
Funds are available in the Building Reserve Fund and interest earnings from the General Fund to cover the construction and construction management costs for the Project.

Attachments:
1. Notice of Completion
2. PowerPoint Presentation

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RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

Name SAWPA

Street Address 11615 Sterling Avenue

City & State Riverside, CA 92503

No fee per Gov't Code 27383

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is Santa Ana Watershed Project Authority
3. The full address of the owner is 11615 Sterling Avenue, Riverside, CA 92503
4. The nature of the interest or estate of the owner is in fee.
   In Fee
   (If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
None	

6. A work of improvement on the property hereinafter described was completed on 10/18/2025. The work done was: SAWPA Lobby Security Improvements Project
7. The name of the contractor, if any, for such work of improvement was Bridgerock Construction, Inc.
   (If no contractor for work of improvement as a whole, insert "none") April 29, 2025 (Date of Contract)
8. The property on which said work of improvement was completed is in the city of Riverside,

County of Riverside, State of California, and is described as follows: Renovation of front lobby, including a new partition wall and updated flooring and finishes. The demolition and renovation of two multi-stall restrooms to enhance ADA accessibility and a new exterior ADA compliant ramp to lobby entrance.

9. The street address of said property is 11615 Sterling Avenue, Riverside, CA 92503
   (If no street address has been officially assigned, insert "none")

Dated: 10/21/2025

Santa Ana Watershed Project Authority

Karen Williams, General Manager

VERIFICATION

I, the undersigned, say: I am the Executive Manager of Engineering and Operations the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on ______ (Date of signature), 20 ____, at ______ (City where signed), California.

David P. Ruhl, Executive Manager of Engineering and Operations

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SAWPA Lobby Security Improvements Project

David Ruhl, Executive Manager of Engineering and Operations

October 21, 2025

Commission

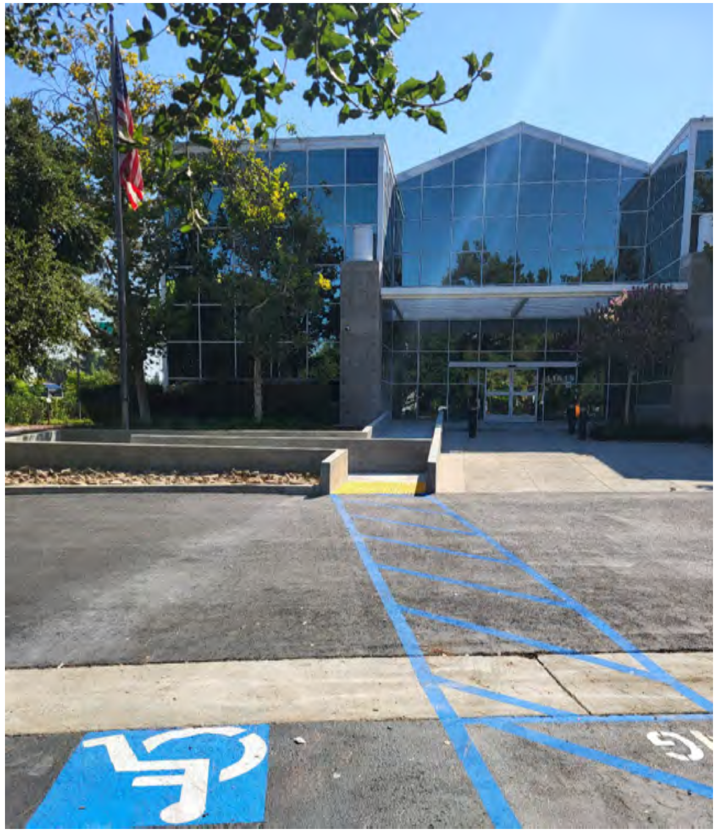
Recommendation

That the Commission authorize the General Manager to accept the Bridgerock Construction Inc., work on the Lobby Security Improvements Project as complete and direct staff to file a Notice of Completion with the Riverside County Clerk up the following:

1. Contractor has delivered all documents required by the Contract Documents;
2. Notice from the Architect accepting the work;
3. Receipt of Final Application for Payment from the Contractor; and
4. Notice from the Construction Manager recommending final payment.

Lobby Security Improvements

- Commission Award: April 2025
- Contractor: Bridgerock Construction
- Commence Work: May 12, 2025
- Complete Work: October 18, 2025
- Project Description
  - Harden the entrance to add a layer of security
  - Maintain open lobby during business hours
  - Improve functionality and appearance of reception work area
  - Provide exterior and interior ADA upgrades



Lobby Security Improvements

Lobby Security Improvements

Contract Authorization

Contractor	Contract Amount
• Bridgerock Construction	$552,988.00
• Change Order 1	($28,435.21)
• Final Contract Amount	$524,552.79

Recommendation

That the Commission authorize the General Manager to accept the Bridgerock Construction Inc., work on the Lobby Security Improvements Project as complete and direct staff to file a Notice of Completion with the Riverside County Clerk up the following:

1. Contractor has delivered all documents required by the Contract Documents;
2. Notice from the Architect accepting the work;
3. Receipt of Final Application for Payment from the Contractor; and
4. Notice from the Construction Manager recommending final payment.

Contact Information

David Ruhl

Executive Manager of Engineering and Operations

Druhl@sawpa.gov

Santa Ana Watershed Project Authority
Cash Transaction Report
Month of August 2025

Below is a summary of cash transactions completed during the month in the Authority's checking account with US Bank. Attached are summaries by major revenue and expense classifications.

Cash Receipts and Deposits to Account	$ 1,842,641.84
Net Investment Transfers	271,843.06
Cash Disbursements	(813,548.53)
Net Change for Month	$ 1,300,936.37
Balance at Beginning of Month	654,492.16
Balance at End of Month per General Ledger	**$ 1,955,428.53**
Collected Balance per Bank Statement	$ 2,042,129.45

ACCOUNTS PAYABLE RECONCILIATION

Accounts Payable Balance @ 07/31/2025	$ 5,676,421.67
Invoices Received for August 2025	4,894,363.25
Invoices Paid by check/wire during August 2025 (see attached register)	(447,965.03)
Accounts Payable Balance @ 08/31/2025	$ 10,122,819.89

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CASH RECEIPTS

Brine Line Operating Revenues	$	728,159.97
Member Agency Contributions		909,360.00
Other Agency Contributions		175,793.50
Other Grant Proceeds - WECAN		16,027.96
Other		13,300.41
Total Receipts and Deposits	$	1,842,641.84

INVESTMENT TRANSFERS

Transfer of Funds:		
From (to) US Bank	$	-
From (to) LAIF		(1,000,000.00)
From (to) Legal Defense Fund		-
From (to) LESJWA		-
From (to) Investments		1,271,843.06
Total Investment Transfers	$	271,843.06

CASH DISBURSEMENTS

By Check or ACH:		
Payroll	$	-
Operations		447,965.03
Total Checks Drawn	$	447,965.03
By Cash Transfer:		
Payroll	$	231,411.54
Payroll Taxes		134,171.96
Total Cash Transfers	$	365,583.50
Total Cash Disbursements	$	813,548.53
		-

Santa Ana Watershed Project Authority
Check Detail
Aug-25

Category	Check #	Check Date	Type	Vendor	Check Amount
Asset	EFT06977	8/21/2025	CHK	Gillis & Panichapan Architects	$ 7,125.00
Asset Total					**$ 7,125.00**
Audit Fees	EFT06955	8/14/2025	CHK	C.J. Brown & Company CPAs	$ 7,613.00
Audit Fees Total					**$ 7,613.00**
Benefits	6095	8/28/2025	CHK	Mutual Of Omaha	$ 3,473.93
Benefits	EFT06981	8/28/2025	CHK	ACWA JPIA	$ 58,692.12
Benefits	EFT06982	8/28/2025	CHK	Aflac	$ 482.71
Benefits	EFT06986	8/28/2025	CHK	HealthEquity, Inc.	$ 134.00
Benefits	P048874	8/7/2025	WDL	MissionSquare	$ 504.77
Benefits	P048875	8/7/2025	WDL	MissionSquare	$ 5,455.44
Benefits	P048876	8/7/2025	WDL	CalPERS Supplemental Income	$ 5,925.23
Benefits	P048877	8/7/2025	WDL	Public Employees' Retirement	$ 27,414.89
Benefits	P048944	8/21/2025	WDL	CalPERS Supplemental Income	$ 5,925.23
Benefits	P048945	8/21/2025	WDL	MissionSquare	$ 403.81
Benefits	P048946	8/21/2025	WDL	MissionSquare	$ 5,455.44
Benefits	P048947	8/21/2025	WDL	Public Employees' Retirement	$ 27,414.89
Benefits	WDL000007385	8/12/2025	WDL	WageWorks	$ 194.24
Benefits	WDL000007401	8/20/2025	WDL	WageWorks	$ 5.00
Benefits	WDL000007403	8/22/2025	WDL	WageWorks	$ 240.84
Benefits	WDL000007412	8/28/2025	WDL	WageWorks	$ 819.64
Benefits	WDL000007413	8/29/2025	WDL	WageWorks	$ 385.81
Benefits Total					**$ 142,927.99**
Building Lease	6096	8/28/2025	CHK	Wilson Property Services, Inc	$ 2,664.00
Building Lease	6097	8/28/2025	CHK	Wilson Property Services, Inc	$ 2,737.92
Building Lease	6098	8/28/2025	CHK	Wilson Property Services, Inc	$ 2,425.06
Building Lease Total					**$ 7,826.98**
Car, Repair, Maint. - Registration	6093	8/21/2025	CHK	Department of Motor Vehicles	$ 10.00
Car, Repair, Maint. - Registration Total					**$ 10.00**
Cloud Storage	EFT06973	8/21/2025	CHK	VC3, Inc.	$ 3,024.75
Cloud Storage Total					**$ 3,024.75**
Consulting	6087	8/7/2025	CHK	Endeavour Solutions Inc.	$ 6,650.00
Consulting	6092	8/14/2025	CHK	Endeavour Solutions Inc.	$ 11,017.50
Consulting	EFT06943	8/7/2025	CHK	Woodard & Curran Inc.	$ 3,859.90
Consulting	EFT06947	8/7/2025	CHK	GEI Consultants	$ 26,382.25
Consulting	EFT06953	8/14/2025	CHK	CDM Smith, Inc.	$ 3,378.41
Consulting	EFT06954	8/14/2025	CHK	VC3, Inc.	$ 867.69
Consulting	EFT06957	8/14/2025	CHK	Sol Media	$ 2,640.00
Consulting	EFT06959	8/14/2025	CHK	Kahn Soares & Conway	$ 7,559.00
Consulting	EFT06962	8/14/2025	CHK	Konica Minolta Business Solutions	$ 12,500.00
Consulting	EFT06966	8/21/2025	CHK	West Coast Advisors	$ 9,750.00
Consulting	EFT06973	8/21/2025	CHK	VC3, Inc.	$ 2,649.21
Consulting	EFT06974	8/21/2025	CHK	Woodard & Curran Inc.	$ 5,762.50
Consulting Total					**$ 93,016.46**
Credit Cards	P048912	8/8/2025	WDL	US Bank	$ 7,605.19
Credit Cards Total					**$ 7,605.19**
Director Costs	EFT06963	8/21/2025	CHK	Eastern Municipal Water District	$ 590.40
Director Costs	EFT06965	8/21/2025	CHK	Western Municipal Water District	$ 877.20
Director Costs	EFT06975	8/21/2025	CHK	Jasmin Hall	$ 54.60
Director Costs	EFT06976	8/21/2025	CHK	T. Milford Harrison	$ 26.60
Director Costs	EFT06978	8/21/2025	CHK	Gilbert Botello	$ 23.80
Director Costs Total					**$ 1,572.60**
Dues	EFT06971	8/21/2025	CHK	Southern California Salinity	$ 10,000.00
Dues Total					**$ 10,000.00**
Employee Reimbursement	EFT06949	8/7/2025	CHK	Alfredo Vasquez	$ 210.00
Employee Reimbursement	EFT06951	8/14/2025	CHK	Richard Whetsel	$ 31.50
Employee Reimbursement	EFT06956	8/14/2025	CHK	Ian Achimore	$ 66.36
Employee Reimbursement Total					**$ 307.86**
Equipment Repair/Maintenance	EFT06988	8/28/2025	CHK	HASCO Heating Airconditioning	$ 123.75
Equipment Repair/Maintenance Total					**$ 123.75**
Facility Repair & Maintenance	EFT06942	8/7/2025	CHK	TNT Elevator Inc	$ 300.00

Santa Ana Watershed Project Authority
Check Detail
Aug-25

Category	Check #	Check Date	Type	Vendor	Check Amount
Facility Repair & Maintenance	EFT06944	8/7/2025	CHK	Douglas Environmental Group	$ 1,300.00
Facility Repair & Maintenance	EFT06945	8/7/2025	CHK	Riverside Cleaning Systems	$ 1,800.00
Facility Repair & Maintenance	EFT06950	8/7/2025	CHK	Pacific Shore Pest Control	$ 135.00
Facility Repair & Maintenance	EFT06969	8/21/2025	CHK	Innerline Engineering	$ 6,800.00
Facility Repair & Maintenance	EFT06972	8/21/2025	CHK	United Storm Water Inc.	$ 6,547.60
Facility Repair & Maintenance	EFT06979	8/21/2025	CHK	Pacific Shore Pest Control	$ 135.00
Facility Repair & Maintenance Total					**$ 17,017.60**
Insurance Expense	EFT06946	8/7/2025	CHK	Zenith Insurance Company	$ 5,573.00
Insurance Expense Total					**$ 5,573.00**
JPA Dues	EFT06970	8/21/2025	CHK	Lake Elsinore & San Jacinto Watersheds	$ 10,000.00
JPA Dues Total					**$ 10,000.00**
Lab Costs	EFT06939	8/7/2025	CHK	Babcock Laboratories, Inc.	$ 5,864.90
Lab Costs	EFT06952	8/14/2025	CHK	Babcock Laboratories, Inc.	$ 561.00
Lab Costs	EFT06967	8/21/2025	CHK	Babcock Laboratories, Inc.	$ 1,933.00
Lab Costs	EFT06985	8/28/2025	CHK	Babcock Laboratories, Inc.	$ 31.00
Lab Costs Total					**$ 8,389.90**
Landscape Maintenance	EFT06940	8/7/2025	CHK	Green Meadows Landscape	$ 825.00
Landscape Maintenance Total					**$ 825.00**
Legal Expense	EFT06958	8/14/2025	CHK	Lagerlof, LLP	$ 9,339.50
Legal Expense Total					**$ 9,339.50**
Office Expense	EFT06941	8/7/2025	CHK	Printing Connection, Inc.	$ 185.96
Office Expense	EFT06983	8/28/2025	CHK	Staples Business Credit	$ 156.03
Office Expense Total					**$ 341.99**
Other Contract Services	EFT06987	8/28/2025	CHK	EcoTech Services Inc	$ 13,625.12
Other Contract Services Total					**$ 13,625.12**
Other Expense	6091	8/14/2025	CHK	City of Riverside	$ 29.00
Other Expense Total					**$ 29.00**
Other Professional Services	EFT06960	8/14/2025	CHK	Bell, McAndrews, & Hiltachk	$ 362.50
Other Professional Services Total					**$ 362.50**
Payroll	WDL000007365	8/8/2025	WDL	Direct Deposit 8/8/2025	$ 100,295.31
Payroll	* WDL000007366	8/8/2025	VOID	PR Tax - Federal	$ -
Payroll	WDL000007367	8/8/2025	WDL	PR Tax - State	$ 10,286.76
Payroll	WDL000007368	8/8/2025	WDL	PR Tax - State AZ	$ 112.42
Payroll	WDL000007372	8/8/2025	WDL	Direct Deposit 8/8/2025	$ 33,523.73
Payroll	WDL000007373	8/8/2025	WDL	PR Tax - Federal	$ 39,257.71
Payroll	WDL000007374	8/8/2025	WDL	PR Tax - Federal	$ 27,473.30
Payroll	WDL000007375	8/8/2025	WDL	PR Tax - State	$ 9,834.80
Payroll	WDL000007392	8/22/2025	WDL	Direct Deposit 8/22/2025	$ 97,592.50
Payroll	WDL000007404	8/22/2025	WDL	PR Tax - Federal	$ 37,735.31
Payroll	WDL000007405	8/22/2025	WDL	PR Tax - State	$ 9,359.24
Payroll	WDL000007406	8/22/2025	WDL	PR Tax - State AZ	$ 112.42
Payroll Total					**$ 365,583.50**
Safety	EFT06938	8/7/2025	CHK	Underground Service Alert	$ 342.32
Safety	EFT06984	8/28/2025	CHK	Calolympic Safety	$ 244.69
Safety Total					**$ 587.01**
Shipping/Postage	EFT06937	8/7/2025	CHK	General Logistics Systems US	$ 23.09
Shipping/Postage	EFT06964	8/21/2025	CHK	General Logistics Systems US	$ 28.03
Shipping/Postage Total					**$ 51.12**
Software	EFT06961	8/14/2025	CHK	Konica Minolta Business Solutions	$ 744.00
Software	EFT06968	8/21/2025	CHK	Solver Inc.	$ 5,386.26
Software	EFT06973	8/21/2025	CHK	VC3, Inc.	$ 1,281.75
Software Total					**$ 7,412.01**
Subscriptions	EFT06948	8/7/2025	CHK	Verizon Connect	$ 104.70
Subscriptions Total					**$ 104.70**
Utilities	6085	8/7/2025	CHK	Southern California Edison	$ 24.29
Utilities	6086	8/7/2025	CHK	Burrtec Waste Industries, Inc	$ 225.70
Utilities	6088	8/14/2025	CHK	Riverside Public Utilities	$ 223.16
Utilities	6089	8/14/2025	CHK	Riverside Public Utilities	$ 1,958.10

Santa Ana Watershed Project Authority
Check Detail
Aug-25

Category	Check #	Check Date	Type	Vendor	Check Amount
Utilities	6090	8/14/2025	CHK	Southern California Edison	$ 128.66
Utilities	6094	8/28/2025	CHK	AT&T	$ 244.26
Utilities	EFT06989	8/28/2025	CHK	Verizon Wireless Services LLC	$ 378.20
Utilities	EFT06990	8/28/2025	CHK	Verizon Wireless Services LLC	$ 140.05
Utilities	EFT06991	8/28/2025	CHK	Verizon Wireless Services LLC	$ 1,148.08
Utilities Total					**$ 4,470.50**
WIP - Construction	EFT06980	8/21/2025	CHK	Bridgerock Construction, Inc	$ 88,682.50
WIP - Construction Total					**$ 88,682.50**
Grand Total					**$ 813,548.53**

		Accounts Payable
	Checks	$ 360,214.61
	Wire Transfers	$ 87,750.42
		$ 447,965.03
	Other	$ -
	Payroll	$ 365,583.50
Total Disbursements for August 2025		**$ 813,548.53**

Santa Ana Watershed Project Authority
Consulting
Aug-25

Check #	Check Date	Task #	Task Description	Vendor Name	Total Contract	Check Amount	Remaining Contract Amount	Notes/Comments
EFT06953	8/14/2025	CDM377-02	*PFAS Regional Analysis for Upper Santa Ana River Watershed - Phase 2*	CDM Smith	$ 494,335.00	$ 3,378.41	$ 16,101.88	
8/30/1916	8/7/2025	ENSO100-02	*GP Support FY25/26*	Endeavour Solutions	$ 6,650.00	$ 6,650.00	$ -	
9/4/1916	8/14/2025	ENSO100-01	*GP Study and Support FY24/25*	Endeavour Solutions	$ 18,385.00	$ 11,017.50	$ 35.00	
EFT06947	8/7/2025	GEI370-01	*Canyon Lake Fish Kill Emergency Response*	GEI Consultants	$ 26,382.25	$ 26,382.25	$ -	
EFT06959	8/14/2025	KSC384-04	*MSAR Pathogen TMDL TF Regulatory Support*	Kahn, Soares, & Conway	$ 141,500.00	$ 645.00	$ 139,178.00	
EFT06959	8/14/2025	KSC374-04	*Basin Monitoring Program TF Regulatory Support*	Kahn, Soares, & Conway	$ 148,900.00	$ 4,177.00	$ 143,451.00	
EFT06959	8/14/2025	KSC392-04	*Emerging Constituents Program*	Kahn, Soares, & Conway	$ 65,070.00	$ 442.00	$ 64,268.00	
EFT06959	8/14/2025	KSC377-01	*PFAS Regional Analysis for Upper SAR - Phase 2*	Kahn, Soares, & Conway	$ 18,000.00	$ 2,295.00	$ 15,705.00	
EFT06962	8/14/2025	KON100-13	*OnBase Support*	Konica Minolta	$ 12,500.00	$ 12,500.00	$ -	
EFT06957	8/14/2025	SOL100-22	*Web Services 25-26*	Sol Media	$ 31,680.00	$ 2,640.00	$ 26,400.00	
EFT06954	8/14/2025	ACS100-26	*IT Services*	VC3, Inc.	$ 288,000.00	$ 867.69	$ 49,125.50	
EFT06973	8/21/2025	ACS100-26	*IT Services*	VC3, Inc.	$ 288,000.00	$ 2,649.21	$ 49,125.50	
EFT06966	8/21/2025	WCA100-03-07	*State Legislative Consulting Services*	West Coast Advisors	$ 117,000.00	$ 9,750.00	$ 29,250.00	
EFT06943	8/7/2025	RMC504-401-11	*SARCCUP Program Mgmt Services*	Woodard & Curran	$ 136,098.00	$ 3,859.90	$ 34,490.70	
EFT06974	8/21/2025	W&C376-01	*Climate Adaptation and Resilience Plan*	Woodard & Curran	$ 329,885.00	$ 5,762.50	$ 273,843.75	
						$ 93,016.46		

COMMISSION MEMORANDUM NO. 2025.78

DATE: October 21, 2025

TO: SAWPA Commission

SUBJECT: Inter-Fund Borrowing – August 2025

PREPARED BY: Karen Williams, DGM/CFO

RECOMMENDATION
Receive and file.

