



A g e n d a
EXECUTIVE COMMITTEE
WEDNESDAY, August 5, 2026
2:30 p.m.

Public Participation available via Zoom
Meeting ID No. 848 4833 2297 | Passcode: 141983

Conference Room
126 Sun Street
Salinas, California 93901

CALL TO ORDER

ROLL CALL

President	Elizabeth Silva (City of Gonzales)
Vice President	Glenn Church (County of Monterey)
Alternate Vice President	Gloria De La Rosa (City of Salinas)

GENERAL MANAGER AND DEPARTMENT MANAGER COMMENTS

GENERAL LEGAL COUNSEL

COMMITTEE MEMBER COMMENTS

PUBLIC COMMENTS

Receive public comment from the audience on items which are not on the agenda.
Speakers are limited to three minutes at the discretion of the Chair.

CONSIDERATION ITEMS

1. **Minutes of April 1, 2026 Meeting.**
 - A. Committee Discussion
 - B. Public Comment
 - C. Recommended Committee Action – Approval
2. **Minutes of June 11, 2026 Special Meeting.**
 - A. Committee Discussion
 - B. Public Comment
 - C. Recommended Committee Action – Approval
3. **Accept May 2026 Claims and Financial Reports.**
 - A. Receive report from Ray Hendricks, Finance and Administration Manager
 - B. Committee Discussion
 - C. Public Comment
 - D. Recommended Committee Action – Forward to the Board and Recommend Approval
4. **Accept June 2026 Claims and Financial Reports.**
 - A. Receive report from Ray Hendricks, Finance and Administration Manager
 - B. Committee Discussion
 - C. Public Comment
 - D. Recommended Committee Action – Forward to the Board and Recommend Approval
5. **Accept June 2026 Quarterly Investment Report.**
 - A. Receive report from Ray Hendricks, Finance and Administration Manager
 - B. Committee Discussion
 - C. Public Comment
 - D. Recommended Committee Action – Forward to the Board and Recommend Approval

6. **Consideration of A Resolution Approving Supplemental Appropriation of \$22,568 for CalRecycle's Beverage Container Recycling City/County Payment Program 2025-26.**
 - A. Receive report from Ray Hendricks, Finance and Administration Manager
 - B. Committee Discussion
 - C. Public Comment
 - D. Recommended Committee Action – Forward to the Board and Recommend Approval
7. **Consideration of A Resolution Approving and Adopting the Updated Employee Handbook for Authority Employees, Effective August 20, 2026.**
 - A. Receive report from Monica Zuniga, Human Resources Supervisor
 - B. Committee Discussion
 - C. Public Comment
 - D. Recommended Committee Action – Forward to the Board and Recommend Approval
8. **Consideration of A Resolution Approving the Reclassification of the Solid Waste Technician I/II and Senior Solid Waste Technician Positions, Adopting New Job Titles and Job Descriptions, Revising the Personnel Allocation, and Adopting a Revised Salary Schedule.**
 - A. Receive report from Cesar Zuñiga, General Manager/CAO
 - B. Committee Discussion
 - C. Public Comment
 - D. Recommended Committee Action – Provide Input and Forward to the Board

FUTURE AGENDA ITEMS

9. **Future Agenda Items – View Ahead Calendar**

ADJOURNMENT

Meeting Information

To observe the meeting, go to our YouTube channel at <https://www.youtube.com/user/svswa831>. To participate virtually during the meeting join through Zoom using the following link <https://us02web.zoom.us/j/84848332297?pwd=UNcYmwbAR2ry84lAsqXl3g9JVhCohc.1>.

To participate by telephone dial any of the numbers listed below:

+1 669 900 9128	+1 253 215 8782	+1 346 248 7799	+1 301 715 8592
Meeting ID: 848 4833 2297#		Passcode: 141983	To Raise your Hand press *9 - To Mute or Unmute press *6

Public comments may also be submitted via e-mail to the Clerk of the Board at comment@svswa.org. Comments must be received by 1 p.m. on Wednesday, August 5, 2026 and should be limited to 250 words or less. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received via e-mail after 1 p.m. will be made part of the record if received prior to the end of the meeting. Please indicate in the Subject Line the item number your comment is regarding (i.e., Item No. 10).

This meeting agenda was posted at the Salinas Valley Solid Waste Authority office at 126 Sun Street, Salinas, and the Authority's Website on **Thursday, July 30, 2026**. The Executive Committee will meet next in regular session on **Wednesday, September 2, 2026, at 2:30 p.m.** Staff reports for the Authority Executive Committee meetings are available for review at 126 Sun Street, Salinas, California 93901, Phone 831-775-3000 and at www.salinavalleyrecycles.org.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact Erika J. Trujillo, Clerk of the Board, at 831-775-3000. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting (28 CFR Executive Committee to provide direction 35.102-35.104 ADA Title II).

**MINUTES OF
THE SALINAS VALLEY SOLID WASTE AUTHORITY
EXECUTIVE COMMITTEE MEETING
April 1, 2026**

126 Sun Street, Salinas, CA 93901

CALL TO ORDER

President Silva called the meeting to order at 2:30 p.m.

COMMITTEE MEMBERS PRESENT

City of Gonzales	Elizabeth Silva, <i>President</i>
County of Monterey	Glenn Church, <i>Vice President</i>
City of Salinas	Gloria De La Rosa, <i>Alt. Vice President</i>

STAFF MEMBERS PRESENT

Cesar Zuñiga, General Manager/CAO
Ray Hendricks, Finance and Administration Manager
Mandy Brooks, Resource Recovery Manager
Roy C. Santos, General Counsel (<i>virtually</i>)
Erika J. Trujillo, Clerk of the Board
Rosie Ramirez, Administrative Assistant

ITEM NO. 1

Agenda Item


Interim General Manager/CAO

R. Santos by E.T.

Authority General Counsel

GENERAL MANAGER AND DEPARTMENT MANAGER COMMENTS

(2:30) General Manager Zuñiga reported that Module VIII construction has begun with soil excavation activities, which also unofficially initiated the entrance facility project. Module VIII is anticipated to be completed in the next six to eight months. He informed the committee that the GEO Services agreement for a five-year lease has been routed for signatures, and negotiations for the Sun Street property have been finalized, with the agreement moving forward for signatures and escrow expected to begin in April.

Operations Manager Camacho reported on the March 21 landfill fire and the resulting damage. He indicated that in response, staff has acquired a mobile fire protection monitoring system designed to improve response times.

GENERAL COUNSEL COMMENTS

(2:39) General Counsel Santos commented on the sale of Sun Street agreement and the lease agreement with GEO Services.

COMMITTEE COMMENTS

(2:40) The committee discussed the Trashion Show that took place on March 19 in King City. President Silva commented on the California Coastal Commission meeting scheduled to take place in Gonzales from April 15–17, 2026.

PUBLIC COMMENT

(2:42) No members of the public were present in person or online and no emails were received.

CONSIDERATION ITEMS

(2:42)

1. Minutes of February 4, 2026 Meeting

Committee Discussion: None

Public Comment: None

Committee Action: Alternate Vice President De La Rosa made a motion to approve the minutes as presented. Vice President Church seconded the motion. The motion passed unanimously: 3-0

2. February 2026 Claims and Financial Reports

(2:43) Finance and Administration Manager Hendricks provided a report on the Agency's finances. He indicated that revenues are relatively flat compared to last year with tonnage trending to end slightly below the budget Expenditures remain consistent with budgeted amounts. He also reported that fuel costs have increased significantly and staff will continue monitoring for any potential impact.

Committee Discussion: The committee discussed the report.

Public Comment: None

Committee Action: Alternate Vice President De La Rosa made a motion to forward to the Board for consideration recommending approval. Vice President Church seconded the motion. The motion passed unanimously: 3-0.

3. A Resolution Establishing the Investment Policy

(2:47) Finance and Administration Manager Hendricks indicated that this is an annual recurring item. He informed the committee that no changes have been made to the policy.

Committee Discussion: The committee discussed the report.

Public Comment: None

Committee Action: Alternate Vice President De La Rosa made a motion to forward to the Board for consideration recommending approval. Vice President Church seconded the motion. The motion passed unanimously: 3-0.

4. A Resolution Approving an Adjustment to the Capital Improvement Budget for Fiscal Year 2025-26

(2:49) Finance and Administration Manager Hendricks explained that the budget adjustments are needed due to projects advancing earlier than anticipated, particularly within the Engineering Department. He stated that the funds are being temporarily "borrowed" and will be repaid with from the FY 2026-27 allocation when the CIP carryover budget is brought to the Board for approval in September.

Committee Discussion: None

Public Comment: None

Committee Action: Alternate Vice President De La Rosa made a motion to forward to the Board for consideration recommending approval. Vice President Church seconded the motion. The motion passed unanimously: 3-0

5. Board Strategic Planning Discussion

(2:54) General Manager/CAO Zuñiga provided a brief history of previous strategic planning sessions and reviewed the request for proposals process. He also discussed options for the timing, location, and dates of a proposed fall strategic planning session.

Committee Discussion: The committee discussed the report.

Public Comment: None

Committee Action: By consensus, the Committee agreed to conduct interviews with the shortlisted proposers and recommended forwarding the item to the Board for further discussion.

FUTURE AGENDA ITEMS

6. Future Agenda Items – View Ahead Calendar

(3:15) Interim General Manager/CAO Zuñiga reviewed the view ahead calendar.

ADJOURNMENT

President Silva adjourned the meeting at 3:17 p.m.

APPROVED: _____
Elizabeth Silva, President

ATTEST: _____
Erika J. Trujillo, Clerk of the Board

**MINUTES OF
THE SALINAS VALLEY SOLID WASTE AUTHORITY
EXECUTIVE COMMITTEE SPECIAL MEETING
June 11, 2026
126 Sun Street, Salinas, CA 93901**

CALL TO ORDER

President Silva called the meeting to order at 11:01 a.m.

COMMITTEE MEMBERS PRESENT

City of Gonzales	Elizabeth Silva, <i>President</i>
City of Salinas	Gloria De La Rosa, <i>Alt. Vice President</i>

ABSENT

County of Monterey	Glenn Church, <i>Vice President</i>
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STAFF MEMBERS PRESENT

Cesar Zuñiga, General Manager/CAO
Erika J. Trujillo, Clerk of the Board

PUBLIC COMMENT

(11:01) No members of the public were present in person or online and no emails were received.

CLOSED SESSION

(11:02) President Silva invited public comment on closed session item one.

1. Public employment Pursuant to **Government Code Section 54957(b)(1)**
Title: Board of Directors Strategic Planning Facilitator/Consultant.

PUBLIC COMMENT

(11:02) None

(11:03) President Silva adjourned the meeting into closed session to discuss item one.

RECONVENE

(11:57) President Silva reconvened the meeting to open session. General Counsel Santos reported no reportable actions were taken in closed session.

ADJOURNMENT

President Silva adjourned the meeting at 11:58 a.m.

ITEM NO. 2

Agenda Item

Interim General Manager/CAO

R. Santos by E.T.

Authority General Counsel

APPROVED: _____
Elizabeth Silva, President

ATTEST: _____
Erika J. Trujillo, Clerk of the Board



Report to the Executive Committee

ITEM NO. 3

Finance and Administration Manager/
Controller/Treasurer

General Manager/CAO

N/A

General Legal Counsel

Date: August 5, 2026

From: C. Ray Hendricks, Finance and Administration Manager

Title: May 2026 Claims and Financial Reports

RECOMMENDATIONS

Staff requests that the Executive Committee recommend acceptance of the May 2026 Claims and Financial Reports.

DISCUSSION & ANALYSIS

Please refer to the attached financial reports and checks issued report for the month of May for a summary of the Authority's financial position as of May 31, 2026. The following are highlights of the Authority's financial activity for the month of May.

Results of Operations (Consolidated Statement of Revenues and Expenditures)

For the month of May 2026, operating revenues exceeded expenditures by \$611,335.

Revenues (Consolidated Statement of Revenues and Expenditures)

	May Budget	May Actual	Over/ (Under)	
Tipping Fees - Solid Waste	1,345,689	1,289,587	(56,102)	-4.2%
Tipping Fees - Diverted Materials	333,417	308,948	(24,469)	-7.3%
Other Revenues	728,340	818,829	90,489	12.4%
Total Revenue	<u>2,407,446</u>	<u>2,417,364</u>	<u>9,918</u>	0.4%

Solid Waste revenues for May were \$56,102 or 4.2% under budgeted amounts. Diverted Material revenues for May were \$24,469 or 7.3% under budgeted amounts. May total revenue was \$9,918 or 0.4% over budgeted amounts.

	Y-T-D Budget	Y-T-D Actual	Over/ (Under)	
Tipping Fees - Solid Waste	13,752,485	13,975,001	222,516	1.6%
Tipping Fees - Diverted Materials	3,264,505	3,298,859	34,354	1.1%
Other Revenues	<u>8,724,476</u>	<u>9,414,379</u>	<u>689,903</u>	7.9%
Total Revenue	<u>25,741,466</u>	<u>26,688,239</u>	<u>946,773</u>	3.7%

Solid Waste revenues year to date as of May were \$222,516 or 1.6% over budgeted amounts. Diverted Material revenues year to date as of May were \$34,354 or 1.1% over budgeted amounts. Year to date total revenue as of May was \$946,773 or 3.7% over budgeted amounts.

Operating Expenditures (Consolidated Statement of Revenues and Expenditures)

As of May 31, 2026 (91.7% of the fiscal year), year-to-date operating expenditures totaled \$20,360,242. This is 82.1% of the operating budget of \$24,810,000.

Capital Project Expenditures (Consolidated Grant and CIP Expenditures Report)

For the month of May 2026, capital project expenditures totaled \$1,168,387. \$825,690 was for JC Module Engineering and Construction. \$273,520 was for JC LFG System Improvements. \$35,243 was for CH Postclosure Maintenance. \$11,584 was for Tire Amnesty 2025-26. \$10,287 was for North County Transfer Station.

Claims Checks Issued Report

The Authority's Checks Issued Report for the month of May 2026 is attached for review and acceptance. May disbursements totaled \$2,611,178.28 of which \$707,408.11 was paid from the payroll checking account for payroll and payroll related benefits.

The following is a list of vendors who were paid more than \$100,000 during the month of May 2026.

Vendor	Services	Amount
Wood Brothers, Inc.	Module VIII Construction	\$813,096.00
Frank's Industrial Services, Inc.	JC Landfill Gas Flare Upgrades	\$201,300.00
Southern Counties Lubricants, LLC	All Sites Equipment and Vehicle Fuel	\$152,417.84
Atlas Organics CU11, LLC	Monthly Organics Processing	\$151,101.32

Cash Balances

The Authority's cash position increased by \$5,476,469.60 during May to \$46,825,948.65. Most of the cash balance is restricted, held in trust, committed, or assigned as shown below. Cash for Capital Improvements and post closure funded from operations is transferred at the beginning of the year. Additionally, cash for debt service principal payments is transferred in July. While these transfers and payments leave the balance available for operations with a negative balance, profitable operations should improve the balance to a positive amount by the end of the fiscal year.

Restricted by Legal Agreements:

Johnson Canyon Closure Fund	5,327,739.72
Restricted for Pension Liabilities (115 Trust)	325,419.41
State & Federal Grants	(54,364.31)
BNY - Bond 2022A Payment	-

Funds Held in Trust:

Central Coast Media Recycling Coalition	172,882.61
Employee Unreimbursed Medical Claims	2,950.49

Committed by Board Policy:

AB939 Services	1,502,148.92
Undesignated Fund Balance	-
Designated for Capital Projects Reserve	9,841,817.80
Designated for Environmental Impairment Reserve	3,987,495.31
Designated for Operating Reserve	4,573,008.43
Expansion Fund (South Valley Revenues)	9,378,767.68

Assigned to Post Closure and Capital Improvements

Crazy Horse Post Closure	680,419.57
Lewis Road Post Closure	197,286.30
Jolon Road Post Closure	152,196.51
Johnson Canyon Post Closure	3,008,490.73
Capital Improvement Projects	7,588,710.69

Available for Operations:	140,978.79
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Total	<u><u>46,825,948.65</u></u>
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ATTACHMENTS

1. May 2026 Consolidated Statement of Revenues and Expenditures
2. May 2026 Consolidated Grant and CIP Expenditures Report
3. May 2026 Checks Issued Report

Salinas Valley Solid Waste Authority
Consolidated Statement of Revenues and Expenditure
For Period Ending May 31, 2026

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
<u>Revenue Summary</u>							
Tipping Fees - Solid Waste	15,075,000	1,289,587	13,975,001	92.7 %	1,099,999	0	1,099,999
Tipping Fees - Diverted Materials	3,577,500	308,948	3,298,859	92.2 %	278,641	0	278,641
AB939 Service Fee	5,650,200	470,852	5,179,372	91.7 %	470,828	0	470,828
Charges for Services	2,622,000	231,309	2,545,396	97.1 %	76,604	0	76,604
Sales of Materials	175,000	28,573	199,154	113.8 %	(24,154)	0	(24,154)
Gas Royalties	340,000	0	264,923	77.9 %	75,077	0	75,077
Investment Earnings	800,000	14,253	1,008,500	126.1 %	(208,500)	0	(208,500)
Rental Income	165,000	73,842	217,034	131.5 %	(52,034)	0	(52,034)
Total Revenue	28,404,700	2,417,363	26,688,239	94.0 %	1,716,461	0	1,716,461
<u>Expense Summary</u>							
Executive Administration	628,800	50,551	464,841	73.9 %	163,959	538	163,420
Administrative Support	616,200	83,320	461,245	74.9 %	154,955	7,894	147,060
Human Resources Administration	533,400	36,822	432,303	81.0 %	101,097	1,096	100,001
Clerk of the Board	260,200	19,902	189,794	72.9 %	70,406	0	70,406
Finance Administration	1,043,300	100,853	812,638	77.9 %	230,662	1,248	229,413
Operations Administration	623,400	55,010	468,714	75.2 %	154,686	1,635	153,051
Resource Recovery	1,538,700	129,840	1,175,643	76.4 %	363,057	6,996	356,061
Marketing	94,700	2,051	90,457	95.5 %	4,243	4,000	243
Public Education	249,600	33,782	185,222	74.2 %	64,378	32,041	32,338
Household Hazardous Waste	1,035,200	98,326	803,128	77.6 %	232,072	0	232,072
C & D Diversion	214,000	15,377	153,442	71.7 %	60,558	27,968	32,591
Organics Diversion	2,328,600	197,144	1,806,112	77.6 %	522,488	431,209	91,279
Diversion Services	44,700	2,520	42,934	96.0 %	1,766	0	1,766
JR Transfer Station	976,600	74,924	773,666	79.2 %	202,934	7,236	195,698
JR Recycling Operations	217,000	18,048	169,123	77.9 %	47,877	0	47,877

Salinas Valley Solid Waste Authority
Consolidated Statement of Revenues and Expenditure
For Period Ending May 31, 2026

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
ML Transportation Operations	2,240,400	188,542	1,822,889	81.4 %	417,511	5,519	411,992
ML Recycling Operations	623,300	53,871	478,496	76.8 %	144,804	0	144,804
JC Landfill Operations	5,446,500	407,915	4,503,907	82.7 %	942,593	250,407	692,186
JC Recycling Operations	531,000	46,543	401,473	75.6 %	129,527	28,765	100,762
Johnson Canyon ECS	803,200	58,757	608,051	75.7 %	195,149	8,853	186,296
Sun Street ECS	108,900	12,662	107,232	98.5 %	1,668	0	1,668
Debt Service - Interest	341,000	0	340,937	100.0 %	63	0	63
Debt Service - Principal	2,770,000	0	2,770,000	100.0 %	0	0	0
Closure/Post Closure Set-Aside	416,300	24,460	266,202	63.9 %	150,098	0	150,098
Cell Construction Set-Aside	1,125,000	94,807	1,031,792	91.7 %	93,208	0	93,208
Total Expense	24,810,000	1,806,028	20,360,242	82.1 %	4,449,758	815,405	3,634,352
Revenue Over/(Under) Expenses	3,594,700	611,335	6,327,997	176.0 %	(2,733,297)	(815,405)	(1,917,892)

Salinas Valley Solid Waste Authority

Consolidated CIP Expenditure Report

For Period Ending May 31, 2026

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
<u>Fund 131 - Crazy Horse Post-Closure Fund</u>							
131 9316 CH Corrective Action Program	250,000	0	0	0.0 %	250,000	0	250,000
131 9321 CH Postclosure Maintenance	1,024,227	35,243	593,784	58.0 %	430,443	12,060	418,384
Total Fund 131 - Crazy Horse Post-Closure Fund	1,274,227	35,243	593,784	46.6 %	680,443	12,060	668,384
<u>Fund 141 - Lewis Road Post-Closure Fund</u>							
141 9403 LR Postclosure Maintenance	408,533	9,541	211,202	51.7 %	197,331	0	197,331
Total Fund 141 - Lewis Road Post-Closure Fund	408,533	9,541	211,202	51.7 %	197,331	0	197,331
<u>Fund 161 - Jolon Road Post-Closure Fund</u>							
161 9604 JR Postclosure Maintenance	503,320	997	351,119	69.8 %	152,201	0	152,201
Total Fund 161 - Jolon Road Post-Closure Fund	503,320	997	351,119	69.8 %	152,201	0	152,201
<u>Fund 211 - Grants</u>							
211 9025 Admin Office - Electric Vehicle Char	144,364	0	108,166	74.9 %	36,198	36,198	0
211 9216 MBARD - Motor Vehicle Emission F	239,839	0	0	0.0 %	239,839	0	239,839
211 9231 Tire Amnesty 2023-24	5,681	0	5,681	100.0 %	0	0	0
211 9232 SB1383 Local Assistance Grant Prc	152,964	0	112,091	73.3 %	40,873	27,144	13,728
211 9235 Tire Amnesty 2025-26	89,775	11,584	12,138	13.5 %	77,637	0	77,637
211 9262 CalRecycle - Household Hazardous	9,598	0	9,598	100.0 %	0	0	0
211 9264 Cal Recycle - 2023-24 CCPP	14,458	0	14,458	100.0 %	0	0	0
211 9265 Cal Recycle - 2024-25 CCPP	22,224	325	19,723	88.7 %	2,501	0	2,501
Total Fund 211 - Grants	678,903	11,909	281,856	41.5 %	397,047	63,342	333,705
<u>Fund 800 - Capital Improvement Projects Fund</u>							
800 9025 Admin Office - Electric Vehicle Char	115,636	0	20,571	17.8 %	95,065	73,227	21,838
800 9101 Equipment Replacement	2,705,123	0	1,699,414	62.8 %	1,005,709	0	1,005,709
800 9105 Concrete Grinding	0	0	0	0.0 %	0	0	0
800 9106 Waste Characterization Study	420,000	0	179,271	42.7 %	240,729	220,036	20,693
800 9214 Organics Program Equipment Replac	676,289	0	412,582	61.0 %	263,707	0	263,707

Salinas Valley Solid Waste Authority

Consolidated CIP Expenditure Report

For Period Ending May 31, 2026

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
800 9234 SB1383 Procurement Requirement	430,000	1,198	374,631	87.1 %	55,369	0	55,369
800 9322 North County Transfer Station	131,954	10,287	86,951	65.9 %	45,002	2,000	43,002
800 9501 JC LFG System Improvements	766,974	273,520	562,743	73.4 %	204,231	16,310	187,921
800 9505 JC Partial Closure	213,155	0	99,624	46.7 %	113,531	0	113,531
800 9506 JC Litter Control Barrier	157,625	0	0	0.0 %	157,625	0	157,625
800 9507 JC Corrective Action	0	0	0	0.0 %	0	0	0
800 9521 JC Entrance Facility	148,549	0	0	0.0 %	148,549	0	148,549
800 9527 JC Module Engineering and Constr	6,175,161	825,690	1,187,337	19.2 %	4,987,825	4,942,801	45,023
800 9528 Roadway Improvements	126,879	0	0	0.0 %	126,879	0	126,879
800 9601 JR Transfer Station Improvements	92,229	0	1,107	1.2 %	91,122	0	91,122
Total Fund 800 - Capital Improvement Project	12,159,575	1,110,696	4,624,231	38.0 %	7,535,344	5,254,374	2,280,969
Total CIP Expenditures	15,024,558	1,168,387	6,062,192	40.3 %	8,962,366	5,329,777	3,632,589

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
38166	AGUSTIN TINAJERO - ESPRIELLA CH Facility Maintenance SS Facility Maintenance	5/1/2026	2,550.00 850.00	3,400.00
38167	AT&T SERVICES INC Common Area Maintenance	5/1/2026	94.17	94.17
38168	BAYSIDE OIL II INC HHW ABOP Disposal	5/1/2026	304.00	304.00
38169	BECKS SHOES AND REPAIR JC Facility Maintenance	5/1/2026	246.08	246.08
38170	Burke Williams & Sorensen LLP Legal Services	5/1/2026	6,185.70	6,185.70
38171	CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS Common Area Maintenance	5/1/2026	225.00	225.00
38172	CALIFORNIA WATER SERVICE All Sites Water	5/1/2026	969.20	969.20
38173	CDW GOVERNMENT Network Support	5/1/2026	871.57	871.57
38174	CLARK PEST CONTROL, INC HHW Exterminator Service	5/1/2026	134.00	134.00
38175	COMCAST Adm Internet Service HHW Internet Service	5/1/2026	210.44 165.30	375.74
38176	FEDEX Ops Adm Overnight Shipments	5/1/2026	26.20	26.20
38177	GOLDEN STATE TRUCK & TRAILER REPAIR JC Equipment Maintenance JC Vehicle Maintenance ML Vehicle Maintenance	5/1/2026	108.75 7,969.44 891.46	8,969.65
38178	GONZALES ACE HARDWARE JC Equipment Maintenance JC Facility Maintenance JC Vehicle Supplies	5/1/2026	28.25 63.56 13.79	105.60
38179	GREEN RUBBER - KENNEDY AG, LP CH Facility Maintenance JC Facility Maintenance JC Improvements JC Maintenance Supplies	5/1/2026	25.55 351.83 3,422.83 2,014.64	5,814.85

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
38180	HOME DEPOT Adm Office Supplies HHW Facility Maintenance Supplies HHW Office Supplies JC Facility Maintenance	5/1/2026	72.54 (51.37) 65.97 143.71	230.85
38181	JIMENEZ TIRE SERVICE INC. JC Equipment Maintenance ML Vehicle Maintenance	5/1/2026	197.13 536.75	733.88
38182	JOAQUIN VASQUEZ SS Facility Maintenance	5/1/2026	325.00	325.00
38183	MISSION LINEN SUPPLY All Sites Uniforms	5/1/2026	630.59	630.59
38184	ODP BUSINESS SOLUTIONS, LLC Adm Office Supplies JR Office Supplies	5/1/2026	421.76 38.55	460.31
38185	Pricillia Rodriguez JR Hauling Services	5/1/2026	1,200.00	1,200.00
38186	QUINN COMPANY JC Equipment Maintenance JR Vehicle Maintenance	5/1/2026	758.01 17.96	775.97
38187	R.D. OFFUTT COMPANY JC Equipment Maintenance	5/1/2026	62.35	62.35
38188	SALINAS VALLEY FORD SALES JC Vehicle Maintenance	5/1/2026	56.53	56.53
38189	SHARPS SOLUTIONS, LLC HHW Hauling & Disposal	5/1/2026	600.00	600.00
38190	SOUTHERN COUNTIES LUBRICANTS LLC JC Biodiesel Fuel	5/1/2026	8,519.61	8,519.61
38191	TELCO BUSINESS SOLUTIONS Network Support	5/1/2026	900.11	900.11
38192	TREE SOLUTIONS, INC. CH Arborist Services	5/1/2026	2,000.00	2,000.00
38193	VERIZON WIRELESS SERVICES All Sites Internet Services	5/1/2026	266.09	266.09
38194	ACTENVIRO HHW Hauling & Disposal	5/6/2026	10,841.19	10,841.19

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
38195	AT&T LONG DISTANCE Adm Telephone Service	5/6/2026	42.55	42.55
38196	ATLAS ORGANICS CU11, LLC Monthly Organics Processing	5/6/2026	149,903.07	149,903.07
38197	BAYSIDE OIL II INC ABOP Disposal	5/6/2026	670.50	670.50
38198	BLUE STRIKE ENVIRONMENTAL INC RR Consulting Services	5/6/2026	3,095.00	3,095.00
38199	CESAR ZUÑIGA SWANA Per Diem	5/6/2026	317.00	317.00
38200	DOUGLAS NOLAN School Assembly Program	5/6/2026	3,250.00	3,250.00
38201	EDUARDO ARROYO JC Flare	5/6/2026	19,600.00	19,600.00
38202	Elkins Earthworks, LLC All Sites Maintenance Supplies	5/6/2026	14,736.67	14,736.67
38203	ERIC GARCIA ML & JR Vehicle Maintenance	5/6/2026	1,360.00	1,360.00
38204	ERNESTO NATERA Adm & Board Meeting Lunch	5/6/2026	365.88	365.88
38205	F.A.S.T. SERVICES Monthly Board Interpreting Services	5/6/2026	250.00	250.00
38206	FEDEX Ops Adm Overnight Shipments	5/6/2026	121.92	121.92
38207	FIRST ALARM Adm Bldg. Alarm Services	5/6/2026	35.00	35.00
38208	FOSTER & FOSTER CONSULTING ACTUARIES, INC. Actuarial Services	5/6/2026	11,800.00	11,800.00
38209	GOLDEN STATE TRUCK & TRAILER REPAIR ML Vehicle Maintenance	5/6/2026	1,367.52	1,367.52
38210	IMPACT ENVIRONMENTAL GROUP INC. JC Org Equipment Maintenance	5/6/2026	12,664.26	12,664.26
38211	J R Miller & Associates, Inc. JC Consulting Engineering	5/6/2026	5,367.00	5,367.00

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
38212	MONICA ZUNIGA Employee Appreciation - Family Park Day - Toro Park 5/3/26	5/6/2026	1,500.00	1,500.00
38213	MONTEREY COUNTY HEALTH DEPARTMENT Quarterly Regional Fee	5/6/2026	28,358.83	28,358.83
38214	PUBLIC SECTOR HR ASSOCIATION Association Memberships	5/6/2026	250.00	250.00
38215	Rafael Alfaro HHW Training Travel	5/6/2026	49.00	49.00
38216	RELEVANT INDUSTRIAL HOLDCO LLC JC Improvements	5/6/2026	387.74	387.74
38217	ROBERT AGUILAR HHW Training Travel	5/6/2026	49.00	49.00
38218	SOUTHERN COUNTIES LUBRICANTS LLC All Site Biodiesel Fuel	5/6/2026	34,368.25	34,368.25
38219	STANLEY G. SILVA, JR. TRUCKING, INC. JC Hauling Services	5/6/2026	1,600.00	1,600.00
38220	Tomas Lopez JC Safety Supplies	5/6/2026	234.88	234.88
38221	WEST COAST RUBBER RECYCLING, INC JR & JC Tire Diversion Tire Amnesty	5/6/2026	2,520.00 6,667.50	9,187.50
38222	WOOD BROTHERS, INC. MODULE VIII CONSTRUCTION	5/6/2026	813,096.00	813,096.00
38223	US BANK CORPORATE PAYMENT SYSTEM Smart & Final: JC Supplies Open AI: Ops Admin Software CA Air Resources Board: MLTS Fees Pure Sound: HHW Equipment Maintenance Experian: Credit Account Reports NameCheap: All Sites Website Pretty Tees US: RR Special Dept Supplies Constant Contact: RR Public Outreach AT&T: Internet Services Post Box: HR Investigations City of Salinas: Admin Fire Inspection Auto Villa: JC Facility Maintenance La Plaza Bakery: JC Supplies Indeed: HR Recruitments Harbor Freight: JC Maintenance Supplies La Plaza Bakery: EE Appreciation Ranch Wi-Fi: JC Internet Services AT&T: SS Internet Services	5/13/2026	242.05 20.00 99.27 820.00 69.95 51.04 1,362.30 62.00 43.73 74.00 195.04 655.23 105.97 350.91 691.40 79.08 302.12 160.50	

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
	Valley Trophies: Admin Office Supplies		36.05	
	DTSC EVQ: JC Fees		25.00	
	Lab Depot: HHW Supplies		102.13	
	CASQA: Ops Admin Training		226.68	
	LinkedIn: HR Recruitments		209.80	
	Splashtop: Admin Network Supplies		120.82	
	Harbor Freight: Admin Office Supplies		21.83	
	SendGrid: Admin Network Support		19.95	
	Smart & Final: BD Meeting Supplies		289.50	
	Foam Noodles: MLTS Vehicle Supplies		165.75	
	Onset: All Sites Weather Monitoring		65.97	
	Office Max: Admin Office Supplies		26.21	
				6,694.28
38224	**Void**	5/13/2026	-	-
38225	**Void**	5/13/2026	-	-
38226	**Void**	5/13/2026	-	-
38227	A & G PUMPING, INC All Sites Portable Toilets	5/13/2026	699.25	699.25
38228	AMERICAN SUPPLY CO. JC Janitorial Supplies	5/13/2026	198.90	198.90
38229	ATLAS ORGANICS CU11, LLC Compost Procurement	5/13/2026	1,198.25	1,198.25
38230	BAYSIDE OIL II INC HHW Disposal Services	5/13/2026	890.75	890.75
38231	Bray Sales, Inc. JC LFG Maintenance Supplies	5/13/2026	5,197.97	5,197.97
38232	CARLON'S FIRE EXTINGUISHER SALES & SERVICE JR Safety Supplies	5/13/2026	297.06	297.06
38233	CDW GOVERNMENT Hard Drives for Server	5/13/2026	4,085.21	4,085.21
38234	CLARK PEST CONTROL, INC Admin Pest Control	5/13/2026	126.00	126.00
38235	COAST COUNTIES TRUCK & EQUIPMENT CO. ML Vehicle Facility Supplies	5/13/2026	96.69	96.69
38236	CORE & MAIN LP JC Environmental Supplies ML Vehicle Facility Supplies	5/13/2026	706.64 16.99	723.63

