

MAMMOTH COMMUNITY WATER DISTRICT
**REASONABLE ACCOMMODATION REQUESTS FOR
LEGISLATIVE BODY MEETINGS**

Adopted: October 15, 2026

I. PURPOSE

This document provides a written procedure for Mammoth Community Water District (“MCWD” or “District”) staff to receive and resolve reasonable accommodation requests from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. § 12132.).

II. PROCEDURE

In accordance with Government Code section 54953.8, MCWD will attempt to resolve all reasonable accommodation requests that do not impose an undue financial or administrative burden on the District or require a fundamental alteration in its programming. The following procedures shall apply to all meetings of the District’s legislative bodies.

III. READILY AVAILABLE ACCOMMODATIONS

The District can provide the following accommodations for all meetings of its legislative bodies:

Agendas and Meeting Packets: Upon request, agendas and meeting packets will be made available in appropriate alternative formats, including hyperlinks where appropriate so that the user can access the linked information.

Individuals with Hearing Loss: The District provides closed captioning via its video conferencing platform.

Individuals with Visual Impairments: Audio recordings of District Board of Directors meetings are available upon request. In accordance with the District’s Records Retention Schedule, audio recordings are retained for a minimum of 90 days following a meeting. Meeting materials are available in alternative formats upon request. District Board of Directors meetings are streamed on a video conferencing platform for members of the public to participate remotely.

For Individuals with Mobility Impairments: District Board of Directors meetings are streamed on a video conferencing platform for members of the public to participate remotely. Audio recordings of District Board of Directors meetings are available upon request.

IV. ALTERNATIVE ACCOMMODATIONS UPON REQUEST

Individuals with a disability may request alternative accommodations using the process outlined below:

1. An individual may submit an alternative accommodation request orally or in writing. It is the District's preference that all alternative accommodation requests be submitted in writing for recordkeeping purposes.
2. An alternative accommodation request may be submitted by the individual requiring an accommodation, or someone can submit the request on their behalf.
3. Alternative accommodation requests shall be submitted to the District's Executive Assistant in the General Manager's Office. Verbal requests may be submitted by contacting the Executive Assistant at (760) 934-2596, or in person at the District's office. Written requests can be submitted via email at: support@mcwd.dst.ca.us, in person at the District's office, or by mailing the request to the Executive Assistant in the General Manager's Office at: PO Box 597, Mammoth Lakes, CA 93546 (Attention: Executive Assistant to the General Manager).
4. A request for an alternative accommodation must provide the following information:
 - a) The type of accommodation being requested, and/or how the accommodation will allow the individual to access and participate in the meeting. An individual is not required to disclose their particular disability, instead a general explanation will suffice.
 - b) District staff must be provided with the requester's current contact information for staff to be able to respond to an accommodation request. The contact information must include an email address or mailing address.
 - c) The request must specify if the accommodation is requested for a specific meeting, or for all or a series of meetings before a particular body.
5. Alternative accommodation requests must be submitted at least 72 hours in advance of the meeting in which alternative accommodations are being requested. District staff shall advise members of the public to request alternative accommodations as early as possible as District staff will need to determine if the District can provide the requested accommodations. District staff shall also advise requesters that an alternative accommodation request submitted via mail must be submitted early enough to account for delivery-related delays.

V. PROCEDURE FOR THE AGENCY STAFF

1. Any staff member who receives, or believes they may have received, an accommodation request will promptly relay the request and the requestor's contact information to the Executive Assistant and General Manager.
2. The Executive Assistant and General Manager may request that the District's Legal Counsel assist staff in reviewing and responding to an accommodation request.
3. All accommodation request responses shall be provided in writing. Responses will identify whether the accommodation is granted or is granted in the alternative, and any instructions necessary to access the accommodation. If denied, the District's response will identify the grounds for denial of the request.

4. If staff receives an accommodation request at a District meeting, staff shall document such request and any response provided by the staff member.
5. The law requires that all doubt be resolved in favor of accommodations. District staff shall make reasonable efforts to communicate with requestors to obtain clarifications or to discuss whether alternative accommodations would be viable in cases where the requested accommodation might impose an undue hardship on the District.

VI. POLICY REVIEW

This policy shall be reviewed at least biennially.