DISCUSSION
On December 13, 2005, the Commission approved Resolution No. 452, Inter-Fund and Inter-Project Loan Policy. Staff were directed to bring back an accounting of the loans each month for review when the total exceeded $250,000 in aggregate.

The following projects, with negative cash flow, are listed below with the amounts borrowed from SAWPA General Fund Reserves in August 2025. The total amount borrowed is over the aggregate $250,000 amount recommended in Resolution No. 452, Inter-Fund and Inter-Project Loan Policy. The Commission has requested that this item be brought back each month as an informational item when the loan amount is over the $250,000 aggregate amount.

Fund	Fund Name	07/31/2025 Balance	Loan Receipts	New Charges	08/31/2025 Balance
145	Proposition 84 Admin R4	$1,175,268.76	($0.00)	$11,585.36	$1,186,854.12
150	Proposition 1 R1 – Admin	122,964.30	(0.00)	6,919.66	129,883.96
155	Proposition 1 R2 - Admin	94,135.43	(0.00)	41,674.13	135,809.56
376	ICARP	117,605.33	(16,000.00)	16,682.21	118,287.54
397	WECAN - Riverside	50,684.26	(16,027.96)	18,725.15	53,381.45
398	DCI 2021 Drought Relief	20,795.34	(0.00)	5,545.03	26,340.37
477	LESJWA Administration	3,130.38	(0.00)	20,929.81	24,060.19
	Total Funds Borrowed	$1,584,583.80	($32,027.96)	$122,061.35	$1,674,617.19

General Fund Reserves Balance	$3,233,580.49
Less Amount Borrowed	1,674,617.19
Balance of General Fund Reserves	$1,558,963.30

The following table lists each fund that has a negative cash flow, the source of funding for the fund, how often the fund is billed, and the projected rate of payment for the fund.

NEGATIVE CASH-FLOW FUNDS

Fund No.	Source of Funding	Billing Frequency	Projected Payment Time
145,150, 155 – Proposition 1 & 84 Admin	DWR – Proposition 1 & 84 Grant	Monthly/Quarterly	Up to 4 months
376 – ICARP	Governor's Office of Land Use and Climate Innovation Grant	Quarterly	Up to 4 months
397 – WECAN - Riverside	City of Riverside Grant	Quarterly	Up to 4 months
398 – DCI 2021 Drought Relief	DWR – Grant	Monthly	Up to 4 months
477 – LESJWA Admin	Reimbursement from LESJWA	Monthly	2 to 4 weeks
504 – Proposition 84 SARCCUP Projects	DWR – Proposition 84 Grant	Monthly/Quarterly	Up to 4 months

Fund 145
This fund is for the administration of Proposition 84 Round 2015 grant funds. These funds will be billed quarterly and 10% will be withheld for retention.

Fund 150
This fund is for the administration of Proposition 1 Round I grant funds. Once the contract has been signed by DWR these funds will be billed quarterly and 10% will be withheld for retention.

Fund 155
This fund is for the administration of Proposition 1 Round II grant funds. Once the contract has been signed by DWR these funds will be billed quarterly and 10% will be withheld for retention.

Fund 376
This fund is for the administration of the Integrated Climate Adaptation and Resilience Program. These funds will be billed on a quarterly basis.

Fund 397
This fund is for the transformative climate communities grant provided by a sub-recipient agreement between SAWPA and the City of Riverside. These funds will be billed on a quarterly basis.

Fund 398
This fund is for the DCI 2021 Drought Relief Grant. These funds will be billed monthly and 10% will be withheld for retention.

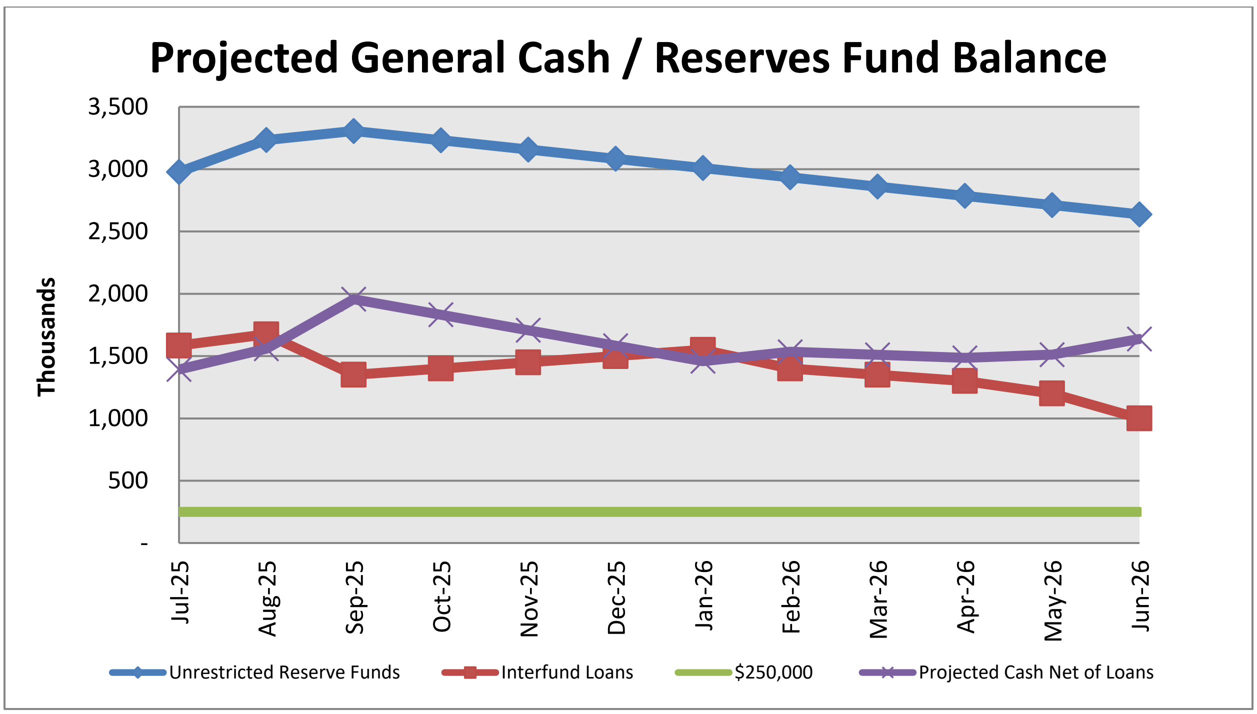
Fund 477
Each month LESJWA bills the cost for administering the JPA. Once the bill is received, LESJWA submits payment within two weeks.

Fund 504
This fund is for the implementation of SARCCUP projects which are administered through PA22 and PA23.

The following graph shows the total budget, total project costs to date, and the amount remaining on each grant.

Fund	Fund Name	Total Budget	Costs Through 08/31/2025	Remaining Grant Budget
145	Proposition 84 Admin R4	$3,213,384	($3,081,973)	$131,411
150	Proposition 1 R1 Admin	1,157,000	(947,607)	209,393
155	Proposition 1 R2 Admin	1,352,928	(301,720)	1,051,208
376	ICARP Grant	644,190	(193,538)	450,652
378	Prop 1 – R2 Cloud Seeding	861,400	(221,635)	639,765
397	WECAN – City of Riverside	592,417	(293,297)	299,120
398	DCI 2021 Drought Grant	100,000	(73,993)	26,007
504	Prop 84 – 2015 Round (SARCCUP)	1,543,810	(987,129)	556,681
505	Prop 1 – Round 1 Capital Projects	500,000	(355,132)	144,868
	Totals	$9,965,129	($6,456,024)	$3,509,105

The following graph shows projected inter-fund loan balances, total unrestricted General Fund Reserves available for loans, and projected cash net of loans through June 2026. The projected loan balance is expected to remain over the $250,000 aggregate limit through June 2026 because of Proposition 1 and 84 grants but can be covered by General Fund Reserves without a major impact on cash flow.



RESOURCE IMPACTS

The funds borrowed from the General Fund Reserves will be paid back with interest when the funding is received. Interfund loans for grants are not charged interest unless the grant contract specifically states that interest is eligible for reimbursement. There is sufficient cash available to cover proposed borrowings and to pay budgeted expenditures for the General Fund.

Attachments:

1. Resolution No. 452 | Amending the Inter-Fund, Inter-Project and Inter-Agency Loan Policy

RESOLUTION NO. 452

A RESOLUTION OF THE COMMISSION OF THE SANTA ANA WATERSHED PROJECT AUTHORITY AMENDING THE INTER-FUND, INTER-PROJECT AND INTER-AGENCY LOAN POLICY

WHEREAS, the Commission of the Santa Ana Watershed Project Authority (hereafter "SAWPA") previously adopted, by minute action taken on August 3, 1996, an "Inter-Fund/Inter-Project Loan Policy" to regulate loans from one SAWPA Fund or Project to another SAWPA Fund or Project; and

WHEREAS, the Commission desires to amend the "Inter-Fund Fund/Project Loan Policy" by formally adopting such Policy, by way of this Resolution, regulating how and in what manner such inter-fund or inter-project loans are to take place and mandating that all such loans require Commission approval in advance as contemplated by the policy adopted on August 3, 1996.

NOW, THEREFORE, BE IT RESOLVED that the Commission of the Santa Ana Watershed Project Authority hereby amends the following Loan Policy for any loan from one SAWPA Fund or Project to another SAWPA Fund or Project:

1. Loans from any SAWPA Fund or Project to another SAWPA Fund, Project or another public agency shall be approved in advance by the SAWPA Commission. The approval shall be in written format and include documentation of the specifics of the transaction. The approval shall include a finding that the loan will not expose the lending SAWPA Fund or Project to significant financial or operational risk.

2. Unless otherwise provided for by the Commission, the borrowing Fund, Project or public agency shall be required to repay the loan within a specific period of time and at a rate of interest as determined by the Commission. For the purposes of this policy, SAWPA's calculated quarterly rate of return may be used as the basis for interest payable on the outstanding principal for any loan. The period for repayment of the loan shall be determined by the Commission, but shall be no longer than the life of the lending Fund or Project.

3. The borrowing Fund's, Project's or public agency's repayment source shall be identified and included in the approval action by the Commission and the "loan documentation". The "loan documentation" shall include a written agreement, resolution or other document approved by the Commission setting forth all of the foregoing terms and conditions.

4. Loans to reimbursable SAWPA grant contract projects and related efforts for short-term (i.e., current fiscal year) operating cash flow purposes may be borrowed from the SAWPA General Fund Reserve without prior Commission approval. But all such loans shall be reported to the Commission within 30 days of each such loan. Such loans shall be paid off on a continuous basis. The total funds loaned for all such grant contract projects and related efforts shall not exceed $250,000.00 in the aggregate for each fiscal year, without prior written approval by the Commission. Payment of interest will be based on the actual interest that would have been earned by the SAWPA General Fund Reserve had those funds not been borrowed. Cash flow and receivables will be reported at least quarterly to forecast needs and demonstrate compliance.

5. Prior to June 30th of each year, staff shall provide to the Commission an annual written report of all such Inter-fund, Inter-project or Inter-agency loans, amounts repaid and any outstanding loan balances.

ADOPTED this 13th day of December 2005.

SANTA ANA WATERSHED PROJECT AUTHORITY

By: Mark W. Bulot

Mark Bulot, Chair

CM 5716 InterFundLoan Policy Resolution dlw 12-06-05 rev FINAL

COMMISSION MEMORANDUM NO. 2025.79

DATE: October 21, 2025

TO: SAWPA Commission

SUBJECT: Performance Indicators and Financial Reporting – August 2025

PREPARED BY: Karen Williams, DGM/CFO

RECOMMENDATION
Receive and file.

DISCUSSION
The attached reports have been developed to keep the Commission informed as to SAWPA's business and budget performance. These reports are categorized into the following groups: financial reporting, cash and investments, and performance indicators. They are explained in detail below. As new reports are developed, they will be added for the Commission's review.

Financial Reporting

Balance Sheet by Fund Type	Lists total assets, liabilities, and equity by fund type for a given period.
Revenue & Expense by Fund Type	Lists total revenue and expenses by fund type for a given period.
Receivables Management	Shows total outstanding accounts receivable by age.
Open Task Order Schedule	Shows SAWPA's total outstanding obligation for open task orders.
List of SAWPA Funds	Shows each SAWPA Fund with the fund description and fund group.
Debt Service Funding Analysis	Shows total annual income by source used to make debt service payments through debt maturity at FYE 2048.
Debt Service Payment Schedule	Shows total debt service interest and principal payments through debt maturity at FYE 2048.

Cash and Investments

Total Cash and Investments (chart)	Shows the changes in cash and investments balance for the last twelve months.
Cash Balance & Source of Funds	Shows total cash and investments for all SAWPA funds and the types of investments held for each fund.
Cash & Investments (pie chart)	Shows total cash and investments for all SAWPA funds and the percentage of each investment type.
Reserve Account Analysis	Shows changes to each reserve account for the year and projected ending balance for each.

Twelve Month Security Schedule (chart)	Shows the maturity dates for securities held and percentage of securities in each category.
Treasurer's Report	Shows book and market value for both Treasury strips and securities held by the Agency.

Performance Indicators

Average Daily Flow by Month	Shows total flow in the Brine Line System by month compared to total treatment capacity owned. This is an indicator of the available capacity in the line. As we add yearly flows, it will show trends in flow throughout the year.
Summary of Labor Multipliers	Summarizes the information generated from the following two reports and compares the actual benefit and Indirect Cost Allocation rates to the total budgeted rates.
General Fund Costs	Lists total Fund No. 100 costs to date and the amount of those costs recovered through the Indirect Cost Allocation and member contributions.
Benefit Summary	Lists total employee benefit costs actual to budget and projects them through the end of the year. This report compares how the actual benefit rate compares to the budgeted rate.
Labor Hours Budget vs. Actual	Shows total budgeted hours for each project and compares them to the actual hours charged to each.

RESOURCE IMPACTS
Staff expects minimal impacts to SAWPA or its member agencies related to this effort.

Attachments:
1. Balance Sheet by Fund Type
2. Revenue & Expense by Fund Type
3. Accounts Receivable Aging Report
4. Open Task Order Schedule
5. List of SAWPA Funds
6. Debt Service Funding Analysis
7. Debt Service Payment Schedule
8. Total Cash and Investments (chart)
9. Cash Balance & Source of Funds
10. Reserve Account Analysis
11. Twelve-Month Maturity Schedule - Securities
12. Treasurer's Report
13. Average Daily Flow by Month
14. Summary of Labor Multipliers
15. General Fund Costs
16. Benefits
17. Labor Hours Budgeted vs. Actual

Santa Ana Watershed Project Authority
Balance Sheet by Fund Type
For the One Month Ending Thursday, July 31, 2025

	General Fund	Brine Line Enterprise	Capital Projects	OWOW Projects	Roundtable Projects	Fund Totals
Assets						
Current Assets						
Cash and Investments	$3,403,647.81	$74,153,157.38	$0.00	$622,177.78	$2,992,947.65	$81,171,930.62
Accounts Receivable	450,007.67	2,231,715.35	0.00	20,805,284.84	50,492.97	23,537,500.83
Prepaids and Deposits	62,790.17	283,518.08	0.00	0.00	0.00	346,308.25
Total Current Assets	3,916,445.65	76,668,390.81	0.00	21,427,462.62	3,043,440.62	105,055,739.70
Fixed Assets						
Property, Plant & Equipment less accum depreciation	1,599,488.27	67,821,913.08	0.00	0.00	0.00	69,421,401.35
Work In Process	88,682.50	0.00	705,217.16	0.00	0.00	793,899.66
Total fixed assets	1,688,170.77	67,821,913.08	705,217.16	0.00	0.00	70,215,301.01
Other Assets						
Wastewater treatment/disposal rights, net of amortization	0.00	18,679,071.27	0.00	0.00	0.00	18,679,071.27
Inventory - Mitigation Credits	0.00	0.00	0.00	0.00	1,910,560.00	1,910,560.00
Leased Assets, net of amortization	59,561.37	84,120.44	0.00	0.00	0.00	143,681.81
Total Other Assets	59,561.37	18,763,191.71	0.00	0.00	1,910,560.00	20,733,313.08
Total Assets	$5,664,177.79	$163,253,495.60	$705,217.16	$21,427,462.62	$4,954,000.62	$196,004,353.79
Liabilities and Fund Equity						
Current Liabilities						
Accounts Payable/Accrued Expenses	$3,568,506.55	$1,365,948.10	$0.00	$14,887,541.05	$115,751.36	$19,937,747.06
Accrued Interest Payable	0.00	155,464.18	0.00	0.00	0.00	155,464.18
Noncurrent Liabilities						
Long-term Debt	0.00	19,757,624.04	0.00	0.00	0.00	19,757,624.04
Lease Liability	59,611.03	85,714.65	0.00	0.00	0.00	145,325.68
Deferred Revenue	0.00	57,019,629.27	0.00	0.00	0.00	57,019,629.27
Total Liabilities	3,628,117.58	78,384,380.24	0.00	14,887,541.05	115,751.36	97,015,790.23
Fund Equity						
Contributed Capital	0.00	20,920,507.03	0.00	0.00	0.00	20,920,507.03
Retained Earnings	2,660,806.83	63,684,182.02	705,217.16	1,983,175.34	5,040,762.83	74,074,144.18
Revenue Over/Under Expenditures	(624,746.62)	264,426.31	0.00	4,556,746.23	(202,513.57)	3,993,912.35
Total Fund Equity	2,036,060.21	84,869,115.36	705,217.16	6,539,921.57	4,838,249.26	98,988,563.56
Total Liabilities & Fund Equity	$5,664,177.79	$163,253,495.60	$705,217.16	$21,427,462.62	$4,954,000.62	$196,004,353.79