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
38237	DON CHAPIN INC JC LFG Baserock	5/13/2026	8,043.92	8,043.92
38238	FERNANDO RODRIGUEZ Medical DOT renewal	5/13/2026	150.00	150.00
38239	Fire Rover LLC JR Fire Rover	5/13/2026	2,584.13	2,584.13
38240	FIRST ALARM SS Alarm Service	5/13/2026	35.00	35.00
38241	FRESNO OXYGEN JC Equipment Maintenance Supplies	5/13/2026	53.00	53.00
38242	GEOLOGIC ASSOCIATES, INC. All Sites Engineering Services	5/13/2026	11,435.00	11,435.00
38243	GOLDEN STATE TRUCK & TRAILER REPAIR JC Equipment Maintenance Supplies ML Transfer Maintenance Supplies ML Vehicle Maintenance Supplies	5/13/2026	116.76 1,000.90 81.82	1,199.48
38244	GONZALES ACE HARDWARE JC Environmental Supplies JC Environmental Supplies JC Equipment Maintenance Supplies JC Facility Maintenance Supplies JC Facility Supplies JC Safety Supplies Parts Return	5/13/2026	167.24 63.04 141.69 327.41 92.35 52.87 (64.66)	779.94
38245	**Void**	5/13/2026	-	-
38246	GONZALES IRRIGATION SYSTEMS, INC. JC Vehicle Maintenance Supplies	5/13/2026	13.18	13.18
38247	GRAINGER JC Facility Supplies	5/13/2026	337.26	337.26
38248	GUARDIAN SAFETY AND SUPPLY, LLC JC Safety Supplies	5/13/2026	323.28	323.28
38249	HUMBERTO ARENAS JR Equipment Maintenance	5/13/2026	100.00	100.00
38250	ICONIX WATERWORK (US) INC. JC Environmental Maintenance Supplies	5/13/2026	16.53	16.53

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
38251	JIMENEZ TIRE SERVICE INC. JC Equipment Maintenance Service JC Equipment Maintenance Supplies ML Transfer Maintenance Supplies ML Transfer Vehicle Maintenance	5/13/2026	197.13 346.75 224.44 464.44	1,232.76
38252	JT HOSE & FITTINGS JC Equipment Maintenance Supplies JC Maintenance Supplies ML Transfer Maintenance Supplies	5/13/2026	187.34 16.39 627.66	831.39
38253	LANDSCAPE MAINTENANCE OF AMERICA Litter Cleanup	5/13/2026	325.00	325.00
38254	Linaodena Gomez JC Janitorial Service Monthly Janitorial Services	5/13/2026	975.00 2,990.00	3,965.00
38255	MANUEL PEREA TRUCKING, INC. JC Equipment Rental	5/13/2026	705.00	705.00
38256	MISSION LINEN SUPPLY All Sites Uniform Service	5/13/2026	563.92	563.92
38257	MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY Remaining Sewer Fee	5/13/2026	41.10	41.10
38258	ODP BUSINESS SOLUTIONS, LLC HHW Office Supplies JC Office Supplies	5/13/2026	282.44 135.01	417.45
38259	PACE ANALYTICAL SERVICES, LLC CH Lab Analysis	5/13/2026	5,664.50	5,664.50
38260	PENINSULA MESSENGER LLC All Sites Courier Services	5/13/2026	1,219.00	1,219.00
38261	PITNEY BOWES GLOBAL Postage Machine	5/13/2026	494.88	494.88
38262	Pricillia Rodriguez JR Hauling Services	5/13/2026	3,046.68	3,046.68
38263	PROBUILD COMPANY LLC JC Facility Supplies JR Facility Supplies	5/13/2026	357.99 193.99	551.98
38264	PURE WATER BOTTLING All Sites Water Service	5/13/2026	500.14	500.14

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
38265	QUINN COMPANY JC Equipment Maintenance Supplies Core Return JC Equipment Maintenance Supplies	5/13/2026	106.01 (1,315.00) 6,025.78	4,816.79
38266	R.D. OFFUTT COMPANY JC Equipment Maintenance Supplies	5/13/2026	69.94	69.94
38267	RELEVANT INDUSTRIAL HOLDCO LLC JC LFG Supplies	5/13/2026	2,375.71	2,375.71
38268	Revenue Now Inc. JC Equipment Maintenance	5/13/2026	169.20	169.20
38269	ROBERTO DEL REAL JC Portable Toilet Service	5/13/2026	1,903.89	1,903.89
38270	ROSSI BROS TIRE & AUTO SERVICE JC Vehicle Maintenance JR Vehicle Maintenance ML Vehicle Maintenance	5/13/2026	699.59 150.00 387.77	1,237.36
38271	SAUL CARDENAS-IBARRA Media Creation contract - Saul	5/13/2026	2,000.00	2,000.00
38272	SCS ENGINEERS All Sites Engineering Services	5/13/2026	10,648.75	10,648.75
38273	SONSRAY MACHINERY LLC JC Equipment Maintenance Supplies	5/13/2026	360.84	360.84
38274	SOUTHERN COUNTIES LUBRICANTS LLC All Sites Equipment & Vehicle Fuel	5/13/2026	33,802.93	33,802.93
38275	Southern Counties Oil Co., a CA Limited Partnership All Sites Equipment & Vehicle Fuel	5/13/2026	8,245.95	8,245.95
38276	STERICYCLE, INC Paper Shredding Services	5/13/2026	17.54	17.54
38277	ULINE, INC. JR Scale Supplies	5/13/2026	609.25	609.25
38278	VERIZON CONNECT FLEET USA LLC ML Transfer Maintenance Supplies	5/13/2026	484.65	484.65
38279	VOSTI'S INC JC Equipment Maintenance Supplies ML Transfer Maintenance Supplies	5/13/2026	2,655.90 147.42	2,803.32
38280	**Void**	5/13/2026	-	-

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
38281	WEST COAST RUBBER RECYCLING, INC Tire Amnesty Tire Recycling	5/13/2026	2,520.00	2,520.00
38282	WESTERN TRAILER COMPANY ML Transfer Maintenance Supplies	5/13/2026	746.58	746.58
38283	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION All Sites Fuel	5/13/2026	5,184.66	5,184.66
38284	TIFFANY MOTOR COMPANY 2025 Ford Explorer	5/19/2026	43,828.03	43,828.03
38285	Agile Occupational Medicine PC HR Testing	5/21/2026	340.00	340.00
38286	AGRI-FRAME, INC JC Improvements	5/21/2026	4,550.47	4,550.47
38287	AT&T SERVICES INC Adm Telephone Service HHW Telephone Service	5/21/2026	95.55 60.63	156.18
38288	AUTOZONE LLC. All Sites Vehicle Maintenance Supplies	5/21/2026	1,798.89	1,798.89
38289	**Void**	5/21/2026	-	-
38290	**Void**	5/21/2026	-	-
38291	BECKS SHOES AND REPAIR All Sites Safety Supplies	5/21/2026	1,462.53	1,462.53
38292	Bray Sales, Inc. JC Maintenance Supplies	5/21/2026	2,311.56	2,311.56
38293	CARLON'S FIRE EXTINGUISHER SALES & SERVICE JC Safety Supplies	5/21/2026	163.13	163.13
38294	CDW GOVERNMENT Admin Network Supplies	5/21/2026	1,367.42	1,367.42
38295	CITY OF GONZALES Monthly Hosting Fees - JUN	5/21/2026	20,833.33	20,833.33
38296	COMPUTERSMITHS LLC Reasonable Suspicion Training - IS	5/21/2026	75.00	75.00
38297	CSC OF SALINAS/YUMA JC Facility Maintenance	5/21/2026	95.88	95.88

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
38298	DATAFLOW BUSINESS SYSTEMS INC. Network Support	5/21/2026	29.49	29.49
38299	Elevator Service Co. of Central California Inc. Common Area Maintenance	5/21/2026	255.00	255.00
38300	FIRST ALARM Common Area Maintenance JC Alarm Bldg. JR Alarm Bldg.	5/21/2026	35.00 70.00 35.00	140.00
38301	GOLDEN STATE TRUCK & TRAILER REPAIR JC Vehicle Maintenance JR Vehicle Maintenance ML Vehicle Maintenance ML Vehicle Supplies	5/21/2026	450.61 146.90 407.04 89.08	1,093.63
38302	GONZALES ACE HARDWARE JC Improvements JC Maintenance Supplies	5/21/2026	8.88 233.83	242.71
38303	GONZALES TIRE & AUTO SUPPLY ML Vehicle Maintenance Ops Adm Vehicle Maintenance	5/21/2026	158.65 100.99	259.64
38304	GRAINGER HHW Facility Maintenance JC Facility Maintenance	5/21/2026	88.45 25.39	113.84
38305	GREEN RUBBER - KENNEDY AG, LP JC Maintenance Supplies	5/21/2026	2,386.96	2,386.96
38306	GREEN VALLEY INDUSTRIAL SUPPLY, INC JC Vehicle Supplies	5/21/2026	276.74	276.74
38307	HOPE SERVICES JC Litter Abatement	5/21/2026	8,430.00	8,430.00
38308	JIMENEZ TIRE SERVICE INC. ML Vehicle Maintenance	5/21/2026	489.25	489.25
38309	Jose Gil Hernandez Jr. JC Equipment Maintenance JC Vehicle Maintenance JR Vehicle Maintenance ML Vehicle Maintenance	5/21/2026	85.00 125.00 85.00 635.00	930.00
38310	MISSION LINEN SUPPLY All Sites Uniforms JR Uniforms ML Uniforms	5/21/2026	328.71 84.27 66.67	479.65

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
38311	MONTEREY COUNTY TIRE SERVICE LLC	5/21/2026		
	JC Vehicle Maintenance		450.00	
	ML Vehicle Maintenance		195.00	
				645.00
38312	MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY	5/21/2026		
	Common Area Maintenance		415.90	
	SS Sewer Service		41.10	
				457.00
38313	MPA Welding, Inc.	5/21/2026		
	HHW Equipment Maintenance		300.00	
				300.00
38314	NEU-SCAPES, INC.	5/21/2026		
	Common Area Maintenance		578.00	
	RR Facility Maintenance		210.00	
				788.00
38315	ODP BUSINESS SOLUTIONS, LLC	5/21/2026		
	All Sites Office Supplies		413.07	
				413.07
38316	PACIFIC CREST ENGINEERING INC	5/21/2026		
	JC Improvements		520.00	
				520.00
38317	PRECISION ALARMS & AUTOMATION SOLUTIONS, INC.	5/21/2026		
	Common Area Maintenance		956.77	
	HHW Alarm Bldg.		60.00	
				1,016.77
38318	QUINN COMPANY	5/21/2026		
	All Site Biodiesel Fuel		6,863.50	
	JC Equipment Maintenance		42.78	
	JR Equipment Maintenance		(189.75)	
				6,716.53
38319	RELEVANT INDUSTRIAL HOLDCO LLC	5/21/2026		
	JC Improvements		250.66	
				250.66
38320	REPUBLIC SERVICES #471	5/21/2026		
	Monthly Trash Service		201.84	
				201.84
38321	Rosalinda Ramirez	5/21/2026		
	Overnight Shipment		63.46	
				63.46
38322	ROSSI BROS TIRE & AUTO SERVICE	5/21/2026		
	JC Equipment Maintenance		14,595.49	
				14,595.49
38323	SALINAS NEWSPAPERS, INC.	5/21/2026		
	Public Notice		562.12	
				562.12
38324	San Francisco Bay Area Chapter, IPMA-HR	5/21/2026		
	Association Membership		30.00	
				30.00
38325	SCS FIELD SERVICES	5/21/2026		
	All Sites Routine Services		12,126.77	
	JC Non Routine Engineering Services		7,609.51	
				19,736.28

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
38326	SOCIAL VOCATIONAL SERVICES, INC. JC Janitorial Services	5/21/2026	6,452.10	6,452.10
38327	SOUTHERN COUNTIES LUBRICANTS LLC All Sites Biodiesel Fuel	5/21/2026	30,287.92	30,287.92
38328	TELCO BUSINESS SOLUTIONS All Sites Network Support	5/21/2026	1,195.09	1,195.09
38329	The Personnel Office HR Tool Kit	5/21/2026	400.00	400.00
38330	ACTENVIRO HHW Hauling & Disposal	5/28/2026	16,832.39	16,832.39
38331	AT&T SERVICES INC JR Telephone Service	5/28/2026	24.39	24.39
38332	CALIFORNIA WATER SERVICE JR Water Service SS Water Service	5/28/2026	286.42 268.21	554.63
38333	COMCAST HHW Internet Service	5/28/2026	165.30	165.30
38334	CUTTING EDGE SUPPLY JC Equipment Maintenance	5/28/2026	25,556.25	25,556.25
38335	ERIC GARCIA ML & JR Vehicle Maintenance	5/28/2026	1,530.00	1,530.00
38336	FRANK'S INDUSTRIAL SERVICES, INC. JC Improvements Landfill Gas Flare Control System Upgrades	5/28/2026	3,500.00 197,800.00	201,300.00
38337	GOLDEN STATE TRUCK & TRAILER REPAIR JC Equipment Maintenance ML Vehicle Maintenance	5/28/2026	346.92 1,760.82	2,107.74
38338	GONZALES ACE HARDWARE All Sites Facility Maintenance Supplies	5/28/2026	129.50	129.50
38339	GRAINGER JC Improvements JC Org Facility Maintenance	5/28/2026	610.21 152.36	762.57
38340	J R Miller & Associates, Inc. JC Consulting Engineer	5/28/2026	4,920.00	4,920.00

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
38341	JIMENEZ TIRE SERVICE INC. JC Equipment Maintenance JR Vehicle Maintenance ML Vehicle Maintenance	5/28/2026	197.13 339.62 312.31	849.06
38342	MISSION LINEN SUPPLY All Sites Uniforms	5/28/2026	911.96	911.96
38343	ODP BUSINESS SOLUTIONS, LLC Adm & JC Office Supplies JC Office Supplies	5/28/2026	60.07 78.94	139.01
38344	ONE STOP AUTO CARE V&S AUTO CARE, INC Ops Adm Vehicle Maintenance	5/28/2026	136.17	136.17
38345	O'REILLY AUTOMOTIVE STORES, INC. JR Vehicle Maintenance	5/28/2026	105.40	105.40
38346	PERENNIAL ENERGY, LLC JC Maintenance Supplies	5/28/2026	183.89	183.89
38347	QUINN COMPANY JC Equipment Maintenance	5/28/2026	236.14	236.14
38348	R.D. OFFUTT COMPANY JC Equipment Maintenance JC Vehicle Maintenance	5/28/2026	237.27 3,811.69	4,048.96
38349	S. GRONER ASSOCIATES SGA Marketing Contract	5/28/2026	8,130.50	8,130.50
38350	Shyla M. Gonzales All Sites Office Supplies	5/28/2026	289.51	289.51
38351	SOUTHERN COUNTIES LUBRICANTS LLC All Sites Bio Diesel Fuel	5/28/2026	45,439.13	45,439.13
38352	THE DON CHAPIN COMPANY, INC. ML Portable Toilet	5/28/2026	470.01	470.01
38353	ULINE, INC. HHW Safety Supplies	5/28/2026	172.63	172.63
38354	VERIZON WIRELESS SERVICES All Sites Internet Service	5/28/2026	266.07	266.07
38355	WESTERN TRAILER COMPANY ML Vehicle Maintenance	5/28/2026	531.49	531.49
26-00606-DFT	REPUBLIC SERVICES - MADISON LANE TRANSFER STATION 4918 ML Rent - June	5/29/2026	18,261.23	18,261.23

Salinas Valley Solid Waste Authority
Checks Issued Report for 5/1/2026 to 5/31/2026

Check #	Name	Check Date	Amount	Check Total
26-00609-DFT	PACIFIC GAS AND ELECTRIC COMPANY All Sites Electrical Services	5/5/2026	21,728.26	21,728.26
26-00610-DFT	Amazon Capital Services, Inc All Sites Facility Supplies	5/6/2026	414.86	414.86
26-00612-DFT	INTERMEDIA Email Exchange	5/8/2026	545.87	545.87
26-00640-DFT	Amazon Capital Services, Inc JC ECS Supplies Admin Network Supplies	5/13/2026	385.38 797.35	1,182.73
26-00644-DFT	Amazon Capital Services, Inc JC Equipment Maintenance CH ECS Facility Maintenance Board Meeting Supplies MLTS Vehicle Supplies JC Facility Supplies JC Vehicle Maintenance JRTS Scale Supplies MLTS Vehicle Maintenance	5/20/2026	515.17 8,678.26 27.84 17.38 253.56 466.55 (173.99) 59.80	9,844.57
26-00645-DFT	BIZON GROUP INC Ed Center Restrooms	5/20/2026	22,252.46	22,252.46
26-00646-DFT	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION Vehicle Fuel	5/22/2026	7,205.14	7,205.14
26-00667-DFT	PACIFIC GAS AND ELECTRIC COMPANY All Sites Electrical Services	5/27/2026	17,615.01	17,615.01
Total:				<u>1,903,770.17</u>
Payroll Disbursements				<u>707,408.11</u>
Grand Total				<u><u>2,611,178.28</u></u>



Report to the Executive Committee

ITEM NO. 4

Finance and Administration Manager/
Controller/Treasurer

General Manager/CAO

N/A

General Counsel

Date: August 05, 2026

From: C. Ray Hendricks, Finance and Administration Manager

Title: June 2026 Claims and Financial Reports

RECOMMENDATIONS

Staff requests that the Executive Committee recommend acceptance of the June 2026 Claims and Financial Reports.

DISCUSSION & ANALYSIS

Please refer to the attached financial reports and checks issued report for the month of June for a summary of the Authority's financial position as of June 30, 2026. The following are highlights of the Authority's financial activity for the month of June.

Results of Operations (Consolidated Statement of Revenues and Expenditures)

For the month of June 2026, operating revenues exceeded expenditures by \$348,419.

Revenues (Consolidated Statement of Revenues and Expenditures)

	June Budget	June Actual	Over/ (Under)	
Tipping Fees - Solid Waste	1,322,515	1,342,114	19,599	1.5%
Tipping Fees - Diverted Materials	312,995	320,943	7,948	2.5%
Other Revenues	<u>1,027,724</u>	<u>1,128,749</u>	<u>101,024</u>	9.8%
Total Revenue	<u>2,663,234</u>	<u>2,791,806</u>	<u>128,572</u>	4.8%

Solid Waste revenues for June were \$19,599 or 1.5% over budgeted amounts. Diverted Material revenues for June were \$7,948 or 2.5% over budgeted amounts. June total revenue was \$128,572 or 4.8% over budgeted amounts.

	Y-T-D Budget	Y-T-D Actual	Over/ (Under)	
Tipping Fees - Solid Waste	15,075,000	15,317,115	242,115	1.6%
Tipping Fees - Diverted Materials	3,577,500	3,619,802	42,302	1.2%
Other Revenues	9,752,200	10,543,128	790,928	8.1%
Total Revenue	<u>28,404,700</u>	<u>29,480,046</u>	<u>1,075,346</u>	3.8%

Solid Waste revenues year to date as of June were \$242,115 or 1.6% over budgeted amounts. Diverted Material revenues year to date as of June were \$42,302 or 1.2% over budgeted amounts. Year to date total revenue as of June was \$1,075,346 or 3.8% over budgeted amounts.

Operating Expenditures (Consolidated Statement of Revenues and Expenditures)

As of June 30, 2026 (100% of the fiscal year), year-to-date operating expenditures totaled \$22,967,669. This is 92.6% of the operating budget of \$24,810,000.

Capital Project Expenditures (Consolidated Grant and CIP Expenditures Report)

For the month of June 2026, capital project expenditures totaled \$1,035,752. \$683,947 was for the JC Module Engineering and Construction. \$164,778 was for Waste Characterization Study. \$110,412 was for JC LFG System Improvements. \$66,122 was for CH Postclosure Maintenance. \$55,369 was for SB1383 Procurement Requirement. \$40,873 was for SB1383 Local Assistance Grant Program. \$36,837 was for Tire Amnesty 2025-26. \$20,771 was for LR Postclosure Maintenance. \$16,832 was for JR Postclosure Maintenance.

Claims Checks Issued Report

The Authority's Checks Issued Report for the month of June 2026 is attached for review and acceptance. June disbursements totaled \$2,113,567.03 of which \$749,413.84 was paid from the payroll checking account for payroll and payroll related benefits.

The following is a list of vendors who were paid more than \$100,000 during the month of June 2026.

Vendor	Services	Amount
Wood Brothers, Inc.	Module VIII Construction	\$425,860.25
Atlas Organics CU11, LLC	Monthly Organics Processing & Compost Procurement	\$204,645.90
Cascadia Consulting Group, Inc.	Waste Characterization Study	\$164,778.33

Cash Balances

The Authority's cash position increased by \$313,868.85 during June to \$47,139,817.50. Most of the cash balance is restricted, held in trust, committed, or assigned as shown below. Cash for Capital Improvements and post closure funded from operations is transferred at the beginning of the year. Additionally, cash for debt service principal payments is transferred in July. While these transfers and payments leave the balance available for operations with a negative balance, profitable operations should improve the balance to a positive amount by the end of the fiscal year.

Restricted by Legal Agreements:

Johnson Canyon Closure Fund	5,333,242.25
Restricted for Pension Liabilities (115 Trust)	325,419.41
State & Federal Grants	(355,035.87)
BNY - Bond 2022A Payment	-

Funds Held in Trust:

Central Coast Media Recycling Coalition	172,882.61
Employee Unreimbursed Medical Claims	3,974.07

Committed by Board Policy:

AB939 Services	1,716,635.63
Undesignated Fund Balance	-
Designated for Capital Projects Reserve	9,841,817.80
Designated for Environmental Impairment Reserve	3,987,495.31
Designated for Operating Reserve	4,573,008.43
Expansion Fund (South Valley Revenues)	9,378,767.68

Assigned to Post Closure and Capital Improvements

Crazy Horse Post Closure	629,158.83
Lewis Road Post Closure	183,830.02
Jolon Road Post Closure	135,502.74
Johnson Canyon Post Closure	3,017,779.07
Capital Improvement Projects	7,370,810.37

Available for Operations:	824,529.15
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Total	<u>47,139,817.50</u>
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ATTACHMENTS

1. June 2026 Consolidated Statement of Revenues and Expenditures
2. June 2026 Consolidated Grant and CIP Expenditures Report
3. June 2026 Checks Issued Report

Salinas Valley Solid Waste Authority
Consolidated Statement of Revenues and Expenditure
For Period Ending June 30, 2026

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
<u>Revenue Summary</u>							
Tipping Fees - Solid Waste	15,075,000	1,342,114	15,317,115	101.6 %	(242,115)	0	(242,115)
Tipping Fees - Diverted Materials	3,577,500	320,943	3,619,802	101.2 %	(42,302)	0	(42,302)
AB939 Service Fee	5,650,200	470,852	5,650,224	100.0 %	(24)	0	(24)
Charges for Services	2,622,000	245,275	2,790,672	106.4 %	(168,672)	0	(168,672)
Sales of Materials	175,000	37,993	237,147	135.5 %	(62,147)	0	(62,147)
Gas Royalties	340,000	73,690	338,613	99.6 %	1,387	0	1,387
Investment Earnings	800,000	294,189	1,302,688	162.8 %	(502,688)	0	(502,688)
Rental Income	165,000	6,750	223,784	135.6 %	(58,784)	0	(58,784)
Total Revenue	28,404,700	2,791,806	29,480,046	103.8 %	(1,075,346)	0	(1,075,346)
<u>Expense Summary</u>							
Executive Administration	628,800	67,386	617,828	98.3 %	10,972	1,230	9,742
Administrative Support	616,200	70,079	531,325	86.2 %	84,875	1,016	83,859
Human Resources Administration	533,400	39,190	471,493	88.4 %	61,907	956	60,951
Clerk of the Board	260,200	20,887	210,681	81.0 %	49,519	0	49,519
Finance Administration	1,043,300	88,837	901,475	86.4 %	141,825	848	140,977
Operations Administration	610,000	55,267	523,981	85.9 %	86,019	25	85,995
Resource Recovery	1,538,700	190,822	1,366,465	88.8 %	172,235	2,038	170,197
Marketing	94,700	2,000	92,457	97.6 %	2,243	2,000	243
Public Education	249,600	41,572	226,794	90.9 %	22,806	16,693	6,113
Household Hazardous Waste	1,025,200	109,242	912,371	89.0 %	112,829	0	112,829
C & D Diversion	194,000	21,082	174,524	90.0 %	19,476	0	19,476
Organics Diversion	2,324,100	358,819	2,164,930	93.2 %	159,170	129,177	29,993
Diversion Services	44,700	0	42,934	96.0 %	1,766	0	1,766
JR Transfer Station	970,600	109,266	882,932	91.0 %	87,668	20,712	66,957
JR Recycling Operations	217,000	21,539	190,662	87.9 %	26,338	0	26,338

Salinas Valley Solid Waste Authority
Consolidated Statement of Revenues and Expenditure
For Period Ending June 30, 2026

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
ML Transportation Operations	2,262,000	322,674	2,145,563	94.9 %	116,437	5,519	110,918
ML Recycling Operations	616,800	64,030	542,525	88.0 %	74,275	0	74,275
JC Landfill Operations	5,506,800	591,755	5,125,662	93.1 %	381,138	128,073	253,064
JC Recycling Operations	509,500	61,403	462,875	90.8 %	46,625	1,657	44,968
Johnson Canyon ECS	803,200	103,776	760,267	94.7 %	42,933	4,278	38,655
Sun Street ECS	108,900	343	107,575	98.8 %	1,325	0	1,325
Debt Service - Interest	341,000	0	340,937	100.0 %	63	0	63
Debt Service - Principal	2,770,000	0	2,770,000	100.0 %	0	0	0
Closure/Post Closure Set-Aside	416,300	14,791	280,993	67.5 %	135,307	0	135,307
Cell Construction Set-Aside	1,125,000	88,628	1,120,420	99.6 %	4,580	0	4,580
Total Expense	24,810,000	2,443,387	22,967,669	92.6 %	1,842,331	314,221	1,528,110
Revenue Over/(Under) Expenses	3,594,700	348,419	6,512,377	181.2 %	(2,917,677)	(314,221)	(2,603,455)

Salinas Valley Solid Waste Authority

Consolidated CIP Expenditure Report

For Period Ending June 30, 2026

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
<u>Fund 131 - Crazy Horse Post-Closure Fund</u>							
131 9316 CH Corrective Action Program	250,000	0	0	0.0 %	250,000	0	250,000
131 9321 CH Postclosure Maintenance	1,024,227	66,122	659,907	64.4 %	364,321	0	364,321
Total Fund 131 - Crazy Horse Post-Closure	1,274,227	66,122	659,907	51.8 %	614,321	0	614,321
<u>Fund 141 - Lewis Road Post-Closure Fund</u>							
141 9403 LR Postclosure Maintenance	408,533	20,771	231,973	56.8 %	176,560	0	176,560
Total Fund 141 - Lewis Road Post-Closure F	408,533	20,771	231,973	56.8 %	176,560	0	176,560
<u>Fund 161 - Jolon Road Post-Closure Fund</u>							
161 9604 JR Postclosure Maintenance	503,320	16,832	367,951	73.1 %	135,369	0	135,369
Total Fund 161 - Jolon Road Post-Closure F	503,320	16,832	367,951	73.1 %	135,369	0	135,369
<u>Fund 211 - Grants</u>							
211 9025 Admin Office - Electric Vehicle Cha	144,364	0	108,166	74.9 %	36,198	36,198	0
211 9216 MBARD - Motor Vehicle Emission F	239,839	0	239,839	100.0 %	0	0	0
211 9231 Tire Amnesty 2023-24	5,681	0	5,681	100.0 %	0	0	0
211 9232 SB1383 Local Assistance Grant Pr	152,964	40,873	152,964	100.0 %	0	0	0
211 9235 Tire Amnesty 2025-26	89,775	36,837	48,975	54.6 %	40,800	0	40,800
211 9262 CalRecycle - Household Hazardous	9,598	0	9,598	100.0 %	0	0	0
211 9264 Cal Recycle - 2023-24 CCPP	14,458	0	14,458	100.0 %	0	0	0
211 9265 Cal Recycle - 2024-25 CCPP	22,224	650	20,373	91.7 %	1,851	0	1,851
Total Fund 211 - Grants	678,903	78,360	600,055	88.4 %	78,848	36,198	42,650
<u>Fund 800 - Capital Improvement Projects Fu</u>							
800 9025 Admin Office - Electric Vehicle Cha	115,636	0	20,571	17.8 %	95,065	73,227	21,838
800 9101 Equipment Replacement	2,705,123	0	1,325,535	49.0 %	1,379,587	0	1,379,587
800 9105 Concrete Grinding	0	0	0	0.0 %	0	0	0
800 9106 Waste Characterization Study	420,000	164,778	344,049	81.9 %	75,951	55,258	20,693
800 9214 Organics Program Equipment Repl	676,289	0	412,582	61.0 %	263,707	0	263,707

Salinas Valley Solid Waste Authority

Consolidated CIP Expenditure Report

For Period Ending June 30, 2026

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
800 9234 SB1383 Procurement Requirement	430,000	55,369	430,000	100.0 %	0	0	0
800 9322 North County Transfer Station	131,954	18,565	105,516	80.0 %	26,437	2,000	24,437
800 9501 JC LFG System Improvements	766,974	110,412	673,155	87.8 %	93,819	16,310	77,508
800 9505 JC Partial Closure	213,155	3,787	103,411	48.5 %	109,744	0	109,744
800 9506 JC Litter Control Barrier	157,625	0	0	0.0 %	157,625	0	157,625
800 9507 JC Corrective Action	0	0	0	0.0 %	0	0	0
800 9521 JC Entrance Facility	148,549	0	0	0.0 %	148,549	0	148,549
800 9527 JC Module Engineering and Constr	6,175,161	683,947	1,841,284	29.8 %	4,333,877	4,341,305	(7,428)
800 9528 Roadway Improvements	126,879	0	0	0.0 %	126,879	0	126,879
800 9601 JR Transfer Station Improvements	92,229	(1,107)	0	0.0 %	92,229	0	92,229
Total Fund 800 - Capital Improvement Proje	12,159,575	1,035,752	5,256,105	43.2 %	6,903,470	4,488,100	2,415,370
Total CIP Expenditures	15,024,558	1,217,837	7,115,990	47.4 %	7,908,569	4,524,298	3,384,270

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
38356	4IMPRINT, INC Communication Dinner - EE Appreciation	6/4/2026	3,239.60	3,239.60
38357	ARAM AND TAVIT KARABETIAN JR & JC Facility Maintenance Supplies	6/4/2026	1,612.33	1,612.33
38358	BRYAN EQUIPMENT JC Facility Maintenance	6/4/2026	530.16	530.16
38359	CALIFORNIA WATER SERVICE All Sites Water	6/4/2026	932.81	932.81
38360	CDW GOVERNMENT Network Support	6/4/2026	765.29	765.29
38361	CLARK PEST CONTROL, INC HHW Exterminator Service	6/4/2026	134.00	134.00
38362	COMCAST JC Internet Services	6/4/2026	210.44	210.44
38363	CSC OF SALINAS/YUMA JC Improvement Supplies	6/4/2026	836.58	836.58
38364	DENTONI'S WELDING WORK'S INC. JC Org Equipment Maintenance	6/4/2026	1,183.27	1,183.27
38365	DOUGLAS NOLAN School Assembly Program	6/4/2026	5,500.00	5,500.00
38366	EAST BAY TIRE CO. JR Vehicle Maintenance	6/4/2026	1,325.86	1,325.86
38367	Elevator Service Co. of Central California Inc. Common Area Maintenance	6/4/2026	255.00	255.00
38368	ERIC GARCIA JR & ML Vehicle Maintenance	6/4/2026	1,530.00	1,530.00
38369	GOLDEN STATE TRUCK & TRAILER REPAIR JC Equipment Maintenance ML Vehicle Maintenance	6/4/2026	490.64 57.31	547.95
38370	GONZALES ACE HARDWARE All Sites Facility Supplies	6/4/2026	72.54	72.54
38371	GREEN RUBBER - KENNEDY AG, LP JR Facility Maintenance JR Safety Supplies	6/4/2026	615.40 18.20	633.60

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
38372	HENLEY PACIFIC SF, LLC JC Equipment Maintenance	6/4/2026	135.89	135.89
38373	HERC RENTALS INC. JC Equipment Rental	6/4/2026	121.09	121.09
38374	HOME DEPOT All Sites Facility Supplies	6/4/2026	2,939.35	2,939.35
38375	**Void**	6/4/2026	-	-
38376	**Void**	6/4/2026	-	-
38377	JOAQUIN VASQUEZ JR Water	6/4/2026	75.00	75.00
38378	JT HOSE & FITTINGS JC Equipment Maintenance	6/4/2026	273.13	273.13
38379	JULIO GIL Adm Vehicle Maintenance	6/4/2026	358.88	358.88
38380	LINDA VASQUEZ 2026 CalPERS Ed Forum: Registration	6/4/2026	549.00	549.00
38381	MANUEL PEREA TRUCKING, INC. ML Vehicle Maintenance	6/4/2026	4,239.87	4,239.87
38382	MISSION LINEN SUPPLY All Sites Uniforms	6/4/2026	685.70	685.70
38383	MONTEREY COUNTY TIRE SERVICE LLC JR Vehicle Maintenance ML Vehicle Maintenance	6/4/2026	120.00 355.00	475.00
38384	ODP BUSINESS SOLUTIONS, LLC JC Office Supplies	6/4/2026	58.22	58.22
38385	ONE STOP AUTO CARE V&S AUTO CARE, INC HHW Equipment Maintenance JC Vehicle Maintenance	6/4/2026	702.36 116.84	819.20
38386	PITNEY BOWES GLOBAL Adm Postage	6/4/2026	424.29	424.29
38387	PURE WATER BOTTLING Adm Water Service	6/4/2026	90.50	90.50