Santa Ana Watershed Project Authority
Revenue & Expenses by Fund Type
For the One Month Ending Thursday, July 31, 2025

	General Fund	Brine Line Enterprise	Capital Projects	OWOW Projects	Roundtable Projects	Fund Totals
Operating Revenue						
Discharge Fees	$0.00	$1,139,830.58	$0.00	$0.00	$0.00	$1,139,830.58
Grant Proceeds	0.00	0.00	0.00	3,578,037.10	(162,109.60)	3,415,927.50
Financing Proceeds	0.00	0.00	0.00	0.00	8,477.34	8,477.34
Total Operating Revenue	0.00	1,139,830.58	0.00	3,578,037.10	(153,632.26)	4,564,235.42
Operating Expenses						
Labor	257,379.06	141,378.50	0.00	52,352.27	15,043.49	466,153.32
Benefits	61,360.69	56,975.54	0.00	21,097.96	6,062.53	145,496.72
Indirect Costs	0.00	240,343.46	0.00	88,998.87	25,573.93	354,916.26
Education & Training	5,437.31	35.00	0.00	0.00	0.00	5,472.31
Consulting & Professional Services	48,709.40	2,537.50	0.00	(107,368.87)	105,374.43	49,252.46
Operating Costs	1,329.19	351,017.60	0.00	0.00	0.00	352,346.79
Repair & Maintenance	8,516.85	8,657.25	0.00	0.00	0.00	17,174.10
Phone & Utilities	8,928.59	887.69	0.00	0.00	0.00	9,816.28
Equipment & Computers	60,521.03	28,096.23	0.00	0.00	0.00	88,617.26
Meeting & Travel	1,215.28	0.00	0.00	0.00	76.93	1,292.21
Other Administrative Costs	13,555.81	8,796.57	0.00	10,000.00	10,000.00	42,352.38
Indirect Costs Applied	(346,837.71)	0.00	0.00	0.00	0.00	(346,837.71)
Other Expenses	7,647.25	23,332.95	0.00	0.00	0.00	30,980.20
Construction	0.00	0.00	0.00	466,210.64	0.00	466,210.64
Total Operating Expenses	127,762.75	862,058.29	0.00	531,290.87	162,131.31	1,683,243.22
Operating Income (Loss)	(127,762.75)	277,772.29	0.00	3,046,746.23	(315,763.57)	2,880,992.20
Nonoperating Income (Expense)						
Member Contributions	733,400.00	0.00	0.00	1,510,000.00	70,000.00	2,313,400.00
Interest Income	0.00	(53,766.65)	0.00	0.00	0.00	(53,766.65)
Other Income	104.77	33.40	0.00	0.00	0.00	138.17
Retiree Medical Benefits	(9,539.74)	0.00	0.00	0.00	0.00	(9,539.74)
Total Nonoperating Income (Expense)	723,965.03	(53,733.25)	0.00	1,510,000.00	70,000.00	2,250,231.78
Excess Rev over (under) Exp	$596,202.28	$224,039.04	$0.00	$4,556,746.23	($245,763.57)	$5,131,223.98

Aging Report
Santa Ana Watershed Project Authority
Receivables as of
August 31, 2025

Customer Name	Project	Total	0-30 Days	31-60 Days	61 and Over
Alpha Petroleum Transport, Inc.	Brine Line	250.00			250.00
Banning, City of	Basin Monitoring	9,889.00		9,889.00	
Chino Basin Desalter Authority	Brine Line	192,069.50	192,069.50		
Corona, City of	EC, Basin Monitoring	23,646.00		23,646.00	
Department of Water Resources	Prop 84, Prop 1	9,619,079.08		1,597.27	9,617,481.81
Elsinore Valley Municipal Water District	Emerging Constiuents	13,757.00		13,757.00	
Greater Los Angeles County IRWM	Round Table of Regions	10,300.00		10,300.00	
Inland Empire Utilities Agency	Brine Line	116,987.98	116,987.98		
Jurupa Community Services District	Basin Monitoring	7,608.00		7,608.00	
Lake Elsinore & San Jacinto Watersheds Authority	LESJWA Administration	14,903.42	14,903.42		
Orange County Water District	Basin Monitoring, SA Sucker	24,889.00		24,889.00	
Redlands, City of	Basin Monitoring	9,889.00		9,889.00	
Rialto, City of	Basin Monitoring	9,889.00		9,889.00	
Rialto Bioenergy Solutions	Brine Line	8,896.88	8,896.88		
Riverside, City of	WECAN, Basin Monitoring, SA Sucker	63,901.99		10,944.50	52,957.49
SB Industrial Vacuum Services	Brine Line	250.00		250.00	
San Bernardino Valley Municipal Water District	Member Contributions, Basin Monitoring, SA Sucker	473,569.00		18,889.00	454,680.00
San Luis Obispo County Flood Control WCD	Round Table of Regions	2,500.00		2,500.00	
Santa Barbara County IRWM	Round Table of Regions	3,000.00		3,000.00	
Skanska	Basin Monitoring	14,019.00		14,019.00	
Temescal Valley Water District	EC, Basin Monitoring	21,590.00		21,590.00	
Triumvirate Environmental	Brine Line	250.00		250.00	
Upper Kings Basin IRWM	Round Table of Regions	5,100.00		5,100.00	
Western Municipal Water District	Brine Line	3,877.24			3,877.24
Total Accounts Receivable		10,650,111.09	332,857.78	188,006.77	10,129,246.54

Santa Ana Watershed Project Authority
Open Task Orders
Aug-25
(Reflects Invoices Received as of 09/17/2025)

Task Order No. Project Contracts	Fund No.	Vendor Name	Task Description	Begin Date	End Date	Original Contract	Change Orders	Total Contract	Billed To Date	Contract Balance	SAWPA Manager
ACS100-26	100-00	VC3, Inc.	IT Services	01/01/2023	12/31/2026	$ 288,000.00	$ -	$ 288,000.00	$ 238,874.50	$ 49,125.50	Dean Unger
CJB100-01	100-00	C.J. Brown & Company	Professional Audit Services	02/12/2025	06/30/2027	$ 44,510.00	$ -	$ 44,510.00	$ 16,632.00	$ 27,878.00	Karen Williams
ENSO100-01	100-00	Endeavour Solutions, Inc.	GP Study and Support FY 2024-2025	07/01/2024	12/31/2025	$ 18,385.00	$ -	$ 18,385.00	$ 18,350.00	$ 35.00	Dean Unger
FALC100-02	100-00	Falcon Engineering Services	Lobby Security Improvements Construction Management & Inspection Services	04/01/2025	06/30/2026	$ 142,140.00	$ -	$ 142,140.00	$ 97,524.00	$ 44,616.00	David Ruhl
FOST100-03	100-00	Foster & Foster	Professional Audit Services	03/06/2025	06/30/2026	$ 1,700.00	$ -	$ 1,700.00	$ -	$ 1,700.00	Karen Williams
GPA100-02	100-00	Gillis & Panichapan Architects	Lobby Security Improvements - Bid Documents and Support	04/19/2023	12/31/2025	$ 74,600.00	$ -	$ 74,600.00	$ 72,960.00	$ 1,640.00	David Ruhl
GPA100-03	100-00	Gillis & Panichapan Architects	Lobby Security Improvements - Services During Construction	04/01/2025	06/30/2026	$ 27,000.00	$ -	$ 27,000.00	$ 14,705.00	$ 12,295.00	David Ruhl
KON100-12	100-00	Konica Minolta - Rental	New Copiers 2024-2028	09/01/2024	09/01/2028	$ 66,228.96	$ -	$ 66,228.96	$ 17,801.62	$ 48,427.34	Dean Unger
LSGK100-14	100-00	Lagerlof, LLP	Legal Services	07/01/2025	06/30/2026	$ 108,900.00	$ -	$ 108,900.00	$ 18,786.01	$ 90,113.99	Karen Williams
NSL100-04	100-00	Nate Sassaman Leadership	SAWPA Executive Coaching	07/17/2024	12/31/2025	$ 2,000.00	$ -	$ 2,000.00	$ 1,624.00	$ 376.00	Shavonne Turner
SOL100-22	100-00	Sol Media	Web Services 2025-2026	07/01/2025	06/30/2026	$ 31,680.00	$ -	$ 31,680.00	$ 5,280.00	$ 26,400.00	Dean Unger
BMH100-05	100-03	Bell, McAndrews, & Hiltachk	FPPC Lobby Reporting	07/01/2025	06/30/2026	$ 1,400.00	$ -	$ 1,400.00	$ 362.50	$ 1,037.50	Karen Williams
WCA100-03-07	100-03	West Coast Advisors	State Legislative Consulting Services	01/01/2025	12/31/2025	$ 117,000.00	$ -	$ 117,000.00	$ 87,750.00	$ 29,250.00	Karen Williams
WO2026-24	240	E S Babcock	Wastewater Sample Collection and Analysis - Routine	07/01/2025	06/30/2026	$ 94,319.00	$ -	$ 94,319.00	$ 15,908.91	$ 78,410.09	David Ruhl
WO2026-25	240	E S Babcock	Wastewater Sample Collection and Analysis - Special	07/01/2025	06/30/2026	$ 21,000.00	$ -	$ 21,000.00	$ -	$ 21,000.00	David Ruhl
DUDK240-13	240	Dudek	SCADA Design Specification and Work Plan	05/06/2025	06/30/2026	$ 155,924.00	$ -	$ 155,924.00	$ -	$ 155,924.00	David Ruhl
INN240-06	240	Innerline Engineering	Brine Line Pipeline Cleaning Services	07/01/2024	06/30/2026	$ 316,700.00	$ -	$ 316,700.00	$ 31,245.00	$ 285,455.00	Daniel Vasquez
INN240-07	240	Innerline Engineering	On-Call CCTV	07/01/2024	06/30/2026	$ 102,530.00	$ -	$ 102,530.00	$ 12,323.79	$ 90,206.21	Daniel Vasquez
PE240-01	240	PE Instruments	Brine Line Flow Meter Calibration Services	07/01/2024	06/30/2026	$ 19,950.00	$ -	$ 19,950.00	$ 6,400.00	$ 13,550.00	Daniel Vasquez
TRU240-27	240	Trussell Technologies, Inc	Brine Line Billing Formula Update Study	10/15/2024	03/31/2026	$ 154,390.00	$ -	$ 154,390.00	$ 109,367.69	$ 45,022.31	Lucas Gilbert
WSC373-04	373	Water Systems Consulting	FYE 2026 and FYE 2027 Roundtable of Regions Network Coordinator	07/01/2025	06/30/2027	$ 100,600.00	$ -	$ 100,600.00	$ 8,852.12	$ 91,747.88	Ian Achimore
CWE374-01	374	CWE	Basin Monitoring Program Task Force SAR Surface Water Quality Monitoring	09/05/2023	02/15/2027	$ 93,711.00	$ -	$ 93,711.00	$ 49,231.47	$ 44,479.53	Ian Achimore
KSC374-04	374	Kahn, Soares, & Conway	Basin Monitoring TF Regulatory Support	07/01/2025	06/30/2027	$ 148,900.00	$ -	$ 148,900.00	$ 5,449.00	$ 143,451.00	Ian Achimore
WSC374-02	374	Water Systems Consulting	Monitoring Plan - Special Study of TDS for Santa Ana River Reach 3	04/01/2025	02/28/2026	$ 159,602.00	$ -	$ 159,602.00	$ 30,556.25	$ 129,045.75	Ian Achimore
W&C376-01	376	Woodard & Curran	Climate Adaptation and Resilience Plan	02/18/2025	04/30/2027	$ 329,885.00	$ -	$ 329,885.00	$ 64,452.50	$ 265,432.50	Ian Achimore
CDM377-02	377	CDM Smith, Inc.	PFAS Regional Analysis for Upper Santa Ana River Watershed - Phase 2	11/21/2023	09/30/2025	$ 465,917.00	$ 28,418.00	$ 494,335.00	$ 478,233.12	$ 16,101.88	Rick Whetsel
KSC377-01	377	Kahn, Soares, & Conway	PFAS Regional Analysis for Upper Santa Ana River Watershed - Phase 2	07/01/2025	09/30/2025	$ 18,000.00	$ -	$ 18,000.00	$ 2,295.00	$ 15,705.00	Rick Whetsel
GEI384-02	384-01	GEI Consultants	MSAR TMDL - Limited Basin Plan Amendment Revisions	07/01/2022	06/30/2026	$ 67,000.00	$ 86,530.00	$ 153,530.00	$ 94,891.25	$ 58,638.75	Rick Whetsel
GEI384-03	384-01	GEI Consultants	MSAR TMDL - 2026 Triennial Report and Synoptic Study	06/01/2025	06/30/2026	$ 168,039.00	$ 14,174.00	$ 182,213.00	$ 19,937.28	$ 162,275.72	Rick Whetsel
KSC384-04	384-01	Kahn, Soares, & Conway	MSAR Pathogen TMDL TF Regulatory Support	07/01/2025	06/30/2027	$ 141,500.00	$ -	$ 141,500.00	$ 2,322.00	$ 139,178.00	Rick Whetsel

Santa Ana Watershed Project Authority
Open Task Orders
Aug-25
(Reflects Invoices Received as of 09/17/2025)

Task Order No. Project Contracts	Fund No.	Vendor Name	Task Description	Begin Date	End Date	Original Contract	Change Orders	Total Contract	Billed To Date	Contract Balance	SAWPA Manager
GEI386-02	386	GEI Consultants	Santa Ana River Regional Bacteria Monitoring Program	02/01/2024	06/30/2027	$ 1,191,054.00	$ 12,408.00	$ 1,203,462.00	$ 470,293.67	$ 733,168.33	Rick Whetsel
IERCD387-01	387	Inland Empire Resource Conservation District	Arundo Donax Removal in the SAR Basin Headwaters	07/19/2022	12/31/2027	$ 147,777.07	$ -	$ 147,777.07	$ 120,398.05	$ 27,379.02	Ian Achimore
JPW392-03	392	JPW Communications	Emerging Constituents Program Public Relations Support	07/01/2025	06/30/2027	$ 134,624.00	$ -	$ 134,624.00	$ 8,435.00	$ 126,189.00	Ian Achimore
KSC392-04	392	Kahn, Soares, & Conway	Emerging Constituents Program TF Regulatory Support	07/01/2025	06/30/2027	$ 65,070.00	$ -	$ 65,070.00	$ 802.00	$ 64,268.00	Ian Achimore
ECOT397-04	397	EcoTech Services	WECAN Riverside Eastside Climate Collaborative Landscaping	07/19/2022	12/31/2025	$ 567,150.00	$ -	$ 567,150.00	$ 170,698.40	$ 396,451.60	Rick Whetsel
RMC504-401-12	504-04	Woodard & Curran	SARCCUP Program Mgmt. Services	07/01/2025	06/30/2026	$ 122,535.00	$ -	$ 122,535.00	$ -	$ 122,535.00	Ian Achimore
										$ 3,481,505.40	

LIST OF SAWPA FUNDS

Fund No.	Fund Description	Fund Group
100-00	General Fund	General
100-03	State Legislative/Regulatory Outreach	General
100-04	Federal Legislative/Regulatory Outreach	General
145	Proposition 84 – Program Management – 2015 Round	OWOW
150	Proposition 1 – R1 Program Management	OWOW
155	Proposition 1 – R2 Program Management	OWOW
240	Brine Line Enterprise	Brine Line
320-01	Brine Line Protection – Downstream Prado	Capital Projects
320-03	Brine Line Protection Above Prado	Capital Projects
320-04	Brine Line Protection D/S Prado in Riverside County	Capital Projects
327	Reach IV-D Corrosion Repair	Capital Projects
328	Aqua Mansa Lateral Project	Capital Projects
370-01	Basin Planning General	OWOW
370-02	USBR Partnership Studies	OWOW
373	Watershed Management (OWOW)	OWOW
374	Basin Monitoring Program Task Force	Roundtable
376	Integrated Climate Adaptation & Resilience Program	OWOW
377	PFAS Study	OWOW
378	Cloud Seeding	OWOW
381	Santa Ana River Fish Conservation	Roundtable
384-01	MSAR TMDL Task Force	Roundtable
386	Regional Water Quality Monitoring Task Force	Roundtable
387	Arundo Management & Habitat Restoration	Roundtable
392	Emerging Constituents Task Force	Roundtable
397	Energy – Water DAC Grant Project	OWOW
398	DCI 2021 Drought Relief Grant	OWOW
477	LESJWA Administration	Roundtable
504-01	Proposition 84 – Capital Projects Round 1 & 2	OWOW
504-04	Proposition 84 – Final Round SARCCUP	OWOW
505-00	Proposition 1 – SAWPA Capital Projects	OWOW
505-01	Proposition 1 – Round I Capital Projects	OWOW
505-02	Proposition 1 – Round II Capital Projects	OWOW

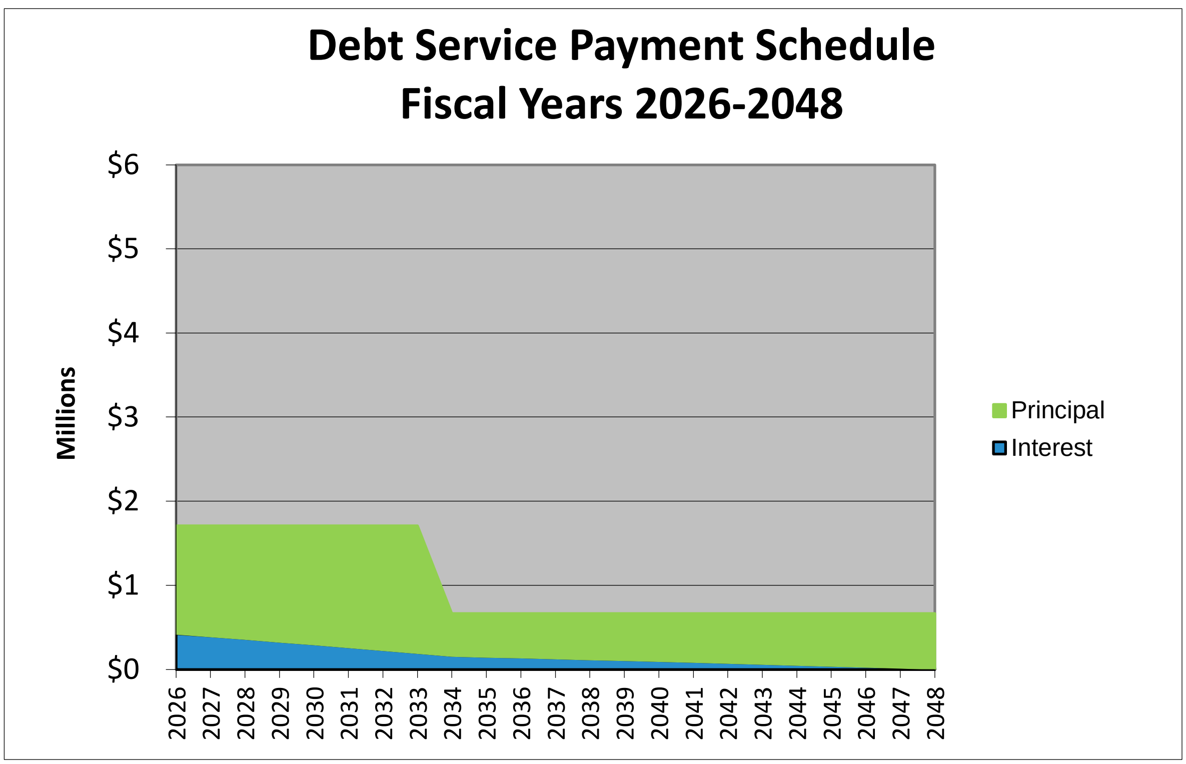
Santa Ana Watershed Project Authority
Brine Line Debt Service Funding Analysis
August 31, 2025