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
38388	QUINN COMPANY JC Equipment Maintenance	6/4/2026	1,600.18	1,600.18
38389	RELEVANT INDUSTRIAL HOLDCO LLC JC Improvements	6/4/2026	167.76	167.76
38390	RJMS CORPORATION HHW Equipment Maintenance	6/4/2026	39.51	39.51
38391	SALINAS VALLEY FORD SALES JC Special Dept Supplies	6/4/2026	236.58	236.58
38392	SAUL CARDENAS-IBARRA Media Creation contract - Saul	6/4/2026	2,000.00	2,000.00
38393	SCALES UNLIMITED HHW Scale Maintenance	6/4/2026	1,432.00	1,432.00
38394	SHARPS SOLUTIONS, LLC HHW Hauling & Disposal	6/4/2026	500.00	500.00
38395	SOUTHERN COUNTIES LUBRICANTS LLC All Sites Biodiesel Fuel	6/4/2026	7,722.93	7,722.93
38396	SOUTHERN TIRE MART LLC ML Vehicle Maintenance	6/4/2026	2,660.69	2,660.69
38397	TELCO BUSINESS SOLUTIONS Network Support	6/4/2026	424.35	424.35
38398	ULINE, INC. Office Cabinet	6/4/2026	1,494.60	1,494.60
38399	VERIZON CONNECT FLEET USA LLC ML Vehicle Maintenance	6/4/2026	512.77	512.77
38400	AGUSTIN TINAJERO - ESPRIELLA Ed Center Pathway Work LR Landscape Maintenance	6/10/2026	850.00 1,700.00	2,550.00
38401	AT&T LONG DISTANCE Adm Telephone Service	6/10/2026	85.10	85.10
38402	ATLAS ORGANICS CU11, LLC Monthly Organics Processing	6/10/2026	148,870.95	148,870.95

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
38403	BLUE STRIKE ENVIRONMENTAL INC Edible Food Recovery LAGP2 Grant Program - April 2026 LAGP2 Grant Program - Mar 2026 LAGP2 Grant Program - May 2026 LAGP2 Marketing Project - Apr 2026	6/10/2026	1,239.00 1,724.45 6,477.65 1,433.55 5,495.53	16,370.18
38404	CARLON'S FIRE EXTINGUISHER SALES & SERVICE JC Safety Supplies JR Special Dept Supplies	6/10/2026	760.00 120.00	880.00
38405	Cascadia Consulting Group, Inc. Waste Characterization Study	6/10/2026	164,778.33	164,778.33
38406	Elkins Earthworks, LLC CH Maintenance Supplies	6/10/2026	34,730.00	34,730.00
38407	F.A.S.T. SERVICES Interpreting Services	6/10/2026	250.00	250.00
38408	GEOLOGIC ASSOCIATES, INC. JC Module 8 Engineering	6/10/2026	4,613.00	4,613.00
38409	GREEN RUBBER - KENNEDY AG, LP JR Facility Maintenance	6/10/2026	257.71	257.71
38410	GUARDIAN SAFETY AND SUPPLY, LLC JC Safety Supplies	6/10/2026	77.19	77.19
38411	ISCO INDUSTRIES INC JC Improvement Supplies JC Maintenance Supplies	6/10/2026	18,270.00 11,137.64	29,407.64
38412	Isidro Lopez EC Meeting Supplies	6/10/2026	33.97	33.97
38413	Linaodena Gomez Monthly Janitorial Services	6/10/2026	2,990.00	2,990.00
38414	MARK E. FETZER HHW Training	6/10/2026	350.00	350.00
38415	MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT CAREIT 3yr. Subscription	6/10/2026	25,420.00	25,420.00
38416	ODP BUSINESS SOLUTIONS, LLC Adm Office Supplies	6/10/2026	108.26	108.26
38417	SCALES UNLIMITED JC Scale Maintenance	6/10/2026	734.00	734.00

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
38418	SCS FIELD SERVICES JR & LR Data Services	6/10/2026	5,400.00	5,400.00
38419	SOUTHERN COUNTIES LUBRICANTS LLC All Sites Biodiesel Fuel	6/10/2026	5,034.24	5,034.24
38420	STERICYCLE, INC Adm Shredding Services	6/10/2026	166.37	166.37
38421	WOOD BROTHERS, INC. MODULE VIII CONSTRUCTION	6/10/2026	425,860.25	425,860.25
38422	US BANK CORPORATE PAYMENT SYSTEM FasTrak: Ops Admin Meetings FasTrak: Ops Admin Meetings Open AI: Ops Admin Subscriptions Gardeners Supply: RR Supplies Experian: Credit Account Reports TG Technical: JC Maintenance Supplies PrettyTees US: RR Dept Supplies Constant Contact: RR Public Outreach AT&T: Internet Services Foam Noodles: MLTS Vehicle Supplies Chevron: CHLF Maintenance Supplies La Plaza Bakery: GM Meetings La Plaza Bakery: HHW Training Supplies Ranch Wi-Fi: JC Internet Services Razzolink: JR Internet AT&T: SS Internet Services The Post Box: HR Testing Doubletree: SWANA Conference DoubleTree: SWANA Conference DoubleTree: SWANA Conference Zoom: Ops Admin Software Total Industries: JC Equipment Maintenance Shell: JC Maintenance Supplies Indeed: HR Recruitments PSHRA: HR Memberships Anderson's Lock: Ops Admin Supplies Harbor Freight: JC Maintenance Supplies Office Depot: EE Appreciation Indeed: HR Recruitments Santa Fe: Ops EE Recognition Harbor Freight: HHW Vehicle Supplies MRO Supply: JC Organics Supplies Onset Computer: All Sites Maintenance TPO Experts: HR Training Microsoft: Admin Software Hiwassee Products: RR Facility Maintenance Baudville: EE Recognition Supplies	6/10/2026	8.50 8.50 20.00 546.24 152.85 449.86 46.74 62.00 43.73 331.50 175.00 125.79 38.76 180.00 122.12 160.50 131.00 538.32 849.18 764.47 37.79 586.86 85.21 72.09 250.00 11.47 428.88 357.74 272.00 54.87 30.56 1,572.69 65.97 35.00 99.00 1,828.00 736.58	11,279.77

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
38423	**Void**	6/10/2026	-	-
38424	**Void**	6/10/2026	-	-
38425	**Void**	6/10/2026	-	-
38426	**Void**	6/10/2026	-	-
38427	4IMPRINT, INC Employee Recognition	6/18/2026	103.29	103.29
38428	A & G PUMPING, INC JR & RR Portable Toilet	6/18/2026	623.25	623.25
38429	AGRI-FRAME, INC JC Maintenance Supplies	6/18/2026	242.88	242.88
38430	AMERICAN SUPPLY CO. JC Facility Maintenance	6/18/2026	2,989.65	2,989.65
38431	BAYSIDE OIL II INC HHW Disposal Services	6/18/2026	1,056.25	1,056.25
38432	BECKS SHOES AND REPAIR JC Safety Supplies	6/18/2026	497.51	497.51
38433	Bendarock Inc. JR Safety Supplies	6/18/2026	47.22	47.22
38434	BRYAN EQUIPMENT JC Equipment Maintenance	6/18/2026	19.47	19.47
38435	Burke Williams & Sorensen LLP Legal Services	6/18/2026	8,456.40	8,456.40
38436	CARLON'S FIRE EXTINGUISHER SALES & SERVICE Safety Training	6/18/2026	642.66	642.66
38437	CLARK PEST CONTROL, INC Adm Exterminator Services	6/18/2026	126.00	126.00
38438	CONTAINER STOP INC. Special Dept Supplies	6/18/2026	4,980.00	4,980.00
38439	CSC OF SALINAS/YUMA JC Equipment Maintenance	6/18/2026	335.97	335.97

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
38440	CUTTING EDGE SUPPLY JC Equipment Maintenance	6/18/2026	1,533.59	1,533.59
38441	DATAFLOW BUSINESS SYSTEMS INC. Printer Network Support	6/18/2026	20.56	20.56
38442	DON CHAPIN INC Ed Center Improvements	6/18/2026	8,125.00	8,125.00
38443	Elevator Service Co. of Central California Inc. Annual Elevator Inspection	6/18/2026	2,325.00	2,325.00
38444	FEDEX Overnight Shipments	6/18/2026	26.73	26.73
38445	Fire Rover LLC JR Fire Rover	6/18/2026	2,555.63	2,555.63
38446	FIRST ALARM Adm Bldg. Alarm	6/18/2026	35.00	35.00
38447	FRESNO OXYGEN JC Equipment Maintenance	6/18/2026	53.00	53.00
38448	GOLDEN STATE TRUCK & TRAILER REPAIR All Sites Equipment Maintenance	6/18/2026	6,250.08	6,250.08
38449	**Void**	6/18/2026	-	-
38450	GONZALES ACE HARDWARE JC Facility Maintenance JC Org. Facility Maintenance JC Vehicle Maintenance ML Vehicle Maintenance	6/18/2026	110.78 42.40 105.46 0.65	259.29
38451	GONZALES TIRE & AUTO SUPPLY JC Equipment Maintenance JC Facility Maintenance	6/18/2026	120.00 2.94	122.94
38452	GREEN RUBBER - KENNEDY AG, LP JR Facility Maintenance	6/18/2026	337.66	337.66
38453	GUARDIAN SAFETY AND SUPPLY, LLC HHW Safety Supplies ML Safety Supplies	6/18/2026	2,878.60 45.00	2,923.60
38454	Hartford Fire Insurance Company Surety Bond	6/18/2026	2,750.00	2,750.00

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
38455	HOPE SERVICES JC Litter Abatement	6/18/2026	9,453.75	9,453.75
38456	Jenny De La Cruz Robles Youth Council Stipend	6/18/2026	500.00	500.00
38457	JIMENEZ TIRE SERVICE INC. All Sites Vehicle Maintenance	6/18/2026	689.44	689.44
38458	JT HOSE & FITTINGS JC Vehicle Maintenance ML Vehicle Maintenance	6/18/2026	52.83 138.72	191.55
38459	JULIAN THOMAS BRANDT Youth Council Stipend	6/18/2026	250.00	250.00
38460	Juliette Loder Youth Council Stipend	6/18/2026	250.00	250.00
38461	JULIO GIL Interpretive Panels	6/18/2026	2,520.85	2,520.85
38462	KING CITY HARDWARE INC. JC Vehicle Maintenance	6/18/2026	76.08	76.08
38463	LANDSCAPE MAINTENANCE OF AMERICA RR Litter Abatement	6/18/2026	325.00	325.00
38464	Lucille Uhl Youth Council Stipend	6/18/2026	500.00	500.00
38465	MANUEL PEREA TRUCKING, INC. JC Equipment Maintenance SS & JC Equipment Rental	6/18/2026	1,292.13 2,893.85	4,185.98
38466	MISSION LINEN SUPPLY All Sites Uniforms	6/18/2026	565.03	565.03
38467	MONTEREY COUNTY TIRE SERVICE LLC All Sites Vehicle Maintenance	6/18/2026	860.00	860.00
38468	NEU-SCAPES, INC. Monthly Landscape Maintenance	6/18/2026	788.00	788.00
38469	ODP BUSINESS SOLUTIONS, LLC Adm Office Supplies	6/18/2026	270.92	270.92
38470	PENINSULA MESSENGER LLC All Sites Courier Services	6/18/2026	1,193.00	1,193.00

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
38471	PRECISION ALARMS & AUTOMATION SOLUTIONS, INC. Common Area Maintenance	6/18/2026	60.00	60.00
38472	PROBUILD COMPANY LLC JC Facility Maintenance	6/18/2026	2,834.21	2,834.21
38473	PURE WATER BOTTLING All Sites Water	6/18/2026	439.83	439.83
38474	QUINN COMPANY JC Equipment Maintenance	6/18/2026	1,347.95	1,347.95
38475	REPUBLIC SERVICES #471 Monthly Trash Service	6/18/2026	424.22	424.22
38476	Richard Anibal Perez JR Hauling Services	6/18/2026	4,029.09	4,029.09
38477	ROSSI BROS TIRE & AUTO SERVICE ML Vehicle Maintenance	6/18/2026	170.00	170.00
38478	S. GRONER ASSOCIATES SGA Marketing Contract	6/18/2026	4,976.75	4,976.75
38479	SALINAS CITY ELEMENTARY SCHOOL DISTRICT RR Public Education	6/18/2026	521.40	521.40
38480	SALINAS NEWSPAPERS, INC. Public Notice	6/18/2026	647.37	647.37
38481	SALINAS VALLEY FORD SALES JC Vehicle Maintenance	6/18/2026	265.06	265.06
38482	SCS FIELD SERVICES All Sites Routine Services JC Non Routine Engineering	6/18/2026	12,126.77 831.19	12,957.96
38483	SOCIAL VOCATIONAL SERVICES, INC. JC Litter Abatement	6/18/2026	6,866.15	6,866.15
38484	SOUTHERN COUNTIES LUBRICANTS LLC All Sites Fuel	6/18/2026	24,697.64	24,697.64
38485	Southern Counties Oil Co., a CA Limited Partnership JR Fuel	6/18/2026	2,631.30	2,631.30
38486	STEVEN DANIEL BRANDT Youth Council Stipend	6/18/2026	250.00	250.00

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
38487	The EcoHero Show LLC School Assembly Program	6/18/2026	540.00	540.00
38488	VOSTI'S INC All Sites Vehicle Maintenance	6/18/2026	951.36	951.36
38489	WEST COAST RUBBER RECYCLING, INC Tire Amnesty	6/18/2026	17,640.00	17,640.00
38490	WESTERN TRAILER COMPANY ML Vehicle Maintenance	6/18/2026	1,314.93	1,314.93
38491	4IMPRINT, INC Employee Recognition Supplies	6/25/2026	1,186.00	1,186.00
38492	AT&T SERVICES INC HHW Telephone Service JR Telephone Service	6/25/2026	61.98 32.00	93.98
38493	ATLAS ORGANICS CU11, LLC Compost Procurement	6/25/2026	55,774.95	55,774.95
38494	AUTOZONE LLC. All Sites Equipment Maintenance Supplies	6/25/2026	726.08	726.08
38495	**Void**	6/25/2026	-	-
38496	BAYSIDE OIL II INC HHW Disposal Services	6/25/2026	1,492.75	1,492.75
38497	BLUE STRIKE ENVIRONMENTAL INC Special Event Recycling	6/25/2026	4,600.00	4,600.00
38498	COMCAST HHW Internet Service	6/25/2026	165.30	165.30
38499	CORE & MAIN LP JC Improvement Supplies	6/25/2026	25,688.38	25,688.38
38500	EAST BAY TIRE CO. JC Vehicle Maintenance	6/25/2026	44.36	44.36
38501	Elkins Earthworks, LLC LR Maintenance Supplies	6/25/2026	1,801.30	1,801.30
38502	ERIC GARCIA JR & ML Vehicle Maintenance	6/25/2026	850.00	850.00

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
38503	FEDEX Adm Overnight Shipments	6/25/2026	35.10	35.10
38504	FRESNO OXYGEN JC Equipment Maintenance	6/25/2026	138.22	138.22
38505	GEOLOGIC ASSOCIATES, INC. Groundwater Monitoring JC Module 8 Engineering	6/25/2026	37,122.40 4,388.25	41,510.65
38506	GOLDEN STATE TRUCK & TRAILER REPAIR All Sites Vehicle Maintenance	6/25/2026	9,342.85	9,342.85
38507	**Void**	6/25/2026	-	-
38508	GONZALES ACE HARDWARE JC Facility Maintenance Supplies JC Maintenance Supplies RR Facility Maintenance Supplies	6/25/2026	62.09 484.05 149.92	696.06
38509	GONZALES TIRE & AUTO SUPPLY Adm Vehicle Maintenance	6/25/2026	85.88	85.88
38510	GREEN RUBBER - KENNEDY AG, LP JC Facility Maintenance JC Maintenance Supplies	6/25/2026	127.43 390.47	517.90
38511	GUARDIAN SAFETY AND SUPPLY, LLC JC Safety Supplies	6/25/2026	124.29	124.29
38512	JIMENEZ TIRE SERVICE INC. ML Vehicle Maintenance	6/25/2026	196.88	196.88
38513	JULIO GIL ML Vehicle Maintenance	6/25/2026	23,582.91	23,582.91
38514	Linaodena Gomez JC Custodial Service	6/25/2026	975.00	975.00
38515	MANUEL PEREA TRUCKING, INC. JC Equipment Maintenance	6/25/2026	12,006.87	12,006.87
38516	MISSION LINEN SUPPLY All Sites Uniforms	6/25/2026	583.23	583.23
38517	MONTEREY COUNTY TIRE SERVICE LLC JC Equipment Maintenance ML Vehicle Maintenance	6/25/2026	405.00 1,300.00	1,705.00

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
38518	**Void**	6/25/2026	-	-
38519	MPA Welding, Inc. JC Equipment Maintenance	6/25/2026	900.00	900.00
38520	ODP BUSINESS SOLUTIONS, LLC Adm & HHW Office Supplies Adm Office Supplies	6/25/2026	89.04 131.88	220.92
38521	PACIFIC TRUCK PARTS, INC ML Vehicle Maintenance	6/25/2026	37.12	37.12
38522	PACIFIC WASTE SERVICES JC Engineering Services	6/25/2026	945.00	945.00
38523	QUINN COMPANY JC Equipment Maintenance JC Org Equipment Maintenance	6/25/2026	1,329.95 204.55	1,534.50
38524	REFRIGERATION SUPPLIES DISTRIBUTOR HHW Disposal Supplies	6/25/2026	200.00	200.00
38525	ROBERTO DEL REAL JC Portable Toilet	6/25/2026	1,724.51	1,724.51
38526	ROSSI BROS TIRE & AUTO SERVICE ML Vehicle Maintenance	6/25/2026	14,398.03	14,398.03
38527	SAN BENITO SUPPLY RR Facility Maintenance	6/25/2026	4,719.58	4,719.58
38528	SOUTHERN COUNTIES LUBRICANTS LLC All Sites Biodiesel Fuel	6/25/2026	20,990.75	20,990.75
38529	The EcoHero Show LLC School Assembly Program	6/25/2026	2,210.00	2,210.00
38530	THE SHERWIN-WILLIAMS CO JC Facility Maintenance	6/25/2026	190.48	190.48
26-00677-DFT	Amazon Capital Services, Inc JC Facility Maintenance JC ECS Maintenance Supplies JC Office Supplies JC Equipment Maintenance ML & JC Safety Supplies JC Maintenance Supplies JC Vehicle Maintenance JC Vehicle Supplies JC ECS Office Supplies	6/3/2026	782.99 134.72 19.56 123.75 1,494.32 89.12 152.01 52.06 944.68	

Salinas Valley Solid Waste Authority
Checks Issued Report for 6/1/2026 to 6/30/2026

Check #	Name	Check Date	Amount	Check Total
	MLTS Vehicle Maintenance		64.94	
	MLTS Vehicle Supplies		53.24	
	MLTS Vehicle Supplies		28.44	
				3,939.83
26-00705-DFT	INTERMEDIA	6/5/2026		
	Email Exchange		545.87	
				545.87
26-00707-DFT	Amazon Capital Services, Inc	6/16/2026		
	Admin Department Supplies		564.12	
	JC Safety Supplies		19.44	
	Admin Office Supplies		841.96	
	Ops Admin Safety Supplies		326.10	
	Admin Office Supplies		724.33	
	JC Department Supplies		1,608.00	
	MLTS Vehicle Maintenance		23.15	
	JC Equipment Maintenance		86.45	
	JC Vehicle Supplies		99.05	
				4,292.60
26-00709-DFT	PACIFIC GAS AND ELECTRIC COMPANY	6/16/2026		
	All Sites CNG Fuel		5,722.16	
				5,722.16
26-00730-DFT	Amazon Capital Services, Inc	6/25/2026		
	JC Equipment Maintenance		426.08	
	RR Facility Maintenance		26.21	
	JC ECS Supplies		37.27	
	JC Maintenance Supplies		40.23	
	JR Facility Maintenance		42.24	
	JC Scale Maintenance		46.31	
	JR Scale Maintenance		3,771.42	
	SW Tech Supplies		2,897.06	
	JC Small Tools		32.12	
	ML Vehicle Maintenance		8.25	
				7,327.19
26-00731-DFT	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	6/25/2026		
	All Sites Fuel		345.33	
				345.33
26-00735-DFT	PACIFIC GAS AND ELECTRIC COMPANY	6/25/2026		
	All Sites Electrical Services		26,769.05	
				<u>26,769.05</u>
	Total:			1,364,153.19
	Payroll Disbursements			<u>749,413.84</u>
	Grand Total			<u><u>2,113,567.03</u></u>



Report to the Executive Committee

ITEM NO. 5

Finance and Administration Manager/
Controller/Treasurer

General Manager/GAO

N/A

General Legal Counsel

Date: August 5, 2026

From: C. Ray Hendricks, Finance and Administration Manager

Title: June 2026 Quarterly Investments Report

RECOMMENDATION

Staff requests that the Board accepts the June 2026 Quarterly Investments Report.

The investment policy requires that the treasurer render an investment report to the Board of Directors at the first regular Board Meeting occurring after the end of each calendar quarter.

STRATEGIC PLAN RELATIONSHIP

This agenda item is a routine operational item and does not relate to the Authority's strategic plan.

FISCAL IMPACT

None

DISCUSSION & ANALYSIS

The vast majority, \$39,750,638.80 (84.32%), of the Authority's investment portfolio is invested in the State's Local Agency Investment Fund (LAIF). For the month that ended on June 30, 2026, the LAIF effective yield was 3.816%. LAIF is invested as part of the State's Pooled Money Investment Account (PMIA) with a total of \$193.1 Billion as of June 30, 2026. The Authority's LAIF investment of \$37,750,638.80 represents .021% of the PMIA. Attached is a summary of the PMIA portfolio as of July 15, 2026.

ATTACHMENT(S)

1. June 30, 2026 Cash and Investments Report
2. July 15, 2026 PMIA Portfolio Composition and Average Monthly Yields

SALINAS VALLEY SOLID WASTE AUTHORITY
Cash and Investments Report
June 30, 2026

Issuer/Investment	Rate	Balance	Maturity	Moody's Rating
Investments Managed by Authority Treasurer:				
Petty Cash	-	\$ 2,100.00	N/A	N/A
General Checking Account	-	21,586.08	Same day	Aa2
Payroll Checking account	-	5,881.60	Same day	Aa2
General Deposit Account	-	347,064.41	Same day	Aa2
Scalehouse Deposit Account	-	55,309.78	Same day	Aa2
FSA Checking Account	-	3,974.07	Same day	Aa2
LAIF	3.816%	39,750,638.80	Same day	N/A
LAIF - FMV Adjustment		(45,258.89)		
BNY - Bond 2022A Payment		-		
Mechanic's Public Money Market Account	3.850%	6,673,102.24	Same day	Aa2
CEPPT Restricted Fund		325,419.41		
		<u>\$ 47,139,817.50</u>		

The Authority has sufficient liquidity to meet expenditure requirements for the next 6 months.





PMIA/LAIF Performance Report as of 07/15/26



Quarterly Performance Quarter Ended 06/30/26

LAIF Apportionment Rate ⁽²⁾ :	3.92
LAIF Earnings Ratio ⁽²⁾ :	0.00010743238142967
LAIF Administrative Cost ^{(1)*} :	TBD
LAIF Fair Value Factor ⁽¹⁾ :	0.998872382
PMIA Daily ⁽¹⁾ :	3.83
PMIA Quarter to Date ⁽¹⁾ :	3.81
PMIA Average Life ⁽¹⁾ :	269

PMIA Average Monthly Effective Yields⁽¹⁾

June	3.816
May	3.810
April	3.811
March	3.826
February	3.871
January	3.931

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 06/30/26 \$193.1 billion

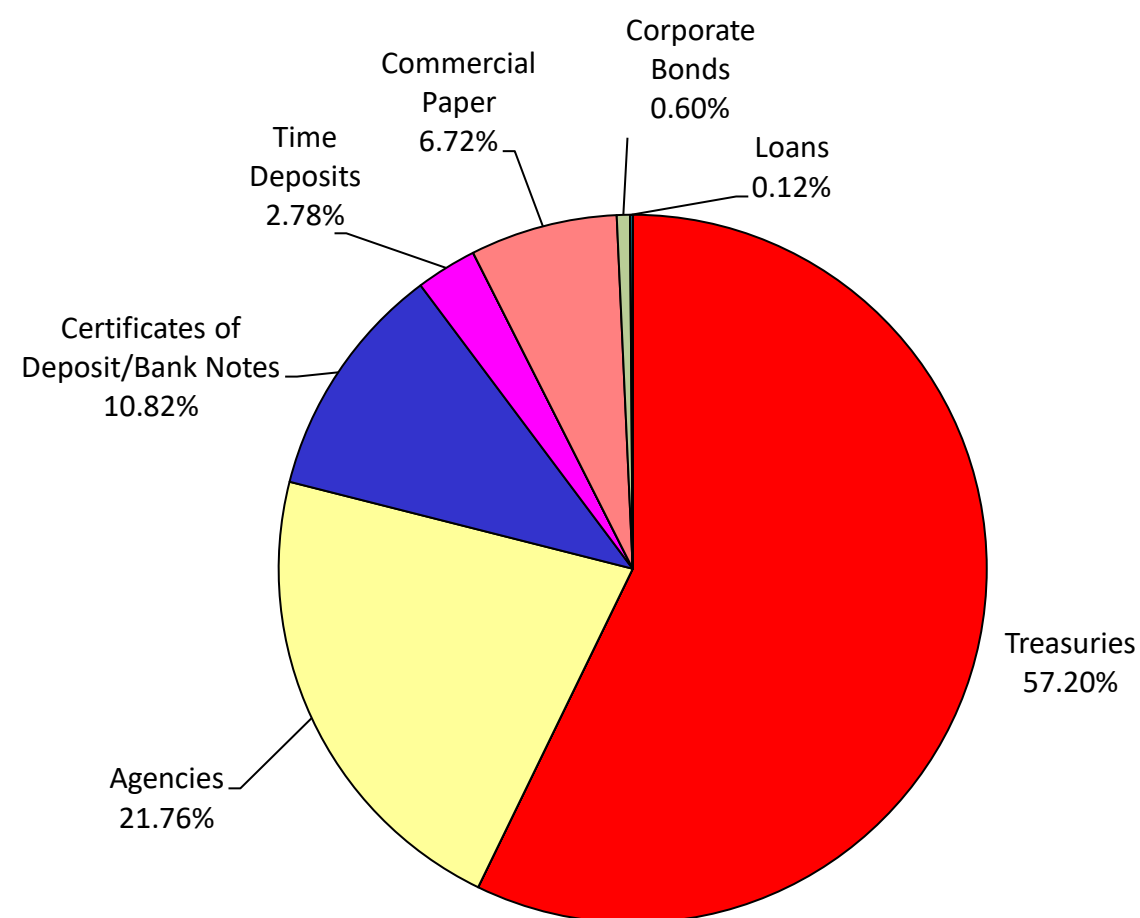


Chart does not include \$749,000.00 in mortgages, which equates to 0.0004%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



Report to the Executive Committee

ITEM NO. 6

Finance and Administration Manager/
Controller/Treasurer

General Manager/CAO

R. Santos by E.T.
Authority General Counsel

Date: August 5, 2026

From: C. Ray Hendricks, Finance and Administration Manager

Title: A Resolution Approving Supplemental Appropriation of \$22,568 for CalRecycle's Beverage Container Recycling City/County Payment Program 2025-26

RECOMMENDATION

The Executive Committee recommends adoption of the resolution.

STRATEGIC PLAN RELATIONSHIP

The recommended action supports the Authority's Strategic Plan Goal A: Governance and Collaboration. This action enables collaborative beverage container recycling programs with member agencies to divert materials from the landfill.

FISCAL IMPACT

CalRecycle approves annual funding for its Beverage Container Recycling City/County Payment Program (CCPP) at the end of their fiscal budget. The Authority's Operating Budget was adopted prior to notification of this funding award. Therefore, supplemental appropriations are needed to include the revenue and its associated expenditures, which is planned to be used as indicated in the table below.

This funding is provided in advance and can be expended between January 16, 2026, and January 5, 2028. Funds not expended by the end of the term must be returned to CalRecycle. CalRecycle submits the payment directly to the member cities, the cities then remit the funds to the Authority for administration and reporting.

Grant Budget Items for CCPP 25-26	SVSWA Budget
Beverage Container Collection Programs	\$ 11,843
Litter Clean Up	4,225
Advertising/Promotional	3,500
Education	300
Training	2,700
Total CCPP 25-26 Funding	\$ 22,568

The funding is pooled in the Authority's accounting, however, expenditures are tracked and reported individually for each City as the Authority administers their funds. The funding will be used to assist the cities in implementing beverage container recycling programs, outreach and education, provide litter abatement services and supplies, and continue to support the media campaigns by the Central Coast Recycling Media Coalition.

DISCUSSION & ANALYSIS

For several years, the Authority administered these funds on behalf of the Cities under an Interagency Agreement for Franchise Agreement contract administration services. Under the new Franchise Agreements with the Cities of Gonzales, Soledad, Greenfield, and King City, the Authority is named as the contract administrator and thus will continue to administer the CCPP funds for these cities, as part of the contract administration services. Upon availability of fund solicitation, staff will continue to work with each staff to identify recycling and waste reduction needs and then utilize the pooled CCPP funding to provide necessary recycling infrastructure, services, and/or outreach and education materials. The Authority does not provide contract administration services for the City of Salinas or the County of Monterey; therefore, those entities apply for and manage their own CCPP funds.

In October 2025, the Authority submitted funding requests for its participating member cities for CalRecycle's CCPP 25-26 funding cycle. In March 2026, CalRecycle notified the Cities that funds were awarded, and payment is expected soon.

The CCPP 2025-26 funds were awarded as follows:

Member Agency	City Funding
City of Gonzales	\$ 5,000
City of Soledad	7,086
City of Greenfield	5,482
City of King	5,000
Total CCPP 21-22 Funding	\$ 22,568

Prior funds have been used to purchase recycling infrastructure (containers and cart corrals), water refill stations, litter cleanup supplies, bin labels, and property signage for various schools, businesses, and public spaces throughout the Authority's jurisdiction. Funds have also been used to support regional programs such as the litter cleanup along Highway 101 near Gonzales and participation in the Central Coast Recycling Media Coalition for public outreach through media advertisement, as well as to fund partial costs of up to two individuals per City to attend the California Resource Recovery Association Annual Conference. As funds become available, staff will coordinate with the participating cities on the use of their funds as required under program guidelines.

BACKGROUND

CalRecycle administers the Beverage Container Recycling City/County Payment Program to provide opportunities for beverage container recycling and litter cleanup activities. The program's goal is to reach and maintain an 80 percent recycling rate for all California refund value beverage containers -- aluminum, glass, plastic, and bi-metal. Projects implemented by cities and counties will assist in reaching and maintaining this goal.

The Authority administers CCPP funding for the cities as a service to the member Cities for which it provides Franchise Agreement contract administration services. Depending on whichever is greater, each city is eligible to receive a minimum of \$5,000 or an amount calculated on a per capita basis. The State's Controller's Office sends the payments directly to the City Managers and then the funds are remitted to the Authority for administration and reporting.

ATTACHMENT(S)

1. Resolution

RESOLUTION NO. 2026 –

**A RESOLUTION OF THE SALINAS VALLEY SOLID WASTE AUTHORITY
APPROVING A SUPPLEMENTAL APPROPRIATION OF \$22,568 FOR CALRECYCLE'S
FY 2025-26 BEVERAGE CONTAINER RECYCLING CITY/COUNTY PAYMENT PROGRAM**

WHEREAS, on February 19, 2026, the Board of Directors of the Salinas Valley Solid Waste Authority approved the Fiscal Year 2026-27 Operating Budget; and,

WHEREAS, CalRecycle issued notice of funding award for the City/County Payment Program 2025-26 after the approval of the Authority's Fiscal Year 2026-27 Budget; and,

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Salinas Valley Solid Waste Authority that a Supplemental Appropriation of \$22,568 for CalRecycle's Beverage Container Recycling City/County Payment Program 2025-26 is hereby approved; and,

BE IT FURTHER RESOLVED, that the General Manager/CAO is hereby authorized to implement the budget in accordance with the Authority's financial policies.

PASSED AND ADOPTED by the Board of Directors of the Salinas Valley Solid Waste Authority at a regular meeting duly held on the 20th day of August 2026, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Elizabeth Silva, President

ATTEST:

APPROVED AS TO FORM:

Erika J. Trujillo, Clerk of the Board

Roy C. Santos, Authority General Counsel



Report to the Executive Committee

ITEM NO. 7

Finance and Administration Manager/
Controller/Treasurer

General Manager/CAO

R. Santos by E.T.
General Legal Counsel

Date: August 5, 2026

From: C. Ray Hendricks, Finance and Administration Manager

Title: A Resolution of the Salinas Valley Solid Waste Authority Approving and Adopting the Updated Employee Handbook for Authority Employees, Effective August 20, 2026

RECOMMENDATION

Staff requests that the Executive Committee recommends Board approval.

STRATEGIC PLAN RELATIONSHIP

This is an administrative item and does not relate to the Board's Strategic Plan.

FISCAL IMPACT

This Item has no fiscal impact.

DISCUSSION & ANALYSIS

The proposed Employee Handbook is a comprehensive update to existing personnel policies. Revisions include updates to employment law compliance, clarity improvements, streamlined procedures, and updated workplace guidance. Approval will ensure consistent application of policies and reduce organizational risk.

The Handbook was developed by The Personnel Office (TPO) with input from staff. It has been reviewed by legal counsel, who had no revisions, and was shared with all the bargaining groups.

BACKGROUND

The current Employee Handbook has not undergone a comprehensive update in over a decade. Staff completed minor administrative updates and determined that a comprehensive rewrite was the most effective approach. A full review was conducted to incorporate legal updates, address policy gaps, and improve operational clarity and consistency.

ATTACHMENT(S)

1. Resolution
2. Employee Handbook

RESOLUTION NO. 2026 -

A RESOLUTION OF THE SALINAS VALLEY SOLID WASTE AUTHORITY APPROVING AND ADOPTING THE UPDATED EMPLOYEE HANDBOOK FOR AUTHORITY EMPLOYEES, EFFECTIVE AUGUST 20, 2026

WHEREAS the Authority's Board of Directors is vested with the authority and responsibility to establish, amend, and maintain personnel policies governing the employment relationship between the Authority and its employees; and,

WHEREAS, on February 20, 2014, the Authority Board adopted Resolution No. 2014-02 approving the 2014 Employee Handbook; and,

WHEREAS, on March 19, 2015, the Authority Board adopted Resolution No. 2015-02 approving updates to the Employee Handbook with no revisions having been done since; and,

WHEREAS revisions to the handbook are necessary to ensure that its provisions remain current, legally compliant, and operationally effective in light of evolving federal, state, and local statutes, regulations, administrative guidance, and case law; and,

WHEREAS, the Board of Directors finds that adoption of the revised Employee Handbook will promote uniform administration of employment policies, reduce potential liability exposure, and further the efficient and effective operation of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Salinas Valley Solid Waste Authority that the Employee Handbook attached hereto and marked "Exhibit A" is hereby approved and supersedes all prior employee handbooks, policies, or directives to the extent they are inconsistent with the adopted Employee Handbook; and,

BE IT FURTHER RESOLVED that the General Manager/Chief Administrative Officer is hereby authorized and directed to implement the updated Employee Handbook, distribute it to all employees, and take all actions necessary or appropriate to effectuate its provisions; and,

BE IT FURTHER RESOLVED that the General Manager/Chief Administrative Officer, in consultation with the Finance and Administration Manager, and legal counsel is authorized, as appropriate, to make minor administrative revisions to the Employee Handbook, or as may be necessary to ensure compliance with applicable federal, state, or local laws and regulations; and/or to conform the Handbook with the terms of applicable memoranda of understanding (MOUs) or other negotiated labor agreements, provided that any such revisions do not materially alter Board-established policy direction.

PASSED AND ADOPTED by the Board of Directors of the Salinas Valley Solid Waste Authority at the regular meeting duly held on the 20th day of August 2026, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Elizabeth Silva, President

ATTEST:

APPROVED AS TO FORM:

Erika J. Trujillo, Clerk of the Board

Roy C. Santos, Authority General Counsel



EMPLOYEE HANDBOOK

**Effective
August 2026**

TABLE OF CONTENTS

ABOUT SALINAS VALLEY SOLID WASTE AUTHORITY	1
1000 INTRODUCTION.....	1
2000 CUSTOMER SERVICE POLICY	2
3000 EMPLOYMENT POLICIES	3
3100 NATURE OF EMPLOYMENT	3
3110 DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY	3
3120 IMMIGRATION LAW COMPLIANCE	7
3130 EMPLOYMENT APPLICATIONS	7
3140 EMPLOYMENT CLASSIFICATIONS	7
3150 INTRODUCTORY PERIOD(AWME)	8
3160 PROBATIONARY PERIOD (SVRFOU & ABC).....	9
3170 PERFORMANCE REVIEWS	9
3180 WORK SCHEDULES	10
3190 ACCESS TO PERSONNEL FILES.....	10
3200 INFORMATION CHANGES	10
3210 SECURITY INSPECTIONS.....	10
3220 EMPLOYMENT SEPARATION	11
3230 EMPLOYMENT REFERENCE CHECKS.....	12
3240 LITERACY ASSISTANCE	12
3250 EDUCATION ASSISTANCE.....	12
4000 EMPLOYEE CONDUCT AND WORK RULES.....	14
4100 CODE OF CONDUCT	14
4110 CORRECTIVE ACTION	15
4120 ATTENDANCE AND PUNCTUALITY	15
4130 WORK SCHEDULES	15
4140 PERSONAL APPEARANCE	16
4150 PROTECTIVE FOOTWEAR	16
4160 USE OF EQUIPMENT.....	16
4170 AUTHORITY PROPERTY	17
4180 CONFIDENTIALITY.....	17
4190 CONFLICTS OF INTEREST	18
4200 SMOKE-FREE WORKPLACE	18
4210 DRUG AND ALCOHOL USE	19
4220 DRUG & ALCOHOL TESTING	20
4230 INFORMATION/COMMUNICATION SYSTEMS.....	20
4240 SUPPLEMENTAL EMPLOYMENT	22
4250 GRIEVANCE PROCEDURE (SVRFOU, ABC).....	23
5000 EMPLOYEE BENEFITS	24
5100 GENERAL.....	24
5110 HEALTH INSURANCE.....	24

5120 BENEFITS CONTINUATION (COBRA)	24
5130 SECTION 125 FLEXIBLE BENEFITS PLAN	24
5140 CALIFORNIA PUBLIC EMPLOYEE RETIREMENT SYSTEM ("CALPERS")	25
5150 SHORT & LONG-TERM DISABILITY INSURANCE	25
5160 EMPLOYEE ASSISTANCE PROGRAM (EAP)	25
5170 FLEXIBLE SPENDING ACCOUNTS	25
5180 VOLUNTEER COMMUNITY SERVICE	25
5190 PTO BENEFITS	26
5200 CATASTROPHIC LEAVE DONATION PROGRAM	29
5210 FLEXIBLE LEAVE	29
5220 MANAGEMENT LEAVE	29
5230 HOLIDAYS	29
5240 FLOATING HOLIDAYS	30
5250 DEFERRED COMPENSATION PLAN	30
5260 CALIFORNIA PUBLIC EMPLOYEE RETIREMENT SYSTEM ("CALPERS")	31
5270 LONGEVITY	31
5280 PHYSICAL FITNESS/Wellness PROGRAM	31
6000 LEAVES OF ABSENCE	32
6100 WORKERS' COMPENSATION DISABILITY LEAVE	32
6110 CALIFORNIA FAMILY RIGHTS ACT (CFRA) / FAMILY MEDICAL LEAVE ACT (FMLA)	32
6120 PREGNANCY DISABILITY LEAVE (PDL)	37
6130 LACTATION ACCOMMODATION	39
6140 PERSONAL LEAVE	39
6150 BEREAVEMENT LEAVE POLICY	40
6160 REPRODUCTIVE LOSS LEAVE POLICY	41
6170 JURY DUTY POLICY	41
6180 ORGAN AND BONE MARROW DONATION	41
6190 ADDITIONAL LEAVES	42
6200 MILITARY LEAVE	43
6210 MILITARY RESERVES OR NATIONAL GUARD LEAVE	43
6220 MILITARY SPOUSE LEAVE	44
6230 SCHOOL ACTIVITIES LEAVE	44
6240 SCHOOL DISCIPLINE LEAVE	44
6250 SURVIVORS AND VICTIMS OF VIOLENCE LEAVE	45
6260 EMERGENCY DUTY LEAVE	46
6270 EMERGENCY TRAINING LEAVE	46
6280 VOLUNTEER CA WING OF THE CIVIL AIR PATROL	47
6290 EMERGENCY CONDITIONS	47
7000 WAGE REPLACEMENT INSURANCES	48
7100 STATE DISABILITY INSURANCE (SDI) – EMPLOYEE'S OWN ILLNESS/INJURY:	48
7110 PAID FAMILY LEAVE (PFL) INSURANCE – TO CARE FOR A FAMILY MEMBER:	48
7120 UNEMPLOYMENT INSURANCE	48
7130 WORKERS' COMPENSATION INSURANCE	48
8000 COMPENSATION	50
8100 REST AND MEAL PERIODS	50

8110 TIMEKEEPING	51
8120 “OFF-THE CLOCK” WORK	51
8130 ON-CALL PAY	52
8140 OVERTIME.....	52
8150 MAKE-UP TIME – ADMINISTRATIVE STAFF	52
8160 PAYDAYS	53
8170 PAY DEDUCTIONS	53
8180 CORRECTIONS TO PAYCHECKS	53
 9000 HEALTH AND SAFETY.....	 54
9110 WORKPLACE VIOLENCE.....	54
9120 SAFETY RULES	55
9130 SECURITY	56
9140 EMERGENCY PROCEDURES	56
 ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK	 58

ABOUT SALINAS VALLEY SOLID WASTE AUTHORITY

It is our pleasure to welcome you as an employee to Salinas Valley Solid Waste Authority. We feel a very strong commitment to you as an employee. We want you to feel good about a job well done and we will try our best to give you the tools, direction and support necessary to enable you to be successful. The Authority is a great place to work, and we hope you will always feel like a member of our team. If there is anything you need as we all strive to please our customers, just speak with any of the management staff.

Congratulations on being part of our team!

1000 INTRODUCTION

1000.1 One of our objectives is to provide a work environment that is conducive to both personal and professional growth. This handbook is designed to acquaint you with the Authority and to provide you with information about working conditions, your benefits, and some of the policies affecting your employment. The policies contained in this Employee Handbook apply to all employees and supersede and replace all previously communicated policies both in written and verbal form. This handbook does not create a contract, expressed or implied.

1000.2 You should read, seek necessary clarification, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed to benefit you. Nothing in this handbook will interfere with employee rights under the National Labor Relations Act.

1000.3 No employee handbook can anticipate every circumstance or question about policy and the need may arise to change policies described in the handbook. The Authority therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook, other than the at-will employment policy, from time to time as is deemed appropriate. Employees will be notified of revisions/updates to these policies.

1000.4 Understandably, you will have questions throughout the course of your employment. We encourage you to first ask these questions of your supervisor. If your supervisor is unable to answer your questions, or you do not feel appropriate asking such questions of them, you should then speak with a member of the management team or the HR Representative. Open communication is a "two-way street," so speak with us if you have any concerns or need questions answered.

2000 CUSTOMER SERVICE POLICY

2000.1 At the Authority our goal is to leave a positive, lasting impression with the customers who receive our services and those who choose to do business with us. We accomplish this through caring and professional employees who strive to provide exceptional customer service by not only meeting but *exceeding* their expectations in every way possible.

2000.2 What we say to our customers and *how* we say it are the basic building blocks to exceptional customer service. All of us should constantly look for opportunities to enhance our customers' satisfaction. This requires a committed, team approach. We are all expected to accommodate customer requests and needs as they arise. The primary tools in accomplishing this are *knowledge* of your job, the products and services we provide, and your *attitude* when delivering that knowledge, service or product. Remember to always interact with our customers in the most pleasant and efficient manner.

2000.3 Understandably, our clients are interested in courteous, prompt service and high-quality products, not excuses or complaints from any of us. Our primary concern at all times should be client satisfaction. If problems or difficulties arise, communicate directly with management who will work with you to resolve them.

3000 EMPLOYMENT POLICIES

3100 NATURE OF EMPLOYMENT

3100.1 The Authority recognizes and upholds the principle of just cause in all matters relating to discipline, suspension, and termination of represented unit employees. No employees covered under a Collective Bargaining Agreement shall be disciplined or discharged except for just cause. Just cause means that any disciplinary action will be based on fair, consistent, and objective reasoning. It ensures employees are given an opportunity to understand and correct any alleged performance or conduct issues.

3100.2 Employment is at-will for management classified employees; neither employees nor the Authority are bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time, with or without advance notice and with or without cause. Additionally, other terms and conditions of employment such as compensation, benefits, title, duties, and corrective action may be modified at the discretion of the Authority. The policy of at-will employment may be modified only in writing signed by both the General Manager / Chief Administrative Officer and the management employee, which specifically cites that it is a modification to the at-will policy.

3110 DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY

3110.1 Equal Employment Opportunity The Authority is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, volunteers, and unpaid interns based on their actual or perceived: race (includes traits associated with race, such as hair texture and hairstyle), religion (includes religious dress and grooming practices), color, national origin, ancestry, disability (physical, developmental, mental health/psychiatric, HIV and AIDS), medical condition (genetic characteristics, cancer, or a record or history of cancer), genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history), marital status (including registered domestic partnership status), sex/gender (includes pregnancy, childbirth, lactation and/or related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 and older), sexual orientation, military and veteran status, immigration status, reproductive health decision-making, and any other consideration protected by federal, state or local law (collectively referred to as "protected classifications").

3110.2 For purposes of this policy, discrimination based on "national origin" also includes discrimination against an individual because that person holds or presents an AB 60 California driver's license. An employee's or applicant for employment's immigration status will not be considered for any employment purpose except as necessary to comply with federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee, including supervisors and co-workers.

3110.3 The Authority allows employees to self-identify their preferred gender, name and/or pronoun, including gender-neutral pronouns. The Authority will use an employee's gender or legal name as indicated on a government-issued identification document, only as necessary to meet an obligation mandated by law. Otherwise, the Authority will identify the employee in accordance with the employee's current gender identity and preferred name.

3110.4 The Authority will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The Authority also does not retaliate or otherwise discriminate against applicants or employees who request reasonable accommodation for reasons related to disability or religion, and we will engage in an interactive process to consider reasonable accommodation requests. The Authority will make every effort to develop a reasonable solution based on a variety of factors, including, but not limited to employee recommendation, specific circumstances, outside provider (healthcare/religious) recommendation, and available resources.

3110.5 Prohibited Harassment The Authority is committed to providing a work environment that is free of unlawful harassment based on any protected classification. As a result, the Authority maintains a strict policy prohibiting sexual harassment and harassment based on any legally-recognized basis, including, but not limited to, their actual or perceived race (includes traits associated with race, such as hair texture and hairstyle), religion (includes religious dress and grooming practices), color, national origin, ancestry, disability (physical, developmental, mental health/psychiatric, HIV and AIDS), medical condition (genetic characteristics, cancer, or a record or history of cancer), genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history), marital status (including registered domestic partnership status), sex and gender (includes pregnancy, childbirth, lactation and/or related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or older), sexual orientation, military and veteran status, immigration status, reproductive health decision-making, or any other consideration protected by federal, state or local law. For purposes of this policy, discrimination based on "national origin" also includes harassment against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States. All such harassment is prohibited.

3110.6 This policy applies to all persons involved in our operations, including coworkers, supervisors, managers, agents, vendors, customers, applicants for employment, interns, volunteers, or any other third party interacting with the Authority ("third parties") and prohibits prohibited harassing conduct by any employee or third party of the Authority, including nonsupervisory employees, supervisors and managers. If such harassment occurs on the Authority's premises or is directed toward an employee or a third party interacting with the Authority, the procedures in this policy should be followed.

3110.7 Sexual Harassment Defined Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

-
- Submission to such conduct is made a term or condition of employment; or
 - Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

3110.8 Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

3110.9 An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment even if the Authority had no knowledge of such conduct.

3110.10 Other Types of Harassment is based on any legally protected classification is prohibited, including harassment based on: race, color, national origin, ancestry, disability, medical condition, genetic information, marital status, age (40 or older), sexual orientation, military and veteran status, immigration status, reproductive health decision-making, or any other consideration protected by federal, state or local law. Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. This includes conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected classification;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures based on protected classification; and
- Physical conduct, including assault, unwanted touching or blocking normal movement because of an individual's protected classification.

3110.11 For purposes of this section, “abusive conduct” means conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious.

3110.12 Retaliation is prohibited against any **person** by another employee or by the Authority for using the complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency.

3110.13 Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

3110.14 Any employee who believes that they have been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, vendor, customer, or any other third party interacting with the Authority in violation of the foregoing policies, or who is aware of such behavior against others, should immediately provide a written or verbal report to your own supervisor, a member of the management team, the HR Representative or to the General Manager / Chief Administrative Officer.

3110.15 Employees are not required to make a complaint directly to their immediate supervisor. Supervisors and managers who receive complaints of misconduct must immediately report such complaints to the HR Representative or the General Manager / Chief Administrative Officer who will attempt to resolve issues internally; the HR Representative must immediately inform the General Manager / Chief Administrative Officer of all harassment complaints. When a report is received, the Authority will conduct a fair, timely, thorough and objective investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.

3110.16 The Authority expects all employees to fully cooperate with any investigation conducted by the Authority into a complaint of proscribed harassment, discrimination or retaliation, or regarding the alleged violation of any other Authority policies. The Authority will maintain confidentiality surrounding the investigation to the extent possible and to the extent permitted under applicable federal and state law.

3110.16 Upon completion of the investigation, the Authority will communicate its conclusion as soon as practical. If the Authority determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

3110.17 The federal Equal Employment Opportunity Commission (EEOC) and the California Civil Rights Department (CRD) will accept and investigate

charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency website at www.eeoc.gov or <https://calcivilrights.ca.gov/>.

3110.18 In keeping with our commitment to a harassment-free environment, the Authority will comply with all applicable rules and regulations regarding the training of employees.

3120 IMMIGRATION LAW COMPLIANCE

3120.1 We are committed to full compliance with federal immigration laws and will not unlawfully discriminate based on citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986:

3120.2 New employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility. Required documentation must be presented within 72 hours of a new employee's first report to work. Failure to present documentation within 72 hours will preclude the employee from returning to work without the required documentation.

3120.3 Existing employees whose I-9 requires recertification, reverification or update are required to provide documentation in a timely manner; failure to do so has disciplinary consequences, up to separation of employment.

3120.4 Former employees who are rehired must also complete the form if they have not completed an I-9 with the Authority within the past three years, or if their previous I-9 is no longer retained or valid.

3120.5 Employees may raise questions or complaints about immigration law compliance without fear of reprisal by the Authority.

3130 EMPLOYMENT APPLICATIONS

3130.1 We rely upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination from employment.

3140 EMPLOYMENT CLASSIFICATIONS

3140.1 There are employment classifications that determine your employment status and benefits eligibility, though these classifications do not guarantee employment for any specified period. Your position is designated as either non-exempt or exempt from federal and state wage and hour laws.

3140.2 Non-exempt Positions: Employees in non-exempt positions are paid for all hours worked and are entitled to overtime pay, breaks, and meal periods.

3140.3 Exempt Positions: Employees meeting specific state/federal exemption criteria may be classified as "exempt" from overtime pay and

most wage and hour provisions, though exempt employees may take meal periods at their discretion.

3140.4 “Comp” time may be provided in lieu of pay for employees in non-exempt positions.

3140.5 You will be advised of the exempt or non-exempt status of your position upon hire. Eligibility for benefits will be listed in each benefit policy later in this handbook.

3140.6 In addition to the above classifications, each employee will belong to one of the following employment categories:

3140.7 Management Employee (AWME) classifications include:
Introductory: The initial (6 months) of employment for newly hired, promoted or transferred employees is when management and the new employee closely evaluate the compatibility, abilities, and interest in the position. See Introductory Period below for more detailed information.
Regular Full-Time: Regular full-time employees are those who are not in a temporary, seasonal or introductory status and who are regularly scheduled to work at least 40 hours per week.

3140.8 Salinas Valley Recycles Field Operations Unit (SVRFOU) and Administrative, Finance, and Resource Recovery Benefits Committee (ABC) classifications include: **Probationary:** The initial (6 months) of employment for newly hired, promoted or lateral appointment in that job position. See Probationary Period below for more detailed information.
Regular Full-Time: Regular full-time employees are those who are not in temporary, seasonal, or probationary status and who are regularly scheduled to work at least 40 hours per week.

3150 INTRODUCTORY PERIOD(AWME)

3150.1 All new, transferred, promoted, and rehired management employees work on an introductory basis for the first (6 months). The introductory period is intended to give you, as a new employee, the opportunity to demonstrate your ability to achieve a satisfactory level of performance and to determine whether the new position meets your expectations. This period is used to evaluate your capabilities, work habits, and overall performance. However, successful completion of the introductory period does not guarantee continued employment or continuation in the new position. Either you or the Authority may end the employment relationship at will, at any time during or after the introductory period.

3150.2 Any significant absence will automatically extend an introductory period by the length of the absence. If the Authority determines that the designated introductory period does not allow sufficient time to thoroughly evaluate your performance, the introductory period may be extended one or more times at the Authority’s discretion. Upon satisfactory completion of the initial introductory period, employees will be reclassified to a “regular” employment classification.

3150.3 In cases of promotions or transfers within the Authority, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, you may be allowed to return to your former job or to a comparable job for which you are qualified,

depending on the availability of such positions and the needs of the Authority. Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within the Authority.

3160 PROBATIONARY PERIOD (SVRFOU & ABC)

3160.1 All new, transferred, promoted, and rehired employees are placed on a probationary appointment for first (6 months). During this time management and the employee closely evaluate the compatibility, abilities, and interest in the position.

3160.2 If the Authority determines that the designated probationary period does not allow sufficient time to thoroughly evaluate an employee's performance, the probationary period may be extended for an additional three (3) month period at the General Manager / CAO's discretion with notice to the SVRFOU and/or ABC Representative. Upon satisfactory completion of the initial probationary period, employees enter the "Regular" employment classification.

3160.3 In the event a lateral or promotional appointee is unsuccessful in completing the probationary period, the employee may be returned to their prior classification provided that a vacant position is available. There are no "bumping" rights for this type of appointment.

3160.4 Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within the Authority.

3160.5 Any significant absence (30 days or more) will extend the probationary period by the length of the absence. Periods of time on paid or unpaid leave of one work week or more shall automatically extend the probationary period until the successful completion of the probationary period.

3170 PERFORMANCE REVIEWS

3170.1 We all strive for a common goal of excellence, therefore the informal review (and possible discussion) of your performance is an ongoing process. In addition, formal performance reviews are conducted on a regular basis. The purpose of these reviews is to let you know those areas in which you have performed well, in addition to areas where improvement is needed to meet the established standards.

3170.2 We will endeavor to conduct a written review of your performance on or about the completion of your introductory or probationary period and annually around your anniversary hire-date thereafter. Performance reviews may also be conducted at other appropriate times during your employment at the Authority. It is important to note that while raises based on performance may occur, satisfactory performance reviews do not guarantee increases in salary, promotions or continued employment.

3170.3 Performance Reviews will be discussed in a private meeting between you and management. You will see the review, have the opportunity to make your written comments, sign the review and receive a copy. You are welcome to discuss your review further with your supervisor, if you wish.

3170.4 This formal review is not necessarily the only time job performance is discussed. If you have any questions about how you are doing, or what you can do to improve your performance, please ask us to discuss this with you in private. We attempt to maintain an "open door" policy regarding personnel matters and welcome your comments anytime.

3180 WORK SCHEDULES

3180.1 Office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Work schedules are set up for at least a 40-hour work week schedule.

3180.2 To meet both specific SVRFOU work location, public hours of operation, and opening and closing requirements, work schedules are posted monthly. Any changes once posted must be discussed with the SVRFOU Representative prior to any change.

3180.3 This policy does not pertain to employees who are asked or required to cover employee shifts due to PTO, Flex Time leave or other reasons.

3190 ACCESS TO PERSONNEL FILES

3190.1 Personnel files are the property of the Authority and access to the information they contain is restricted as determined by the Authority and state law. Generally, only the employee and members of management of the Authority with a legitimate reason to review information in a personnel file, are allowed to do so.

3190.2 Every current or former employee, or their representative, has the right to inspect and receive a copy of their personnel file relating to the employee's performance or to any grievance concerning the employee. If you wish to review or receive a copy of your own personnel file, you may do so with reasonable advance notice; please contact the HR Representative for assistance.

3200 INFORMATION CHANGES

3200.1 It is your responsibility to promptly notify us of any changes in important information such as name, address, telephone number and person(s) to be notified in case of an emergency. Other information such as changes in marital status or dependents may affect the number of exemptions claimed for income tax withholding purposes and/or benefits.

3210 SECURITY INSPECTIONS

3210.1 It is our policy to maintain a work environment that is free of drugs, alcohol, firearms, weapons, explosives, or other improper materials. To this end, the possession, transfer, sale, or use of such materials on the Authority premises (including the parking lot) is strictly prohibited.

3210.2 The Authority vehicles, desks or other storage devices (including laptops, cell phones, or other electronic devices) may be provided for employee use but remain the sole property of the Authority. Accordingly, they, as well as any articles found within them, can be inspected by any agent or authorized representative of the Authority at any time, either with

or without prior notice. Employees have no expectation of privacy with respect to Authority provided storage devices or other property. We ask for the cooperation of all employees in administering this policy.

3220 EMPLOYMENT SEPARATION

3220.1 We hope you find your employment relationship with the Authority rewarding and satisfying. However, separation of employment is an inevitable part of the personnel activity within any organization. Upon separation, all Authority property, including keys, computers, electronic devices, uniforms, and other Authority items and documents, must be returned. Management may schedule an Exit Interview as part of your separation from the Authority. This interview will allow you to communicate your views on the work experience including the job requirements, general operations, and training needs.

3220.2 Employment separation initiated by an employee who chooses to leave the Authority voluntarily. Resigning employees must submit a written Notice of Resignation and are asked to give no less than 2 weeks' written notice. Managers are asked to provide 4 weeks' written notice of their intention to resign from employment. This advance notice does not include PTO, Flex Time or other non-compensated time off from work.

3220.2a Circumstances may exist where the Authority, in its sole and absolute discretion, may exercise their right to accept a resignation immediately or to accelerate the final date of employment. If the Authority accepts the resignation and separates the employee for no cause earlier than the employee's tendered resignation date, then the Authority shall pay the employee the balance of the amount of base salary that would be owed to the employee had they worked up until their stated resignation date. Whether the date designated by the employee or an earlier date selected by the Authority becomes the employee's last day of work, the employee's personnel records will normally indicate voluntary resignation, unless terminated for cause.

3220.3 Employees who fail to report to work for three (3) consecutive work shifts without proper notification may be considered to have abandoned their job and to have voluntarily resigned from the Authority. Unless the SVRFOU or ABC employee submits a written resignation notice, the Authority shall serve a Notice of Proposed Discipline – Termination and provide for pre-disciplinary response and post discipline appeal.

3220.4 Employment separation initiated by the Authority either during or after the introductory status or initiated by the Authority. For SVRFOU and ABC unit employees, Agency termination is handled in accordance with Disciplinary Notice and Hearing procedures.

3220.5 Under some circumstances, the Authority may need to restructure or reduce its workforce. If it becomes necessary to restructure our operations or reduce the number of employees, we will attempt to provide advance notice, if possible, to minimize the impact on those affected. If possible, employees subject to restructuring or reductions will be informed of the nature and the foreseeable duration of the restructuring or reduction, whether short-term, long-term or permanent.

3220.5a In determining which employees will be subject to a restructuring or reduction, we will take into account, among other things, operational

requirements, the skills, productivity, ability and past performance of those involved and, where feasible, the employee's length of service.

3220.6 While the Authority does not have a mandatory retirement age, employees who would like to discuss retirement are encouraged to do so with the HR Representative. Retiring employees are asked to provide the same notification required of employees who voluntarily resign.

3230 EMPLOYMENT REFERENCE CHECKS

3230.1 We are extremely concerned about the accuracy of information provided to individuals outside our Agency regarding current or former employees. Any inquiries, which are received either by telephone or in writing regarding a present or past employee, are to be referred to the HR Representative for proper handling.

3240 LITERACY ASSISTANCE

3240.1 The Authority has a commitment to literacy and will reasonably accommodate and assist any employee who reveals a problem of illiteracy and who requests employer assistance. Such assistance may include enrolling in an adult literacy education program or possible arrangements for time off or an alternative work schedule, unless this would cause the Authority undue hardship.

3240.2 Upon request, the Authority will provide the locations of local literacy education programs or will arrange for a literacy education provider to visit the job site. The Authority will make reasonable efforts to safeguard the privacy of the employee and any literacy challenge.

3250 EDUCATION ASSISTANCE

3250.1 The Authority supports and encourages employees who wish to continue their education to secure increased responsibility and growth within their professional development. In keeping with this philosophy, the Authority has established a reimbursement program for expenses incurred through the state credited institutions of learning. If you are a full-time regular employee and have completed your probationary period (introductory period for AWME Unit employees), you are eligible for participation in this program as long as the courses are for a job-related degree or curriculum.

5250.2 Courses of instruction must be job-related, approved by management in advance of registration, and successful completion of a "C" grade or equivalent. You must be employed by the Authority during the entire length of the educational course or program to be eligible for reimbursement. Requests for continuing education should be submitted in writing to management and include the following information:

- description of the course and its relevance to the employee's work performance or career development
- dates of enrollment and costs of tuition and/or fees

3250.3 In addition to the Education Assistance Program benefit, eligible employees may apply their Physical Fitness/Wellness reimbursement benefit toward this policy.

3250.4 While educational assistance is expected to enhance the employee's performance and professional abilities, the Authority cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

5290.5 Employees who have questions or wish for a copy of the Education Reimbursement Policy can contact the HR Representative.

4000 EMPLOYEE CONDUCT AND WORK RULES

4100 CODE OF CONDUCT

4100.1 To provide the best possible work environment, we expect all employees to follow the rules of conduct listed below, that will protect the interests and safety of you, your co-workers, clients and the Agency. It is not feasible to list all the forms of behavior that are considered unacceptable in the workplace. Accordingly, conduct that is unacceptable in the Agency's opinion, whether specifically listed below or not, may result in corrective action up to and including termination.

- a) Theft or inappropriate removal or possession of Authority property
- b) Falsification of employment records, employment information, timekeeping records or other Authority records
- c) Working under the influence of alcohol or drugs
- d) Possession, distribution, sale, transfer, or use of alcohol or drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- e) Fighting or threatening violence in the workplace
- f) Boisterous or disruptive activity in the workplace
- g) Negligence or improper conduct leading to damage or destruction of Authority-owned or client-owned property
- h) Insubordination or other disrespectful conduct
- i) Using abusive language at any time on the Authority's premises or while performing work
- j) Violation of safety or health rules
- k) Sexual or other harassment or discrimination in violation of the Authority's policies.
- l) Possession of dangerous or unauthorized materials, such as explosives, firearms, or other weapons in the workplace
- m) Excessive absenteeism or any absence without notice
- n) Unauthorized absence from workstation during the workday
- o) Failure to provide health care provider or medical certification when requested or required to do so
- p) Sleeping or malingering while on duty
- q) Unauthorized use of telephones, fax machines, mail system, copiers, computers, or other Authority-owned equipment, time, materials, or facilities
- r) Making or accepting excessive personal calls during working hours, except in cases of emergency or extreme circumstances
- s) Working overtime without authorization or refusing to work assigned overtime
- t) Unauthorized disclosure of confidential business information
- u) Committing a fraudulent act or a breach of trust under any circumstances

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- v) Violation of personnel policies or unsatisfactory performance or conduct
 - w) Engaging in criminal conduct

4110 CORRECTIVE ACTION

4110.1 Adherence to standards of performance and conduct is necessary for the Authority to operate in the most effective manner possible. Disciplinary procedures have been established to handle rule violations, or any other misconduct, which has or may have a detrimental effect on the Authority, its operations, or its employees.

4110.2 The Authority will ordinarily give notice of problems with conduct or performance to provide an opportunity to correct those problems. This may include verbal counseling, written counseling, suspension, or demotion as appropriate for the specific situation. Management employee's (AWME) employment with the Authority is always at will, and either you or the Authority may terminate the employment relationship without notice or warning. Certain conduct or performance problems may result in termination even for the first offense.

4110.3 Unit employees who have completed their Probationary Period will be informed of the specific reason(s) for any disciplinary action taken and shall have the right to have representation and to appeal disciplinary action taken as described in SVRFOU or ABC's MOU.

4120 ATTENDANCE AND PUNCTUALITY

4120.1 The Authority expects all employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on working operations.

4120.2 If you become aware of an anticipated tardiness or absence, please notify your supervisor or the department manager as soon as possible, and no later than one hour prior to the beginning of your scheduled shift. If it is after normal working hours, you should notify your supervisor by leaving a message with a return number.

4120.3 Excessive absenteeism and tardiness (excused or not) may result in counseling or disciplinary action in accordance with SVRFOU or ABC MOUs. Each situation of excessive absenteeism or tardiness shall be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances. A health care provider's certificate may be required as documentation of the need for absence of more than five consecutive work shifts and/or to medically release you to return to work.

4130 WORK SCHEDULES

4130.1 Employees shall bid for particular work schedules assigned by the Authority to a classification group based on employee seniority to the extent that doing so reasonably meets the business and operational needs of the Authority.

4130.2 The Authority shall endeavor to approve requests for work schedules and shift assignments in a timely manner.

4140 PERSONAL APPEARANCE

4140.1 Work attire and grooming standards should complement an environment that reflects an efficient, orderly operated business. Acceptable attire will depend greatly on your position and your contact with our clients. For example, if you are meeting with a customer, business attire may be appropriate.

4140.2 Generally, due to the nature of our business, it is acceptable to wear casual, comfortable clothes if your appearance is neat and well kept. Extreme styles that are revealing or distracting and do not conform to our acceptable dress codes are not permitted. Some examples of attire that we do not consider appropriate are shorts and overly casual T-shirts (those with large, printed areas).

4140.3 We expect that you will use appropriate discretion regarding your attire. You are to dress in good taste and in accordance with the requirements of your position. If you have questions or need guidance about dress and appearance standards, please speak with management. In the event your appearance is not appropriate for our workplace, management will discuss privately with you modifications needed to maintain our desired workplace appearance parameters.

4140.4 Employees may be required to remove the facial/body jewelry, or to cover the tattoos while working where they may be reasonably perceived as excessive, a safety concern, offensive, or against Authority standards

4140.5 Failure to meet appearance standards as outlined above may result in disciplinary action up to and including separation of employment. Exceptions for religious or other reasons must be approved by the Authority and documentation may be required explaining the justification for the accommodation, with such documentation retained in the employee's personnel file.

4150 PROTECTIVE FOOTWEAR

4150.1 SVRFOU employees are required to wear protective footwear in the performance of their duties. Unit employees receive a purchase voucher from their department manager or supervisor annually for safety boots that meet the approved Protective Footwear specifications. The department manager will verify the employee's last purchase date for reimbursement. Approved Protective Footwear Specifications:

- Steel Toe/Plate
- Puncture Resistant
- Laced up With Ankle Support
- Oil Resistant

For additional information, employees can refer their MOU and to the Protective Footwear Policy available from the HR Representative.

4160 USE OF EQUIPMENT

4160.1 Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using Authority property, employees are expected to exercise care, perform required maintenance, and follow all

operating instructions, safety standards, and guidelines.

4160.2 Please notify your supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs can prevent deterioration of equipment and possible injury to employees or others. Your supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

4160.3 The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in corrective action, up to and including termination of employment.

4170 AUTHORITY PROPERTY

4170.1 Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All Authority property, including desks, storage areas, work areas, lockers, file cabinets, computer systems, office equipment, Authority devices, field operations tools, uniforms, and vehicles must be kept clean and neat and maintained in good working order. All Authority property may be used only for business purposes.