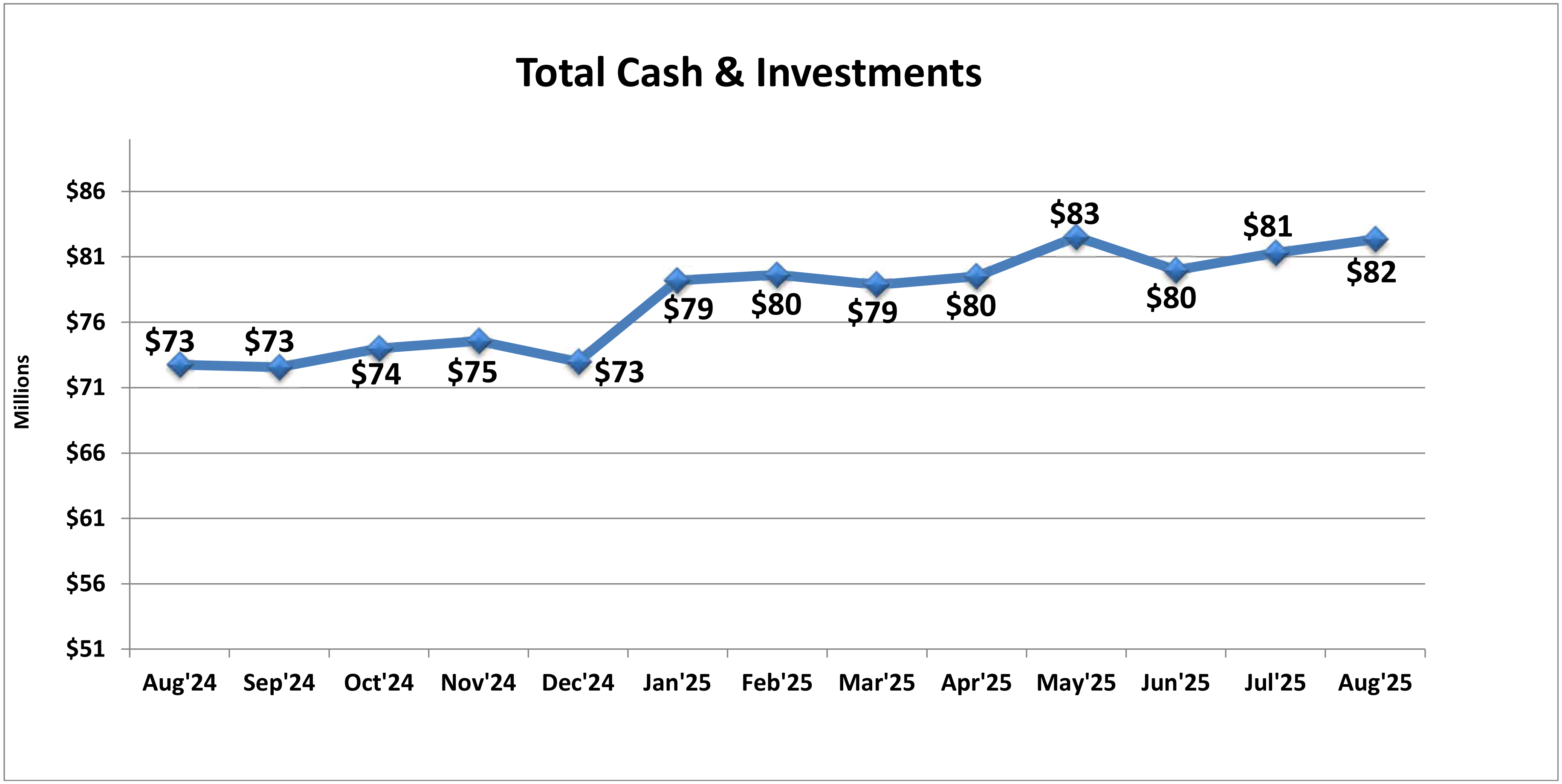
FYE	Rates	Loan Pymts	Interest Earned *	Excess Cash	Ending Cash Balance
Beginning Balance					3,011,686
2025	1,709,476	(1,709,476)	90,351	90,351	3,102,037
2026	1,709,476	(1,709,476)	93,061	93,061	3,195,098
2027	1,709,476	(1,709,476)	95,853	95,853	3,290,951
2028	1,709,476	(1,709,476)	98,729	98,729	3,389,679
2029	1,709,476	(1,709,476)	101,690	101,690	3,491,369
2030	1,709,476	(1,709,476)	104,741	104,741	3,596,111
2031	1,709,476	(1,709,476)	107,883	107,883	3,703,994
2032	1,709,476	(1,709,476)	111,120	111,120	3,815,114
2033	1,709,476	(1,709,476)	114,453	114,453	3,929,567
2034	665,203	(665,203)	117,887	117,887	4,047,454
2035	665,203	(665,203)	121,424	121,424	4,168,879
2036	665,203	(665,203)	125,066	125,066	4,293,944
2037	665,203	(665,203)	128,818	128,818	4,422,763
2038	665,203	(665,203)	132,683	132,683	4,555,445
2039	665,203	(665,203)	136,663	136,663	4,692,109
2040	665,203	(665,203)	140,763	140,763	4,832,872
2041	665,203	(665,203)	144,986	144,986	4,977,858
2042	665,203	(665,203)	149,336	149,336	5,127,194
2043	665,203	(665,203)	153,816	153,816	5,281,010
2044	665,203	(665,203)	158,430	158,430	5,439,440
2045	665,203	(665,203)	163,183	163,183	5,602,623
2046	665,203	(665,203)	168,079	168,079	5,770,702
2047	665,203	(665,203)	173,121	173,121	5,943,823
2048	665,203	(665,203)	178,315	178,315	6,122,138
	25,363,319	(25,363,319)	3,110,452	3,110,452	-

*Interest earned is based on a conservative 3.00% average return over the period

Santa Ana Watershed Project Authority
Brine Line Debt Service Payment Schedule
August 31, 2025

FYE	Interest	Principal	Total Payment	Remaining Principal
2026	427,585	1,281,891	1,709,476	18,475,733
2027	397,276	1,312,199	1,709,476	17,163,534
2028	366,237	1,343,239	1,709,476	15,820,295
2029	334,449	1,375,027	1,709,476	14,445,268
2030	301,894	1,407,582	1,709,476	13,037,686
2031	268,553	1,440,923	1,709,476	11,596,763
2032	234,407	1,475,068	1,709,476	10,121,694
2033	199,437	1,510,039	1,709,476	8,611,656
2034	163,621	501,581	665,203	8,110,075
2035	154,091	511,111	665,203	7,598,964
2036	144,380	520,822	665,203	7,078,141
2037	134,485	530,718	665,203	6,547,424
2038	124,401	540,801	665,203	6,006,622
2039	114,126	551,077	665,203	5,455,545
2040	103,655	561,547	665,203	4,893,998
2041	92,986	572,217	665,203	4,321,782
2042	82,114	583,089	665,203	3,738,693
2043	71,035	594,167	665,203	3,144,526
2044	59,746	605,457	665,203	2,539,069
2045	48,242	616,960	665,203	1,922,109
2046	36,520	628,682	665,203	1,293,427
2047	24,575	640,627	665,203	652,799
2048	12,403	652,799	665,203	(0)



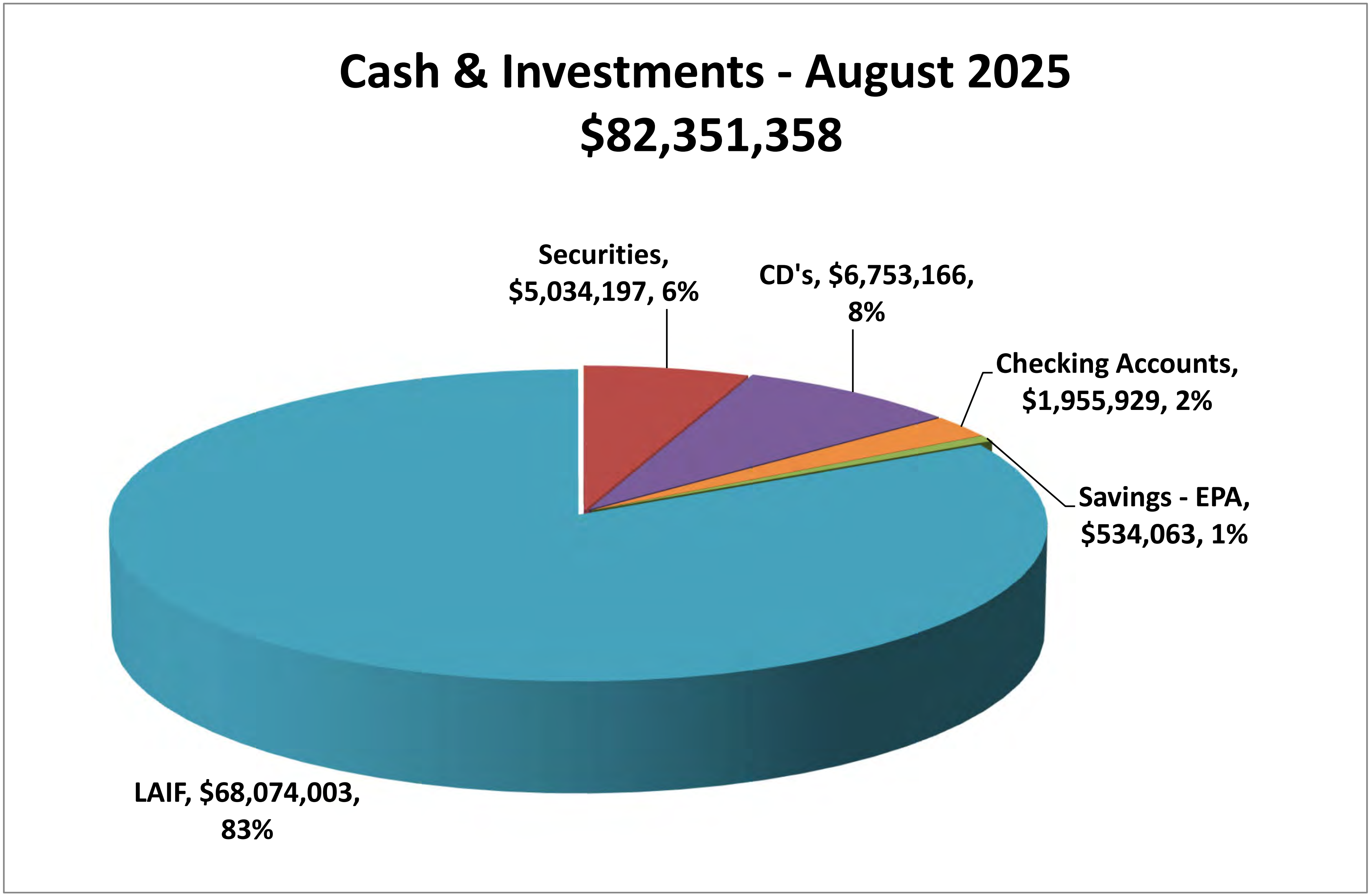

Total Cash & Investments
Millions
$86
$81
$76
$71
$66
$61
$56
$51
$73
$73
$74
$75
$73
$79
$80
$79
$80
$83
$80
$81
$82
Aug'24
Sep'24
Oct'24
Nov'24
Dec'24
Jan'25
Feb'25
Mar'25
Apr'25
May'25
Jun'25
Jul'25
Aug'25

SAWPA

CASH BALANCE & SOURCE OF FUNDS

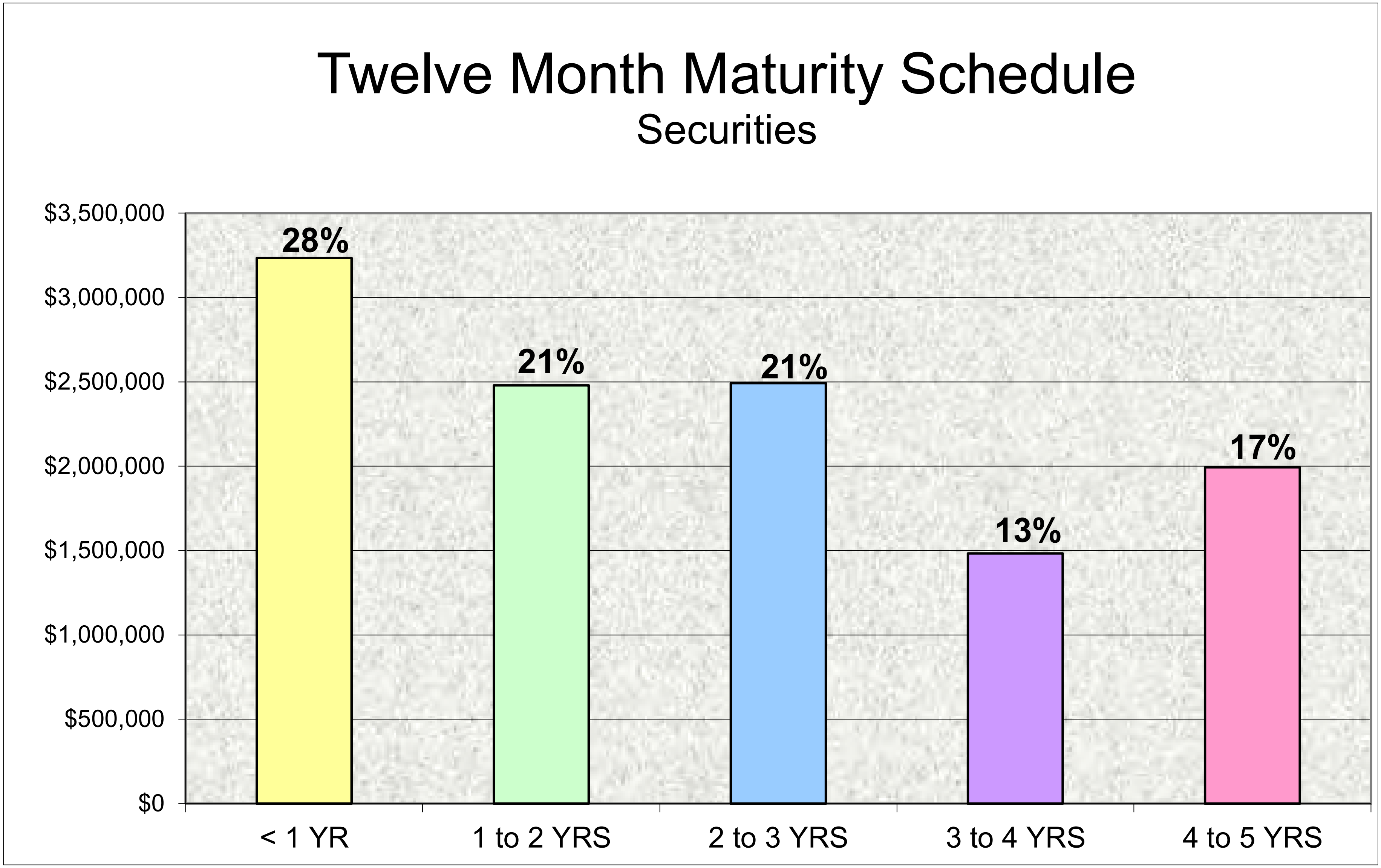
August 31, 2025

Fund Accounts			Cash and Investments					
		Total	Checking (Cash)	LAIF Account	Savings EPA	Investment Securities	Certificates of Deposit	Total
100	General Fund	$ 1,558,963	1,558,963	-	-	-	-	$ 1,558,963
100	Building Reserve	$ 315,143	-	315,143	-	-	-	$ 315,143
370	Basin Planning General	$ 429,171	-	429,171	-	-	-	$ 429,171
370	USBR Partnership Studies	$ 86,393	-	86,393	-	-	-	$ 86,393
373	Watershed Management Plan	$ 584,116	-	584,116	-	-	-	$ 584,116
240	Brine Line Debt Retirement	$ 3,142,328	-	3,142,328	-	-	-	$ 3,142,328
240	Brine Line - Pipeline Replacement & Capital Improvement	$ 43,939,551		32,152,188	-	5,034,197	6,753,166	$ 43,939,551
240	Brine Line - OC San Pipeline Rehabilitation	$ 3,593,976	-	3,593,976	-	-	-	$ 3,593,976
240	Brine Line - Pipeline Capacity Management	$ 13,363,704	-	13,363,704	-	-	-	$ 13,363,704
240	Brine Line - OC San Future Treatment & Disposal Capacity	$ 2,046,026	-	2,046,026	-	-	-	$ 2,046,026
240	Brine Line - YVWD Treatment Purchase	$ 4,569,152	-	4,569,152	-	-	-	$ 4,569,152
240	Brine Line - Operating Reserve	$ 2,548,941	-	2,548,941	-	-	-	$ 2,548,941
240	Brine Line - Operating Cash	$ 1,316,335	396,966	919,369	-	-	-	$ 1,316,335
401	Legal Defense Fund	$ 534,063	-	-	534,063	-	-	$ 534,063
374	Basin Monitoring Program TF	$ 1,129,558	-	1,129,558	-	-	-	$ 1,129,558
377	PFAS Study	$ 881,601	-	881,601	-	-	-	$ 881,601
378	Cloud Seeding	$ 208,831	-	208,831	-	-	-	$ 208,831
381	SAR Fish Conservation	$ 108,953	-	108,953	-	-	-	$ 108,953
384	Middle SAR TMDL TF	$ 275,617	-	275,617	-	-	-	$ 275,617
386	RWQ Monitoring TF	$ 233,492	-	233,492	-	-	-	$ 233,492
387	Mitigation Bank Credits	$ 694,954	-	694,954	-	-	-	$ 694,954
392	Emerging Constituents TF	$ 294,879	-	294,879	-	-	-	$ 294,879
504	Prop 84 - SARCCUP Projects	$ 479,803	-	479,803	-	-	-	$ 479,803
505	Prop 1 - Capital Projects	$ 15,810	-	15,810	-	-		$ 15,810
		$ 82,351,358	$ 1,955,929	$ 68,074,003	$ 534,063	$ 5,034,197	$ 6,753,166	$ 82,351,358


Cash & Investments - August 2025
$82,351,358
Securities, $5,034,197, 6%
CD's, $6,753,166, 8%
Checking Accounts, $1,955,929, 2%
Savings - EPA, $534,063, 1%
LAIF, $68,074,003, 83%