4170.2 Employees who lose, misuse or misappropriate Authority property may be personally liable for replacing or fixing the item and may be subject to corrective action, up to and including termination of employment. You must return all Authority property immediately upon request or upon separation of employment. The Authority may take appropriate action to recover or protect its property.

4180 CONFIDENTIALITY

4180.1 The protection of confidential business information and trade secrets is vital to our success. Such confidential information includes, but is not limited to, the following examples you have access to in the course of your employment:

- Other Employees' Information (personal, personnel, or compensation)
- Customer Transaction Information
- Customer Lists
- The Authority Financial Information
- The Authority Marketing Strategies
- Vendor Lists & Information (i.e.: price sheets)
- Sales Plans and Sales History
- Trade and Product Names
- Customer Preference Data

4180.2 Any employee who discloses confidential business information will be subject to disciplinary action, up to and including possible termination of employment, even if they do not actually benefit from the disclosed

information. Disciplinary action for SVRFOU and ABC Unit employees will be in accordance with their MOU.

4190 CONFLICTS OF INTEREST

4190.1 All Authority employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Transactions with outside firms must be conducted within a framework established and controlled by the General Manager / CAO. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both.

4190.2 An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for a relative because of the Authority's business dealings. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with an employee is similar to that of persons related by blood or marriage.

4190.2a In accordance with the Authority's Nepotism Policy, Management authority is required to employ an individual whose relationship with another employee may create a conflict of interest. An employee will not be hired or assigned to any situation where a supervisor/subordinate relationship is involved with a person who is closely related as defined in 4190.2a and as defined in the Hiring of Relatives/Nepotism Policy. To obtain a copy of the policy, employees can contact the HR Representative.

4190.3 If you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose to the General Manager / CAO as soon as possible the existence of any actual or potential conflicts of interest so that safeguards can be established to protect all parties.

4190.4 The materials, products, designs, plans, ideas, and data of the Authority are the property of the Authority and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of materials or disclosure of information, even though it is not apparent that you have personally gained by such action, constitutes unacceptable conduct. Employees who participate in such a practice will be subject to corrective action, up to and including possible termination of employment.

4200 SMOKE-FREE WORKPLACE

4200.1 In compliance with CA regulations, smoking (including e-cigarettes and vaping devices) of tobacco (including nicotine or other vaporized liquids) is not permitted in Authority buildings.

4200.2 Employees who wish to smoke or use other tobacco related products (including chew or snuff) may do so on designated breaks in designated outside locations, however, it is not allowed on Authority property (including Authority vehicles), or in the presence of the Authority's customers who may visit.

4210 DRUG AND ALCOHOL USE

4210.1 The Authority is committed to providing a drug-free, healthy, and safe workplace. To promote this goal, all employees are required to report to work fit to perform their jobs in a satisfactory manner. While on Authority premises and while conducting business-related activities off the Authority premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, sale, purchase, distribution, dispensation, possession, or use of drugs.

4210.2 Violations of this policy may lead to corrective action, up to and including immediate termination of employment, and/or referral to participation in a substance abuse rehabilitation or treatment program.

4210.3 The Authority will attempt to provide reasonable accommodation for an employee with chemical dependencies (drugs or alcohol) if the employee voluntarily wishes to seek treatment or rehabilitation. Employees who desire that assistance should request an unpaid treatment or rehabilitation leave of absence. The Authority's support for treatment and rehabilitation does not obligate it to employ any person who violates this drug and alcohol abuse policy or whose job performance is impaired because of substance abuse. The Authority is also not obligated to re-employ any person who has participated in treatment or rehabilitation if that person's job performance remains impaired because of dependency. Employees participating in a rehabilitation program will be required to meet all job performance standards and work rules.

4210.4 The legal use of prescribed drugs is permitted on the job only if it does not impair the employee's ability to perform the essential functions of their job effectively and in a safe manner that does not endanger other individuals in the workplace.

4210.5 Being under the influence of marijuana/cannabis may impair an employee's ability to safely perform their job or may affect the safety or well-being of others. Neither the issuance of a medical marijuana/cannabis card nor that CA allows recreational use of marijuana/cannabis excuses the employee for violating the Authority's policy while on the job. CA employers are not required to allow marijuana/cannabis use while working and can also take corrective measures with employees who are under the influence at work.

4210.6 In addition to the above Drug and Alcohol statement, the Authority complies with the Federal Drug-free Workplace Act of 1988. Employers who enter into a federal contract for the procurement of property or services valued at \$100,000 or more, or who receive any federal grant, must follow the regulations of the Drug-free Workplace Act.

4210.7 Through the Authority's ongoing awareness program, employees are made aware of the dangers of drug use in the workplace as it relates to disciplinary measures, harm drug use can cause to an individual's well-being, and safety concerns in the workplace. The awareness program consists of educational seminars and literature warning of the dangers of drug use. This literature may be posted in the work environment and distributed to employees at work and/or home.

4210.8 If an employee is convicted of any criminal drug statute for a drug violation occurring in the workplace, they must notify their supervisor and the HR Representative within five (5) days of such a conviction. In turn, the

Authority must report the violation to the government contracting office within 10 days of receiving notice of the conviction. The notification requirement does not apply to drug offenses occurring outside of the workplace.

4210.9 Violations of the Drug and Alcohol statement and the Drug-free Workplace Act will lead to corrective action, up to and including termination, and/or referral to participation in a substance abuse rehabilitation or treatment program.

4220 DRUG & ALCOHOL TESTING

4220.1 The Authority has a vital interest in maintaining a safe, healthy, and efficient work environment. We are also concerned with the impact the Authority (and its employees) may have on the safety and welfare of the general public. Being under the influence of drugs or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user.

4220.2 For all employees who hold Commercial Class "A" positions, the Authority's policy consists of the below listed forms of testing. For all other employees, the Authority's policy consists of Reasonable Suspicion. For more information, contact the HR Representative.

4220.2 With respect to drivers of commercial motor vehicles (CMV) which require a commercial drivers' license, the Authority has also adopted the federal DOT (Department of Transportation) and California Highway Patrol drug testing regulations which prescribe when testing is required:

- Pre-employment testing
- Post-accident testing
- Random testing
- Reasonable suspicion testing
- Return-to-duty testing
- Follow-up testing

4220.3 If an employee refuses to submit to a required test, the refusal is treated in the same manner as a positive test result and subject to disciplinary action in accordance with the SVRFOU Memorandum of Understanding (MOU). In the event a driver has violated the Authority's Drug and Alcohol Policy, at no time will an employee be allowed to operate Authority's vehicles or equipment.

4220.4 Employees with questions on this policy, or issues related to substance abuse in the workplace are encouraged to talk with their supervisor, the HR Representative.

4230 INFORMATION/COMMUNICATION SYSTEMS

4230.1 The Authority's computer, phone, and other electronic systems/devices are important assets and have been provided to facilitate business communications. Although employees may be able to use codes or passwords to restrict access to information left on systems/devices, it must be remembered that these systems/devices are intended for business use and are the property of the Authority. In keeping with this intention, we

maintain the ability to access and monitor any information on the systems/devices.

4230.2 We reserve the right to obtain access to all information on our systems/devices, including voicemail, computer files, e-mail, text messages, Internet sites visited, etc. Therefore, employees have no expectation of privacy and should not assume that such information is confidential or that access by the Authority or its designated representatives will not occur. Access to these systems/devices may be conducted before, during, or after working hours, and in the presence or absence of the employee.

4230.3 Employees must receive prior authorization before changing any access codes that may be available. In addition, employees are prohibited from unauthorized use of access codes of other employees to gain access to voicemail or computer systems/devices.

4230.4 Some employees are provided with access to the Authority's information and communication systems for business reasons. Personal use of the computer systems, e-mail, and the Internet are to be kept to an absolute minimum. Use of these systems for non-business purposes should occur only during breaks or meal periods.

4230.5 At the Authority, we strive to maintain a work environment that is friendly and relaxed yet highly professional. The use of an e-mail and Voicemail system can sometimes lead to inappropriate business demeanor and inappropriate casual communication. Please make sure that conversations and electronic communications are appropriate in a work setting, and do not cross the line into areas that could offend anyone.

4230.6 Employees are not allowed to use the Authority's information systems in any way that may be offensive to others, including the transmission of anything that may be construed as harassment of others. Inappropriate use of the Authority's information systems will result in corrective action up to and including termination.

4230.7 Incoming phone calls are an important and essential part of our business. If your job requires you to answer the phone, remember that the caller's entire impression of the Authority will be based on how you sound. Be courteous and friendly, and whenever possible refer to the caller by name.

4230.8 Personal phone calls placed or received should be kept to a minimum to ensure that our clients can effectively communicate with us. Necessary phone calls should be made during breaks or meal periods whenever possible. If it is necessary to make a personal, long distance telephone call, please keep them to a minimum. Messages of an emergency nature will be delivered promptly and our telephones are always available for use on an emergency basis.

4230.9 The use of personal cell phones, tablets, wearing of ear pods or earbuds (cordless or otherwise), texting, surfing the Internet, etc. can be a problem while working. Such use may pose a safety risk, can be distracting, and can portray a negative image to any individual (management, coworkers, clients, vendors and guests) who may see employees using such devices while at work. You are asked to minimize the personal use of such devices while at work so that Authority needs are not compromised. If such devices are used during non-work time (breaks/meals) please do so in a way that does not interfere with coworkers and other business needs).

4230.10 While driving for the Authority on business and/or on Authority time, attention to the road and safety should always take precedence over using the phone, therefore, the personal or business use of cell phones while driving is strongly discouraged and calls should be made/received with vehicle parked in a safe location. If a driver feels they must make/receive calls while operating a vehicle, CA law must be followed, and such calls must be made in a “hands free” mode via a headset or speaker. Additionally, texting is not allowed while driving per state law and the Authority policy. Any citations received for violation of CA law will be the responsibility of the employee.

4230.11 While we understand that many of our employees may interact using various social media sites, e.g. Facebook, Linked-In, Instagram, X, etc., it is important that employees keep their personal postings entirely personal. Please remember that some of these sites allow individuals you might not want to interact with see your postings and therefore you should take care in your interactions.

4230.12 Employees should never suggest anything they do or say when using any internet resource represents the opinion or attitude of the Authority.

4230.13 Where the Authority has decided to create accounts exclusively for business purposes, only employees expressly authorized are permitted to post information and modify the site. Such accounts are as important to the organization as the official website and as such, extreme care is needed in portraying the desired information on the site.

4230.14 Pictures, communications and other confidential or proprietary information related to Authority business may not be posted on internet sites without the specific written consent of the Authority. The Administration Department is solely responsible for posting on behalf of the Authority. If you wish to post any such items, please contact the HR Representative for the name of the proper authorizing manager.

4230.15 Please do not have any personal mail sent to the Authority. The use of Authority-paid postage for personal mail is not permitted.

4240 SUPPLEMENTAL EMPLOYMENT

4240.1 We have no objection to you holding another job providing you can effectively meet the performance standards and scheduling for your position with us, that such employment does not result in overtime obligations, and that the additional position does not conflict with the interests, reputation or public trust of the Authority or reflect adversely upon it. “Conflict of Interest” generally means (1) a situation where an employee has a significant incentive to act in a manner that is not consistent with the interests of the Authority, or (2) a situation where an employee’s loyalty to the Authority may be compromised by their relationship to another person or organization (see Conflict of Interest section of the Employee Handbook for more information).

4240.2 Prior to engaging in outside professional employment or continuing business activity, employees shall notify the General Manager / Chief Administrative Officer (CAO) or their designee of the nature of employment and the expected commitment of time. The General Manager / CAO or their

designee shall determine whether the proposed employment is consistent with Authority policies and Code of Ethics Conduct. In the event it is determined the employment is inconsistent with such procedure, the General Manager / CAO or their designee shall notify the employee to that effect. The employee may appeal such a decision through normal channels for handling grievances.

4240.3 If the Authority determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Authority, as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain employed with the Authority.

4250 GRIEVANCE PROCEDURE (SVRFOU, ABC)

4250.1 In any workplace, there are bound to be problems that arise in the course of employment. Such problems may concern working conditions, the interpretation or application of policies and procedures or any other matter related to your employment. Efforts will be made to provide you with the opportunity to raise concerns or problems with confidence.

4250.2 A grievance is a complaint that there has been a violation of the Unit employee's MOU, the personnel policies of the Authority, and/or local, state, or federal law. An employee, a group of employees or the respective bargaining Unit may file a grievance. The employee and/or their designated representative bringing such a complaint shall state how the violation affects their wages, hours, working conditions, or job security, as provided in their MOU, the personnel policies of the Authority, and/or local, state or federal law.

4250.3 When an employee (or employees) have a grievance, they are encouraged to exercise their rights as detailed in their corresponding MOU. Employees with questions about the process or their rights, can contact their Unit Representative.

4250.4 The Authority shall not institute any reprisals against any unit Unit employee or their designated representative resulting from their use of the Grievance Procedure.

5000 EMPLOYEE BENEFITS

5100 GENERAL

5100.1 There are many benefits to working for the Authority. Some apply to all employees, and others have specific eligibility requirements that are outlined in each policy. The HR Representative can assist you in determining which benefits you are eligible for and can also provide further information regarding these benefits.

5110 HEALTH INSURANCE

5110.1 We provide and pay for a percentage of **premiums** of an extensive health and welfare plan, which includes medical, vision, dental, life and accidental death and dismemberment coverage for employees who are regularly scheduled for 30 or more hours each week in regular (non-temporary) positions. Health Insurance is also available to spouse/dependents/domestic partners with a portion of the premium at the employee's expense. Payroll deduction is available to accommodate this request. Eligibility following 30 days of employment in a 30 or more hour per week position.

5110.2 Specifics of each plan are contained in official plan documents, which will be forwarded to employees as they become eligible for coverage under these plans. These documents control all aspects of the plan and are subject to change in the Authority's discretion. For a complete listing and definition of benefits and plan documents including employee premiums, employees may obtain a copy of the Summary of Benefits from the HR Representative.

5120 BENEFITS CONTINUATION (COBRA)

5120.1 The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under The Authority's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, separation of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

5120.2 Under COBRA, the eligible employee or beneficiary pays the full cost of coverage at the Foundation's group rates plus an administration fee.

5120.3 The Authority provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under our health insurance plan. The notice contains important information about the employee's rights and obligations.

5130 SECTION 125 FLEXIBLE BENEFITS PLAN

5130.1 Employees may elect to use pre-tax earnings for supplemental benefits for cancer insurance, intensive care insurance, accident insurance, hospital indemnity insurance, special health events, medical expenses reimbursement, or dependent care reimbursements. The Authority pays the

administrative fee for this benefit.

5140 CALIFORNIA PUBLIC EMPLOYEE RETIREMENT SYSTEM (“CALPERS”)

5140.1 Full-time employees regularly scheduled to work 40 hours per week are eligible to enroll upon hire to participate in the California Public Employee Retirement System “CALPERS” upon hire. Employees defined as “Classic Members” shall pay their contribution to CalPERS as determined by CalPERS based on their earnable compensation. Employees defined as “PEPRA” members are subject to the Public Employees’ Pension Reform Act of 2013, according to which they are required to contribute a set percentage of normal costs as required by CalPERS.

5150 SHORT & LONG-TERM DISABILITY INSURANCE

5150.1 Employees participate in the State funded short-term disability program. See more information on Wage Replacement Benefits in the Employee Handbook.

5150.2 Employees are eligible to participate in the Authority’s Long-term disability program upon completion of their first 90 days of employment. Long-term disability insurance is offered at no cost to employees as the Authority covers 100% of the premium for employees. Upon eligibility, this benefit provides up to 60% of compensation due to a non-work-related disability.

5160 EMPLOYEE ASSISTANCE PROGRAM (EAP)

5160.1 Upon hire, employees, their dependents, spouse or domestic partner are eligible to enroll in and may seek family counseling and professional services referrals through the Authority’s Employee Assistance Program (EAP) for areas such as finances, family legal, alcohol, drugs and health. Flyers are available in the break room and on the Employee Portal with contact information.

5170 FLEXIBLE SPENDING ACCOUNTS

5170.1 The Authority offers optional participation in a flexible spending plan. Eligible employees may elect to contribute pre-tax dollars to a flexible spending account. These pre-tax dollars can be used to reimburse the employee for dependent care and family medical expenses and, as a result, reduce taxable income. Employees may enroll during the Open Enrollment period.

5180 VOLUNTEER COMMUNITY SERVICE

5180.1 In accordance with their MOU, Unit employees may take paid service leave each calendar year to volunteer in the participation of events sponsored by a non-profit organization. New hires may take a pro-rated portion of time based on their date of hire.

5180.2 To request time off, employees are to complete the Community Service Time Off form and provide to their supervisor designating when they wish to take time. Upon approval, the supervisor provides to payroll for processing applying the approved time to their available Community Service

Leave bank time. The time requested may not be approved due to staffing level and/or coverage.

5180.3 Unused hours at the end of each calendar year will not carry over and employees will not be paid for unused hours upon separation of employment.

5190 PTO BENEFITS

5190.1 Paid Time Off (PTO) time off with pay is available to regular, full-time (regularly scheduled to work 40 hours a week) employees to provide opportunities for rest, relaxation and personal pursuits as described in this policy, and meets all the provisions of CA's Paid Sick Leave requirements. These days can be used for such things as PTO or Flex Leave, preventative health care appointments, to care for an ill/injured family member, if the employee is a victim of domestic assault, sexual violence or stalking, etc.

5190.2 If eligible, you begin PTO accrual upon entering an eligible employment category and may be used as the time is accrued.

5190.3 The amount of paid PTO time you earn each year increases with the length of your employment as shown in the following schedule:

PTO Earning Schedule

Employment Year	PTO Days Accrued Per Year	Hours Accrued Per Bi-weekly Pay Period (Non-Overtime Hours)
1 st Year	22	6.77 hours/pay period
2 nd Year	23	7.08 hours/pay period
3 rd Year	24	7.38 hours/pay period
4 th Year	25	7.69 hours/pay period
5 th Year	26	8.00 hours/pay period
6 th Year	27	8.31 hours/pay period
7 th Year	27.5	8.46 hours/pay period
8 th Year	28	8.62 hours/pay period
9 th Year	28.5	8.77 hours/pay period

10 th Year	29	8.92 hours/pay period
11 th Year	29.5	9.08 hours/pay period
12 th Year	30	9.23 hours/pay period
13 th Year	30.5	9.38 hours/pay period
14 th Year	31	9.54 hours/pay period
15 th Year	31.5	9.69 hours/pay period
16 th Year	32	9.85 hours/pay period
17 th Year	32.5	10.00 hours/pay period
18 th Year to Separation or Retirement	33	10.15 hours/pay period

**Based on an employee regularly scheduled to work 40 hours per week.*

5190.4 The length of eligible service is calculated based on an anniversary year, which is the 12-month period that begins when the employee begins employment. Your benefit year will be extended for any significant leave (in excess of 30 days).

5190.5 To request the use of PTO, all employees are expected to provide notice as outlined in their MOU.

5190.6 PTO time off is paid as follows:

- **Non-exempt, Hourly Positions:** The regular rate of pay for the workweek in which the employee uses Paid Sick Leave, whether the employee actually works overtime in that workweek.
- **Exempt, Salary Positions:** Calculated in the same manner as other forms of paid leave time, which is the base salary with no special forms of compensation such as incentives, commissions, or bonuses.

5190.7 When PTO is used for illness or injury, the following provisions apply:

- Employees may use accumulated PTO for their own health condition; and up to one-half of the current year's PTO accrual for a family member's (child, spouse, registered domestic partner, parent, parent-in-law, grandparent, grandchild, sibling and designated person) health condition; and if the employee or family member is a victim of domestic assault, sexual violence or stalking.
 - A "designated person" is a person identified by the

employee at the time the employee requests paid Sick days and is limited to one designated person per 12-month period for paid Sick days.

- Employees may use accumulated PTO for actual health condition or for preventative care; and
- A health care provider's certificate may be required as documentation of need for absence of more than five consecutive work shifts and/or to medically release you to return to work; and

5190.8 Failure to follow reporting procedures outlined in the Attendance and Punctuality policy may result in an unexcused absence.

5190.9 If a supervisor/manager has reason to believe that a SVRFOU and ABC employee is not using their unscheduled PTO appropriately, e.g., unusual patterns of sick use that exceed California's PSL provisions, excessive use of incidental sick use, etc., the Authority may place the employee on a sick use reporting requirement, e.g. Performance Improvement Plan. Employees placed on Sick Use Reporting will be required to bring a health care provider's note for all absences until they are released from this requirement. Process steps are as follows:

- The supervisor/manager will meet with the employee and provide a list of problem absences. Absences subject to FMLA, CFRA, PDL, or workplace injury (Workers' Compensation) or other protected leaves shall not be included in the list of problem absences.
- The supervisor/manager will provide the employee with written documentation that specifically outlines the employer's concerns and expectations. The employee will be notified in writing of the timelines and goals they are expected to achieve.
- The employee and the supervisor/manager will meet at least quarterly to discuss this issue until the employee is removed from the Sick Use Reporting requirements.
- Nothing herein shall preclude the Authority from taking disciplinary action for abuse of unscheduled PTO in accordance with MOU provisions in addition to following the procedures outlined above.

5190.10 As stated above, you are encouraged to use available PTO time for rest, relaxation and personal pursuits. The maximum accrued benefit that you may have at any one time is detailed in your MOU. All employees may request cash-out of PTO bank hours. The maximum PTO bank cash-out payments in a calendar year is also described in your MOU.

5190.11 Employees requesting a cash-out must have taken at least eighty (80) hours of PTO during the preceding 12-month period to receive a cash-out payment of PTO. Further, the employee must irrevocably designate the amount of PTO to be cashed-out on or before December 15th of each year on a form to be provided by the Authority, which will be paid in the following calendar year.

5190.12 Upon separation of employment, you will be paid for accrued, but unused PTO time earned through the last day of work.

5190.13 Upon rehire, employees will begin to accrue PTO according to the above schedule with no carry-over of previous years of eligible service.

5200 CATASTROPHIC LEAVE DONATION PROGRAM

5200.1 In an unfortunate event an employee is required to take an extended period off for either their own serious medical condition or an immediate family emergency, other employees may opt to donate or transfer accrued PTO that they have in excess of forty (40) hours.

5200.2 Donations can be made by filling out a PTO Donation Form and forwarding it to the HR Representative. Payroll will confirm the donated hours and make the transfer to the PTO Bank. To qualify for donated PTO, an employee must have a qualified need under this program in excess of their current PTO balance.

5210 FLEXIBLE LEAVE

5210.1 ABC and SVRFOU Unit employees are provided Flexible Leave January 1st of each year. The flexible leave benefit allows an employee to take time off with management approval or to a cash-out of all or part of the unused Flexible Leave balance. For additional information, ABC and SVRFOU employees can refer to their MOU or can contact the HR Representative.

5210.2 Flex Leave cannot be requested for a period more than 180 days in the future. Flexible Leave cannot be carried over beyond the calendar year received and any employee who has an accumulated balance as of the final pay day of any calendar year will receive payment of the accrued and unused hours at their then current base hourly rate of pay.

5210.3 Employees hired after January 1 will receive pro-rated hours in accordance with their date of hire. Should an employee separate employment from the Authority, any unused flex leave shall be paid out with the employee's final paycheck.

5220 MANAGEMENT LEAVE

5220.1 AWME management employees are provided with Management Leave January 1st of each year. The flexible leave benefit allows an employee to take time off with management approval or to cash out all or part of their unused Management Leave balance. For additional information, management employees can refer to their AWME MOU or can contact the HR Representative.

5230 HOLIDAYS

5230.1 The Authority recognizes the following holidays, and all sites are closed as marked with an (*):

* New Year's Day January 1st
Martin Luther King Jr. Day Third MONDAY in January
Presidents' Day Third MONDAY in February
Farmworkers Day March 31st
Memorial Day Last MONDAY in May
Juneteenth National Independence Day June 19th
*Independence Day July 4th
Labor Day First MONDAY in September
Veterans Day November 11th

* Thanksgiving Day	Fourth THURSDAY in November
Day after Thanksgiving	Fourth FRIDAY in November
Christmas Eve Day	December 24th
* Christmas Day	December 25th

All holidays listed above will be observed on the day designated by federal proclamation, which means that if a holiday falls on a weekend, it will normally be observed on the Friday before or the Monday after the holiday. The above schedule may be modified in years in which an obvious opportunity exists to optimize or group holidays with weekends.

5230.2 Easter Sunday is a non-recognized holiday. Johnson Canyon Landfill employees scheduled to work on Sundays will be provided the option to flex their schedule requesting to take an alternate day off in that workweek or use PTO hours.

5230.3 All full-time (regularly scheduled to work 40 hours a week), non-exempt employees who **do not work** on a designated holiday, will receive holiday pay at one times their regular rate of pay (as of the date of the holiday), times the number of hours that the employee would have otherwise been scheduled to work on that day in the workweek.

5230.4 All full-time (regularly scheduled to work 40 hours a week), non-exempt employees who **work** on a designated holiday will receive holiday pay at one time their base rate of pay, for all hours actually worked.

5230.5 Employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for pay. If an employee has a pre-approved and/or excused absence on a holiday, the supervisor may authorize providing holiday pay in lieu of reducing an employee's paid absence (e.g., PTO, Paid Sick Leave).

5230.6 Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

5240 FLOATING HOLIDAYS

5240.1 The Authority provides floating holidays to SVRFOU and ABC Unit employees regularly scheduled to work 40 hours a week..

5240.2 To take a floating holiday, you should request approval from your supervisor as far in advance as possible. All requests will be reviewed based on a number of factors, including business needs, staffing requirements, order of requests and possibly seniority.

5240.3 Floating holidays are paid in accordance with the employee's corresponding MOU.

5240.4 Upon separation of employment, eligible employees are paid for any unused floating holidays.

5250 DEFERRED COMPENSATION PLAN

5250.1 The Authority offers optional participation in a deferred compensation plan. Employees are eligible to participate in the Plan on the first day of employment.

5250.2 Employees should refer to their MOU on concerning plan contribution schedules.

5250.3 This plan allows employees to have pretax salary deductions placed into a tax-deferred account. Saving money through the plan can reduce your tax burden now even as you set aside income for retirement. Contact the HR Representative for more information.

5260 CALIFORNIA PUBLIC EMPLOYEE RETIREMENT SYSTEM (“CALPERS”)

5260.1 SVRFOU, ABC, and AWME Unit employees defined by CalPERS as “Classic Members” shall pay the Employee’s contributions to CalPERS as determined by CalPERS. Unit employees who are Classic Members make an additional cost sharing contribution to the Authority’s contribution.

5260.2 SVRFOU, ABC, and AWME employees defined by CalPERS as “PEPRA” members are subject to the Public Employees’ Pension Reform Act of 2013, according to which they are required to contribute 50% of normal costs.

5270 LONGEVITY

5270.1 All Authority employees shall be eligible for longevity pay in the amount of 2.5% of their base pay starting on their 10th anniversary of hire, and an additional 2.5% for every five (5) years of added service thereafter. Employees can contact the HR Representative for more information.

5280 PHYSICAL FITNESS/ WELLNESS PROGRAM

5280.1 At the Authority, we believe that supporting the health and well-being of our employees is essential to their personal and professional success. To encourage a more active and balanced lifestyle, we provide a wellness stipend to be applied towards fitness club or gym membership. Regular physical activity not only improves physical health but also boosts energy, focus, and overall mood. By providing this stipend, we hope to make it easier for our employees to prioritize their fitness goals and engage in activities that help them feel their best, both inside and outside of work.

5280.2 Upon hire, SVRFOU and ABC employees are eligible for a pre-determined reimbursement of health and fitness club membership per calendar year. SVRFOU employees may use the wellness benefit for child or adult dependent care services.

5280.3 To be reimbursed, employees must submit a copy of fitness club membership receipt to the Health Club Reimbursement Request form and turn into the Human Resource Department. The form is available in the break room or can be downloaded from the Employee Portal.

6000 LEAVES OF ABSENCE

6100 WORKERS' COMPENSATION DISABILITY LEAVE

6100.1 The Authority will grant unpaid workers' compensation disability leave in accordance with state law if you incur an occupational illness or injury. As an alternative, the Authority may offer you modified work in accordance with state and federal law.

6100.2 Workers' Compensation leaves will be classified as Family & Medical Leave Act (FMLA) / California Family Rights Act (CFRA) if the injured employee is otherwise qualified for FMLA/CFRA (see policy).

6100.3 Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums (and dependent coverage as applicable) will continue to be paid by the Authority for the entire length of the leave as required under FMLA and/or CFRA.

6100.4 If the employee is otherwise not eligible for CFRA or FMLA, health insurance premiums (and dependent coverage as applicable) will continue to be paid by the Authority through the end of the month in which the work-related injury or illness occurred.

6200.5 At that time you will become responsible for the full costs of these benefits if you wish coverage to continue (see COBRA policy). When you return from the leave, benefits will again be provided by the Authority according to the applicable plans. In some instances, the Authority may recover premiums it paid to maintain health coverage if you do not return to work following your workers' compensation disability leave.

6100.6 Employees may choose to use accrued PTO during the leave and payments will be coordinated with any temporary disability insurance payments. Employees may also request Flex Leave (see Flex Leave Policy for more information). Fringe benefits (such as PTO, Flex Leave, and holidays) will be suspended during the leave and will resume upon return to active employment.

6100.7 Upon submission of a medical certification that you are able to return to work, you will be reinstated in accordance with applicable law. Should the health care provider indicate physical limitations upon return to work, such limitations must be discussed with and approved by management.

6110 CALIFORNIA FAMILY RIGHTS ACT (CFRA) / FAMILY MEDICAL LEAVE ACT (FMLA)

6110.1 It is the policy of the Authority to grant or designate unpaid leave of up to 12 weeks (and an additional 14 weeks for Service Members Leave) of federal Family Medical Leave Act (FMLA), and/or California Family Rights Act (CFRA) during any 12-month period to eligible employees. An employee may take leave in consecutive weeks, may use the leave intermittently (periodically, as needed), or may use the leave to reduce the workweek or workday, resulting in a reduced work schedule.

6110.2 The Authority will not interfere with, restrain, or deny the exercise of any right provided by this law, or discharge or discriminate against any

employee because of involvement in any proceeding related to FMLA/CFRA. All FMLA/CFRA leaves of absence will be administered in accordance with applicable state laws.

6110.3 To qualify to take FMLA/CFRA under this policy, the employee must meet ALL the following conditions:

- The employee must have worked for the Authority at least 12 months, or 52 weeks. The 12 months, or 52 weeks, need not have been consecutive.
- The employee must have worked at least 1250 hours during the 12-month period preceding the first day of the leave.
- The employee must work for an employer who employs 5 or more for CFRA, or 50 or more employees for FMLA.
- The employee must have given notice of need for FMLA/CFRA leave at least 30 days in advance or as many days as reasonably possible prior to the beginning of the leave. For events that are unforeseeable, you must notify your employer, at least verbally, as soon as you learn of the need for leave.

6110.4 Leave under FMLA/CFRA may be taken for any one or more of the following reasons:

1. **Bonding:** Following the birth of a child or placement of a child for foster care or adoption, so long as the leave is concluded within 12 months of the birth and/or placement of the child. The basic minimum duration of intermittent leave is two weeks; however, the Authority will grant an employee's request for a leave of less than two weeks' duration on any two occasions. If the employee is requesting intermittent leave of less than two weeks or a reduced work schedule, the employee and the Authority must mutually agree to the schedule; the Authority will consider the request based on a variety of factors but does not guarantee that all requests will be granted.
2. **Family Care:** The care of the employee's child, parent, spouse (additionally, CFRA includes domestic partner, parent-in-law, grandparent, grandchild, sibling, and designated person) with a "serious health condition. *Note for CFRA leaves: a) "child" includes a minor or adult biological, adopted, foster child, a stepchild, a legal ward, a child of the employee's domestic partner, and a person to whom the employee stands in loco parentis, and b) "designated person" is any individual related by blood or whose association with that employee is the equivalent of a family relationship" - employees are limited to one designated person per 12-month period.*
3. **Employee's Serious Health Condition:** The "serious health condition" of the employee, which prevents the employee from performing the essential functions of the employee's job.
 - a. A "serious health condition" is one that requires in-patient care in a hospital or other medical care facility, or continuing treatment or supervision by a health care provider. This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Employees with questions about what medical conditions are covered under FMLA/CFRA or under the Authority's Paid Sick Leave policy

are encouraged to talk with the HR Representative.

- b. Pregnancy related disabilities are **not** considered a “serious health condition” under CFRA because they are covered under a separate Pregnancy Disability Leave (PDL) requirement. Time off from work due to pregnancy, childbirth or a related medical condition under PDL is separate and distinct from the employee’s right to bond with the child under CFRA leave. Therefore, a pregnant employee may take up to a maximum of four months (the time normally worked in one-third of the year, equivalent to 17 and a third weeks) of unpaid leave under Pregnancy Disability Leave (PDL), and **in addition**, CFRA-eligible employees may take an additional 12 weeks of CFRA leave for “bonding” with the newborn child.
 - c. Pregnancy related disabilities **are** considered a “serious health condition” under FMLA and will run concurrent with PDL. Therefore, if the employee does not exhaust the full 12-week period of FMLA during a PDL, the balance may run concurrently with CFRA bonding time.
4. **Military Qualifying Exigencies:** For employees whose spouse, domestic partner, child, or parent is on covered active duty or call to covered active-duty status to address qualifying exigencies which may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
5. **Servicemember Family Leave:** Eligible employees whose spouse, child, parent or next of kin is a covered servicemember may take up to **26 weeks of FMLA** to care for that covered servicemember with a “serious injury or illness” during a single 12-month period. If the reason for the leave is also a 12-week CFRA qualifying reason the leaves will run concurrently, A covered servicemember is: 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6110.5 Unless noted above, an eligible employee can take up to 12 weeks of FMLA or CFRA leave during a 12-month period (and for FMLA, the 14-week extension in cases of Servicemember Family Leave.) The Authority will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy.