Santa Ana Watershed Project Authority
Reserve Account Analysis
August 31, 2025

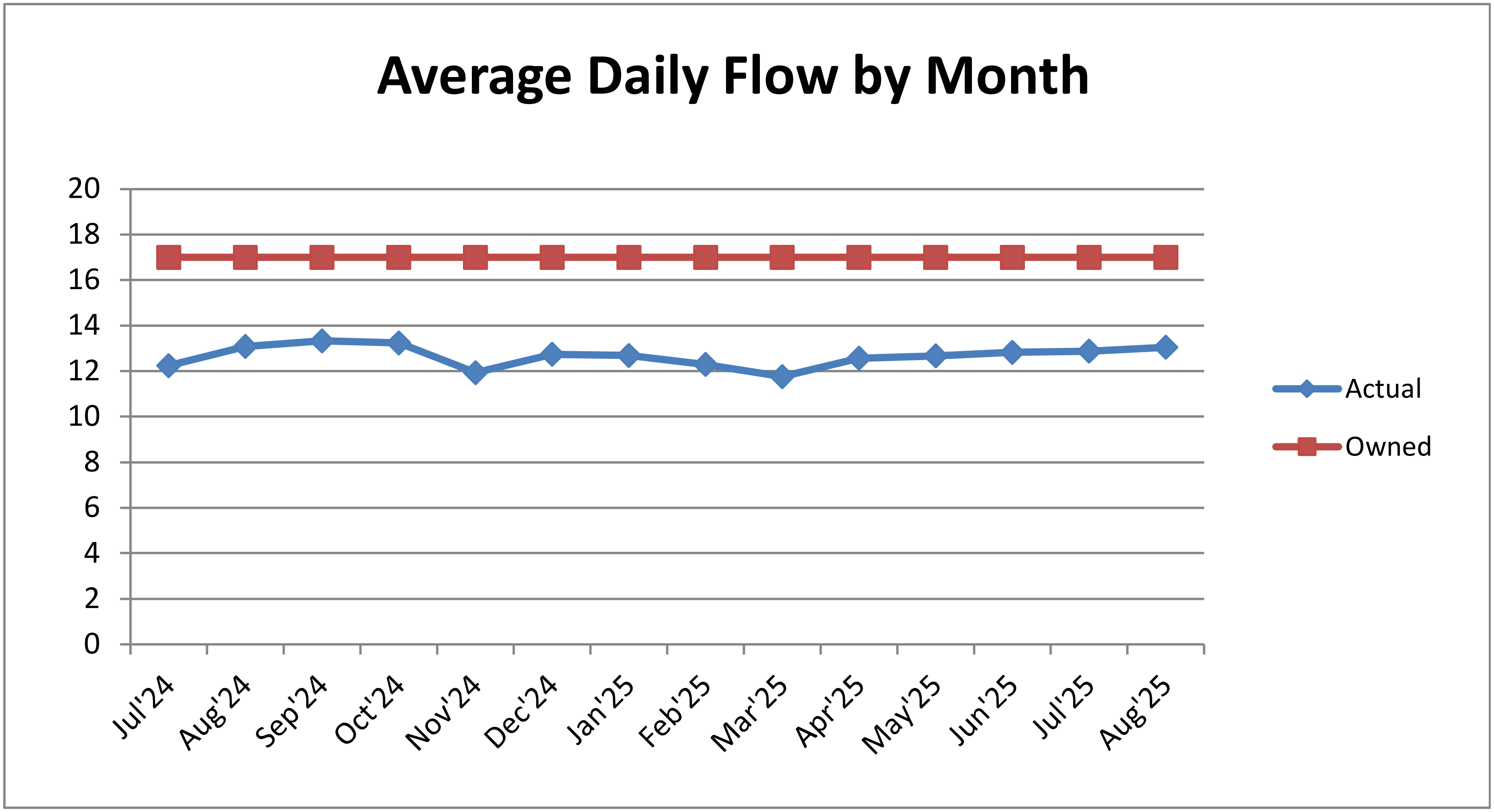
Reserve Account	Balance @ 6/30/2025	Interest Earned	Fund Receipts/ Contributions	Inter-Fund Loans	Fund Expenses	Balance @ 8/31/2025	Estimated Fund Changes	Balance @ 6/30/2026
Brine Line Operating Cash	6,589,393	67,786	1,609,042		(6,949,886)	1,316,335		1,316,335
Brine Line Operating Reserve	2,361,615	25,633	161,693			2,548,941		2,548,941
OC San Future Treatment & Disposal Capacity	2,024,057	21,969				2,046,026		2,046,026
YVWD Treatment Purchase	4,520,062	49,090				4,569,152		4,569,152
Pipeline Capacity Management	13,220,214	143,490				13,363,704		13,363,704
Pipeline Replacement & Capital Investment	38,176,630	252,435	5,510,485			43,939,551	(2,632,558)	41,306,993
OC San Pipeline Rehabilitation	3,133,738	34,013	426,224			3,593,976		3,593,976
Debt Retirement	3,108,588	33,740				3,142,328		3,142,328
General Fund	3,216,000	28,227	601,877	(1,674,617)	(612,523)	1,558,963		1,558,963
Building Reserve	208,047	7,095	100,000			315,142		315,142
	76,558,345	663,478	8,409,321	(1,674,617)	(7,562,409)	76,394,118	(2,632,558)	73,761,560


Twelve Month Maturity Schedule
Securities
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
28%
21%
21%
13%
17%
< 1 YR
1 to 2 YRS
2 to 3 YRS
3 to 4 YRS
4 to 5 YRS

SAWPA
TREASURER'S REPORT
As of August 31, 2025

Investment Commercial
Safekeeping US Bank

Type	Security	Purchase Date	Maturity Date	Unit Cost	Cost	Principal	Current Value	Market Value	Interest Rate
Agency	FHLB	11/4/2022	9/10/2027	99.20	$ 991,965.00	$ 1,000,000.00	$ 1,000,000.00	1,008,622.47	4.125%
Agency	FHLB	6/6/2023	6/9/2028	100.50	$ 502,505.00	$ 500,000.00	$ 500,000.00	504,813.06	4.000%
Agency	FHLB	1/25/2024	6/30/2028	99.73	$ 999,170.00	$ 1,000,000.00	$ 1,000,000.00	1,009,734.89	4.000%
Agency	FHLB	1/9/2025	12/14/2029	100.21	$ 501,058.00	$ 500,000.00	$ 500,000.00	513,811.01	4.500%
Agency	USTN	4/19/2021	11/30/2025	98.25	$ 982,500.00	$ 1,000,000.00	$ 1,000,000.00	990,382.81	0.375%
Agency	USTN	1/14/2025	12/31/2029	99.11	$ 991,100.00	$ 1,000,000.00	$ 1,000,000.00	1,028,046.88	4.375%
CD	Beal Bank USA	8/17/2022	8/12/2026	100.00	$ 245,000.00	$ 245,000.00	$ 245,000.00	243,149.49	3.200%
CD	Capital One Bank USA	5/25/2022	5/25/2027	100.00	$ 246,000.00	$ 246,000.00	$ 246,000.00	243,087.66	3.200%
CD	Morgan Stanley Private Bank	11/15/2022	11/15/2027	100.00	$ 248,000.00	$ 248,000.00	$ 248,000.00	248,468.89	5.000%
CD	Cooperative Center FSU	12/29/2022	12/29/2025	100.00	$ 249,000.00	$ 249,000.00	$ 249,000.00	249,389.44	4.650%
CD	Affinity Bank	3/17/2023	3/17/2028	100.00	$ 248,000.00	$ 248,000.00	$ 248,000.00	254,406.73	4.900%
CD	Discover Bank	3/22/2023	3/23/2027	100.00	$ 243,000.00	$ 243,000.00	$ 243,000.00	247,087.36	5.050%
CD	Global Fed CR UN - Alaska	5/12/2023	5/12/2027	100.00	$ 249,000.00	$ 249,000.00	$ 249,000.00	251,891.56	4.600%
CD	UBS Bank USA	5/17/2023	5/17/2027	100.00	$ 249,000.00	$ 249,000.00	$ 249,000.00	251,715.32	4.550%
CD	BMW Bank of North America	6/16/2023	6/16/2026	100.00	$ 244,000.00	$ 244,000.00	$ 244,000.00	245,125.47	4.600%
CD	Farmers Insurance Group	7/26/2023	7/27/2026	100.00	$ 248,000.00	$ 248,000.00	$ 248,000.00	250,484.44	5.100%
CD	Chartway Federal Credit Union	9/8/2023	9/8/2027	100.00	$ 248,000.00	$ 248,000.00	$ 248,000.00	253,532.06	5.000%
CD	Greenstate Credit Union	9/26/2023	9/26/2028	100.00	$ 248,000.00	$ 248,000.00	$ 248,000.00	256,431.78	5.000%
CD	Empower Fed Cedit Union	9/29/2023	9/29/2027	100.00	$ 248,000.00	$ 248,000.00	$ 248,000.00	254,191.96	5.100%
CD	US Alliance Fed Credit Union	9/29/2023	9/29/2028	100.00	$ 248,000.00	$ 248,000.00	$ 248,000.00	257,168.98	5.100%
CD	Numerica Credit Union	11/10/2023	11/10/2026	100.00	$ 248,000.00	$ 248,000.00	$ 248,000.00	252,604.17	5.550%
CD	Heritage Community CR UN	11/15/2023	11/16/2026	100.00	$ 248,000.00	$ 248,000.00	$ 248,000.00	252,414.95	5.450%
CD	Members Trust of SW FCU	1/19/2024	1/19/2029	100.00	$ 249,000.00	$ 249,000.00	$ 249,000.00	250,160.59	4.000%
CD	Hughes FCU	1/29/2024	1/29/2027	100.00	$ 249,000.00	$ 249,000.00	$ 249,000.00	250,626.47	4.400%
CD	Farmers & Merchants TR	1/30/2024	2/1/2027	100.00	$ 249,000.00	$ 249,000.00	$ 249,000.00	249,776.28	4.150%
CD	Nicolet National Bank	3/8/2024	3/8/2029	100.00	$ 249,000.00	$ 249,000.00	$ 249,000.00	252,164.62	4.250%
CD	Medallion Bank	3/13/2024	3/15/2027	100.00	$ 249,000.00	$ 249,000.00	$ 249,000.00	251,492.64	4.600%
CD	Wells Fargo Bank	3/12/2024	3/12/2027	100.00	$ 249,000.00	$ 249,000.00	$ 249,000.00	251,162.27	4.500%
CD	Toyota Financial SGS Bank	5/24/2024	5/24/2029	100.00	$ 244,000.00	$ 244,000.00	$ 244,000.00	249,944.47	4.600%
CD	First Foundation Bank	5/22/2024	5/22/2029	100.00	$ 244,000.00	$ 244,000.00	$ 244,000.00	249,940.03	4.600%
CD	Citizens Bank	1/10/2025	1/10/2030	100.00	$ 249,000.00	$ 249,000.00	$ 249,000.00	248,287.81	3.850%
CD	Morgan Stanley Bank NA	5/28/2025	5/28/1930	100.00	$ 244,000.00	$ 244,000.00	$ 244,000.00	247,149.43	4.250%
CD	Alliant Credit Union	12/30/2022	12/30/2025	100.00	$ 248,000.00	$ 248,000.00	$ 248,000.00	248,735.82	5.100%
					$ 11,648,298.00	$ 11,680,000.00	$ 11,680,000.00	11,816,001.81	4.416%


Average Daily Flow by Month
20
18
16
14
12
10
8
6
4
2
0
Jul'24
Aug'24
Sep'24
Oct'24
Nov'24
Dec'24
Jan'25
Feb'25
Mar'25
Apr'25
May'25
Jun'25
Jul'25
Aug'25
Actual
Owned

SUMMARY OF
LABOR MULTIPLIERS

		Benefit Rate
Total Employee Benefits	365,848	0.393
Total Payroll	929,868	
Gross Indirect Costs	886,169	
Less: Member Contributions & Other Revenue	(401,724)	
Indirect Costs for Distribution	484,445	
		Indirect Rate
Direct Labor	492,387	0.984
Indirect Costs	484,445	

FY 2025-26 Labor multiplier - thru 08/31/25	**1.377**
FY 2025-26 Budgeted Labor multiplier	2.163
FY 2024-25 Labor multiplier	2.170
FY 2023-24 Labor multiplier	2.060
FY 2022-23 Labor multiplier	1.984

INDIRECT COSTS

(to be Distributed)

G/L Acct.	Description		Actual thru 8/31/25
51000	Salaries - Regular	$	437,481
52000	Benefits	$	103,449
60111	Tuition Reimbursement	$	-
60112	Training	$	4,575
60113	Education	$	58
60114	Other Training & Education	$	938
60120	Audit Fees	$	15,929
60121	Consulting	$	31,348
60126	Temporary Services	$	-
60128	Other Professional Services	$	350
60129	Other Contract Services	$	-
60130	Legal Fees	$	12,390
60133	Employment Recruitment	$	-
60145	Permit Fees	$	-
60154	Safety	$	1,329
60155	Security	$	1,831
60156	Custodial Contract Services	$	4,051
60157	Landscaping Maintenance	$	5,050
60158	HVAC	$	-
60159	Facility Repair & Maintenance	$	10,745
60160	Telephone	$	6,338
60161	Cellular Services	$	1,800
60163	Electricity	$	3,587
60164	Water Services	$	524
60170	Equipment Expensed	$	1,601
60171	Equipment Rented	$	3,152

(Continued - next column)

G/L Acct.	Description		Actual thru 8/31/25
60172	Equipment Repair / Maintenance	$	124
60180	Computer Hardware	$	341
60181	Computer Software	$	78,767
60182	Internet Services	$	-
60183	Computer Supplies	$	546
60184	Computer Repair/Maint	$	-
60185	Cloud Storage	$	6,048
60190	Offsite Meeting/Travel Expense	$	82
60191	In House Meetings	$	587
60192	Conference Expense	$	620
60193	Car, Repair, Maintenance	$	-
60200	Dues	$	130
60202	Subscriptions	$	7,390
60203	Contributions	$	-
60210	Bank Charges	$	-
60211	Shipping/Postage	$	158
60212	Office Supplies	$	695
48000	Commission Fees	$	9,990
60221	Commission Mileage Reimb.	$	415
60222	Other Commission Expense	$	-
60230	Other Expense	$	3,474
60240	Building Lease	$	1,332
81010	Retiree Medical Expense	$	14,310
80001	Insurance Expense	$	14,637
80000	Building Repair/Replacement Reserve	$	100,000
80000	Fixed Assets	$	-
	Total Costs	$	886,169

Direct Costs Paid by Projects	$	638,981
Member Contribution Offset	$	400,000
Interest & Other Revenue Offset	$	1,724
	$	1,040,705
Over (Under) Allocation %		17.4%
Over (Under) Allocation of General Fund Costs	$	154,537

BENEFITS SUMMARY

(Distributed based on Actual Labor)

G/L Acct	Description	Budget	Actual @ 8/31/25	Projected FYE 2026
70101	FICA Expense	$ 268,773	$ 32,685	$ 205,000
70102	Medicare Expense	$ 70,719	$ 9,907	$ 65,000
70103	State Unemployment Insurance	$ 4,158	$ -	$ 4,000
70104	Worker's Compensation Insurance	$ 52,589	$ 3,651	$ 45,000
70105	State Disability Insurance	$ 56,975	$ 6,933	$ 49,000
70106	PERS Pension Plan	$ 720,582	$ 204,318	$ 720,582
70111	Medical Expense	$ 630,438	$ 90,904	$ 630,438
70112	Dental Expense	$ 43,085	$ 5,877	$ 40,000
70113	Vision Insurance	$ 7,785	$ 1,112	$ 7,000
70114	Life Insurance Expense	$ 17,228	$ 2,741	$ 17,000
70115	Long Term Disability	$ 20,512	$ 3,172	$ 19,700
70116	Wellness Program Expense	$ 4,200	$ 150	$ 4,200
70120	Car Allowance	$ 47,400	$ 4,400	$ 37,000
	Total Benefits	$ 1,944,444	$ 365,848	$ 1,843,920
	Total Payroll	$ 4,829,649	$ 929,868	$ 4,829,649
	Benefits Rate	40.3%	39.3%	38.2%

Santa Ana Watershed Project Authority
Labor Hours Budget vs Actual
Month Ending August 31, 2025

Fund		Budget	Actual	%
100	General Fund	29,597	4,483	15.15%
145	Prop 84 - 2015 Program Mgmt	1,780	111	6.24%
150	Prop1 - Program Management	660	72	10.95%
155	Prop1 Round 2	955	284	29.76%
240	Brine Line Enterprise	18,830	3,192	16.95%
320	Brine Line Protection	250	-	0.00%
370-01	Basin Planning General	1,850	249	13.43%
370-02	USBR Partnership Studies	145	-	0.00%
373	Watershed Management (OWOW)	1,940	203	10.44%
374	Basin Monitoring Program TF	415	65	15.72%
376	ICARP	414	156	37.56%
377	PFAS Study	414	32	7.79%
378	Weather Modification	410	-	0.00%
381	SAR Fish Conservation	190	7	3.55%
384-01	MSAR TMDL TF	165	17	10.00%
386MONIT	RWQ Monitoring TF	125	9	7.00%
387	Arundo Removal & Habitat Restoration	315	41	12.86%
392	Emerging Constituents TF	355	22	6.27%
397ADMIN	WECAN Riverside	192	56	29.17%
398RELIE	DACI	130	24	18.27%
477-02	LESJWA - Administration	390	56	14.36%
477TMDL	LESJWA - TMDL Task Force	330	46	13.94%
504-401IMPLE	Prop 84 - Final Round Implementation	-	-	0.00%
504-401PA23	Prop 84 - Final Round PA23 Admin	-	3	300.00%
504-402PA22	Prop84 - Final Round PA22 Admin	-	3	0.00%
504-402RATES	Prop 84 - Final Round Water Rates	-	-	0.00%
505-00	Prop1 - Capital Projects	610	20	3.32%
		60,462	9,149	15.13%

Note: Should be at 16.67% of budget for 2 months

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Santa Ana Watershed Project Authority
PA25 - OWOW Fund - Financial Report
July 2025

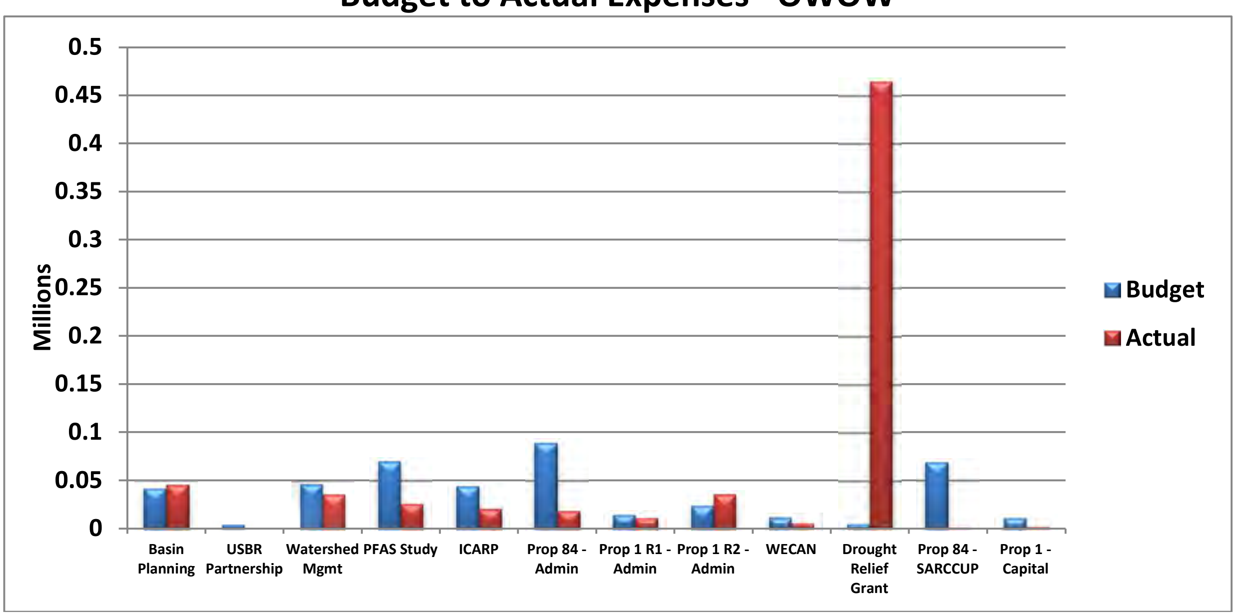
Staff comments provided on the last page are an integral part of this report.

Overview	This report highlights the agency's key financial indicators for the Fiscal Year-to-Date (FYTD) through July 2025 unless otherwise noted.

Budget to Actual Expenses - OWOW — Concern

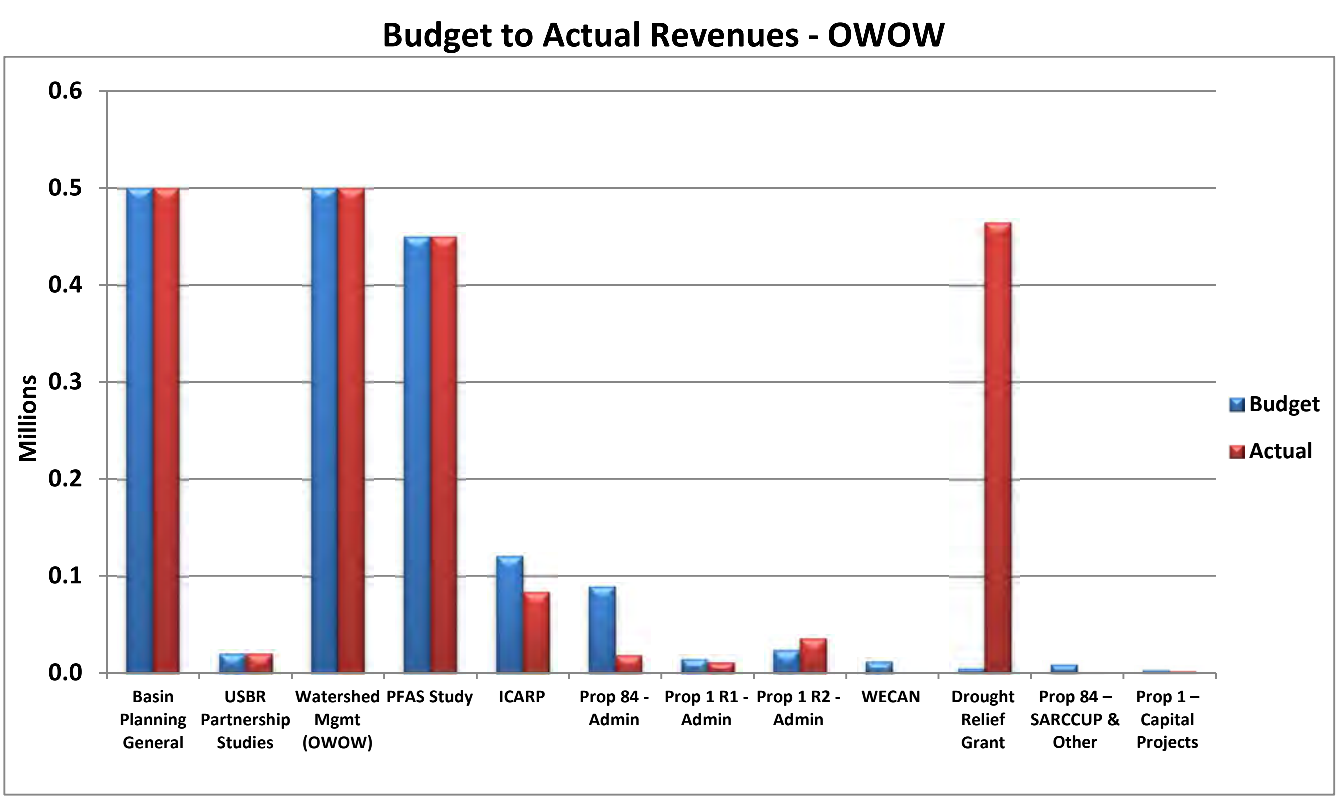
	Annual Budget	FYTD Budget	FYTD Actual	Favorable (Unfavorable) Variance
Basin Planning General	$496,690	$41,391	$45,035	($3,644)
USBR Partnership Studies	47,921	3,993	-	3,993
Watershed Mgmt. (OWOW)	547,789	45,649	35,038	10,611
PFAS Study	836,766	69,731	26,098	43,633
ICARP	527,229	43,936	20,508	23,428
Prop 84 - Administration	534,786	89,131	18,948	70,183
Prop 1 R1 – Administration	172,540	14,378	10,923	3,455
Prop 1 R2 - Administration	280,675	23,390	35,264	(11,874)
WECAN - Riverside	68,546	11,424	5,566	5,858
Drought Relief Grant DACI	4,475,423	5,104	464,301	(459,197)
Prop 84 – SARCCUP & Other	193,723	68,329	633	67,696
Prop 1 – Capital Projects	129,558	10,797	2,242	8,555
Total	**$8,311,646**	**$427,253**	**$664,556**	**($237,303)**

Budget to Actual Expenses - OWOW



Budget to Actual Revenues - OWOW — Favorable

	Annual Budget	FYTD Budget	FYTD Actual	Favorable (Unfavorable) Variance
Basin Planning General	$500,000	$500,000	$500,000	$-
USBR Partnership Studies	20,000	20,000	20,000	-
Watershed Mgmt. (OWOW)	547,300	500,000	500,000	-
PFAS Study	450,000	450,000	450,000	-
ICARP	527,229	120,248	83,250	(36,998)
Prop 84 - Administration	534,786	89,131	18,948	(70,183)
Prop 1 R1 – Administration	172,540	14,378	10,923	(3,455)
Prop 1 R2 - Administration	280,675	23,390	35,264	11,874
WECAN - Riverside	68,546	11,424	-	(11,424)
Drought Relief Grant - DACI	4,475,423	5,104	464,301	459,197
Prop 84 – SARCCUP & Other	50,473	8,412	633	(7,779)
Prop 1 – Capital Projects	37,428	3,119	2,242	(877)
Total	**$7,664,400**	**$1,745,206**	**$2,085,561**	**$340,355**



Reserve Fund Balance

	Amount
Basin Planning General	$293,834
USBR Partnership Studies	78,393
Watershed Management (OWOW)	409,154
PFAS Study	709,196
Cloud Seeding	208,831
Proposition 84 – SARCCUP & Other	484,3894
Proposition 1 – Capital Projects	19,840
Total Reserves	**$2,203,632**

Legend

	Compared to Budget
Ahead or Favorable	Above +5% Favorable Revenue or Expense Variance
On Track	+5% to -2% Variance
Behind	-3% to -5% Variance
Concern	Below -5% Variance

Staff Comments

For this month's report, the item(s) explained below are either "behind", a "concern", or have changed significantly from the prior month.

Expenses were 55.5% over budget and revenues were 19.5% over budget. It is expected that both will be on track with the budget by the end of the year.

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Santa Ana Watershed Project Authority
PA26 - Roundtable Fund - Financial Report
July 2025

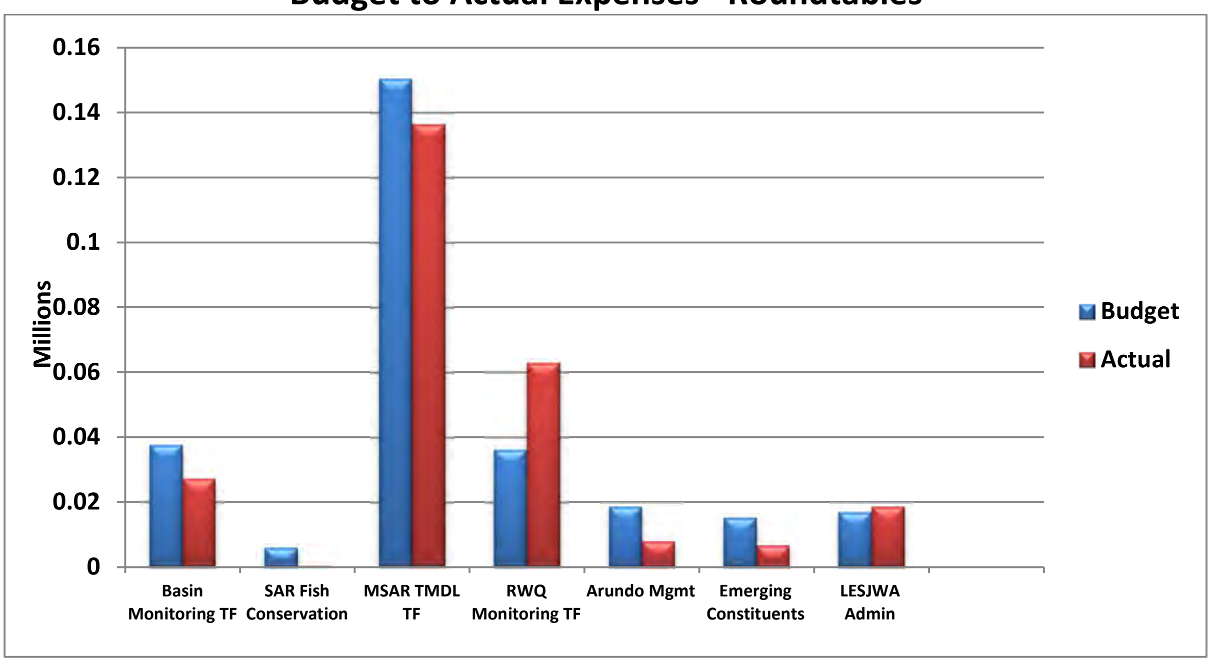
Staff comments provided on the last page are an integral part of this report.

Overview	This report highlights the agency's key financial indicators for the Fiscal Year-to-Date (FYTD) through July 2025 unless otherwise noted.

Budget to Actual Expenses - Roundtables — Favorable

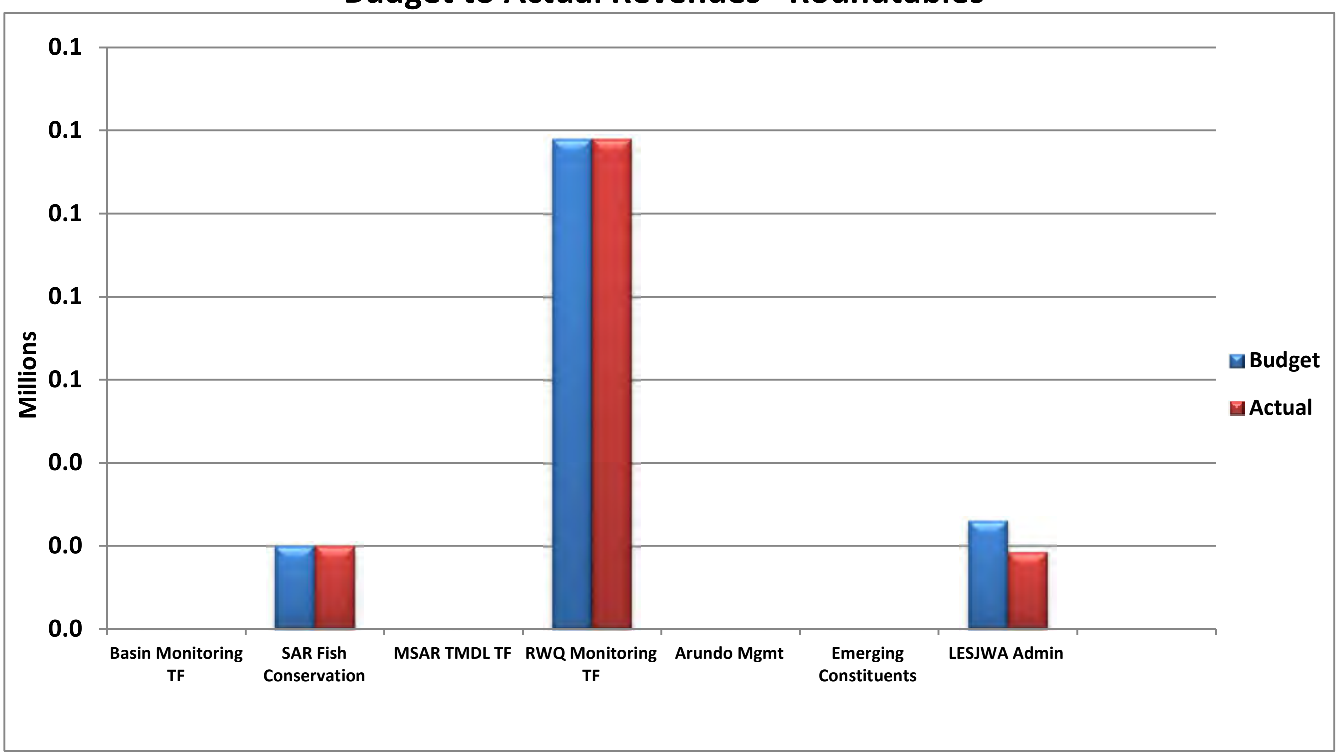
	Annual Budget	FYTD Budget	FYTD Actual	Favorable (Unfavorable) Variance
Basin Monitoring TF	$451,230	$37,603	$27,084	$10,519
SAR Fish Conservation	70,455	5,871	312	5,559
MSAR TMDL TF	505,880	150,323	136,378	13,945
RWQ Monitoring TF	432,195	36,016	62,864	(26,848)
Arundo Mgmt.	222,088	18,507	7,882	10,625
Emerging Constituents	182,382	15,199	6,626	8,573
LESJWA Admin	202,111	16,843	18,477	(1,634)
Total	**$2,066,341**	**$280,362**	**$259,623**	**$20,739**

Budget to Actual Expenses - Roundtables

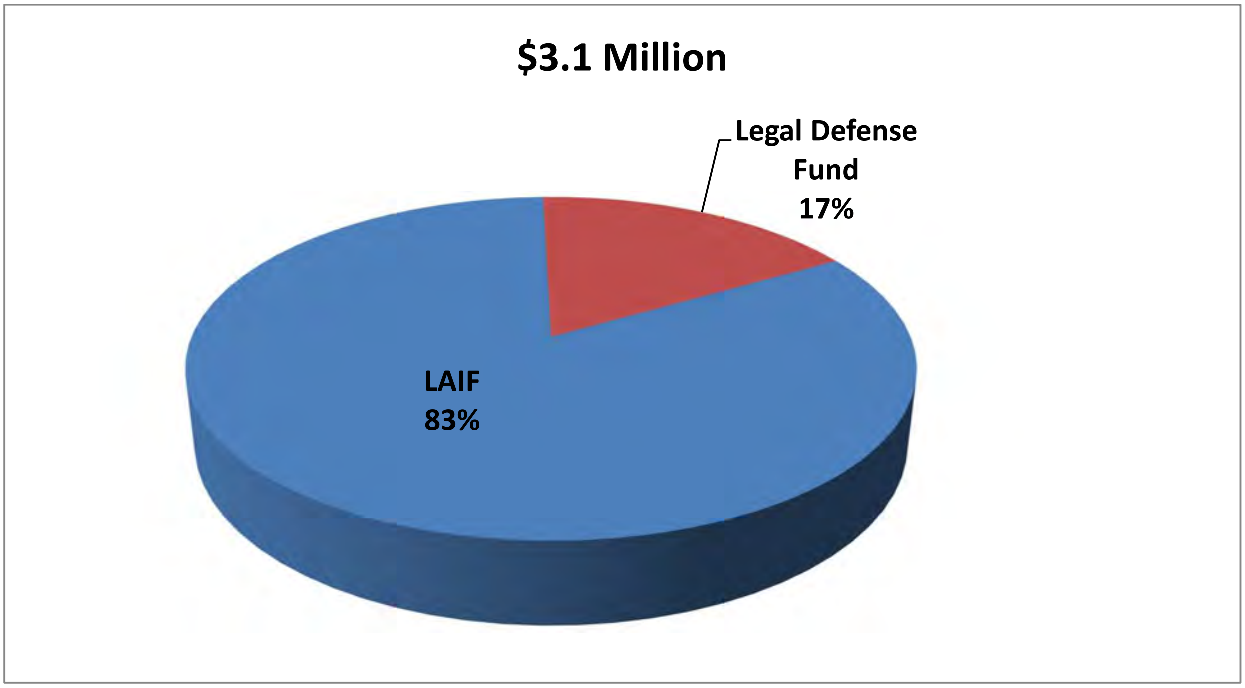


Budget to Actual Revenues - Roundtables			⚠	Behind
	Annual Budget	FYTD Budget	FYTD Actual	Favorable (Unfavorable) Variance
Basin Monitoring TF	$224,043	$-	$-	$-
SAR Fish Conservation	39,000	20,000	20,000	-
MSAR TMDL TF	427,200	-	-	-
RWQ Monitoring TF	463,334	118,000	118,000	-
Arundo Mgmt.	2,014,560	-	-	-
Emerging Constituents	178,841	-	-	-
LESJWA Admin	202,111	26,009	18,477	(7,532)
Total	**$3,549,089**	**$164,009**	**$156,477**	**($7,532)**

Budget to Actual Revenues - Roundtables



Total Cash & Investments



Reserve Fund Balance

	Amount
Basin Monitoring Task Force	$1,061,882
SAR Fish Conservation	102,562
Middle SAR TMDL Task Force	278,599
Regional Water Quality Monitoring Task Force	234,650
Arundo Management & Habitat	702,479
Emerging Constituents Task Force	201,286
Legal Defense Fund	532,226
Total Reserves	**$3,113,684**

Legend

		Compared to Budget
	Ahead or Favorable	Above +5% Favorable Revenue or Expense Variance
	On Track	+5% to -2% Variance
	Behind	-3% to -5% Variance
	Concern	Below -5% Variance

Staff Comments

For this month's report, the item(s) explained below are either "behind", a "concern", or have changed significantly from the prior month.

Expenses are 7.4% below budget and revenues are 4.6% below budget. Both are expected to be on track with the budget by the end of the year.

Santa Ana Watershed Project Authority
Quarterly Planning Department Report

Date: October 1, 2025

To: SAWPA Commissioners and Member Agencies

From: Ian Achimore, Interim Planning Department Manager
Rick Whetsel, Interim LESJWA Administrative Manager
Haley Gohari, Associate Project Manager

Subject: Quarterly Planning Department Report – 2025 Quarter 3 (July 1 to October 31, 2025)

Watershed Planning

Climate Adaptation and Resilience Plan (CARP)

- SAWPA Staff held the second Technical Advisory Committee (TAC) meeting and received feedback from the group on potential vision and goals for the Santa Ana River Watershed CARP. The next meeting will occur on October 27, 2025, and will focus on the compiled annotated summary of watershed stakeholder plans, the community and stakeholder framework, and updates on engagement efforts.

- As a follow up to the CARP TAC meetings, staff met with the five SAWPA member agencies to discuss several items including:
    - The intersection between this CARP and the Member Agencies other planning documents.
    - Optional tasks that the CARP consultant Woodard and Curran could perform, such as an online watershed-wide data dashboard.
    - Other benefits the member agencies want to receive from the CARP, such as conceptual regional projects that could be attractive to grant funding agencies.

- The CARP community survey went live on August 14. CARP community engagement activities include distributing the survey, listening sessions, interviews, and presentations. The community survey, developed collaboratively by the project team and reviewed by stakeholders, is hosted on SurveyMonkey and will remain open until Fall 2026. Community-based organization partners will disseminate the survey to community members via websites, social media, presentations, and event tabling.