6110.6 Parents who are both eligible employees of the Authority for CFRA leave to care for a newborn child, for placement of a child with the employee for adoption or foster care, are each entitled to 12 weeks of leave. Parents who do not have CFRA time available and who are both eligible employees of the Authority for FMLA leave to care for a newborn child, for placement of a child with the employee for adoption or foster case, are entitled to a combined 12 weeks of leave.

6110.7 Employees who are both eligible employees of the Authority for Servicemember Family leave for the same family member are entitled to 26 weeks each (for a combined total of 52 weeks) of such a leave.

6110.8 Employees whose 1) medical leave exceeds 12 weeks, 2) who do not have another Authority-approved leave, or 3) who do not return to work on the first workday following an approved FMLA or CFRA leave may be deemed to have voluntarily resigned their employment from the Authority.

6110.9 While an employee is on FMLA and/or CFRA, the Authority will continue the employee's health benefits (and dependent coverage as applicable) during the leave period at the same level and under the same conditions as if the employee had continued to work. The maximum entitlement for continued health benefits for FMLA and/or CFRA is up to 12 weeks during a 12-month period of paid coverage, with an additional 14 weeks for Servicemember Family leave (for up to 26 weeks total).

6110.10 Any share of health insurance premiums which are paid by the employee prior to FMLA and/or CFRA (including dependent premiums) must continue to be paid by the employee during the leave or insurance benefits may be discontinued. An employee who fails to make any payment of premiums as required must reimburse the Authority for any of those payments that may have been made by the Authority.

6110.11 For leaves related to pregnancy and childbirth, the obligation to continue to pay health insurance premiums (and dependent coverage as applicable) will continue to be paid at the same level and under the same conditions as if the employee had continued to work for the duration of the Pregnancy Disability Leave (see PDL Employee Handbook policy) in addition to up to 12 weeks of CFRA to bond with the newborn child.

6110.12 If the employee's leave lasts longer than the time benefits are continued per the policy, the employee may continue group health insurance coverage through the Authority in conjunction with COBRA.

6110.13 If the employee chooses not to return to work for reasons other than a continued serious health condition or other approved leave extension or fails to work 30 calendar days once returning from leave, the Authority will require the employee to reimburse the amount it paid for the employee's health insurance premium during the unpaid portion of the leave period.

6110.14 Employees may use available PTO and/or Flex Leave during an FMLA and/or CFRA Leave. If the employee is eligible for benefits from any wage replacement insurance (SDI or PFLI), such benefits from the applicable plans will be coordinated with the FMLA and/or CFRA leave. The HR Representative can assist in helping employees understand how these benefits work together.

6110.15 PTO does not continue to accrue during unpaid leave based but will resume upon the employee's return to work.

6110.16 When available, employee benefit plans, such as supplemental insurances and retirement plans are provided under the same conditions as apply to unpaid leave taken for purposes other than FMLA, and/or CFRA. With respect to retirement plans, any period of unpaid FMLA and/or CFRA shall not be treated as or counted toward a break in service but will not be treated as credited service for purposes of benefit accrual, vesting and

eligibility to participate. Also, if the plan requires an employee to be employed on a specific date to be credited with a year of service for vesting, contributions or participation purposes, an employee on unpaid FMLA and/or CFRA on that date shall be deemed to have been employed on that date.

6110.17 Certification of the need for leave is required for serious health conditions, qualifying military exigencies and service member leave.

6110.18 An employee seeking FMLA and/or CFRA for the employee's own serious health condition or because of the "serious health condition" of a family member as defined above must provide the Authority with a medical certification from the patient's health care provider establishing the need for the leave. The employee should respond to such a request as soon as possible and at least within 15 calendar days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of leave. Medical certification must be provided by using the *CA Certification of Health Care Provider* form.

6110.18a Certification of serious health condition must include: 1) the date when the condition began; and, 2) its expected duration. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind, or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance, and that the employee's presence would be beneficial or desirable.

6110.18b If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment, and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

6110.18c The Authority has the right to ask for a second opinion (for employees, not family members) if there is reason to doubt the certification. We will pay for the employee to obtain certification from a second health care provider, which the Authority will select. In case of a conflict between the original certification and the second opinion, we may require the opinion of a third health care provider. The Authority and the employee will jointly select the third health care provider, and we will pay for the opinion. This third opinion will be considered final.

6110.19 An employee seeking CFRA for Qualifying Military Exigency Leave as defined above must provide the Authority with a certification establishing the need for the leave. The employee should respond to such a request as soon as possible and at least within 15 calendar days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of leave. Exigent Circumstances certification must be provided by using the *Certification of Need for Exigent Circumstances* form. Upon return to work from CFRA Qualifying Military Exigency Leave, the employee will be required to provide the Authority with appropriate documentation of attendance or completion of required item which will include information allowing the employer to identify the actual time dedicated to such circumstances.

6110.20 For Servicemember Leave certifications must be signed by one of the following: Department of Defense (DOD) Health Care Provider; DOD TriCare network authorized private health care provider; or DOD non

network TriCare authorized private health care provider.

6110.21 An employee who takes leave under and meets the requirements of this policy will be able to return to the same or comparable job. A "comparable job" must be one with the same pay, benefits, schedule, shift, responsibilities, job duties, and location. The Authority may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule. Employees have no greater right to their job than if they had not taken leave. As such, their position may be eliminated or changed for reasons unrelated to the employee taking leave.

6110.22 Prior to returning from FMLA and/or CFRA for an employee's own serious health condition or pregnancy-related disability, the employee will be required to provide the Authority with a *Health Care Provider Work Status* form completed by the employee's health care provider releasing the employee to return to work and/or listing any specific limitations. Employees will be provided a **Job Description** which completely describes all essential functions as well as the physical demands and environmental conditions.

6110.22a Should the health care provider indicate limitations upon return to work, such limitations must be discussed with and approved by management. Return to work authorizations that do not either specifically identify limitations or state that the employee is able to perform all essential functions of the position will not be accepted. We are committed to engaging our employees in ongoing, meaningful dialogue regarding modifications at work.

6110.23 Except where leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing to their immediate supervisor, with copy to the HR Representative. When an employee plans to take leave under this policy, the employee must give 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. While not required under CFRA, an employee undergoing planned medical treatment is asked to make an effort to schedule the treatment times to minimize disruptions to the Authority's operations.

6110.24 If an employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the Authority receives notice. While on leave, employees are requested to report periodically to the HR Representative regarding the status of the return-to-work date and the intent to return to work.

6110.25 In cases where the Authority is aware that time off may qualify for FMLA/CFRA, the Authority may preliminarily designate the leave as FMLA/CFRA, pending completion of any required documentation.

***The provisions for leaves under this policy can be confusing.
Employees are encouraged to seek additional information from the
HR Representative.***

6120 PREGNANCY DISABILITY LEAVE (PDL)

6120.1 The Authority provides and grants to pregnant employees the right to take a Pregnancy Disability Leave (PDL) during the period of time that a

health care provider determines the employee is actually disabled by pregnancy or a related medical condition (including breastfeeding) and is unable to perform the essential functions of the job or perform the duties without undue risk to themselves or other persons for **up to** four months (the time normally work in one-third of the year, or 17 and a third weeks). It may be helpful to know that a typical pregnancy-related disability is 6-8 weeks; talk with your health care provider about your specific situation. Pregnancy disability leave may be taken intermittently, or on a reduced hours schedule, as medically advisable.

6120.2 A pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less strenuous or hazardous duties if the employee requests, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated.

6120.3 Any request for a Pregnancy Disability Leave must be supported by medical certification from a health care provider, which shall provide the following information: (a) the date on which the employee became disabled due to pregnancy; (b) the probable duration of the period or periods of disability; and (c) an explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform any one or more of the essential functions of the position without undue risk to themselves, their pregnancy, or to other persons.

6120.4 In the case of a Pregnancy-Disability transfer, the medical certification shall provide the following information: (a) the date on which the need to transfer became medically advisable; (b) the probable duration of the period or periods of the need to transfer; and (c) an explanatory statement that, due to the employee's pregnancy, the transfer is medically advisable. Upon expiration of the time for the leave or transfer estimated by the health care provider, the Authority may require the employee to provide another medical certification if additional time is requested for leave or transfer.

6120.5 In instances of other than medical emergencies, the employee must provide thirty (30) days' notice in advance of the date the leave is to begin and the estimated date upon which the employee will return to work. If it is not practicable to give thirty (30) days' notice of the need for leave or transfer, the employee must notify the Authority as soon as practicable after learning of the need for pregnancy disability leave or transfer.

6120.6 Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums (and dependent coverage as applicable) will continue to be paid by the Authority to the same degree it was provided before the leave began for the duration of the PDL, up to 4 months. At that time, you will become responsible for the full costs of these benefits if you wish coverage to continue (see COBRA policy). When you return from the leave, benefits will again be provided by the Authority according to the applicable plans. If you do not return to work from an unpaid Pregnancy Disability Leave or return for less than 30 days and then resign, the Authority requires you to reimburse the Authority the amount it paid for your health insurance premium during the leave period.

6120.7 PTO does not continue to accrue during unpaid leave based but will resume upon the employee's return to work.

6120.8 An employee who has taken a PDL must notify the Authority at least five (5) days before the scheduled return to work or, as applicable, transfer

back to the former position. An employee who timely returns to work at the expiration of the PDL will be reinstated to their former position, or a comparable position, whenever possible and consistent with applicable laws.

6120.9 Upon completion of the leave, a written notice by the health care provider is required to authorize a return to work. Should the health care provider indicate limitations upon return to work, such limitations must be discussed with and approved by management. We are committed to engaging our employees in ongoing, meaningful dialogue regarding modifications at work.

6120.10 An employee who takes PDL leave may also be entitled to take an additional twelve weeks of CFRA to bond with the baby if the employee meets requirements for such leave (see above policy). If you are also eligible, FMLA and PDL leaves will be integrated.

6130 LACTATION ACCOMMODATION

6130.1 The Authority provides accommodation for employees who wish to express breast milk while working. Please talk with the HR Representative to discuss lactation accommodation and the best solutions for your specific situation.

6130.2 Employees may use paid rest break times in addition to requesting additional time (which may be on an unpaid basis), as needed. Components of lactation accommodation include:

- The room will not be a restroom;
- The room will be in close proximity to the employee's workplace;
- Within the room, there will be an electrical outlet or a way for the lactating parent to charge a battery-operated breast pump;
- There will be a place to sit;
- There will be a shelf to place a breast pump or other personal items;
- The room will be free from intrusion;
- No toxic or hazardous materials will be present in the room; and
- The employee will have access to a sink with running water and a refrigerator (or alternative mechanism) in close proximity to the employee's work area.

6140 PERSONAL LEAVE

6140.1 The Authority may provide leave of absence without pay to employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time employees are eligible to request personal leave as described in this policy. You may request personal leave only after having completed one year of service. As soon as you become aware of the need for personal leave of absence, you should request a leave from your supervisor.

6140.2 Requests for personal leave will be evaluated based on a number of factors, including amount of time requested, amount of time already taken, anticipated workload requirements, and staffing considerations during the proposed period of absence. Personal leave may be granted for a period of up to 30 calendar days in any 12-month period. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days.

6140.3 Upon approval, employees are required to use available PTO and/or Flex Leave. Fringe benefits (such as PTO and holidays) will be suspended during the Personal Leave.

6140.4 Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums (and dependent coverage as applicable) will continue to be paid by the Authority to the same degree it was provided before the leave began through the end of the month of the approved leave. At that time, you will become responsible for the full costs of these benefits if you wish coverage to continue (see COBRA policy).

6140.5 When you return from a Personal Leave, benefits will again be provided by the Authority according to the applicable plans. If you do not return to work from an unpaid Personal Leave or return for less than 30 days and then resign, you will be required to reimburse the Authority the amount it paid for your health insurance premium during the leave period.

6140.6 When personal leave ends, every reasonable effort will be made to return you to the same position, if it is available, or to a similar available position for which you are qualified. However, the Authority cannot guarantee reinstatement.

6140.7 Employees who accept other employment during the approved leave and/or employees who fail to report to work promptly at the expiration of the approved leave period will be considered to have resigned from the Authority.

6140.8 If an employee is requesting a Personal Leave of Absence due to the employee's own medical condition, a health care provider's statement must be provided verifying the need for a medical leave of absence and the beginning and expected ending dates. The Authority will evaluate disability accommodation requests pursuant to applicable disability accommodation laws. Any changes in this information must be promptly reported to management. At the conclusion of the leave, a written notice by the health care provider is required to authorize a return to work. Should the health care provider indicate physical limitations upon return to work, such limitations must be discussed with and approved by management.

6150 BEREAVEMENT LEAVE POLICY

6150.1 All employees who have been employed for at least 30 days are eligible for 5 days off on an unpaid basis, per occurrence, for bereavement leave for the death of a qualifying family member. Employees may use available PTO and/or Flex Leave during this time. The 5 days of bereavement leave can be used intermittently but must be used within 3 months of the qualifying family members death.

6150.2 Employees in full-time regular positions regularly scheduled to work at least 40 hours per week will be granted up to 3 of those 5 days off with pay in the event of death of a qualifying family member.

6150.2a In the event of the death of a qualifying member requires the employee to travel out of state, the employee will be granted up to 5 days off with pay.

6150.3 Qualifying family members are defined as spouse, domestic partner,

child, parent, parent-in-law, sibling, grandparent or grandchild. (Note: “child” includes a minor or adult biological, adopted, foster child, a stepchild, a legal ward, a child of the employee’s domestic partner, and a person to whom the employee stands in loco parentis.)

6150.4 Additionally, this policy applies to all “step” and “in-law” variations of the preceding list, in addition to an individual who was a member of your immediate household at the time of death.

6150.5 Employees are to contact Human Resources in the event they wish to request a leave extension due to cases that involve traveling great distances or the employee is experiencing severe emotional hardship.

6150.6 With prior approval, time off without pay may be arranged for an employee who wishes to attend the funeral of other relatives or close friends or other person to whom the employee may be reasonably deemed to owe respect.

6160 REPRODUCTIVE LOSS LEAVE POLICY

6160.1 All employees who have been employed for at least 30 days are eligible for five days of job-protected leave following a reproductive loss event (failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessfully assisted reproduction).

6160.2 Employees may use available PTO and/or Flex Leave during this time. The five days of reproductive loss leave can be used intermittently but must be used within three months of the qualifying reason. Employees may take up to 5 days per occurrence and no more than 20 days in a 12-month period.

6170 JURY DUTY POLICY

6170.1 The Authority encourages you to fulfill your civic responsibilities by serving as a juror or as a witness when required and allows all employees time off for these purposes. Jury duty and witness leave is provided on a paid basis for regular full-time (regularly scheduled to work 40 hours a week).

6701.2 If you receive notice to report for jury duty, please notify management immediately so arrangements can be made to accommodate your absence.

6701.3 You must present the Summons for Jury Duty to the HR Representative prior to the beginning date of such duty. You are expected to report for work whenever the court schedule permits. Employees may use available PTO and/or PSL for any additional time off for jury duty.

6701.4 Following completion of serving as a juror or as a witness, you are to provide a copy of the court release to the HR Representative.

6180 ORGAN AND BONE MARROW DONATION

6180.1 The Authority will provide a leave of absence for employees who have been employed by the Authority for a minimum of 90 days to donate

organs and/or bone marrow as a medical necessity.

6180.2 For Organ Donation, paid leave is provided up to 30 business days plus an additional 30 business days of unpaid leave, for a maximum total of 60 days in any one-year period. Employees may use earned but unused PTO or Flex Time if available.

6180.3 For Bone Marrow Donation, paid leave is provided up to 5 business days in any one-year period. Employees may use earned but unused PTO or Flex Time if available.

6180.4 Multiple leaves may be allowed for organ and/or bone marrow donation in each 12-month period (measured backward from the date an employee uses any leave under this policy), but total amount of leave in either category may not exceed the maximum allowed during the period for that leave type. For example, an employee could take off twice during a 12-month period for Organ Donation leave as long as the total time taken did not exceed 30 days.

6180.5 This time does not run concurrently with CFRA or FMLA. Employees requesting time under these programs may be required to have a health care provider certification prior to taking the leave stating that there is a medical necessity for the donation.

6180.6 During the time the employee is off under either of these leave categories, the Authority will continue to pay for group health insurance premiums at the same level as prior to the leave. In addition, the employee will continue to accrue any benefits, credits or other rewards provided if not on leave at the same rate as before they took leave.

6180.7 Upon completion of the leave, a written approval by the health care provider is required to authorize a return to work. Should the health care provider indicate physical limitations upon return to work, such limitations must be discussed with and approved by management. We are committed to engaging our employees in ongoing, meaningful dialogue regarding modifications at work. An employee who timely returns to work at the expiration of such leaves will be reinstated to their former position, or a comparable position, whenever possible and consistent with applicable laws.

6190 ADDITIONAL LEAVES

6190.1 The Authority also provides employees with all legally required leaves. The following types of leave are the most common of these statutory leaves. If you need a leave of absence for any reason, please contact the HR Representative to discuss eligibility requirements and amount of time off available:

- Military Leave
- Military Reserves or National Guard
- Military Spouse Leave
- School Activities Leave
- School Discipline Leave
- Survivors and Victims of Violence Leave with additional provisions
- Emergency Duty Leave (volunteer firefighter, reserve peace officer,

or emergency rescue personnel) and Emergency Training Leave (fire, law enforcement, or emergency rescue training)

- Volunteer CA Wing of the Civil Air Patrol
- Emergency Conditions

6200 MILITARY LEAVE

6200.1 The Authority provides unpaid Military Leave to eligible employees. All non-temporary employees inducted into the U.S. Armed Forces (as defined by USERRA) will be eligible for re-employment after completing military service, provided:

1. You show your orders to your supervisor as soon as you receive them.
2. You satisfactorily complete your service.
3. You enter military service directly from your employment with the Authority.
4. You contact the HR Representative as soon as possible to discuss re-employment.
 - a. If your military service was for less than 31 days, you must report to work on the first regularly scheduled workday that is at least eight (8) hours after returning home from military service.
 - b. If your military service was between 31 – 180 days, you must apply for reemployment within 14 days following completion of military service.
 - c. If your military service was more than 180 days, you must apply for reemployment within 90 days following completion of military service.
 - d. If you suffered a service-connected injury or illness and are hospitalized or convalescing, you have up to two (2) years following completion of military service to return to your job or apply for reemployment, depending on the length of recovery time required.
5. Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums (and dependent coverage as applicable) will continue to be paid by the Authority to the same degree it was provided before the leave began for up to one month. At that time, you will become responsible for the full costs of these benefits if you wish coverage to continue. When you return from a Military Leave, benefits will again be provided by the Authority according to the applicable plans.

6210 MILITARY RESERVES OR NATIONAL GUARD LEAVE

6210.1 Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation and will retain all their legal rights for continued employment under existing laws. Employees may apply accrued and unused PTO or Flex Time to their leave if they wish; however, they are not obliged to do so.

6210.2 You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

6220 MILITARY SPOUSE LEAVE

6220.1 Eligible employees are regularly scheduled to work at least 20 hours per week and whose spouse is a member of the Armed Forces, National Guard or Reserves who is deployed to an area designated as a combat theater or combat zone during a period of military conflict, may take up to ten unpaid days off to spend time with a spouse during their leave from deployment.

6220.2 You are required to notify your supervisor within two days of receiving official notice your spouse will be on leave requesting time off from work.

6220.3 The Authority may require the employee to provide a copy of the documentation certifying that the spouse will be on leave from deployment. Employees may use PTO and/or Flex Time during the leave. If an employee does not have PTO or Flex Time available, the employee may take unpaid leave.

6230 SCHOOL ACTIVITIES LEAVE

6230.1 Any employee who is a parent or a guardian of a child, or grandparent who has custody of a grandchild in kindergarten through twelfth grade, or whose child or grandchild is attending a licensed day care facility, may take up to forty (40) hours of unpaid time off each calendar year, not exceeding eight (8) hours in any calendar month of the calendar year for the purpose of 1) participating in activities of the school or licensed day care facility, 2) finding a school or a licensed child care provider, 3) to enroll or re-enroll a child, and 4) time off to address child care provider or school emergencies. Prior to taking the time off, employees must give reasonable notice to the Authority.

6230.2 The employee does not have to be residing with the child to be entitled to this leave, however, the employee must have custody of the grandchild to be eligible for grandparent's leave. Employees **must** use PTO and/or Flex Time during parent's/guardian's leave. If an employee does not have PTO and/or Flex Time available, the employee may take unpaid leave.

6240 SCHOOL DISCIPLINE LEAVE

6240.1 Any employee who is the parent or guardian of a child, or grandparent who has custody of a grandchild is eligible for unpaid school-discipline leave. The employee must have received a written notice from the principal of the school requesting their attendance at a conference to discuss the child's/grandchild's suspension from school. School-discipline leave is not available to employees who voluntarily consult with school administrators regarding a child's/grandchild's performance in school.

6240.2 The Authority may require the employee to provide a copy of the notice received from the school, prior to granting school-discipline leave, and may require documentation from the school as verification that the visit took place. The Authority may ask the employee or the principal to briefly reschedule the conference if the employee's attendance at work is essential at the time originally scheduled. There is no limit to how frequently employees may be provided school-discipline leave. Employees **must** use PTO and/or Flex Time during school-discipline leave. If an employee does

not have any PTO and/or Flex Time available, the employee may take unpaid leave.

6250 SURVIVORS AND VICTIMS OF VIOLENCE LEAVE

6250.1 The Authority will not discharge or discriminate against employees or a family member who are victims of a “qualifying act of violence” (QAV) which is defined as, domestic violence, sexual assault, stalking, or any act, conduct, or pattern of conduct that includes (i) bodily injury or death to another; (ii) brandishing, exhibiting, or drawing a firearm or other dangerous weapon; or (iii) a perceived or actual threat to use force against another to cause physical injury or death, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime.

6250.2 “Family member” is defined to include:

- a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner (as those terms are defined under the CFRA); or
- a designated person, who does not need to be a blood relative, so long as their association with the employee is the equivalent of a family relationship. An employee may identify a “designated person” at the time they request leave, but the employer may limit an employee to one designated person per 12-month period.

6250.3 The amount of leave an employee is entitled to depends on whether the victim is the employee or the employee’s family member:

- Employees who are a “victim of violence” may take up to 12 weeks of leave.
- If a family member is the “victim of violence,” the employee may take up to 10 days, except for relocation when the employee may take up to 5 days off.

6250.4 If eligible, this leave will run concurrently with any leave under the California Family Rights Act (CFRA) and the federal Family Medical Leave Act (FMLA). (see FMLA/CFRA policy).

6250.5 In addition to a leave of absence, the Authority may engage in the interactive process to determine reasonable accommodation to any employee who discloses they, or a family member, is a victim of a QAV. A reasonable accommodation may include the implementation of safety measures, such as transfer, reassignment, modified schedule, changed work telephone, permission to carry telephone at work, changed workstation, installed lock, assistance in documenting a QAV that occurs in the workplace, or a referral to a victim assistance organization.

6250.6 The Authority will provide time off to serve as required on an inquest jury or trial jury, so long as the employee gives reasonable advance notice, taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding; or taking time off to obtain or attempt to obtain a restraining order or other injunctive relief, to help ensure the health, safety, or welfare of the employee or their child where the employee is a victim of a QAV.

6250.7 Employees who require time off or accommodation for their own need or a family members need must provide certification of the employee’s or their family member’s status as a victim of a QAV; such certification could

include a police report, a court order, documentation from a licensed medical professional, domestic violence counsel, victim advocate, or similar, as well as any other form of documentation reasonably verifying that the QAV occurred, including a written statement signed by the employee.

6250.8 An employee may use accrued, unused, PTO and/or Flex Time for the purposes stated under this policy. The Authority will make reasonable efforts to maintain the confidentiality of an employee who requests Victim of Violence Leave.

6250.9 Time off is also provided for obtaining or attempting to obtain relief, such as a restraining order or other injunctive relief; seeking or obtaining medical attention for or to recover from injuries; seeking or obtaining services from a domestic violence shelter or similar victim services organization; seeking or obtaining psychological counseling or other mental health services; participating in safety planning; relocating or engaging in the process of securing a new residence, including temporary or permanent housing or enrolling children in a new school; providing care to a family member who is recovering from injuries; seeking or obtaining civil or criminal legal services; preparing for, participating in, or attending any civil, administrative, or criminal legal proceeding; seeking, obtaining, or providing childcare or care to a care-dependent adult if necessary to ensure the safety of the child or dependent adult.

6260 EMERGENCY DUTY LEAVE

6260.1 The Authority will provide unpaid leave to volunteer firefighters, reserve peace officers, or emergency rescue personnel when they are required to perform emergency duty.

6260.2 You are expected to notify your supervisor as soon as you are aware of the need to perform emergency duty.

6260.3 "Emergency rescue personnel" is defined as any person who is an officer, employee, or member of a fire department or fire protection or firefighting agency of the federal government, the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of California, or of a sheriff's department, police department, or a private fire department, whether that person is a volunteer or partly paid or fully paid, while they are actually engaged in providing emergency services.

6260.4 Employees may use available PTO and/or Flex Time. If an employee does not have any PTO or Flex Time available, the employee may take unpaid leave.

6270 EMERGENCY TRAINING LEAVE

6270.1 The Authority allows for an employee who is a volunteer firefighter, reserve peace officers, or emergency rescue personnel to take temporary unpaid leaves of absence, up to a total of 14 days per calendar year, to engage in fire, law enforcement, or emergency rescue training.

6270.2 You are expected to notify your supervisor as soon as you are aware of the dates you will be on leave for training. Employees may use available PTO and/or Flex Time. If an employee does not have any PTO or Flex Time available, the employee may take unpaid leave.

6280 VOLUNTEER CA WING OF THE CIVIL AIR PATROL

6280.1 The Authority allows for an employee who has worked at least 90 days to take up to 10 days of unpaid leave for volunteering in the CA Wing of the Civil Air Patrol (the civilian auxiliary of the US Air Force) to respond to emergency operational missions.

6280.2 Employees may use available PTO and/or Flex Time. If an employee does not have any PTO or Flex Time available, the employee may take unpaid leave.

6290 EMERGENCY CONDITIONS

6290.1 The Authority allows for an employee to refuse to report to or to leave a workplace/worksites, during an "Emergency Condition." An "Emergency Condition" means the existence of either of the following: (i) conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksites caused by natural forces or a criminal act or (ii) an order to evacuate a workplace, a worksite, a worker's home, or the school of a worker's child due to natural disaster or a criminal act. An "Emergency Condition" does not include a health pandemic.

6290.2 Once the imminent or ongoing risk of harm that constituted the "Emergency Condition" ceases, the employee is expected to return to work. This time off is on an unpaid basis, however available PTO and/or Flex Time can be used. If an employee does have any PTO or Flex Time available, the employee may take unpaid leave.

7000 WAGE REPLACEMENT INSURANCES

7100 STATE DISABILITY INSURANCE (SDI) – EMPLOYEE’S OWN ILLNESS/INJURY:

7100.1 To help provide compensation for employees who miss work due to a non-work-related accident or illness, the law requires that a small percentage of your wages be deducted each pay period for State Disability Insurance (SDI).

7100.2 Refer to the leaves of absence policies that are outlined later in this handbook for procedures on requesting a leave of absence for this purpose (FMLA/CFRA, Pregnancy Disability Leave, Medical Leave, and/or Personal Leave).

7110 PAID FAMILY LEAVE (PFL) INSURANCE – TO CARE FOR A FAMILY MEMBER:

7110.1 To help provide compensation for time taken off to care for a new child, to care for a family member’s (child, parent, parent-in-law, spouse, domestic partner, grandparent, grandchild, or sibling) serious health condition, or to participate in a qualifying military event, the law requires that a small percentage of your wages be deducted each pay period for Paid Family Leave (PFL) Insurance.

7110.2 Refer to the leaves of absence policies that are outlined later in this handbook for procedures on requesting a leave of absence (FMLA/CFRA, CFRA Leave, and/or Personal Leave).

7120 UNEMPLOYMENT INSURANCE

7120.1 If your employment separates from the Authority, you may be eligible to receive Unemployment Insurance Benefits. This insurance is fully paid by the Authority and is administered by the State. In most cases, you must file a claim to collect this benefit. Benefits are generally available to employees who are out of work through no fault of their own (including a reduction in regular workweek). Eligibility for benefits is determined by the Employment Development Department.

7130 WORKERS’ COMPENSATION INSURANCE

7130.1 A comprehensive Workers' Compensation Insurance program is provided at no cost to you. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a short waiting period or, if you are hospitalized, immediately. All employees are given a pamphlet explaining their benefits upon hire.

7130.2 Employees who sustain work-related injuries or illnesses must inform a supervisor *immediately*. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. You will be furnished an "Employee's Claim Form" within one (1) business day of reporting the injury, which you must complete and return to your supervisor as soon as possible. Employees have the right to report any injury/illness and the Authority will not discriminate against or discharge an employee for making such a report.

7130.3 In the case of a one-time treatment of **minor** scratches, cuts, burns, splinters or other minor injuries, as long as there is no lost work time beyond the date of the injury, it will be treated as a first aid case. If additional care and treatment is needed, or if time is lost from work after the date of the injury, the claim will no longer be considered a “first aid” claim but will be processed as a regular claim under Workers’ Compensation Insurance.

7130.4 If treatment is required, management will send (or arrange transportation, if necessary) you to the medical facility noted on the Workers' Compensation poster. You must receive medical attention from this facility unless you have notified the Authority in writing of your personal health care provider before the injury. A written notice by the health care provider is required to authorize a return to work. Should the health care provider indicate physical limitations upon return to work, such limitations must be discussed with and approved by management.

7130.5 All employees should be aware that anti-fraud laws state that any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying Workers' Compensation benefits or payments is guilty of a felony. Neither the Authority nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Authority.

8000 COMPENSATION

8100 REST AND MEAL PERIODS **(Non-exempt positions)**

8100.1 Employees are authorized and permitted to take one ten-minute rest period during each four-hour work period, or major fraction thereof. Rest periods are not provided if the total daily work schedule is less than 3½ hours. Additional rest periods will be provided for employees who work more than 8 hours in a workday. To the extent possible, rest periods are to be taken in the middle of work periods. Rest periods may not be combined or added to meal periods. Rest periods will not unduly interfere with the efficient operations of the Authority. Employees are not required to clock in and out for rest periods and/but since this time is counted and paid as time worked, you must not be absent from your workstation beyond the allotted time. The Authority may stagger rest periods based on start times for operational purposes.

8100.2 Equipment Operator/Drivers and Equipment Operator Driver Leads are permitted to take rest periods when they arrive at the designated Transfer Station loading dock for load 2 and 4 for operational efficiencies, unless unexpected circumstances delay arrival; waiting in line is not considered a break.

8100.3 Employees in non-exempt positions who are scheduled for shifts in excess of five hours are provided one unpaid meal period of 30 or 60 minutes in length as determined by the Authority based on site specific needs. Meal periods are determined by individual flexible schedules or management will schedule meal periods to accommodate operation requirements and will relieve the employee of all active responsibilities and restrictions during meal periods. This meal period is required to be started before the end of the 5th hour of work. Meal periods are unpaid and as such, employees are required to clock in and out for meal periods. The Authority may stagger employee meal periods based on start times for operational purposes.

8100.4 Employees who are Equipment Operator/Drivers and Equipment Operator/Driver Leads are required to take a meal period of not less than 30 minutes, beginning no later than five (5) hours after the beginning of the workday. For example, an Equipment Operator/Driver or Equipment Operator/Driver Lead whose workday begins at 6:00 a.m. must take a 30-minute meal period break beginning no later than 11:00 a.m. In the event they are required and scheduled to work 10 hours or more in a single workday, the employee is eligible for and required to take a second meal period of no less than 30 minutes. During a 30-minute period, Equipment Operator/Drivers and Equipment Operator/Driver Leads are relieved of all duties and the meal period does not count as hours worked. The Authority may stagger these employee breaks and meal periods based on start times for operational purposes.

8100.5 Scalehouse Cashiers are required to take on-duty meal periods which are counted as time worked and scheduled as the nature of the work prevents relief from all duties.

8100.6 When an employee works for a period of more than 10 hours, a second meal period must be taken no later than the end of the employee's

tenth hour of work (no later than the start of the employee's eleventh hour of work).

8100.7 Employees may voluntarily not take their meal periods only under the following conditions (forms are available from the HR Representative):

1. If your work shift is completed within six hours, you may waive your meal period.
2. If you work a long shift of more than 10 hours (but less than 12 hours), you may waive the second meal period provided the first was taken.
3. If the employee is in a position where the Authority will consider the employee's request to choose to miss their provided meal period; please understand approval may not be possible where the schedule would be negatively impacted.

8100.8 Each day you are unable to schedule your own time to take your allotted break(s) or meal period(s), it is your responsibility to notify your supervisor at least two hours prior to the end of your shift. Supervisors and managers are prohibited from requiring or encouraging employees to perform work during meal or rest periods. Employees should immediately report to the HR Representative any supervisor or manager who encourages or requires employees to perform work during meal or rest periods.

8110 TIMEKEEPING **(Non-exempt positions)**

8110.1 Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require the Authority to keep an accurate record of time worked to calculate pay and benefits. Time worked is all time actually spent on the job performing assigned duties. Please accurately record the time work begins and ends, as well as the beginning and ending time of each meal period. Record the beginning and ending time of any split shift, or departure from work for personal reasons and indicate when PTO and/or Flex Time is used.

8110.2 Overtime work must always have prior approval. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in corrective action, up to and including termination of employment.

8110.3 It is each employee's responsibility to sign their own time record to certify the accuracy of all time recorded. If corrections or modifications are made to the time record, both the employee and management must verify the accuracy of the changes by initialing the time record.

8120 "OFF-THE CLOCK" WORK **(Non-exempt positions)**

8120.1 Employees may never work "off the clock." When you are clocked-out of work during meal periods and after your shift, no work can be performed. This includes checking and responding to work emails and texts during non-work hours, except when a manager is contacting you about scheduling changes.

8120.2 Additional time worked must be authorized by your supervisor. In the event you have questions about this policy, please talk with the HR Representative for clarification.