Santa Ana River Summit

- Staff attended the September 23 River Summit focused on water quality monitoring along the Middle Santa Ana River (MSAR). SBVMWD and OCWD staff, as well as many other MSAR stakeholders, were in attendance. Stakeholders shared water quality related projects that are planned for that portion of the river. In sharing the project concepts and concerns they address, the gathered stakeholders can hopefully collaborate and work together to accomplish many goals in a more streamline and cost-effective manner.
- At the meeting, staff shared the recent quarterly monitoring efforts conducted by the Basin Monitoring Program Task Force along several bridge crossings over the River.
- The Summit meetings are being hosted by Riverside County Flood Control and Riverside County Parks districts on a quarterly basis and focused on specific planning topics, such as water quality, fire/fuel reductions, or habitat, etc. The next meeting is anticipated to occur at the end of January 2026.

Roundtable of IRWM Regions

- On September 16, the Commission approved SAWPA staff signing on to a Roundtable of Integrated Regional Water Management (IRWM) Regions Coalition letter. The letter, titled “Roundtable of Integrated Regional Water Management Regions – Recommendations for Proposition 4 Funding”, offered the following principles and specific requests related to the Department of Water Resources, the lead agency, for the $100M IRWM/Watershed Climate Resilience Funding:
    - Use current IRWM plans in lieu of requiring wholesale plan updates.
    - Work with other state agencies to allocate a portion of each Proposition 4 category through competitive block grants to IRWM regions.
    - Publish a single, agency-wide Proposition 4 implementation roadmap.

- Staff attended the quarterly Roundtable of IRWM Regions meeting where Department of Water Resources gave updates on the Proposition 4 Climate Resiliency Bond. Proposition 4 grant guidelines will take longer than other grant guidelines, as State agencies have to go through a lengthy emergency regulations process. Guidelines summarize the amount of funding available and eligibility requirements.

State-Wide General Plan Guidelines Advisory Group

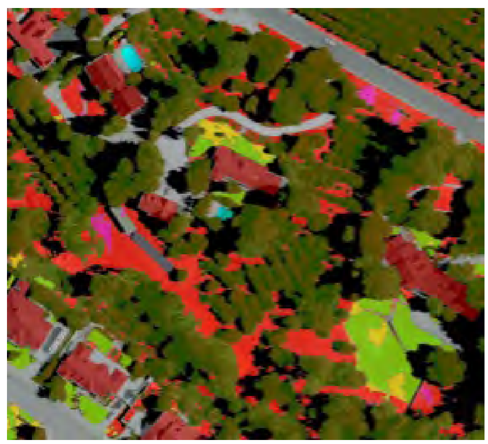
- Staff volunteered to participate in the next round of California’s General Plan Guidelines Update, which will occur over the next two years, with an anticipated completion and adoption in 2027.
- The Governor’s Office of Land Use and Climate Innovation (LCI) is convening several advisory groups, including the Water Advisory Group SAWPA joined, to update the General Plan Guidelines which were last updated in 2017. This will be first time a Water Element is being included as part of the General Plan updates.

Project Management

Arundo Donax Management in the Upper Watershed

- Through the implementation of Task Order IERCD387-01, SAWPA's partner Inland Empire Resource Conservation District (IERCD) has conducted significant survey and removal efforts targeting the invasive weed *Arundo donax* in the headwaters of the Upper Santa Ana River Watershed. Since the Task Order was executed on July 19, 2022, approximately 10,000 acres have been surveyed using a combination of aerial imagery analysis and on-the-ground field verification to identify the most upstream occurrences of Arundo within the watershed.
- On August 19, 2025 the SAWPA Commission approved Change Order No. 1 to Task Order IERCD387-01, which increases the Project budget from $147,777 to $616,045 (a change of $468,268). Through the Change Order, an additional 916 stands of Arundo Donax will be treated in the upper Watershed.
- The Task Order (and Change Order) are funded by proceeds generated by the sale of mitigation credits from the Santa Ana River Mitigation Bank.

Watershed-Wide Water Budget Decision Support Tool (Tool)



- On August 19, staff shared the Santa Ana River Watershed-Wide Water Budget Image Analysis Classification Methods Using Deep Learning Report (Report) developed by the SAWPA's partner U.S. Bureau of Reclamation.
  - The Report, shared with the water conservation staff from the SAWPA member agencies and the Municipal Water District of Orange County, supports the Tool's task to analyze the imagery to identify and measure irrigated landscape and irrigable land with sufficient detail to provide customer parcel-level outdoor.
- The Tool will share this U.S. Bureau of Reclamation created landscape data with retail water agencies. Retailers are interested in the data as they need outdoor water budgets to comply with water conservation legislation passed in 2018 (AB 1668 and SB 606).
- The Tool is funded by a $500,000 Proposition 1 Round 1 Integrated Regional Water Management (IRWM) grant agreement with the Department of Water Resources and a $597,500 cost share agreement with the Bureau of Reclamation through their Basin Study Program.

Water-Energy Community Action Network (WECAN) Riverside – Phase 3

- WECAN Phase 3 is a project under the City of Riverside's Transformative Climate Communities (TCC) Grant Program funded by the Strategic Growth Council. This program's goal is to support water and energy conservation through front yard lawn turf replacement at homes of disadvantaged community members in the watershed. This phase is focused on the Eastside neighborhood of Riverside.
- Staff has been working on reviewing interested resident applications, supporting outreach and engagement in the Eastside neighborhood, forwarding resident contact information to the contractor, and attending grant program administrative meetings.
- To date, the program has successfully removed 22,411 square feet of turf lawns at 15 residences in the project area.

Grant Management

Santa Ana River Conservation and Conjunctive Use Program (SARCCUP)

- State Grant Inspection Site Visits (August 13 and 14) - Staff attended the Department of Water Resources Proposition 84 site inspections for the Proposition 84 Integrated Regional Water Management (IRWM) $55 Million grant funded project, SARCCUP. The Department of Water Resources (DWR), the lead state agency for IRWM grants, visited several member agency project sites for Western Municipal Water District and Orange County Water District. The purpose is for DWR to ensure projects have been completed per the scope of work in grant agreements. The site visits were a success.

Disadvantaged Community Involvement (DCI) Program Implementation

- SAWPA in coordination with the five grantees (project leads) were successful in amending the Department of Water Resources Urban and Multi-benefit Drought Relief Grant Agreement via Amendment No. 3. The amendment included revising the project deliverables and extending the term of the grant till March 31, 2026.
    - The five project leads are 1) Box Springs Mutual Water Company, 2) Colton City, 3) Devore Mutual Water Company, 4) Marygold Mutual Water Company, and 5) Fullerton City. The total grant amount for all five projects and SAWPA's grant administration is $5M.

Task Forces

Basin Monitoring Program

- Staff coordinated with WSC Inc. on the *Santa Ana River Reach 3 Total Dissolved Solids Study*, including managing WSC's outreach to POTWs regarding their flow and water quality data. The study is an optional report that the Task Force is interested in implementing because they want to understand why past years' total dissolved solids (TDS) sampling is showing concentrations fluctuating around the 700 mg/L antidegradation objective in the Basin Plan.
  - WSC Inc. released the draft mass balance tabulation for the Special Study focused on flow and TDS data from regular monitoring stations along the Santa Ana River. The Task Force's Scoping Committee reviewed the data. It will be shared with the full Task Force at the next meeting to occur in October/November 2025).
- Following Task Force review and approval, staff released a the August 20th request for qualifications (RFQ) focused on four tasks (listed below). Responses from consultants are due September 30, 2025.
  - Technical Assistance Related to Groundwater Storage and Water Quality Modeling, and Updating Groundwater Storage and Quality Model Layers
  - Annual/Routine Groundwater Data Consolidation
  - Recomputing Ambient Water Quality for Groundwater Management Zones for the Period of 2007 to 2026, and
  - Development of the Annual Report of Santa Ana River Water Quality.
- SAWPA staff served as the guest on the Eastern Municipal Water District Podcast "The Drop" to discuss the Basin Monitoring Program Task Force. Items discussed included the ground and surface water monitoring the group does, how its work benefits the SAWPA member agencies, and the collaborative's future efforts such as focusing on the Federally-required Integrated Report https://www.emwd.org/thedrop.

Emerging Constituents Program

- Throughout the quarter, consultant Kahn, Soares and Conway LLP (KSC) facilitated one-on-one discussion with the Task Force members to gather any possible future tasks/deliverables for the Task Force. Questions asked by KSC included:
  - Are there other water quality-focused coalitions that are doing what this Task Force was formed to do?
  - What makes this Task Force most effective/impactful? What are its strengths?
- Based on these interviews, the Task Force will engage in a process to define a purpose, core goals and tactics, ensuring that future activities and discussions remain aligned with these priorities.

Lake Elsinore and Canyon Lake TMDL

- After several years of coordination on behalf of Lake Elsinore and Canyon Lake TMDL Task Force (LECL Task Force), SAWPA staff helped facilitate the final adoption of a Basin Plan amendment by the Santa Ana Regional Board. On July 25, the Santa Ana Regional Board adopted the Basin Plan Amendment to revise the Nutrient Total Maximum Daily Loads (TMDL) in Lake Elsinore and Canyon Lake. The revisions to the existing TMDLs were made possible by the LECL Task Force's multi-year effort that included collecting data, evaluating findings from studies, and considering results from water quality modeling.

Middle Santa Ana River TMDL

- Task Force kicked off an effort to conduct a synoptic water quality study and prepare the 2026 Triennial Report in support of the Middle Santa Ana River Bacterial Indicator TMDLs.
- The Task Force coordinated with Regional Board staff on preparing language to update the Basin Plan and to revise the TMDL Technical Report.

Regional Water Quality Monitoring Task Force

- The Task Force prepared the 2024-25 Santa Ana River Regional Bacteria Monitoring Report for submittal to Regional Board on behalf of the Regional Water Quality Monitoring Task Force and Middle Santa Ana River Bacterial Indicator TMDL Task Force in conjunction with the San Bernardino County and Riverside County MS4 Permits.
- Task Force initiated efforts to update the Santa Ana River Regional Bacteria Monitoring Program Monitoring Plan and Quality Assurance Project Plan to address proposed revisions to the monitoring program.

Lake Elsinore and San Jacinto Watersheds Authority (LESJWA)

- Strategic Plan - Staff scheduled a meeting with LESJWA member agency staff to discuss the scope and schedule for implementing the newly adopted LESJWA Strategic Plan.
- SAWPA planning staff attended the September 2 Canyon Lake Property Owners Association (POA) meeting. Staff summarized the annual alum applications that took place during the following time frames:
  - Spring Applications (March – April)
  - Fall Applications (upcoming September 29 – October 2)
- GEI consultants also described the testing of water quality and algae species at Canyon Lake following an April 2025 fish kill.

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October 10, 2025

To: Santa Ana Watershed Project Authority

From: Michael Boccadoro
Beth Olhasso

RE: September Report

Overview:
While limited Delta pumping operations this Spring and early Summer kept water from reaching San Luis Reservoir when spring melt was available, the critical south of Delta facility is finally back at normal levels for this time of year. Had pumping been available, the reservoir could be well above average, allowing for significant carryover for next year. Lake Oroville is sitting at 57 percent capacity, 103 percent of normal; Lake Shasta is sitting at 58 percent of capacity, 105 percent of average; while San Luis Reservoir is at just 54 percent of capacity, 124 percent average for this time of year (jumping almost 10 percent in capacity in 10 days. Now, at the start of the water year, water managers hold their breath and hope for strong winter precipitation and abundant snowpack.

Efforts to pass a Trailer Bill introduced by the Governor aimed at helping remove some barriers to the Delta Conveyance Project were ultimately unsuccessful. The Governor had proposed for expedited judicial review of California Environmental Quality Act (CEQA) challenges. The proposal saw swift condemnation from in-Delta interests. The State Water Contractors organized supporters and had several lobby days in Sacramento to work to earn votes for the Trailer Bill. It remains to be seen if the Governor will try again next year.

The years-long efforts to ease the Advanced Clean Fleets rules for state and local governments continues with a public hearing at the California Air Resources Board on September 25. Some SAWPA member agencies, along with partners at California Special Districts Association (CSDA), California Association of Sanitation Agencies (CASA) and the Association of California Water Agencies (ACWA) all submitted comments and provided testimony to try to get exemptions for many of the specialty vehicles, like vac trucks, from the rule. This has been a ongoing discussion topic on weekly SAWPA member agency legislative calls.

The State Water Resources Control Board has postponed the public hearing scheduled for the Bay-Delta Plan Update. While the main reason is a failed attempt at securing some CEQA exemptions for Healthy Rivers and Landscapes, there is also concern from in-Delta opponents that went into the consideration to postpone. A new workshop will likely be in December.

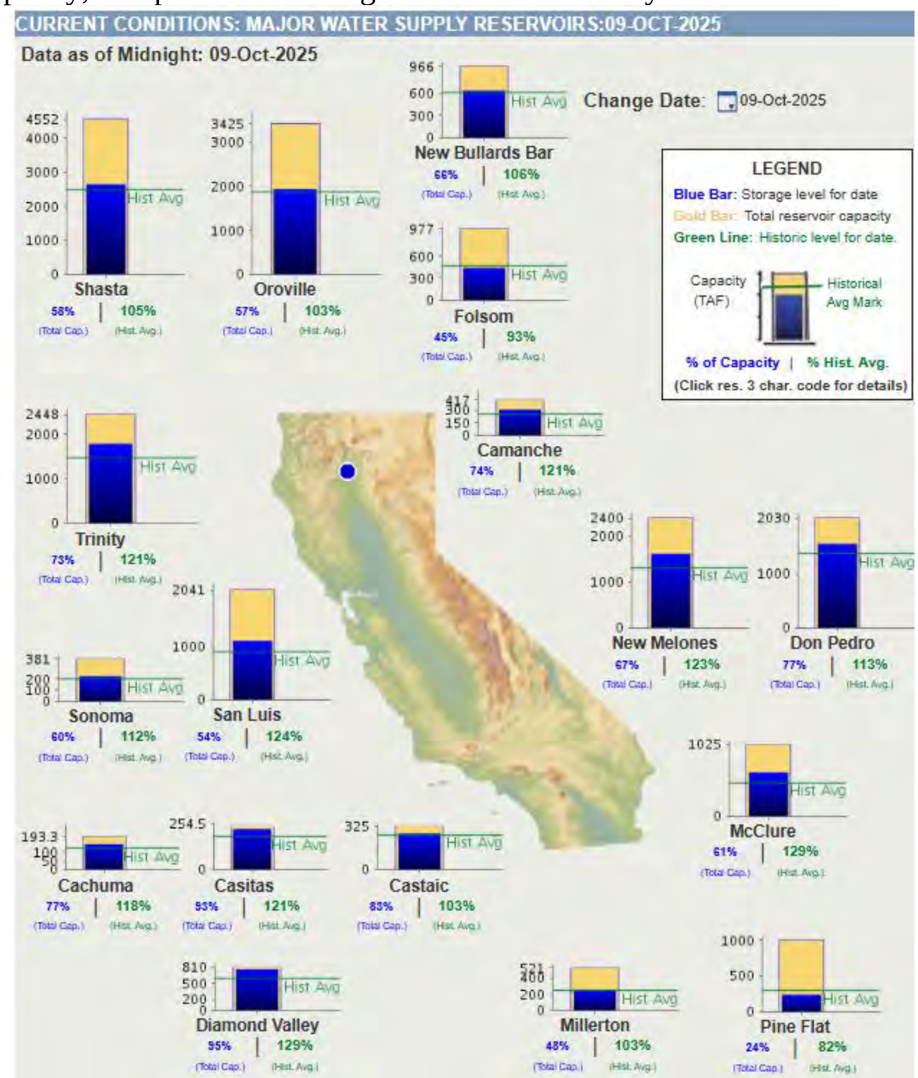
A Proposition 4 spending plan was finally passed by the Legislature. The plan included over $1 billion for water including recycled water, drinking water and groundwater recharge.

September 13 marked the end of the first year of the two-year session. CASA's Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) control bill, SB 862 (Allen), WateReuse's SB 31, and Western Municipal Water District's Senate Bill 72 (Caballero) all advanced to the Governor's desk. Governor Newsom has until October 13 to act on legislation. The Legislature will return to Sacramento in January for the second year of the session.

Santa Ana Watershed Project Authority
Status Report – September 2025

Water Supply Conditions

The water supply situation is positive throughout the state. Failure to move water into San Luis Reservoir in the Spring and early Summer left the storage facility below average, however, as the rainy season nears, south of delta storage facilities are at normal levels for this time of the year. San Luis reservoir is at 124 percent of historical average but just 54 percent capacity. Lake Oroville is sitting at 57 percent capacity, 103 percent of normal; Lake Shasta is sitting at 58 percent of capacity, 105 percent of average for this time of the year.



Delta Conveyance Budget Trailer Bill Update
As discussed in previous reports, as part of his "May Revise" of the 2025-26 budget, Governor Newsom released a proposal to help streamline the Delta Conveyance Project (DCP).

In-Delta legislators and advocates came out in very strong opposition to the proposal. The State Water Contractors and Metropolitan Water District of Southern California organized Southern California water agencies to support the proposal. SAWPA member agency staff helped coordinate a coalition to rally Inland Empire interests to support and lobby legislators and some SAWPA member agency staff and directors traveled to Sacramento multiple times to participate in coalition lobbying activities in support.

As the end of session neared, it became clear that the coalition and the Governor were not able to convince the Pro Tem and the Speaker to include the proposal in the final Trailer Bill package that was passed at the end of session.

It is not immediately clear if the Governor is interested in trying again next year.

Advanced Clean Fleets: State and Local Government Rules
California's Air Resources Board (CARB) has updated its draft rules for state and local government fleets through the Advanced Clean Fleets regulation. The goal: dramatically increase the adoption of zero-emission vehicles (ZEVs) among fleets owned or operated by state & local government agencies. Some SAWPA member agencies submitted written comments and gave oral testimony at a September 25 hearing.

Who is affected?
"State or local government agency" under these rules includes:

- Cities, counties, special districts, local agencies/districts
- Public utilities, public corporations of the State
- Any department, division or public agency of the State
- Fleets that own, lease, or operate one or more vehicles in California with a gross vehicle weight rating greater than 8,500 lbs (i.e. Class 2b-through-Class 8 on-road vehicles).

Flexibility, Exemptions, Options
CARB built in a number of "flexibilities" to ease the transition. Some highlights:

- ZEV Milestones Option: Fleets can follow a phased schedule based on vehicle type / suitability rather than simply meeting the 50-% in 2024 → 100% in 2027 timeline.
- Near Zero-Emission Vehicles (NZEVs): For certain periods (until about 2035) some vehicles that are "near-ZEV" (e.g. plug-in hybrids with sufficient electric-only range) count toward compliance.
- Smaller Fleets / Designated Counties: Agencies with 10 or fewer vehicles, or in certain less densely populated or designated counties, are given more time (or delayed start) to come into full compliance.
- Exemptions for special cases: For example,
    - "Intermittent snow removal" vehicles (which aren't used year-round for typical purposes) may have a later requirement date.

- Waste / wastewater fleets using eligible biomethane or organic waste diversion may have deferment if they elect to use the Milestones Option.
- There is also provision for "daily usage" exemptions – if a ZEV doesn't meet the fleet's operational needs in terms of mileage / stationary hours, etc.

What has not changed
- The existing ICE (internal combustion engine) vehicles owned by fleets can continue to be used through their useful life; there is no blanket requirement to retire them early simply because of the regulation.
- The rule enforcing state & local government fleet requirements does not depend on the federal Clean Air Act waiver that CARB had been seeking; CARB withdrew some waiver requests recently, but it has clarified that the state & local government fleet rules are still enforceable without that waiver.