8130 ON-CALL PAY

8130.1 SVRFOU employees assigned to on-call status shall receive additional compensation for each two-week assignment including actual response time. On call will be assigned by Seniority and on a rotating basis to designated employees for environmental control systems, public safety call outs and as determined by the General Manager / CAO or their designee. For additional information, please refer to the corresponding MOU.

8130.2 On-Call Pay shall not apply to situations where the employee is called early to a scheduled shift or held over after a scheduled shift. Employees with questions can check with their supervisor or the HR Representative.

8140 OVERTIME **(Non-exempt positions)**

8140.1 The workweek at the Authority begins at 12:00 a.m. on Monday and ends seven (7) consecutive days later Sunday at 11:59 p.m.

8140.2 When operating requirements or other needs cannot be met during regular working hours, employees in non-exempt positions will be assigned or given the opportunity to volunteer for overtime work assignments. All overtime work must receive management's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees in non-exempt positions who are qualified to perform the required work.

8140.3 As required by law, overtime pay is based on actual hours worked. Time off for PTO, Flex Time, holiday pay or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Failure to work scheduled overtime or overtime worked without prior authorization (written or verbal) from management may result in corrective action, up to and including termination of employment.

8140.4 Under the federal Fair Labor Standards Act (FLSA), non-exempt employees shall be entitled to overtime pay for hours worked over 40 in a work week at a rate not less than time and one-half their regular rate of pay.

8140.5 Unscheduled overtime may occur from time to time at the end of work shift and the need to work overtime to complete the work. The supervisor will authorize the overtime to complete the work, route of shift. Scheduled overtime will be assigned by seniority, by classification and by work location. The most senior employee in the classification by location will be offered the overtime assignment. If they refuse the assignment, then the next senior employee will be offered the assignment until the work is assigned. If no one accepts the overtime, the Authority will then assign the overtime in reverse order of seniority.

8150 MAKE-UP TIME – ADMINISTRATIVE STAFF **(Non-exempt positions)**

8150.1 With prior approval from management, you may request time off for personal obligations (such as childcare or health care providers appointments) and make-up that time in the same workweek without daily overtime obligations. Contact the HR Representative to obtain a copy of the Make-up Time Policy.

8150.2 The Authority may not encourage or otherwise solicit an employee to utilize make-up time.

8160 PAYDAYS

8160.1 All employees are paid every other week on Fridays. Pay periods cover the previous two-week period ending the Sunday before payday.

8160.2 Your paycheck will include earnings for all work performed through the end of the payroll period.

8160.3 When paydays fall on a holiday the Authority is closed, the workday before the holiday will generally be payday.

8170 PAY DEDUCTIONS

8170.1 The Authority is required by law to make certain deductions from your paycheck. Among these are applicable federal and state taxes. If you have questions concerning why deductions were made from your paycheck or how they were calculated, management can assist in having your questions answered.

8180 CORRECTIONS TO PAYCHECKS

8180.1 If there is an error in a paycheck, whether in hours paid, rate of pay, deductions taken or not taken, or any other discrepancy, the employee must bring it to the attention of their supervisor immediately for review and/or correction. Should the immediate supervisor not be available, any other management person can be contacted or your HR Representative. Failure to report the discrepancy may result in a delay of payment due.

9000 HEALTH AND SAFETY

9000.1 The Authority is committed to providing a safe and healthy work environment. Employees should inform their supervisor or management if they have any questions or require assistance in complying with the following general guidelines.

9000.2 Additionally, we have established an Illness and Injury Prevention Program (IIPP) and Workplace Violence Prevention Program (WVPP) to support our safety efforts by identifying and correcting workplace safety issues and educating our employees. The Authority's Safety Program Officer is the Assistant General Manager. This IIPP and WVPP will be provided as separate documents.

9110 WORKPLACE VIOLENCE

9110.1 The Authority is committed to providing a safe, violent-free workplace and strictly prohibits employees, clients, visitors or anyone else on the Authority premises or engaging in Authority-related activity from behaving in a violent or threatening manner. As part of this policy, the Authority seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

9110.2 The Authority's policy provides "zero tolerance" for actual or threatened violence against co-workers, visitors, or any other persons on the Authority premises or attending the Authority business-related activities. Employees are required to report to their supervisor any incident involving a threat of violence or act of violence, or any violation of this policy, immediately.

9110.3 Workplace violence includes, but is not limited to:

1. Threats of any kind (*including those that are meant as "humorous" or a "joke"*);
2. Threatening, aggressive, hostile, or violent behavior, such as intimidation of or attempts to instill fear in others;
3. Defacing Authority property or affecting physical damage to the facilities; or
4. Bringing weapons or firearms of any kind on Authority premises, in Authority parking lots, or while conducting Authority business.

9110.4 If any employee observes or becomes aware of such actions or behavior by an employee, clients, visitor, or anyone else, they are required to notify their supervisor immediately, and/or call the Police or 911 as appropriate. Further, employees are strongly encouraged to notify the HR Representative if any restraining order is in effect, or if a potentially violent non-work-related situation exists which could result in violence in the workplace. There may be times when the Authority may obtain a restraining order or other appropriate action to protect employees in the workplace.

9110.5 All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the Authority will inform the reporting individual of the results of the investigation. To the extent possible, the Authority will maintain the

confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances to protect individual safety. The Authority will not tolerate retaliation against any employee who reports workplace violence.

9110.6 If the Authority determines that workplace violence has occurred, the Authority will take appropriate corrective action. The appropriate corrective action will depend on the particular facts but may include written or verbal warnings, probation, reassignment of responsibilities, suspension, or termination.

9110.7 If violent behavior is that of a non-employee, the Authority will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

9120 SAFETY RULES

9120.1 The Authority is concerned with the health and safety of every employee and client. SAFETY IS EVERYONE'S RESPONSIBILITY! All employees are required to be alert to potential hazards, be well informed about specific safety requirements of their job, and to adhere to established Safety Rules.

9120.2 For our safety program to be successful, every employee must participate and comply fully with the standards and practices of the Authority to promote safety in the workplace.

9120.3 If injuries occur on the job, no matter how slight, report them immediately to your supervisor. If you see unsafe conditions in any Authority location, please report them IMMEDIATELY to management so they can be corrected. Employees who report unsafe work conditions or practices may do so without fear of reprisal.

9120.4 In addition, follow these safety guidelines which are based on the experience and suggestions of past and current employees in many industries which can be used at work, home or at any time they can be of benefit.

1. Whether anyone is hurt or not, immediately report all accidents to management. In case of injury, seek first aid at once.
2. A good worker is a safe worker. Be sure to know the safe way to perform any job given to you. If you have any doubt about the safety of a practice or procedure, talk to management.
3. Horseplay and practical jokes are dangerous and against the rules.
4. Lift properly. Keep your back straight, then squat down at the knees to reach the object being lifted. Do not twist your body when lifting. If it is necessary to turn, shift your feet. Do not attempt to lift heavy objects alone. Get help!
5. Prevent slips and falls. Watch for spills or loose objects on floors. Clean up spills and pick up debris immediately.
6. Electrical cords are hazards. Do not allow cords to extend across doorways, aisles or other walkways. When removing plugs from receptacles, grasp the plugs, not the cords.
7. Use special safety equipment wherever provided . . . do not take a chance "just this once." That is usually when an accident happens.

9130 SECURITY

9130.1 As an employee of the Authority, one of your primary responsibilities is the protection of our clients/coworkers, their property, and the assets of the Authority. This effort requires each employee's full dedication.

9130.2 The following information provides a number of ideas about what you can do to assist in the security of our grounds and buildings. While no one expects you to be an expert in security, your awareness and assistance will be a tremendous asset to this effort.

1. If you notice anyone who appears to be acting suspiciously, report them to management immediately. Suspicious activity includes someone waiting or loitering in an area not designed for that purpose, i.e.: a client area, parking lot, or other public or restricted area. If you come upon an individual who looks surprised or nervous to see you, report them. Also, if you see a non-employee in an area designed for employees only, they should be reported.
2. If you hear any loud or unusual noises, report them. This would include mechanical noises, alarms, loud yelling, etc.
3. If you are ever confronted by a thief, don't try to be a hero! Give that person everything they want. You and your safety are more important to us than anything the thief may get away with.

9140 EMERGENCY PROCEDURES

9140.1 In case of a fire, the employees should follow this procedure:

1. Relocate clients or visitors in immediate danger to safety.
2. **CALL 911.**
3. Close all windows and doors, shut off all fans, etc., to prevent drafts and fire from spreading. Keep fire doors closed.
4. Station people at the entrance to the area or building to guide the fire department to the fire's location.
5. Feel the door to the room in which the fire is burning or any door in the direction you are going to get away from a fire. If the door is warm, **DO NOT OPEN THE DOOR.** Wait for the fire department to deal with the fire.
6. Follow instructions as calmly as possible
7. If you have any questions regarding this procedure, seek clarification through management.

9140.2 In the event an earthquake strikes and affects any of the Authority's property, the safety of clients, visitors and employees is of paramount importance. The following guidelines should be followed:

During an Earthquake

1. If you're indoors, get under a table or desk, or brace yourself in a hallway. Hang on! Watch out for falling, flying, and sliding objects. Stay away from windows.
2. If you're outdoors, move to an open area away from buildings, power poles, and brick or block walls that could fall.

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3. If you're in an automobile, stop and stay in it until the shaking stops. Avoid stopping near trees and power lines, on or under overpasses.
 4. If elevators are available, do not use them; use stairs. Wait for instructions from building authorities.
 5. Do not dash for the exit. Choose your exit carefully.

After an Earthquake

1. If accessible, put on heavy shoes immediately to avoid injury from stepping on glass and other debris. Look out for falling or ready-to-fall objects.
2. Check for injuries and give first aid, as you feel qualified.
3. Check emergency supplies.
4. Check for fires and fire hazards. Sniff for gas leaks. If you smell gas or suspect a leak, open windows and carefully leave the area. Do not turn lights on or off or light matches or do anything that makes a spark.
5. Go to your designated area and report on injuries and conditions. Wait for instructions.
6. Do not touch downed power lines or objects touched by downed wires.
7. Stay in undamaged areas.
8. Do not use the phone.
9. Do not go sightseeing.
10. Cooperate with public safety officials. Be prepared to evacuate when necessary.

Employees should inform their supervisors if they require assistance or accommodation in complying with the Emergency Procedures or any aspect of the Authority's safety plan.



ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

Effective August 2026

**PLEASE READ THE EMPLOYEE HANDBOOK, SIGN THIS ACKNOWLEDGMENT, AND RETURN
THIS ACKNOWLEDGMENT TO THE HR REPRESENTATIVE WITHIN ONE WEEK.**

This is to acknowledge that I have received a copy of the Employee Handbook and understand that it contains important information on many of the Authority's general personnel policies, my privileges, and obligations as an employee. The policies contained in this Employee Handbook apply to all employees and supersede and replace all previously communicated policies both in written and verbal form. I acknowledge that I am expected to read, understand, and adhere to these policies and will familiarize myself with the material in the handbook. Additionally, I agree to abide by any new or revised policy. I have been given an opportunity to ask questions about policies I do not understand.

I understand that I am governed by the contents of the handbook and that other than the policy of at-will employment, the Authority may change, rescind or add to any policies, benefits or practices described in the handbook from time to time in its sole and absolute discretion with or without prior notice. The Authority will advise employees of material changes within a reasonable time. I also understand that, because the Authority cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of the Authority's policies or procedures, I should contact my supervisor or the HR Representative.

I further acknowledge and agree that employment with the Authority is at-will and may be terminated by either the Authority or me at any time without cause or notice. Additionally, other terms and conditions of employment such as compensation, benefits, title, duties, and corrective action may be modified at the discretion of the Authority. The at-will employment terms and the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by me and the General Manager and/or the Chief Administrative Officer with a statement that it is a modification to this Acknowledgment and at-will employment.

I understand it is my responsibility to read, understand, and comply with the provisions contained in the Authority Employee Handbook, including Discrimination, Harassment and Retaliation Prevention Policy. If I am unable to understand any part of the handbook, I will arrange to have it translated or explained to me. I understand that if I am unable to arrange such help, I will immediately notify my supervisor who will make arrangements for needed assistance.

Employee Signature

Date

Print or Type Name



Report to the Executive Committee

ITEM NO. 8

Finance and Administration Manager/
Controller/Treasurer

General Manager/CAO

R. Santos by E.T.

Authority General Counsel

Date: August 5, 2026

From: Cesar Zuñiga, General Manager/
CAO

Title: A Resolution Approving the Reclassification of the Solid Waste Technician I/II and Senior Solid Waste Technician Positions, Adopting New Job Titles and Job Descriptions, Revising the Personnel Allocation, and Adopting a Revised Salary Schedule.

RECOMMENDATION

Staff requests that the Executive Committee recommends to the Board approval of the new Job Titles and Job Descriptions. Revised Personnel Allocation, and Revised Salary Schedule, for the Reclassification of the Solid Waste Technician I/II and Senior Solid Waste Technician positions.

STRATEGIC PLAN RELATIONSHIP

The proposed administrative actions help support the Authority's Strategic Plan Goals & Priorities of C. Facilities Master Planning and D. Comply, Adapt, and Respond to Regulatory Changes

FISCAL IMPACT

The recommended changes to staffing allocation have an estimated annual increase of \$52,200 for salary and benefits. The funding for the requested allocation will come from a reduction in contractual services currently provided by SCS Engineers for routine landfill gas monitoring under the current Landfill Methane Reduction regulations in place. The reduction of scope will take place in January 2027 resulting in savings of \$78,580 for the six months during FY 2026-27 and annual savings of \$157,161 thereafter.

DISCUSSION & ANALYSIS

The California Air Resources Board (CARB) recently adopted significant revisions to the Landfill Methane Regulation (LMR), which substantially increases monitoring, reporting, and corrective action requirements for landfill gas collection and control systems. The revised regulation requires more frequent surface emissions monitoring, stricter operating thresholds for landfill gas wells, the use of technology for unsafe working area monitoring, accelerated timelines for responding to exceedances, expanded recordkeeping requirements, and additional reporting obligations. As a result, landfill operators must provide increased technical oversight, data review, field coordination, and corrective action management to maintain compliance with state regulatory requirements.

Historically, the Authority has relied on a combination of staff resources and outside consultants to perform these activities. While consultants continue to provide valuable specialized expertise, many of the revised LMR requirements involve routine monitoring oversight, field coordination, data review, and operational response activities that occur on an ongoing basis. Continuing with this approach and contracting out the revised LMR regulation task at all Authority landfills could result in an increase annual cost estimated at \$300k. SCS Engineers and other consultants have advised of the potential of financial impacts reaching seven-figure levels depending on the nature and extent of the required corrective actions.

At the June 2026 board meeting staff was directed by the Board of Directors to take an alternative approach that would expand the responsibilities of the existing Solid Waste Technician positions and minimize the financial impact associated with implementation of the expanded Landfill Methane Rule regulations that go into effect on January 1, 2027.

These actions will also reduce the work scope associated with SCS Engineers for routine landfill gas monitoring tasks. This approach allows the Authority to strengthen internal technical capabilities, improve response times to operational issues, reduce reliance on outside consultants for routine compliance activities, and retain specialized institutional knowledge while continuing to utilize consultants for engineering, design, and other specialized support services as needed.

Staff's recommendations to the Executive Committee is that they recommend the following items effective September 14, 2026:

1. Approve the Job Title and Job Description for the Engineering and Environmental Compliance Specialist, as shown in exhibit A. The Senior Solid Waste Technician employee will be reclassified to this new position.
2. Approve the Job Title and Job Description for the Environmental Systems Technician I/II, as shown in exhibit B. The Solid Waste Technician I/II employees will be reclassified to this new position.
3. Approve the revised Personnel Allocation Chart removing both the Senior Solid Waste Technician and Solid Waste Technician I/II positions, and adding the new positions Engineering and Environmental Compliance Specialist, and Environmental Systems Technician I/II, as shown in Exhibit C.
4. Approve the revised salary schedule to reflect the new job titles and salary ranges of Engineering and Environmental Compliance Specialist and Environmental Systems Technician I/II, as shown in exhibit D.

BACKGROUND

In 2010, the California Air Resources Board (CARB) adopted the Landfill Methane Regulation (LMR), and the Authority has diligently worked to ensure compliance with the regulation at all sites over the past 16 years. The recent revisions to the Landfill Methane Regulation will significantly increase compliance-related workload and technical oversight requirements associated with landfill gas collection and control systems.

At the June 18, 2026, Board meeting staff was directed to bring back changes to the job descriptions for the Senior Solid Waste Technician and Solid Waste Technician I/II that would allow the Authority to adapt and perform the duties required by the LMR revisions in-house and reduce the financial impact associated with the regulation required monitoring at all Authority facilities.

ATTACHMENT(S)

1. Resolution
2. Exhibit A - Engineering and Environmental Compliance Specialist Job Description
3. Exhibit B - Environmental Systems Technician I/II Job Description
4. Exhibit C - Personnel Allocation
5. Exhibit D - Revised Salary Schedule
6. Organizational Chart

RESOLUTION NO. 2026 –

A RESOLUTION OF THE SALINAS VALLEY SOLID WASTE AUTHORITY APPROVING THE RECLASSIFICATION OF THE SOLID WASTE TECHNICIAN I/II AND SENIOR SOLID WASTE TECHNICIAN POSITIONS, ADOPTING NEW JOB TITLES AND JOB DESCRIPTIONS, REVISING THE PERSONNEL ALLOCATION, AND ADOPTING A REVISED SALARY SCHEDULE

WHEREAS, the Authority owns, operates and maintains four (4) active and closed landfills within the Salinas Valley; and,

WHEREAS the landfills are required to have environmental control systems to properly collect, process and destroy landfill gas, leachate, and storm water per state and federal laws; and,

WHEREAS the Landfill Methane Regulation will create additional monitoring at all the Authority landfills and could significantly increase the cost of annual monitoring for a consultant to meet the new mandates; and,

WHEREAS, the Board directed staff to reclassify the Senior Solid Waste Technician and (3) Solid Waste Technician I/II's job titles and job descriptions which best serves the needs of the agency and assume such operations from outside consultants while reducing the financial impact associated with implementation of the regulation on January 1, 2027.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Salinas Valley Solid Waste Authority, that the following, effective September 14, 2026, are hereby approved:

1. The revised job title and job description for the Engineering and Environmental Compliance Specialist, attached hereto as "Exhibit A".
2. The revised job title and job description for the Environmental Systems Technician I/II, attached hereto as "Exhibit B".
3. The revised personnel allocation, attached hereto as "Exhibit C".
4. The revised salary schedule, attached hereto as "Exhibit D".

PASSED AND ADOPTED by the Board of Directors of the Salinas Valley Solid Waste Authority at the regular meeting duly held on the 20th day of August 2026, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Elizabeth Silva, President

ATTEST:

APPROVED AS TO FORM:

Erika J. Trujillo, Clerk of the Board

Roy C. Santos, Authority General Counsel



JOB DESCRIPTION

JOB TITLE: Engineering and Environmental Compliance Specialist	DEPARTMENT: Operations
REPORTS TO: Engineering and Environmental Compliance Manager	FLSA STATUS: Non-Exempt
PREPARED DATE: AUGUST 2026	APPROVED DATE:
REVISED:	

SUMMARY

Under the direction of the Engineering & Environmental Compliance Manager, performs advanced specialized field and office work involving the operation, inspection, maintenance, construction, and regulatory compliance of the Authority's environmental control systems and solid waste facilities. Responsibilities include landfill gas collection and control systems, groundwater, leachate, and stormwater monitoring, construction management, contractor coordination, regulatory reporting, and technical leadership of Environmental Systems Technicians. The position serves as the Authority's technical resource for environmental systems operations, regulatory compliance, and related infrastructure.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned.)

Solid Waste Operations/Facilities Inspection - Performs regular compliance inspections of all Authority facilities to ensure proper operations and environmental conditions. Operates heavy equipment to perform repairs and maintenance at landfill facilities. Inspects liner systems, leachate collection systems, sedimentation and detention ponds, storm water run-off systems, drainage ditches, groundwater sampling wells, and landfill gas probes. Inspects facilities to maintain permit compliance; conducts winterization inspections and directs operator preparation for winterization. Reads and tunes landfill gas well to maximize collection and remain in compliance with regulatory agencies. Operates, monitors, and adjusts landfill gas blower and flare systems to maintain efficient operation and regulatory compliance. Has oversight of groundwater systems and leachate conveyance systems at all sites.

Construction Management - Coordinates and inspects construction, repair, and maintenance projects involving landfill facilities and environmental control systems. Monitors contractor work to ensure compliance with approved plans, specifications, permits, and safety requirements. Documents project progress, performs final inspections, identifies corrective actions, and coordinates project activities with contractors, engineers, consultants, and Authority staff. Assists in planning and implementing in-house construction and infrastructure improvement projects.

Environmental Control Systems - Performs routine and complex sampling of storm water run-off, groundwater, and soils. Performs landfill gas well monitoring, tuning, and adjustments to optimize collection efficiency and regulatory compliance. Oversees leachate system testing, flare source testing, GCCS performance evaluations, and implementation of environmental system improvements. Provides technical oversight of landfill gas collection and control system (GCCS) performance to ensure compliance with CARB Landfill Methane Regulation requirements, including methane destruction efficiency, wellfield performance, flare operations, and component integrity.

Landfill Methane Regulation (LMR) Oversight - Oversees compliance with the California Air Resources Board Landfill Methane Regulation, including surface emissions monitoring, wellhead monitoring, integrated monitoring, component leak detection, corrective actions, contractor oversight, regulatory reporting, and response to methane exceedances and elevated temperature events.

Information Technology / Operational Technology (IT/OT) & SCADA Systems Administration - P
Provides technical administration, maintenance, and oversight of the Authority's operational technology (OT) infrastructure, industrial control systems (ICS), and Supervisory Control and Data Acquisition (SCADA) systems supporting landfill operations and environmental control systems. Supports, configures, maintains, and troubleshoots network infrastructure, including managed switches, routers, firewalls,

wireless communications, fiber optic and copper-based communication systems, and VLAN architecture supporting environmental monitoring and industrial control systems. Coordinates integration and operation of PLCs, HMIs, telemetry systems, blower/flare stations, landfill gas collection and control systems (GCCS), and remote monitoring equipment. Monitors system performance, maintains hardware and software, performs firmware updates, configuration backups, lifecycle planning, and system documentation, and coordinates vendor support for upgrades, repairs, and system expansions. Maintains network security, remote access controls, and backup protocols consistent with cybersecurity best practices for industrial control systems. Administers IP-based video surveillance systems and other field technologies supporting facility operations and regulatory compliance.

SUPERVISORY RESPONSIBILITIES

While the position has no formal supervisory authority, the Engineering and Compliance Specialist provides technical leadership to Environmental Systems Technician I and II staff, by coordinating work, overseeing specialized technical activities and ensuring training and understanding of assigned tasks. The position reports field performance concerns to the Engineering & Environmental Compliance Manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

High school diploma or GED required; one year certificate from college or technical school in landfill construction, construction engineering, environmental engineering, enforcement of solid waste regulations; Five years of progressively responsible experience in solid waste operations, landfill construction, environmental compliance, landfill gas systems, environmental monitoring, construction inspection, or a related field.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California driver's license is required along with a 40-hour HAZWOPER certification, and Manager of Landfill Operations (MOLO) certification.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Communication (Oral/Written)

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly, honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

Cost Consciousness

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

Interpersonal Skills

Builds effective customer rapport/relationships and treats them as business partners. Is friendly, warm, sincere, and easily approachable. Is tactful, compassionate, and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued, and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

Flexibility/Adaptability/Initiative/Proactivity

Is open to new ways of working, ideas, and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future

needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

Functional Expertise

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

Teamwork

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills, and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions, and suggestions. Actively involves self in team activities and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

Desirable Experience and Knowledge Base

- Associate degree (A.A.) or equivalent coursework in civil, environmental, mechanical, or related engineering field; or equivalent combination of education and experience.
- Knowledge of solid waste facility operations, environmental compliance, and landfill environmental control systems.
- Knowledge of applicable federal, state, and local laws and regulations governing solid waste facilities, including landfill gas, groundwater, stormwater, and leachate systems.
- Knowledge of construction inspection, project coordination, and the interpretation of construction plans and specifications.
- Experience with environmental sampling, field monitoring, data collection, and technical report preparation.
- Experience operating, maintaining, and troubleshooting landfill gas collection and control systems (GCCS), pumps, wells, and related environmental infrastructure.
- Experience interpreting landfill gas monitoring data, including temperature, vacuum, oxygen, methane, carbon monoxide, and elevated temperature events (ETEs).
- Working knowledge of Microsoft Office, AutoCAD, SCADA systems, and other computer-based monitoring and data management systems.
- Ability to effectively communicate and work with contractors, consultants, regulatory agencies, and the public.

OTHER QUALIFICATIONS

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to wear personal protective equipment including ear and eye protection, respirator, Tyvek suit or coveralls, latex, rubber or leather gloves, hardhat, rain protection, and steel toe boots.

Work Environment - While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and risk of radiation, explosives, and high noise level. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will be required to

respond to work sites beyond normal working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to draft routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization, contractors, or vendors; ability to read, analyze, and interpret general business periodicals, or governmental regulations.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee

Date



JOB DESCRIPTION

JOB TITLE:	Environmental Systems Technician I/II	DEPARTMENT:	Operations
REPORTS TO:	Engineering and Compliance Manager	FLSA STATUS:	Non-Exempt
PREPARED DATE:	August 2026	APPROVED DATE:	AUGUST 20, 2026
REVISED:			

SUMMARY

Under the direction of the Engineering and Compliance Manager plans and participates in activities concerned with study, development, and inspection of all agency facilities and environmental control systems by performing the duties listed.

ENVIRONMENTAL SYSTEMS TECHNICIAN I: Is an entry-level position for a skilled worker who is expected to perform all the duties and responsibilities of the position under the direct supervision of the Engineering and Compliance Manager. Typically, an individual would possess construction or engineering experience not specific to the solid waste industry; and / or may have one year minimum in industry experience.

ENVIRONMENTAL SYSTEMS TECHNICIAN II: Is a journeyman level position for a skilled worker who has experience in the solid waste industry and more than twelve months experience working in construction, engineering or environmental engineering. This individual can work independently with little or no direct supervision, have excellent repair and maintenance skills, and a complete knowledge of the operation of solid waste facilities and environmental monitoring systems. Technician II performs more complex environmental monitoring and landfill gas system field activities and may provide lead direction and work coordination to Environmental Systems Technician I staff. They would possess 40-hour Hazardous Waste Operator certification, Manager of Landfill Operations from the Solid Waste Association of North America, have the ability to operate heavy equipment, and have an intermediate skills level in the use of Microsoft Office and AutoCAD software.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned.)

Solid Waste Operations/Facilities Inspection - Performs regular inspections of solid waste facilities to ensure proper operation and environmental compliance. Operates heavy equipment to perform repairs and maintenance at solid waste facilities. Inspects liner systems, leachate collection systems, sedimentation and detention ponds, storm water run-off systems, drainage ditches, groundwater sampling wells, methane probes, and water re-injection systems. Inspects facilities to maintain permit compliance; and conducts winterization inspections.

Construction Management – Provides field inspection of construction projects, documents daily construction activities, verifies contractor compliance with approved plans and specifications, and reports deficiencies to the Engineering and Compliance Manager.

Environmental Control Systems - Performs routine sampling of storm water run-off, groundwater, and soils. Assists with operation, monitoring, and maintenance of all landfill environmental control systems. Assists with field implementation of compliance activities related to the California Air Resources Board (CARB) Landfill Methane Regulation, including conducting routine landfill gas wellhead monitoring. Performs field adjustments to landfill gas wells and valves as directed. Assists with quarterly surface emissions monitoring (SEM) activities and supports contractors performing integrated monitoring and component leak detection. Identifies and reports methane exceedances, elevated temperatures, abnormal wellhead conditions, or potential elevated temperature events (ETEs). Assists with inspection and maintenance of landfill gas collection system infrastructure. Assists with installation, repair, and maintenance of landfill gas wells and gas collection system components. Performs field verification of corrective actions including cover repairs, vacuum adjustments, and gas system modifications. Assists with setup, calibration, and maintenance of landfill gas monitoring equipment and field instrumentation.

Maintains accurate field monitoring logs and records required for regulatory compliance and reporting. Supports response activities related to methane emission plume notifications or regulatory inspections. Performs landfill gas monitoring and adjustment activities under the direction of the Engineering and Environmental Compliance Technician and / or Engineering and Environmental Compliance Manager.

Site Maintenance - Performs repairs and improvements to all Authority owned facilities including winterization while maintaining a safe work environment.

Reporting - Collects field monitoring data and maintains operational logs related to landfill environmental control systems including groundwater, stormwater, and landfill gas monitoring activities. Assists with preparation of quarterly and annual reports to regulatory agencies by compiling monitoring data, maintaining field documentation, and supporting compliance recordkeeping.

SUPERVISORY RESPONSIBILITIES

This job has no current supervisory responsibilities; however, the Environmental Systems Technician II may provide some work coordination and lead direction for Environmental Systems Technician I (s).

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

Tech I: High school diploma or GED required; plus, one year certificate from college or technical school in landfill construction, construction engineering, environmental engineering, enforcement of solid waste regulations; or one year in related experience and/or training; or equivalent combination of education and experience.

Tech II: High school diploma or GED required; plus, one year certificate from college or technical school in landfill construction, construction engineering, environmental engineering, enforcement of solid waste regulations; or 2-3 years in related experience and/or training in landfill operations, environmental monitoring, construction inspection; or environmental compliance.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California driver's license is required.

Tech II: SWANA Manager of Landfill Operations, 40-Hour HAZWOPER, Qualified Landfill Gas Technician training, OSHA 10 or OSHA 30.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Communication (Oral/Written)

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly, honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

Cost Consciousness

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

Interpersonal Skills

Takes a genuine interest and demonstrates urgency, energy and enthusiasm in satisfying daily task. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

Flexibility/Adaptability/Initiative/Proactivity

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

Functional Expertise

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

Teamwork

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

Desirable Experience and Knowledge Base

- Associate's degree (A. A.) or equivalent from two-year college or technical school in civil, chemical, or environmental engineering or related field; or six months to one year experience in solid waste disposal or landfill construction, construction engineering, environmental engineering, enforcement of solid waste regulations, or a related area related experience and/or training; or equivalent combination of education and experience.
- Working knowledge of office equipment including Microsoft Office and CAD.
- Principles of solid waste facilities and environmental control systems maintenance.
- Principles of inspection and construction monitoring.
- Soil mechanics and geology.
- Applicable County, State, and Federal laws, codes, and ordinances related to the proper operation of solid waste management and landfill facilities.
- Methods, materials, tools, and equipment used in the repair and maintenance of solid waste management, landfill, and related public works systems.
- Field and laboratory water and soil testing procedures.
- Utilization of computers and computerized information systems.
- Operation of surveying equipment
- Review construction plans and specifications
- Read, understand, and interpret laws, rules, regulations, and policies, which impact the operation of landfills and associated facilities.
- Identify malfunctions and problems with landfill environmental control systems.
- Oversee basic maintenance and repairs of pumps and wells.
- Collect and analyze or transmit samples of soils, groundwater, surface water, and other landfill materials.
- Collect data and assist with the preparation of comprehensive technical reports.
- Effectively represents Authority policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Provide construction maintenance

OTHER QUALIFICATIONS

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to wear personal protective equipment including ear and eye protection, respirator, Tyvex suit or coveralls, latex, rubber or leather gloves, hardhat, rain protection, and steel toe boots.

Work Environment - While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and risk of radiation, explosives, and high noise level. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will be required to respond to work sites beyond normal working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization, contractors or vendors; ability to read, analyze, and interpret general business periodicals, or governmental regulations.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee

Date

SALINAS VALLEY SOLID WASTE AUTHORITY
PERSONNEL ALLOCATION
EFFECTIVE DATE 07-01-2026

Program and Position	23-24 Effective 07/10/23	23-24 Effective 03/21/24	25-26 Effective 05/12/25	26-27 Effective 07/01/26	26-27 Proposed 09/14/26
Executive Administration					
General Manager/CAO	1.0	1.0	1.0	1.0	1.0
Assistant General Manager	**	**	**	**	**
Clerk of the Board	1.0	1.0	1.0	1.0	1.0
Total Executive Administration	2.0	2.0	2.0	2.0	2.0
Finance and Administration					
Finance and Administration Manager	1.0	1.0	1.0	1.0	1.0
Human Resources Supervisor	1.0	1.0	1.0	1.0	1.0
Business Services Supervisor	1.0	1.0	1.0	1.0	1.0
Accounting Technician I/II	2.0	2.0	2.0	2.0	2.0
Human Resources Technician	-	-	1.0	1.0	1.0
Administrative Support Assistant I/II	2.0	2.0	2.0	2.0	2.0
Total Finance and Administration	7.0	7.0	8.0	8.0	8.0
Resource Recovery					
Resource Recovery Manager	1.0	1.0	1.0	1.0	1.0
Contracts & Grants Analyst	1.0	1.0	1.0	1.0	1.0
Recycling Coordinator	1.0	1.0	1.0	1.0	1.0
Resource Recovery Technician I/II	4.0	4.0	4.0	4.0	4.0
Marketing Intern	0.5	0.5	0.5	-	-
Total Resource Recovery	7.5	7.5	7.5	7.0	7.0
Engineering					
Engineering and Environmental Compliance Manager	1.0	1.0	1.0	1.0	1.0
Engineering and Environmental Compliance Specialist	-	-	-	-	1.0
Senior Solid Waste Technician	1.0	1.0	1.0	1.0	-
Environmental Systems Technician I/II	-	-	-	-	3.0
Solid Waste Technician I/II	3.0	3.0	3.0	3.0	-
Total Engineering	5.0	5.0	5.0	5.0	5.0
Operations					
Operations Manager	1.0	1.0	1.0	1.0	1.0
Field Operations Supervisor	2.0	2.0	3.0	3.0	3.0
Equipment Maintenance Technician I/II	2.0	2.0	2.0	2.0	2.0
Household Hazardous Waste Technician	1.0	1.0	1.0	1.0	1.0
Heavy Equipment Operator/Lead	1.0	1.0	1.0	1.0	1.0
Equipment Operator/Driver/Lead	1.0	1.0	1.0	1.0	1.0
Heavy Equipment Operator	4.0	4.0	4.0	4.0	4.0
Equipment Operator/Driver	7.0	7.0	7.0	7.0	7.0
Equipment Maintenance Worker	-	-	-	1.0	1.0
HHW Maintenance Worker I/II	3.0	3.0	3.0	3.0	3.0
Scalehouse Cashier	4.0	4.0	4.0	4.0	4.0
Diversion Systems Maintenance Worker	3.0	3.0	3.0	4.0	4.0
Diversion Worker I/II	13.0	15.0	15.0	15.0	15.0
Total Operations	42.0	44.0	45.0	47.0	47.0
Total Full Time Equivalents	63.5	65.5	67.5	69.0	69.0

** The Assistant General Manager position and duties are assigned to a Division Manager by the GM.
Currently this assignment is being held by the Operations Manager.

SALINAS VALLEY SOLID WASTE AUTHORITY
SALARY SCHEDULE
EFFECTIVE: SEPTEMBER 14, 2026

POSITION		STEP 1	STEP 2 2.5%	STEP 3 2.5%	STEP 4 2.5%	STEP 5 2.5%	STEP 6 2.5%	STEP 7 2.5%	STEP 8 2.5%	STEP 9 2.5%	STEP 10 2.5%	STEP 11 2.5%
General Manager/CAO	Hourly	129.81	SALARY INDEPENDENT OF STEP SCHEDULE									144.74
	Bi-Weekly	10,384.80										11,579.20
	Monthly	22,500.00										25,087.50
	Annual	270,000.00										301,050.00
Assistant General Manager	Hourly	79.44	81.43	83.47	85.56	87.70	89.89	92.14	94.44	96.80	99.22	101.70
	Bi-Weekly	6,355.20	6,514.40	6,677.60	6,844.80	7,016.00	7,191.20	7,371.20	7,555.20	7,744.00	7,937.60	8,136.00
	Monthly	13,769.60	14,114.53	14,468.13	14,830.40	15,201.33	15,580.93	15,970.93	16,369.60	16,778.67	17,198.13	17,628.00
	Annual	165,235.20	169,374.40	173,617.60	177,964.80	182,416.00	186,971.20	191,651.20	196,435.20	201,344.00	206,377.60	211,536.00
Engineering and Environmental Compliance Manager	Hourly	70.59	72.35	74.16	76.01	77.91	79.86	81.86	83.91	86.01	88.16	90.36
	Bi-Weekly	5,647.20	5,788.00	5,932.80	6,080.80	6,232.80	6,388.80	6,548.80	6,712.80	6,880.80	7,052.80	7,228.80
	Monthly	12,235.60	12,540.67	12,854.40	13,175.07	13,504.40	13,842.40	14,189.07	14,544.40	14,908.40	15,281.07	15,662.40
	Annual	146,827.20	150,488.00	154,252.80	158,100.80	162,052.80	166,108.80	170,268.80	174,532.80	178,900.80	183,372.80	187,948.80
Finance and Administration Manager	Hourly	68.18	69.88	71.63	73.42	75.26	77.14	79.07	81.05	83.08	85.16	87.29
	Bi-Weekly	5,454.40	5,590.40	5,730.40	5,873.60	6,020.80	6,171.20	6,325.60	6,484.00	6,646.40	6,812.80	6,983.20
	Monthly	11,817.87	12,112.53	12,415.87	12,726.13	13,045.07	13,370.93	13,705.47	14,048.67	14,400.53	14,761.07	15,130.27
	Annual	141,814.40	145,350.40	148,990.40	152,713.60	156,540.80	160,451.20	164,465.60	168,584.00	172,806.40	177,132.80	181,563.20
Operations Manager	Hourly	67.61	69.30	71.03	72.81	74.63	76.50	78.41	80.37	82.38	84.44	86.55
	Bi-Weekly	5,408.80	5,544.00	5,682.40	5,824.80	5,970.40	6,120.00	6,272.80	6,429.60	6,590.40	6,755.20	6,924.00
	Monthly	11,719.07	12,012.00	12,311.87	12,620.40	12,935.87	13,260.00	13,591.07	13,930.80	14,279.20	14,636.27	15,002.00
	Annual	140,628.80	144,144.00	147,742.40	151,444.80	155,230.40	159,120.00	163,092.80	167,169.60	171,350.40	175,635.20	180,024.00
Resource Recovery Manager	Hourly	67.61	69.30	71.03	72.81	74.63	76.50	78.41	80.37	82.38	84.44	86.55
	Bi-Weekly	5,408.80	5,544.00	5,682.40	5,824.80	5,970.40	6,120.00	6,272.80	6,429.60	6,590.40	6,755.20	6,924.00
	Monthly	11,719.07	12,012.00	12,311.87	12,620.40	12,935.87	13,260.00	13,591.07	13,930.80	14,279.20	14,636.27	15,002.00
	Annual	140,628.80	144,144.00	147,742.40	151,444.80	155,230.40	159,120.00	163,092.80	167,169.60	171,350.40	175,635.20	180,024.00
Human Resources Supervisor	Hourly	56.06	57.46	58.90	60.37	61.88	63.43	65.02	66.65	68.32	70.03	71.78
	Bi-Weekly	4,484.80	4,596.80	4,712.00	4,829.60	4,950.40	5,074.40	5,201.60	5,332.00	5,465.60	5,602.40	5,742.40
	Monthly	9,717.07	9,959.73	10,209.33	10,464.13	10,725.87	10,994.53	11,270.13	11,552.67	11,842.13	12,138.53	12,441.87
	Annual	116,604.80	119,516.80	122,512.00	125,569.60	128,710.40	131,934.40	135,241.60	138,632.00	142,105.60	145,662.40	149,302.40
Business Services Supervisor	Hourly	51.38	52.66	53.98	55.33	56.71	58.13	59.58	61.07	62.60	64.17	65.77
	Bi-Weekly	4,110.40	4,212.80	4,318.40	4,426.40	4,536.80	4,650.40	4,766.40	4,885.60	5,008.00	5,133.60	5,261.60
	Monthly	8,905.87	9,127.73	9,356.53	9,590.53	9,829.73	10,075.87	10,327.20	10,585.47	10,850.67	11,122.80	11,400.13
	Annual	106,870.40	109,532.80	112,278.40	115,086.40	117,956.80	120,910.40	123,926.40	127,025.60	130,208.00	133,473.60	136,801.60
Field Operations Supervisors	Hourly	47.27	48.45	49.66	50.90	52.17	53.47	54.81	56.18	57.58	59.02	60.50
	Bi-Weekly	3,781.60	3,876.00	3,972.80	4,072.00	4,173.60	4,277.60	4,384.80	4,494.40	4,606.40	4,721.60	4,840.00
	Monthly	8,193.47	8,398.00	8,607.73	8,822.67	9,042.80	9,268.13	9,500.40	9,737.87	9,980.53	10,230.13	10,486.67
	Annual	98,321.60	100,776.00	103,292.80	105,872.00	108,513.60	111,217.60	114,004.80	116,854.40	119,766.40	122,761.60	125,840.00
Engineering and Environmental Compliance Specialist	Hourly	46.83	48.00	49.20	50.43	51.69	52.98	54.30	55.66	57.05	58.48	59.94
	Bi-Weekly	3,746.70	3,840.00	3,936.00	4,034.40	4,135.20	4,238.40	4,344.00	4,452.80	4,564.00	4,678.40	4,795.20
	Monthly	8,117.85	8,320.00	8,528.00	8,741.20	8,959.60	9,183.20	9,412.00	9,647.73	9,888.67	10,136.53	10,389.60
	Annual	97,414.20	99,840.00	102,336.00	104,894.40	107,515.20	110,198.40	112,944.00	115,772.80	118,664.00	121,638.40	124,675.20

SALINAS VALLEY SOLID WASTE AUTHORITY
SALARY SCHEDULE
EFFECTIVE: SEPTEMBER 14, 2026

POSITION		STEP 1	STEP 2 2.5%	STEP 3 2.5%	STEP 4 2.5%	STEP 5 2.5%	STEP 6 2.5%	STEP 7 2.5%	STEP 8 2.5%	STEP 9 2.5%	STEP 10 2.5%	STEP 11 2.5%
Contracts & Grants Analyst	Hourly	46.63	47.80	49.00	50.23	51.49	52.78	54.10	55.45	56.84	58.26	59.72
	Bi-Weekly	3,730.40	3,824.00	3,920.00	4,018.40	4,119.20	4,222.40	4,328.00	4,436.00	4,547.20	4,660.80	4,777.60
	Monthly	8,082.53	8,285.33	8,493.33	8,706.53	8,924.93	9,148.53	9,377.33	9,611.33	9,852.27	10,098.40	10,351.47
	Annual	96,990.40	99,424.00	101,920.00	104,478.40	107,099.20	109,782.40	112,528.00	115,336.00	118,227.20	121,180.80	124,217.60
Recycling Coordinator	Hourly	46.63	47.80	49.00	50.23	51.49	52.78	54.10	55.45	56.84	58.26	59.72
	Bi-Weekly	3,730.40	3,824.00	3,920.00	4,018.40	4,119.20	4,222.40	4,328.00	4,436.00	4,547.20	4,660.80	4,777.60
	Monthly	8,082.53	8,285.33	8,493.33	8,706.53	8,924.93	9,148.53	9,377.33	9,611.33	9,852.27	10,098.40	10,351.47
	Annual	96,990.40	99,424.00	101,920.00	104,478.40	107,099.20	109,782.40	112,528.00	115,336.00	118,227.20	121,180.80	124,217.60
Environmental Systems Technician II	Hourly	40.69	41.71	42.75	43.82	44.92	46.04	47.19	48.37	49.58	50.82	52.09
	Bi-Weekly	3,255.10	3,336.80	3,420.00	3,505.60	3,593.60	3,683.20	3,775.20	3,869.60	3,966.40	4,065.60	4,167.20
	Monthly	7,052.72	7,229.73	7,410.00	7,595.47	7,786.13	7,980.27	8,179.60	8,384.13	8,593.87	8,808.80	9,028.93
	Annual	84,632.60	86,756.80	88,920.00	91,145.60	93,433.60	95,763.20	98,155.20	100,609.60	103,126.40	105,705.60	108,347.20
Clerk of the Board	Hourly	40.61	41.63	42.67	43.74	44.83	45.95	47.10	48.28	49.49	50.73	52.00
	Bi-Weekly	3,248.80	3,330.40	3,413.60	3,499.20	3,586.40	3,676.00	3,768.00	3,862.40	3,959.20	4,058.40	4,160.00
	Monthly	7,039.07	7,215.87	7,396.13	7,581.60	7,770.53	7,964.67	8,164.00	8,368.53	8,578.27	8,793.20	9,013.33
	Annual	84,468.80	86,590.40	88,753.60	90,979.20	93,246.40	95,576.00	97,968.00	100,422.40	102,939.20	105,518.40	108,160.00
Equipment Maintenance Technician II	Hourly	37.85	38.80	39.77	40.76	41.78	42.82	43.89	44.99	46.11	47.26	48.44
	Bi-Weekly	3,028.00	3,104.00	3,181.60	3,260.80	3,342.40	3,425.60	3,511.20	3,599.20	3,688.80	3,780.80	3,875.20
	Monthly	6,560.67	6,725.33	6,893.47	7,065.07	7,241.87	7,422.13	7,607.60	7,798.27	7,992.40	8,191.73	8,396.27
	Annual	78,728.00	80,704.00	82,721.60	84,780.80	86,902.40	89,065.60	91,291.20	93,579.20	95,908.80	98,300.80	100,755.20
HHW Technician	Hourly	37.85	38.80	39.77	40.76	41.78	42.82	43.89	44.99	46.11	47.26	48.44
	Bi-Weekly	3,028.00	3,104.00	3,181.60	3,260.80	3,342.40	3,425.60	3,511.20	3,599.20	3,688.80	3,780.80	3,875.20
	Monthly	6,560.67	6,725.33	6,893.47	7,065.07	7,241.87	7,422.13	7,607.60	7,798.27	7,992.40	8,191.73	8,396.27
	Annual	78,728.00	80,704.00	82,721.60	84,780.80	86,902.40	89,065.60	91,291.20	93,579.20	95,908.80	98,300.80	100,755.20
Accounting Technician II	Hourly	37.34	38.27	39.23	40.21	41.22	42.25	43.31	44.39	45.50	46.64	47.81
	Bi-Weekly	2,987.20	3,061.60	3,138.40	3,216.80	3,297.60	3,380.00	3,464.80	3,551.20	3,640.00	3,731.20	3,824.80
	Monthly	6,472.27	6,633.47	6,799.87	6,969.73	7,144.80	7,323.33	7,507.07	7,694.27	7,886.67	8,084.27	8,287.07
	Annual	77,667.20	79,601.60	81,598.40	83,636.80	85,737.60	87,880.00	90,084.80	92,331.20	94,640.00	97,011.20	99,444.80
Human Resources Technician II	Hourly	37.34	38.27	39.23	40.21	41.22	42.25	43.31	44.39	45.50	46.64	47.81
	Bi-Weekly	2,987.20	3,061.60	3,138.40	3,216.80	3,297.60	3,380.00	3,464.80	3,551.20	3,640.00	3,731.20	3,824.80
	Monthly	6,472.27	6,633.47	6,799.87	6,969.73	7,144.80	7,323.33	7,507.07	7,694.27	7,886.67	8,084.27	8,287.07
	Annual	77,667.20	79,601.60	81,598.40	83,636.80	85,737.60	87,880.00	90,084.80	92,331.20	94,640.00	97,011.20	99,444.80
Resource Recovery Technician II	Hourly	37.34	38.27	39.23	40.21	41.22	42.25	43.31	44.39	45.50	46.64	47.81
	Bi-Weekly	2,987.20	3,061.60	3,138.40	3,216.80	3,297.60	3,380.00	3,464.80	3,551.20	3,640.00	3,731.20	3,824.80
	Monthly	6,472.27	6,633.47	6,799.87	6,969.73	7,144.80	7,323.33	7,507.07	7,694.27	7,886.67	8,084.27	8,287.07
	Annual	77,667.20	79,601.60	81,598.40	83,636.80	85,737.60	87,880.00	90,084.80	92,331.20	94,640.00	97,011.20	99,444.80
Environmental Systems Technician I	Hourly	36.86	37.78	38.72	39.69	40.68	41.70	42.74	43.81	44.91	46.03	47.18
	Bi-Weekly	2,948.94	3,022.40	3,097.60	3,175.20	3,254.40	3,336.00	3,419.20	3,504.80	3,592.80	3,682.40	3,774.40
	Monthly	6,389.37	6,548.53	6,711.47	6,879.60	7,051.20	7,228.00	7,408.27	7,593.73	7,784.40	7,978.53	8,177.87
	Annual	76,672.44	78,582.40	80,537.60	82,555.20	84,614.40	86,736.00	88,899.20	91,124.80	93,412.80	95,742.40	98,134.40

SALINAS VALLEY SOLID WASTE AUTHORITY
SALARY SCHEDULE
EFFECTIVE: SEPTEMBER 14, 2026

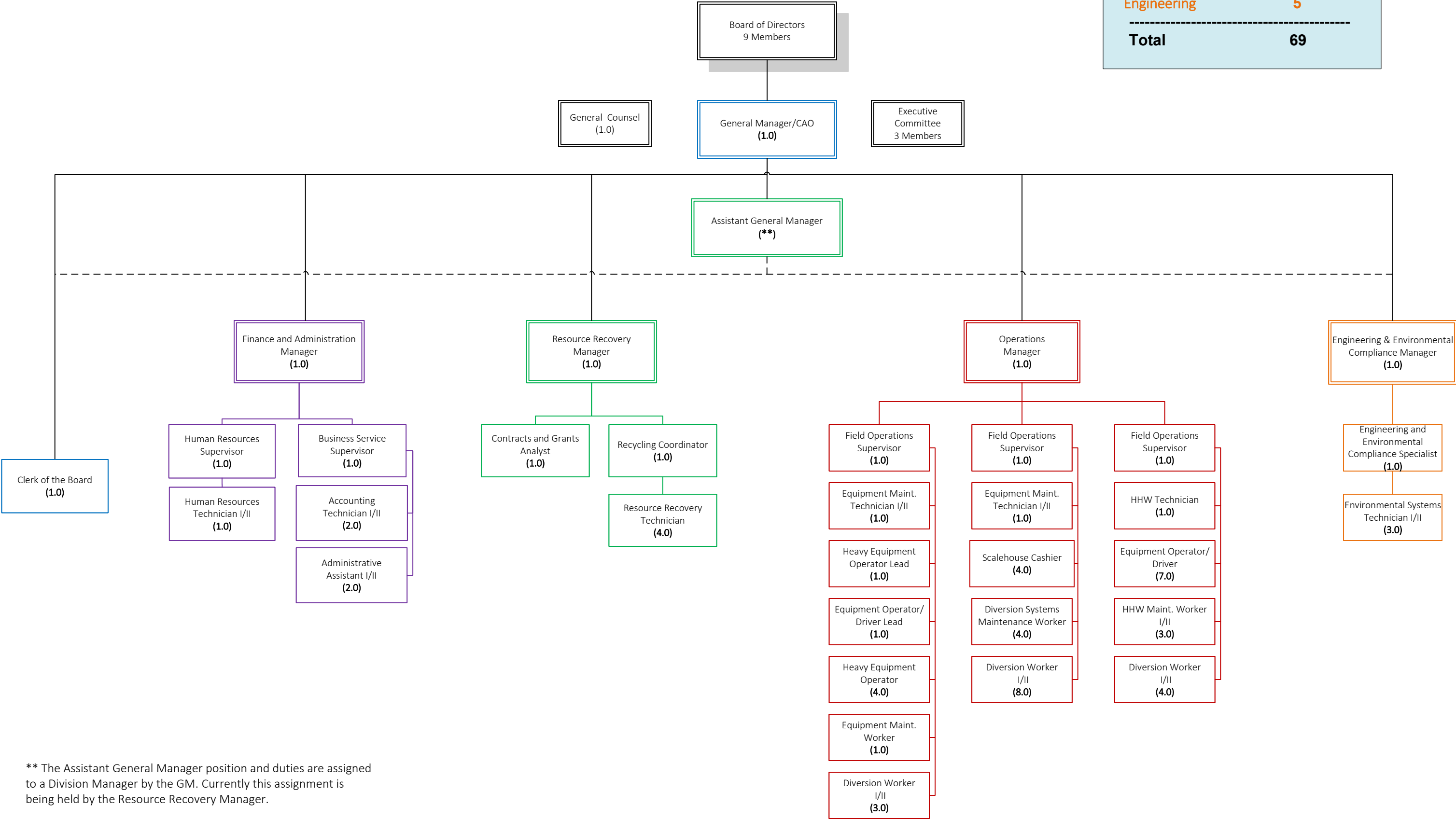
POSITION		STEP 1	STEP 2 2.5%	STEP 3 2.5%	STEP 4 2.5%	STEP 5 2.5%	STEP 6 2.5%	STEP 7 2.5%	STEP 8 2.5%	STEP 9 2.5%	STEP 10 2.5%	STEP 11 2.5%
Heavy Equipment Operator Lead	Hourly	35.49	36.38	37.29	38.22	39.18	40.16	41.16	42.19	43.24	44.32	45.43
	Bi-Weekly	2,839.20	2,910.40	2,983.20	3,057.60	3,134.40	3,212.80	3,292.80	3,375.20	3,459.20	3,545.60	3,634.40
	Monthly	6,151.60	6,305.87	6,463.60	6,624.80	6,791.20	6,961.07	7,134.40	7,312.93	7,494.93	7,682.13	7,874.53
	Annual	73,819.20	75,670.40	77,563.20	79,497.60	81,494.40	83,532.80	85,612.80	87,755.20	89,939.20	92,185.60	94,494.40
Equipment Operator/Driver Lead	Hourly	35.15	36.03	36.93	37.85	38.80	39.77	40.76	41.78	42.82	43.89	44.99
	Bi-Weekly	2,812.00	2,882.40	2,954.40	3,028.00	3,104.00	3,181.60	3,260.80	3,342.40	3,425.60	3,511.20	3,599.20
	Monthly	6,092.67	6,245.20	6,401.20	6,560.67	6,725.33	6,893.47	7,065.07	7,241.87	7,422.13	7,607.60	7,798.27
	Annual	73,112.00	74,942.40	76,814.40	78,728.00	80,704.00	82,721.60	84,780.80	86,902.40	89,065.60	91,291.20	93,579.20
Equipment Maintenance Technician I	Hourly	34.29	35.15	36.03	36.93	37.85	38.80	39.77	40.76	41.78	42.82	43.89
	Bi-Weekly	2,743.20	2,812.00	2,882.40	2,954.40	3,028.00	3,104.00	3,181.60	3,260.80	3,342.40	3,425.60	3,511.20
	Monthly	5,943.60	6,092.67	6,245.20	6,401.20	6,560.67	6,725.33	6,893.47	7,065.07	7,241.87	7,422.13	7,607.60
	Annual	71,323.20	73,112.00	74,942.40	76,814.40	78,728.00	80,704.00	82,721.60	84,780.80	86,902.40	89,065.60	91,291.20
Accounting Technician I	Hourly	33.83	34.68	35.55	36.44	37.35	38.28	39.24	40.22	41.23	42.26	43.32
	Bi-Weekly	2,706.40	2,774.40	2,844.00	2,915.20	2,988.00	3,062.40	3,139.20	3,217.60	3,298.40	3,380.80	3,465.60
	Monthly	5,863.87	6,011.20	6,162.00	6,316.27	6,474.00	6,635.20	6,801.60	6,971.47	7,146.53	7,325.07	7,508.80
	Annual	70,366.40	72,134.40	73,944.00	75,795.20	77,688.00	79,622.40	81,619.20	83,657.60	85,758.40	87,900.80	90,105.60
Human Resources Technician I	Hourly	33.83	34.68	35.55	36.44	37.35	38.28	39.24	40.22	41.23	42.26	43.32
	Bi-Weekly	2,706.40	2,774.40	2,844.00	2,915.20	2,988.00	3,062.40	3,139.20	3,217.60	3,298.40	3,380.80	3,465.60
	Monthly	5,863.87	6,011.20	6,162.00	6,316.27	6,474.00	6,635.20	6,801.60	6,971.47	7,146.53	7,325.07	7,508.80
	Annual	70,366.40	72,134.40	73,944.00	75,795.20	77,688.00	79,622.40	81,619.20	83,657.60	85,758.40	87,900.80	90,105.60
Resource Recovery Technician I	Hourly	33.83	34.68	35.55	36.44	37.35	38.28	39.24	40.22	41.23	42.26	43.32
	Bi-Weekly	2,706.40	2,774.40	2,844.00	2,915.20	2,988.00	3,062.40	3,139.20	3,217.60	3,298.40	3,380.80	3,465.60
	Monthly	5,863.87	6,011.20	6,162.00	6,316.27	6,474.00	6,635.20	6,801.60	6,971.47	7,146.53	7,325.07	7,508.80
	Annual	70,366.40	72,134.40	73,944.00	75,795.20	77,688.00	79,622.40	81,619.20	83,657.60	85,758.40	87,900.80	90,105.60
Administrative Assistant II	Hourly	32.20	33.01	33.84	34.69	35.56	36.45	37.36	38.29	39.25	40.23	41.24
	Bi-Weekly	2,576.00	2,640.80	2,707.20	2,775.20	2,844.80	2,916.00	2,988.80	3,063.20	3,140.00	3,218.40	3,299.20
	Monthly	5,581.33	5,721.73	5,865.60	6,012.93	6,163.73	6,318.00	6,475.73	6,636.93	6,803.33	6,973.20	7,148.27
	Annual	66,976.00	68,660.80	70,387.20	72,155.20	73,964.80	75,816.00	77,708.80	79,643.20	81,640.00	83,678.40	85,779.20
Heavy Equipment Operator	Hourly	32.15	32.95	33.77	34.61	35.48	36.37	37.28	38.21	39.17	40.15	41.15
	Bi-Weekly	2,572.00	2,636.00	2,701.60	2,768.80	2,838.40	2,909.60	2,982.40	3,056.80	3,133.60	3,212.00	3,292.00
	Monthly	5,572.67	5,711.33	5,853.47	5,999.07	6,149.87	6,304.13	6,461.87	6,623.07	6,789.47	6,959.33	7,132.67
	Annual	66,872.00	68,536.00	70,241.60	71,988.80	73,798.40	75,649.60	77,542.40	79,476.80	81,473.60	83,512.00	85,592.00
Equipment Operator/Driver	Hourly	31.84	32.64	33.46	34.30	35.16	36.04	36.94	37.86	38.81	39.78	40.77
	Bi-Weekly	2,547.20	2,611.20	2,676.80	2,744.00	2,812.80	2,883.20	2,955.20	3,028.80	3,104.80	3,182.40	3,261.60
	Monthly	5,518.93	5,657.60	5,799.73	5,945.33	6,094.40	6,246.93	6,402.93	6,562.40	6,727.07	6,895.20	7,066.80
	Annual	66,227.20	67,891.20	69,596.80	71,344.00	73,132.80	74,963.20	76,835.20	78,748.80	80,724.80	82,742.40	84,801.60
Equipment Maintenance Worker	Hourly	29.57	30.31	31.07	31.85	32.65	33.47	34.31	35.17	36.05	36.95	37.87
	Bi-Weekly	2,365.60	2,424.80	2,485.60	2,548.00	2,612.00	2,677.60	2,744.80	2,813.60	2,884.00	2,956.00	3,029.60
	Monthly	5,125.47	5,253.73	5,385.47	5,520.67	5,659.33	5,801.47	5,947.07	6,096.13	6,248.67	6,404.67	6,564.13
	Annual	61,505.60	63,044.80	64,625.60	66,248.00	67,912.00	69,617.60	71,364.80	73,153.60	74,984.00	76,856.00	78,769.60

SALINAS VALLEY SOLID WASTE AUTHORITY
SALARY SCHEDULE
EFFECTIVE: SEPTEMBER 14, 2026

POSITION		STEP 1	STEP 2 2.5%	STEP 3 2.5%	STEP 4 2.5%	STEP 5 2.5%	STEP 6 2.5%	STEP 7 2.5%	STEP 8 2.5%	STEP 9 2.5%	STEP 10 2.5%	STEP 11 2.5%
HHW Maintenance Worker II	Hourly	29.57	30.31	31.07	31.85	32.65	33.47	34.31	35.17	36.05	36.95	37.87
	Bi-Weekly	2,365.60	2,424.80	2,485.60	2,548.00	2,612.00	2,677.60	2,744.80	2,813.60	2,884.00	2,956.00	3,029.60
	Monthly	5,125.47	5,253.73	5,385.47	5,520.67	5,659.33	5,801.47	5,947.07	6,096.13	6,248.67	6,404.67	6,564.13
	Annual	61,505.60	63,044.80	64,625.60	66,248.00	67,912.00	69,617.60	71,364.80	73,153.60	74,984.00	76,856.00	78,769.60
Administrative Assistant I	Hourly	29.17	29.90	30.65	31.42	32.21	33.02	33.85	34.70	35.57	36.46	37.37
	Bi-Weekly	2,333.60	2,392.00	2,452.00	2,513.60	2,576.80	2,641.60	2,708.00	2,776.00	2,845.60	2,916.80	2,989.60
	Monthly	5,056.13	5,182.67	5,312.67	5,446.13	5,583.07	5,723.47	5,867.33	6,014.67	6,165.47	6,319.73	6,477.47
	Annual	60,673.60	62,192.00	63,752.00	65,353.60	66,996.80	68,681.60	70,408.00	72,176.00	73,985.60	75,836.80	77,729.60
Scalehouse Cashier	Hourly	28.85	29.57	30.31	31.07	31.85	32.65	33.47	34.31	35.17	36.05	36.95
	Bi-Weekly	2,308.00	2,365.60	2,424.80	2,485.60	2,548.00	2,612.00	2,677.60	2,744.80	2,813.60	2,884.00	2,956.00
	Monthly	5,000.67	5,125.47	5,253.73	5,385.47	5,520.67	5,659.33	5,801.47	5,947.07	6,096.13	6,248.67	6,404.67
	Annual	60,008.00	61,505.60	63,044.80	64,625.60	66,248.00	67,912.00	69,617.60	71,364.80	73,153.60	74,984.00	76,856.00
HHW Maintenance Worker I	Hourly	26.79	27.46	28.15	28.85	29.57	30.31	31.07	31.85	32.65	33.47	34.31
	Bi-Weekly	2,143.20	2,196.80	2,252.00	2,308.00	2,365.60	2,424.80	2,485.60	2,548.00	2,612.00	2,677.60	2,744.80
	Monthly	4,643.60	4,759.73	4,879.33	5,000.67	5,125.47	5,253.73	5,385.47	5,520.67	5,659.33	5,801.47	5,947.07
	Annual	55,723.20	57,116.80	58,552.00	60,008.00	61,505.60	63,044.80	64,625.60	66,248.00	67,912.00	69,617.60	71,364.80
Diversion Systems Maintenance Worker	Hourly	25.97	26.62	27.29	27.97	28.67	29.39	30.12	30.87	31.64	32.43	33.24
	Bi-Weekly	2,077.60	2,129.60	2,183.20	2,237.60	2,293.60	2,351.20	2,409.60	2,469.60	2,531.20	2,594.40	2,659.20
	Monthly	4,501.47	4,614.13	4,730.27	4,848.13	4,969.47	5,094.27	5,220.80	5,350.80	5,484.27	5,621.20	5,761.60
	Annual	54,017.60	55,369.60	56,763.20	58,177.60	59,633.60	61,131.20	62,649.60	64,209.60	65,811.20	67,454.40	69,139.20
Diversion Worker II	Hourly	23.52	24.11	24.71	25.33	25.96	26.61	27.28	27.96	28.66	29.38	30.11
	Bi-Weekly	1,881.60	1,928.80	1,976.80	2,026.40	2,076.80	2,128.80	2,182.40	2,236.80	2,292.80	2,350.40	2,408.80
	Monthly	4,076.80	4,179.07	4,283.07	4,390.53	4,499.73	4,612.40	4,728.53	4,846.40	4,967.73	5,092.53	5,219.07
	Annual	48,921.60	50,148.80	51,396.80	52,686.40	53,996.80	55,348.80	56,742.40	58,156.80	59,612.80	61,110.40	62,628.80
Diversion Worker I	Hourly	21.31	21.84	22.39	22.95	23.52	24.11	24.71	25.33	25.96	26.61	27.28
	Bi-Weekly	1,704.80	1,747.20	1,791.20	1,836.00	1,881.60	1,928.80	1,976.80	2,026.40	2,076.80	2,128.80	2,182.40
	Monthly	3,693.73	3,785.60	3,880.93	3,978.00	4,076.80	4,179.07	4,283.07	4,390.53	4,499.73	4,612.40	4,728.53
	Annual	44,324.80	45,427.20	46,571.20	47,736.00	48,921.60	50,148.80	51,396.80	52,686.40	53,996.80	55,348.80	56,742.40

Salinas Valley Solid Waste Authority
Organizational Chart
Effective Date: September, 14 2026

Executive Administration	2
Finance & Administration	8
Resource Recovery	7
Operations	47
Engineering	5
Total	69





Reclassification of Solid Waste Technician Positions

Board of Directors Cesar Zuñiga,
General Manager / CAO

August 5, 2026

Published 7/30/26

2027 Landfill Methane Regulations Plan

Plan was presented at the June 2026 board meeting.

Reclassification of the Senior Solid Waste / Solid Waste Tech I/II positions was directed by the Board of Directors.

New job titles, job descriptions, revised Personnel Allocation, and Salary Schedule has been prepared for Executive Committee input and recommendation to Board of Directors.

Changes will go into effect September 14, 2026, if approved.

Staff will begin working with existing vendor and train on the task being taken over and new regulations that take effect at all SVSWA facilities January 2027

2027 Landfill Methane Regulations Plan

Board direction to reclassify staff will reduce the existing SCS Engineers contract by \$78,580 for FY 2026/2027 and result in annual savings of \$157,161

Plan will also eliminate a estimated \$300k estimated annually for new regulations taking effect January 2027.

Proposed changes will increase payroll and benefits \$52,200 annually

SVRFOU bargaining unit has no issues with proposed changes to the MOU.

Questions?

SVR Agenda Item - View Ahead 2026

ITEM NO. 9

	Aug	Sep	Oct	5-Nov-26	Nov	Dec
A		Employee of the Year Recognition		1 p.m. to 5 p.m.		Tentative
1	Minutes	Minutes	Minutes	Board of Directors Strategic Planning Workshop	Minutes	Minutes
2	Claims/Financials (EC)	Claims/Financials (EC)	Claims/Financials (EC)		September Claims/Financials (EC)	October Claims/Financials (EC)
3	June Claims/Financials (EC)	Member Agencies Activities Report	Member Agencies Activities Report		3rd Qtr. Tonnage & Diversion Report	Member Agencies Activities Report
4	June 30 Cash & Investments Report (EC)	New FY Grants & CIP Budget (EC)	September 30 Cash & Investments Report (EC)		Member Agencies Activities Report	
5	Member Agencies Activities Report	2025-26 Annual Report	2027 BD/EC Meetings Schedule		Fund Balance Reserves (EC)	
6	2nd Qtr. Tonnage & Diversion Report	Operations and Environmental Compliance Update	Annual County Used Oil Report		EAR Summary	
7	Surplus Property	Audit Intro/ Governance Letter (EC Only)	Audit Report Previous FY (EC)		New Officers Nominating Committee	
8	CCPP Supplemental Appropriation (EC)	North County Recycling and Transfer Station (EC)	Youth Council Introductions			
9	Conflict of Interest Amendment		Waste Characterization Study Final Report 2025-26			
10	RFP Advanced Organics Recovery Update					
11	NODAL Gas to Energy					
12	Employee Handbook Revisions (EC)					
13	Landfill Methane Rules / Personnel Changes (EC)					

Consent
Presentation
Consideration
Closed Session
[Other] (Public Hearing, Recognition, Informational, etc.) (EC) Executive Committee (sp) Strategic Plan Item