CASA PFAS Bill Gets Lots of Attention
The Legislature narrowly passed CASA's sponsored bill SB 682, a bill that would ban PFAS from six major categories of consumer products:
- Starting January 1, 2028: PFAS would be banned from cleaning products, dental floss, juvenile products, food packaging, and ski wax.
- Starting January 1, 2030: PFAS would be banned from cookware.

If signed, California would become the largest U.S. state to ban PFAS in cookware, following the lead of states like Minnesota, which enacted a similar ban earlier this year.

The cookware industry, led by the Cookware Sustainability Alliance (CSA) and supported by celebrity chefs including Rachael Ray and Thomas Keller, is urging a veto. They argue that the bill wrongly includes fluoropolymers like Teflon, which they claim are stable, safe, and do not pose the same risks as other PFAS. PTFE is FDA-approved and widely used in nonstick cookware.

Environmental advocates such as the Natural Resources Defense Council (NRDC), Clean Water Action, and the Environmental Working Group strongly support the bill. They argue PFAS chemicals are linked to health risks and contaminate drinking water, and that removing them from everyday products is critical to public health.

If signed, SB 682 would align California with states like Colorado, Connecticut, Vermont, and Maine, which have passed similar PFAS bans across multiple product categories. The Governor has until October 13 to take final action on SB 682.

SWRCB Postpones Bay-Delta Plan Workshops Amid Legal and Policy Setbacks
The State Water Resources Control Board (SWRCB) has postponed its long-anticipated public workshops on the Bay-Delta Water Quality Control Plan, originally scheduled for September 24–25, citing the need for additional review and compliance with environmental regulations.

The move follows the Board's formal decision to rescind the public notice issued on August 22, which had launched the comment period and scheduled hearings on proposed amendments to the

Sacramento River and Delta portions of the Bay-Delta Plan. The workshops were intended to gather public input on draft updates to flow standards and other water quality measures affecting one of the state's most contested and ecologically important watersheds.

According to SWRCB staff and water policy observers, the postponement is primarily due to the failure of recent legislation that would have granted a California Environmental Quality Act (CEQA) exemption for water quality control plans like this one.

Without that exemption, the Board must fully comply with CEQA requirements—meaning the current draft Substitute Environmental Document (SED) and supporting analyses require revision and likely recirculation.

In a brief public statement, the Board indicated it now plans to release an updated draft Staff Report and revised documents in December 2025, at which point new public workshops will be scheduled.

Legal and Political Pressure
The delay comes amid increasing scrutiny from environmental groups, tribal nations, and fishing advocates who argue that the current Bay-Delta flow proposals fall short of what's needed to protect endangered fish populations and water quality. At the same time, agricultural and water agency stakeholders have been urging the state to advance voluntary agreements rather than impose stricter regulatory requirements.

The now-withdrawn CEQA exemption had been a key component of the Governor's "Delta Plan acceleration" strategy, intended to fast-track decision-making. Its failure in the Legislature signals ongoing political divisions over how—and how quickly—to implement major water reforms in the Delta.

What's Next?
- Revised drafts expected December 2025
- New public workshops to be scheduled in early 2026
- Comment period and hearing process will restart at that time

Budget Update
As discussed in previous reports, the main portion of the Fiscal Year 2025-26 budget was passed by the Legislature ahead of the July 1 start of the fiscal year. However, Legislators did not pass key aspects of the budget including a Proposition 4 spending plan, the Greenhouse Gas Reduction Fund, re-authorizing the Cap & Trade Program, re-capitalizing the Catastrophic Wildfire Fund and dealing with revenue losses as a result of H.R. 1.

The Legislature addressed all of those issues in a series of last minute measures including a "Budget Bill Jr." and several trailer bills."

Proposition 4 Implementation

The Proposition 4 spending plan was finally passed by the legislature at the end of session. They ultimately allocated close to one-third of the total $10B bond, which includes $1B for water this year.

Allocations include funding for water recycling, clean drinking water, conservation, climate resilience and other categories. Frustratingly, the January proposal by the Governor to exempt bond funding programs from the Administrative Procedures Act got caught up in last-minute politics and was not passed- which will delay allocations of funds by at least six months for most programs

Legislative Update
The Legislature adjourned the first year of the two-year session on September 13 (a day later then planned), and will return to Sacramento in January, barring the Governor calling a special session for any reason.

Water Supply: California Municipal Utilities Association and Western Municipal Water District reintroduced legislation to add new requirements into the CA Water Plan to set volumetric targets for new water supply as **SB 72 (Caballero)**. They believe they have removed the concerns of the SWRCB, which was the stated reason the bill was vetoed last session. The bill was signed by the Governor! Congratulations to Western Municipal Water District for their years-long effott.

Recycled Water: WateReuse CA's **SB 31 (McNerney)** to make some long-overdue updates to Title 22 of the CA Code of Regulations has moved through the process without a single "no" vote.

SAWPA member agency staff were instrumental in helping develop the legislation that would, among other things, codify how an "unauthorized discharge" of recycled water is treated by Regional Boards. Recently, SWRCB staff have indicated they have concerns with the bill, but never articulated any amendments that would make the measure workable to them. The bill is awaiting action by the Governor.

PFAS: As discussed above, the California Association of Sanitation Agencies' reintroduced PFAS source control bill would ban the use of any intentionally added PFAS to products, **SB 682 (Allen)**. The bill hit a roadblock last year with the California Manufacturers and Technology Association who worked to load costs into the bill to get it held in Appropriations Committee. The bill has been significantly narrowed to only ban the use of PFAS when there is a commercially available alternative, but will still go a long way to addressing the source of PFAS in sewage. The bill awaits action by the Governor.

ACWA and the League of California Cities have introduced **SB 454 (McNerney)** that would establish a PFAS mitigation fund. Because the bill did not have a funding source, and it was deemed unnecessary/repetitive, the Governor vetoed the bill.

SB 394 (Allen) is ACWA and Las Virgenes MWD's bill to increase penalties for water theft from fire hydrants. The bill moved easily through the process and awaits action by the Governor.

SB 445 (Wiener) was a late-in-the-process gut and amend that would have originally put a "shot clock" on an agency's ability to review transit construction plans that may interfere with utility infrastructure. The Senator received strong opposition not only from CMUA, ACWA, CSDA, CASA & WateReuse CA, but a broader coalition of utilities and broadband providers. The immediate and strong opposition forced the Senator to amend his bill to only apply to the Highspeed Rail Authority. While Highspeed Rail is not planned to enter SAWPA service territory, the Senator said in each of the three Assembly policy committees the bill was heard in that he intends to expand this authority to all transit projects, likely next year. For these reasons, the local government coalition has remained in opposition. The bill was held in the Assembly Appropriations Committee.

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General Manager's Report

Santa Ana Watershed Project Authority

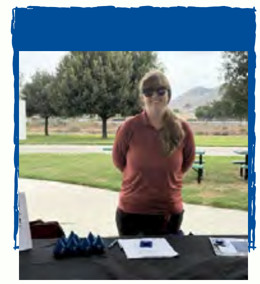
October 2025

SCADA Updates

The SCADA project continues in the planning and coordination stages for identifying meter locations and developing plans to implement remote water quality monitoring for Brine Line dischargers.

Wonders Of The Watershed Event

Staff attended the Wonders of the Watershed event hosted by RivCo. Many attendees stopped by and completed the Climate Adaptation and Resilience Plan (CARP) survey.



We Need Your Feedback: CARP Digital Survey

If you have not done so already, please be sure to take the CARP digital survey by scanning this QR code. This survey is being shared throughout the entire Santa Ana River Watershed by Community-Based Organizations and Grant Partners.

New Employee Of The Year Program

Karen Williams announced the Employee of the Year program, a new initiative to recognize and celebrate the outstanding contributions of SAWPA staff. This program honors one employee each year who exemplifies SAWPA's values, demonstrates exceptional performance, and contributes significantly to the success of the team.

Fall Quarterly All Hands Staff Meeting

Staff hosted the Fall Quarterly All Hands Staff meeting. Operations staff had a BBQ for the staff, and staff enjoyed a time of updates, games, and spending dedicated time together.

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Santa Ana Watershed Project Authority
Executive Financial Information Report
July 2025

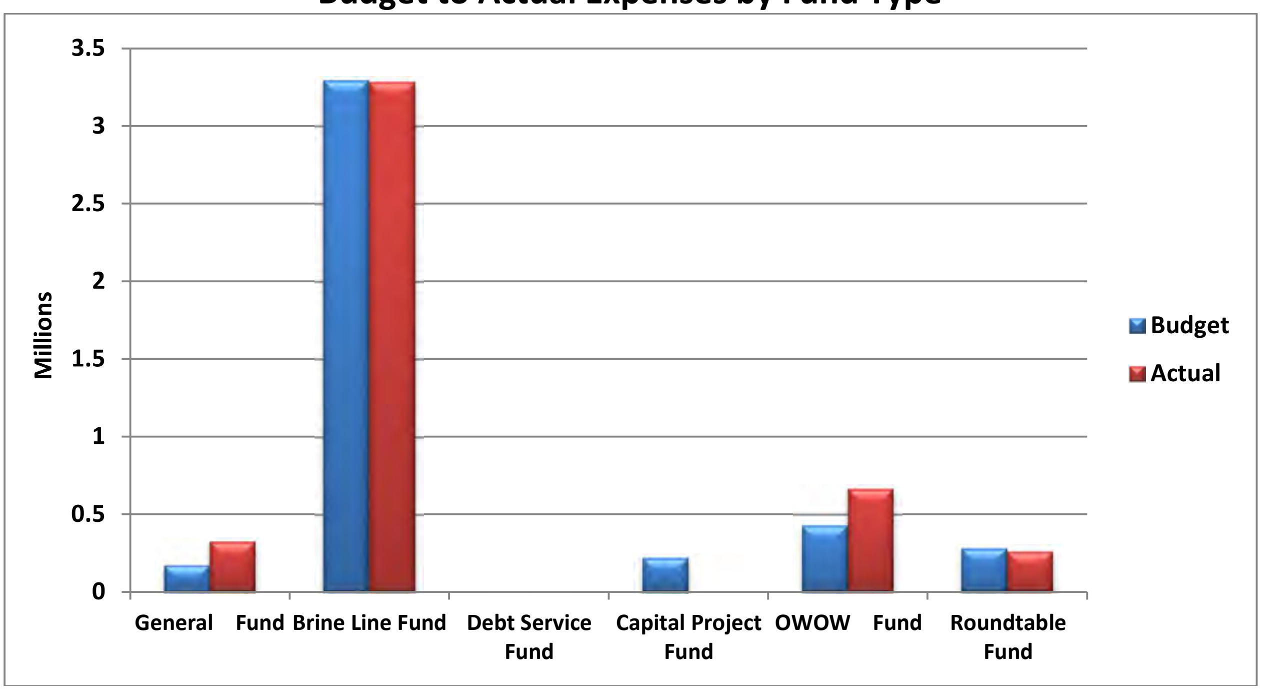
Staff comments provided on the last page are an integral part of this report.

Overview	This report highlights the agency's key financial indicators for the Fiscal Year-to-Date (FYTD) July 2025 unless otherwise noted.

Budget to Actual Expenses by Fund Type — On Track

	Annual Budget	FYTD Budget	FYTD Actual	Favorable (Unfavorable) Variance
General Fund	$991,800	$174,317	$323,400	($149,083)
Brine Line Enterprise	12,828,989	3,293,122	3,284,406	8,716
Debt Service Fund	1,709,476	-	-	-
Capital Project Fund	2,632,558	219,380	-	219,380
OWOW Fund	8,311,646	427,253	664,556	(237,303)
Roundtable Fund	2,066,341	280,362	259,623	20,739
Total	**$28,540,810**	**$4,394,434**	**$4,531,985**	**($137,551)**

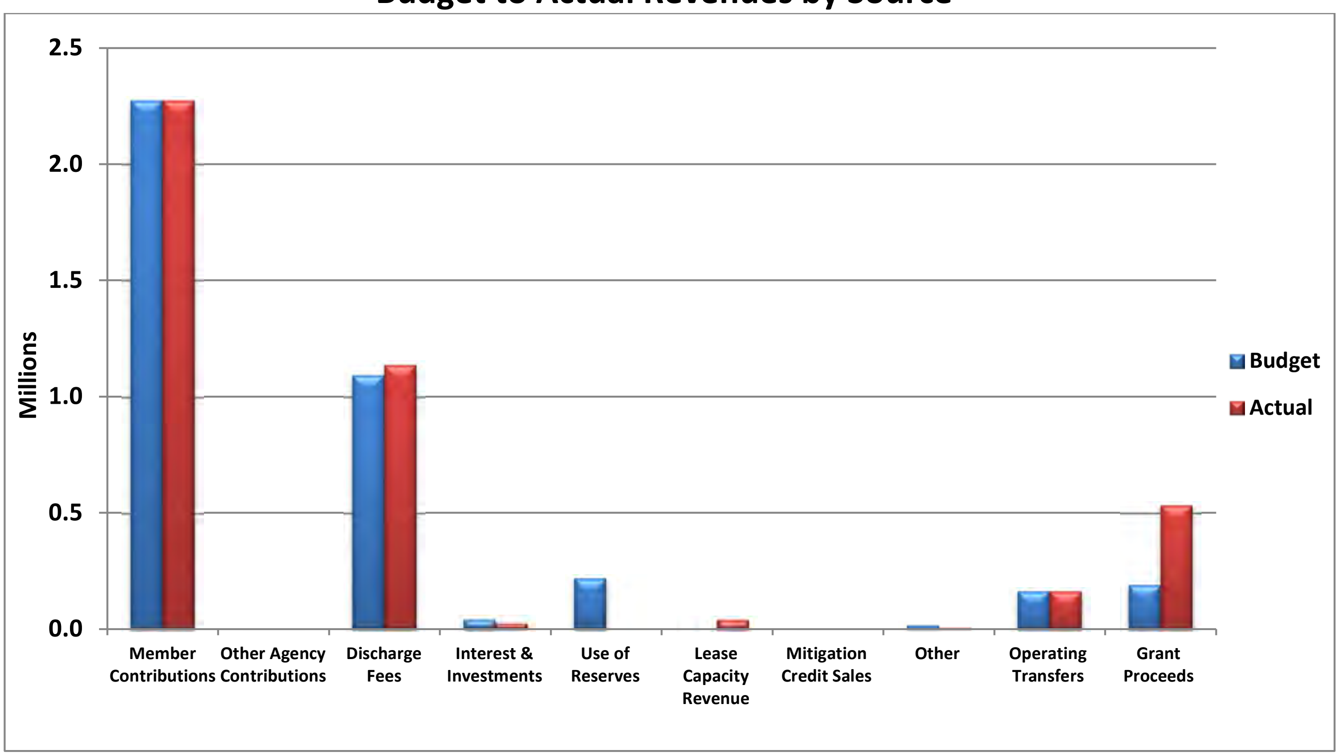
Budget to Actual Expenses by Fund Type



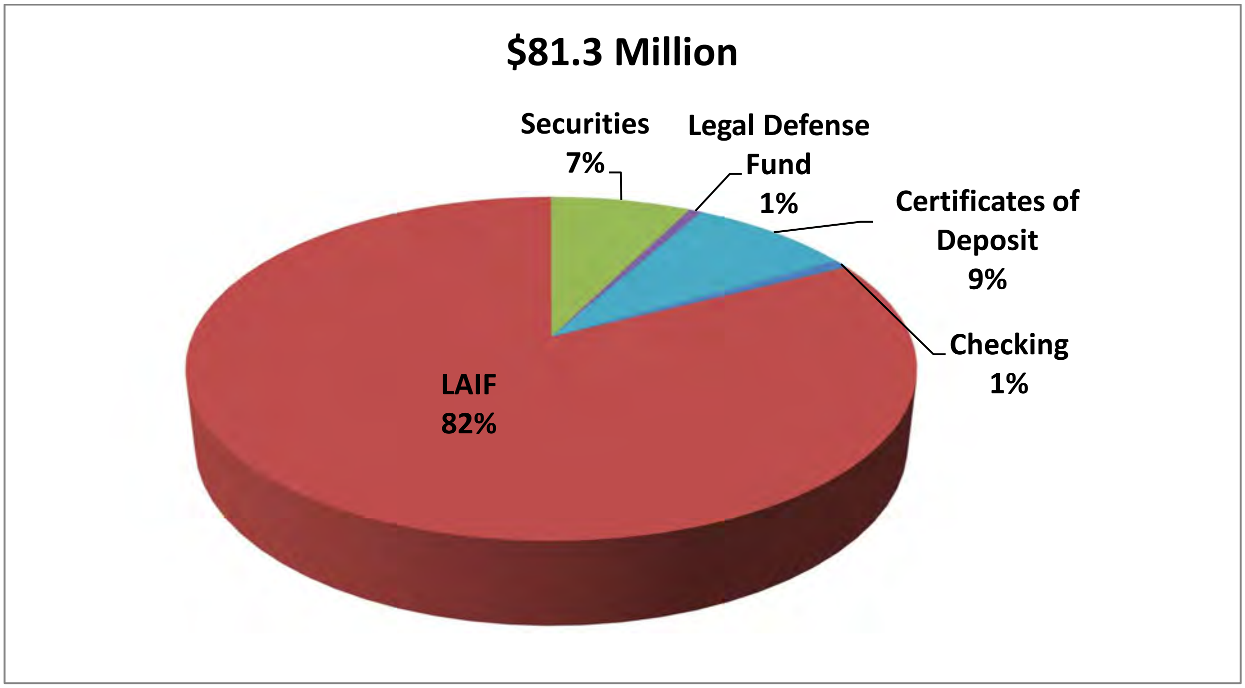
Budget to Actual Revenues by Source — On Track

	Annual Budget	FYTD Budget	FYTD Actual	Favorable (Unfavorable) Variance
Member Contributions	$2,273,400	$2,273,400	$2,273,400	$-
Other Agency Contributions	1,241,718	-	-	-
Discharge Fees	13,038,465	1,090,638	1,135,953	45,315
Interest & Investments	1,500,000	41,667	24,564	(17,103)
Use of Reserves	2,890,958	219,380	-	(219,380)
Lease Capacity Revenue	-	-	40,387	40,387
Mitigation Credit Sales	2,014,560	-	-	-
Other	192,111	16,009	8,615	(7,394)
Operating Transfers	161,250	161,250	161,250	-
Grant Proceeds	6,063,850	191,956	532,311	340,355
Total	**$29,376,312**	**$3,994,300**	**$4,176,480**	**$182,180**

Budget to Actual Revenues by Source



Total Cash & Investments



Reserve Fund Balance

	Amount
General Fund	$1,392,620
Building Fund	315,143
OWOW Fund	2,203,632
Roundtable Fund	3,113,684
Debt Retirement	3,142,328
Pipeline Replacement & Capital Investment	40,429,066
OC San Pipeline Rehabilitation	3,593,976
Pipeline Capacity Management	13,363,704
YVWD Treatment Capacity	4,569,152
OC San Future Treatment & Disposal Capacity	2,046,026
Brine Line Operating Reserve	2,387,248
Brine Line Operating Cash	4,732,959
Total Reserves	**$81,289,536**

Legend

		Compared to Budget
	Ahead or Favorable	Above +5% Favorable Revenue or Expense Variance
	On Track	+5% to -2% Variance
	Behind	-3% to -5% Variance
	Concern	Below -5% Variance

Staff Comments

For this month's report, the item(s) explained below are either "behind", a "concern", or have changed significantly from the prior month.

Bothe expenses and revenues are on track with the budget.